

Chapter 2: Special Situations

a course description or any other documentation that describes the learning objectives of the assignment. These documents will be assessed by the ARC and Promotion Board and form part of the employee's appraisal file.

Retiring or resigning employees

Employees who have confirmed in writing their intention to retire or resign will be provided with a narrative summary at their request.

Supervisor at same level as rated employee

If an employee agrees to being appraised by a supervisor at the same level, he or she should complete and sign Section D of Part V of the appraisal reports, "Certifications."

If an employee does not agree to being appraised by a supervisor at the same level, the rater, reviewer and Personnel should be informed **at the beginning of the appraisal year** so that alternative arrangements can be made. In most cases arrangements are made for the reviewer to write the employee's appraisal report at the end of the appraisal year or assignment, utilizing inputs from both the supervisor and the employee.

Heads of Mission or ADMs who are raters

When the rater is the HOM or ADM, he or she is considered to be both the rater and the reviewer for appraisal-writing purposes.

Secondments/interchanges

In the case of employees on secondment/interchange OUT of the Department, appraisals are to be prepared on Form EXT-1664 or 1665 (06/94), as appropriate, in accordance with these guidelines. Personnel will provide the host organization with these guidelines, but the employee should ensure that the host organization is familiar with the appraisal criteria and understands the importance of completing the appraisal within the specified time period. Raters should seek guidance from Personnel if they have questions about these guidelines.