Role of the Appraisal Review Committee

Quality control

The Appraisal Review Committee (ARC) verifies that all relevant sections of the report are complete, and that all Accountability[1] and performance assessments[2] are adequately addressed. The ARC also verifies that comments not directly related to the employee's performance (e.g. discipline, reference to the employee's spouse or personal issues) do not appear in the appraisal. Raters will be asked to make the appropriate amendments to their reports. Any modifications made by the rater must be acknowledged by the employee and the reviewer before the appraisal can be accepted by the ARC. The ARC does not have the authority to change appraisals or to dispute the assessment given by the rater. However, the ARC may make a confidential recommendation to Personnel if they feel that a particular rater requires additional training or guidance on preparing appraisals.

Performance pay

Where applicable, the ARC's other responsibility is to make performance pay recommendations that are consistent with the Treasury Board agreement concerning the applicable employee group. Performance pay will be awarded primarily on results vis-à-vis major objectives (Accountability), in addition to the overall performance demonstrated by the employee throughout the appraisal year, and in comparison with other employees at that level. The ARC determines whether the performance of each employee was unsatisfactory, satisfactory, fully satisfactory, superior or outstanding.[3] In accordance with Treasury Board directives, the ARC has the responsibility to ensure that no more than 30 percent of the employees under review receive an overall rating of superior or outstanding for performance pay purposes. The ARC does not make any judgements about an employee's readiness for promotion.

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[1] See Appendix A - How to Write Accountability

[2] See Appendix B - Definitions of Qualifications, &
     Appendix C - Knowledge Definitions

[3] See Appendix G - Definitions of Performance Levels