

### 3.3. GUIDELINES FOR PREPARATION OF REPORTS

#### THE PROBLEM

The present Guidelines are outdated and some elements have been superseded by Circular Documents. Employees and rating officers are not always sure that they have all the latest information.

#### DISCUSSION

It was felt that there was just too much paper and too many words in too many places on how to prepare appraisal reports. One publication which would provide all of the guidelines and instructions in one place, briefly and concisely, is required. It is no secret that rating officers dislike writing appraisal reports. In order to be fair to the rated employee they must wade through a jungle of words. The employee, in an effort to determine whether she/he has been fairly assessed, must wade through the same jungle. When an already difficult task is made even more difficult, it tends to get put off - and off. The problem of last-minute and late appraisal reports has been a complication of the system.

#### WE THEREFORE RECOMMEND THAT

*New Guidelines and Instructions for the Preparation of the Rotational Secretary Appraisal Report which have been prepared (Annex 'F' and 'H') be adopted and implemented.*

(The guidelines explain when a report is required, type of report depending on length of appraisal period, inadmissible comments, etc. The instructions explain, point by point, how to Prepare the report.)