

THE APPRAISAL REPORT FORM

Tick boxes

Tickmarks for individual assessment criteria have been abolished. It is not the intention that raters should arbitrarily replace a tickmark by writing out the performance level itself (e.g. fully satisfactory; superior). It is the responsibility of the raters to provide sufficient substantiation to support their assessment of the performance level demonstrated by the employee.¹ Promotion Boards and Appraisal Review Committees will rely on the overall contents of the appraisal report to reach their decisions.

Training and development

A new Skills Development Form² replaces Part V - Training and Development of the old FS appraisal report. Completion and submission of this form will be required at the same time as the appraisal report. This new form will not form part of the appraisal report or be placed onto the employee's appraisal file. In the past, employees have been reluctant to identify training interests in the appraisal context, as they feared these might be interpreted as weaknesses by Promotion Boards, and managers and assignment divisions have made little practical use of the information captured in this section. To *strengthen* the process by which training needs are identified and planned for, managers will be required to complete separate training and development plans for their staff annually. Managers will be assessed on their demonstrated commitment to continuous learning, and will be expected to create informal developmental opportunities for their staff such as on-the-job-training, special assignments and individual coaching to supplement limited formal training funded by headquarters.³

¹ See Appendix E - What Is a Full Substantiation, &
Appendix G - Definitions of Performance Levels

² See Appendix I - Skills Development Form

³ See Appendix B - Definition for Leadership and Teamwork