

GUIDELINES FOR PREPARATION OF  
ROTATIONAL SECRETARY APPRAISAL REPORTS (ROSAR)

**IMPORTANT:** These Guidelines must be read carefully by the ratee, rater and reviewing officer before preparation of the report. They should be passed with the ROSAR to each contributor in turn.

WHEN SHOULD YOU BEGIN?

The rating period ends on September 30 each year. Reports for the period should be forwarded to the Appraisal and Promotion Policy Unit of the Department of External Affairs' Personnel Operations (APOU) on or before October 15.

WHAT HAPPENS IF THE  
RATING OFFICER IS  
TRANSFERRED?

If the rating officer leaves the post or division before September 30, the end of the appraisal year, the report should cover the period until the rater's departure. If the rater leaves after September 30, the report should still run until September 30. No further report is necessary if the rater leaves by October 31, although the supervisor is welcome to provide a narrative summary for this period. If the rater leaves the post or division between October 31 and December 31, a narrative assessment is required for the period of time he has remained after September 30. Such a narrative assessment should be prepared on the special abbreviated Rotational Secretary Appraisal Report (ROSAR) form. In accordance with established