

APPRAISAL FORMS (FS-1D, FS)

Examples of the appraisal forms currently in use are provided in Appendix M.

APPRAISALS AND PROMOTIONS

In the Foreign Service, officers are promoted according to procedures that are different from most of the rest of the federal Public Service. In the rest of the Public Service, a candidate is normally promoted following a successful "competition" for a job at a higher level. In the Foreign Service there are no such "competitions" for individual jobs. Instead, officers must have a minimum of four annual appraisals (an appraisal covering a minimum of six months counts as an annual appraisal) prior to becoming eligible for promotion. In practice, in recent years it is not at all uncommon for officers to have spent seven to eight years at the FS-1 level, and it is increasingly common for promotions to take up to a decade or more. The situation regarding promotion from the FS-2 level to the Executive category (EX-1) is even more restricted.

Promotion Boards are convened on an annual basis for each stream. These Boards, comprising four to five senior officers drawn from at least three different streams, convene in the fall to review the relevant appraisal reports for all officers eligible for promotion. Only the four most recent appraisal reports are normally reviewed. After reviewing the reports for all eligible officers, the Promotion Boards draft an order of merit list - the promotion list. The number of officers promoted in any given year will depend on a number of factors, in particular, the number of vacancies at the next level. The Promotion Boards are not informed of the number of vacancies that are anticipated.

Appraisals completed on new officers (FS-1D) are used only to determine an officer's suitability for confirmation of promotion to the FS-1 level and are not considered for future promotion purposes. All promotions to FS-1, FS-2 or EX-1 are subject to a probationary period of one year.

For the effective rates of pay at the FS-1D, FS-1 and FS-2 levels, consult your copy of the current collective agreement between PAFSO and Treasury Board.

See also: *Manual of Appraisal and Promotion Systems* - Chapter 4.1 - "Rotational Groups - Foreign Service" / Chapter 6 - "Appraisal Review Committees" / Chapter 7 - "Promotion Boards".
