



PERSONNEL MANAGEMENT BUREAU
5. Executive Pool/Heads of Mission
Division

**PERSONNEL
MANAGEMENT
BUREAU**

Overview

Assignments
Division

Recruitment,
Counselling &
Promotion
Division

FSD Policy &
Administration
Division

Executive Pool/
Heads of Mission
Division

Services Centre

Employee
Assistance
Program

**EX STAFFING, PROMOTIONS &
PERFORMANCE MANAGEMENT (cont'd)**

Delivery Standard

2. EX Promotions		
➤ Provide policy advice on process	Ongoing	<input checked="" type="checkbox"/>
➤ Administer screening board, provide rationales	As required	<input checked="" type="checkbox"/>
➤ Advise candidates, arrange interviews, provide financial documents	As required	<input checked="" type="checkbox"/>
➤ Ensure proper documentation to PSC	As required	<input checked="" type="checkbox"/>
➤ Prepare announcement and individual letter to successful candidate, salary calculations	As required	<input checked="" type="checkbox"/>
3. EX Performance Management Agreements		
➤ Request annual PMAs with instructions (ADM confirmation required - PMAs in place by June 30)	April	<input checked="" type="checkbox"/>
➤ Provide summer transition lists to ADMs (ADMs ensure PMAs in place by Sept 30)	September 1	<input checked="" type="checkbox"/>
➤ Request final version (column three)	March	<input checked="" type="checkbox"/>
➤ Provide updates to ADMs on compliance	As required	<input checked="" type="checkbox"/>
➤ Liaise with PCO on agreements for OICs	As required	<input checked="" type="checkbox"/>