

Chapter 1: Roles and Responsibilities

You should evaluate employees against the performance expectations for their **current level**¹ and rate them according to the Performance Level Definitions.² Your assessment of the employee's ability to perform at a higher level belongs in the "Potential" section of the appraisal report.

Employees have the right to be appraised in the official language of their choice. You should ascertain the employee's choice before completing the appraisal. If translation services are required and are not available locally, seek assistance from Personnel. Raters are responsible for ensuring consistency between the original and the translated text, and for the completion of the translation within the appraisal deadlines.

Discuss appraisal with reviewer

The reviewer and rater should agree on the contents of the appraisal report before it is discussed with the employee. It should be noted that when the rater is the Head of Mission or the ADM, he or she is considered to be both the rater and the reviewer for appraisal-writing purposes.

Employee comments (optional)

If an employee is dissatisfied with the appraisal report, he or she may attach written comments, or indicate in the certification area that comments will follow shortly after the report is submitted to Personnel. These comments must be signed by the rater and reviewer to indicate that they have seen them. Their signatures do not indicate approval of the contents. Employee comments should not delay the submission of the appraisal report.

Complete appraisals on time

You are responsible for ensuring that appraisal reports for all employees under your supervision reach Personnel within the time frames established. It is incumbent upon the rater to obtain timely employee appraisal input material and thereby avoid late reports.

¹ See Appendix B - Definitions of Qualifications, &
Appendix C - Knowledge Definitions

² See Appendix G - Definitions of Performance Levels