

HOW DO UNDERFILLS  
AND OVERFILLS  
AFFECT RATINGS?

Although, ideally, all secretaries should occupy positions which are classified at their own level, the fact remains that some secretaries fill positions at a higher level (underfill), whereas others fill positions at a lower level (overfill). In assessing the performance of secretaries, rating officers should remember that they are assessing only the performance of the secretary in relation to the standards outlined in the Statements of Qualifications applicable to her/his own classification and level rather than the level of the position she occupies. For example, a SCY-2 filling a SCY-3 position should be assessed on the SCY 2 standard and not the SCY-3 standard.

ARE THERE ANY  
TABOO AREAS

A number of factors are extraneous to performance and/or prejudicial and therefore must be omitted. Inadmissible subjects include: race; colour; religion; sex; national origin; age; personal qualities that do not affect performance or potential; marital status or plans; spouse or family; voluntary retirement plans; grievance proceedings; method of entry into the Service; ratings for earlier periods prepared by other supervisors; comparison with other identifiable employees, and reluctance to work overtime voluntarily. In general, raters should take care to avoid any comments that may be irrelevant or improper in assessing performance.