

Chapter 2: Special Situations

In the case of employees on secondment INTO the Department, the employee should be appraised according to the terms and conditions stipulated in the secondment/interchange agreement. Appropriate forms and instructions should be obtained from the home department.

Probationary employees

Probationary employees are to be rated on the same form and against the same criteria as all other employees. The "Trainee" appraisal form no longer exists. However, the appraisal objectives for probationary employees should be primarily developmental rather than operational. Raters should seek guidance on these developmental objectives from the probationary employee's assignment officer and/or training co-ordinator.

Heads of Mission

Appraisals for Heads of Mission will be written by the ADM of the applicable geographic branch with input from appropriate divisions. Heads of Mission should provide their rater with appraisal input as described in Chapter 1.

Employees with multiple accreditations and/or raters

Appraisals for employees who are accredited to more than one mission should be written by the manager of the mission where the employee is resident, in consultation with any other managers to whom the employee reports and appropriate headquarters desks.

Employees at one-person posts

The officer heading up a one-person post (i.e. satellite office) is evaluated in the same fashion as all other employees by the mission to which that office is attached. The rater should seek input from the appropriate geographic and functional bureaus and others as appropriate.