

**WHAT SECURITY
SHOULD BE APPLIED?**

All appraisal reports are confidential material and should be handled accordingly. The report itself should be typed by the secretary only and if that is not possible, by the secretary to the Head of Post/Division. The report should not be given to anyone else to type. A copy of the report may be retained in the Post's/Division's confidential files, but this copy should be destroyed or given to the ratee upon the departure of the secretary from the Post/Division. Confidential personnel records on former employees should not be maintained by Posts/Divisions.

**WHERE SHOULD THE
APPRAISAL BE SENT?**

All appraisal reports should be signed and sent to the Appraisal and Promotion Policy Unit (APOU) of the Department of External Affairs' Personnel Operations Division. Any additional comments should also be sent to APOU. Likewise, enquiries about the Department's appraisal and promotion policy should be addressed to APOU. Enquiries about the grievance procedure or notification of grievance, however, should be addressed to the Staffing Relations Section of the Bureau Personnel.