

5. Employee's Overall Performance

The supervisor is to give a narrative evaluation of the overall performance of the employee. If the level of the position is higher than that of the employee, indicate whether the employee is carrying out the full range of duties at the higher level; also, indicate if the employee is required to perform duties outside her/his own occupational group (i.e., registry or CM duties). Mention here any outstanding act performed by the employee and any area which may require improvement. This narrative is not to be a substantiation of the rated performance in Part C, but should provide an overview of the employee's performance, including a discussion of any duties or responsibilities which are not rated elsewhere in the report.

ASSESSMENT OF KNOWLEDGE,
ABILITIES AND PERSONAL
SUITABILITY

The following numerical scale is to be used to assess the rated requirements of Knowledge, Personal Suitability and Abilities:

- 0: Did not meet requirements
- 1 - 13: Meets some, but not all, of the requirements
- 14-15-16: Fully meets the requirements, on a consistent basis
- 17-18-19: Somewhat better than, and occasionally exceeds, the requirements
- 20-21-22: Distinctly better than, and usually exceeds, all requirements
- 23-24-25: Exceptional, and clearly exceeds all expectations and requirements