

Part IV: Potential

The rater should provide an opinion on the employee's prospects for greater responsibilities or advancement, along with an overall judgement of the employee's capabilities. Emphasis should be given to the employee's strengths and/or weaknesses to substantiate that opinion. It is recognized that although an employee may have demonstrated an overall superior or outstanding performance at his or her current level, the employee may not be ready to advance to a higher level.

Part V: Certifications

Following discussions with the employee, the rater and reviewer should sign the appraisal report before the employee signs it.

Rotational employees with **restrictions** to their rotational status should discuss their concerns with the appropriate assignment officer before attaching a written explanation to their report. The employee is required to sign the appraisal form as evidence that he or she has seen it and has had an opportunity to discuss it. However, the **signature of the employee does not indicate approval of the contents of the appraisal**. If an employee refuses to sign a report, the rater should submit it to Personnel with an explanatory memorandum.

Employees may attach written comments or indicate on the form that comments will follow shortly after the appraisal 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 to Personnel.

At the top of each page of the report, the employee's name and period covered by the report must also be indicated.

In Part II, the rater and employee are also required to **certify when the initial objectives were set and when the mid-year review took place**.