

Chapter 1: Roles and Responsibilities

appraisal input worksheet.¹ Whatever method you use, your input to your rater should include these elements for each qualification:

Examples	Two or three projects or tasks that demonstrated the qualification.
Complexity	What factors made the project or task difficult to complete?
Results/impact	What were the results/impact of the project to the client or to the overall major objectives that are directly attributable to your performance of that qualification?

References may also be useful if you often work independently from your rater. Team colleagues, clients, peers and subordinates may be able to provide your rater with valuable information about your knowledge and qualifications. Raters will treat comments made by references as just one of many sources of information, not as a substitute for the rater's own assessment. Your rater may choose not to consult the references you have suggested, or may consult others.

Submit your input to your rater by the end of June each year or just prior to the end of your assignment, whichever comes first. It is in your own best interest to ensure that your appraisal reaches the Appraisal Review Committee on time. Providing high-quality, timely appraisal input should be one of your top priorities.

Appraisal discussions

The purpose of discussing your performance with the rater is to ensure you understand the evaluation of your performance, and to discuss your strengths and/or weaknesses. Your appraisal report should contain no surprises, in that ongoing discussions with your rater concerning your performance should have taken place throughout the appraisal year.

Employee comments (optional)

You should make every effort to resolve differences of opinion about your appraisal with your rater and reviewer **before** your report is finalized. However, if you remain dissatisfied with your report, you may append written comments or indicate in the certification area that comments will follow shortly after the report is submitted to Personnel. Employee comments should not delay the submission of the appraisal report.

¹ See Appendix J - Employee Appraisal Input Worksheet