

Appraisal Handbook

INTRODUCTION - WHAT HAS CHANGED AND WHY

What has changed?

- New four-page appraisal form for FS; new two-page form for EX; shorter versions
- One form for EX 1-5; one form for FS; one form for GE rotational (on completion of GE conversion)
- New section that assesses results vis-à-vis specific major objectives
- Five revised assessment criteria
- All definitions updated
- Management-driven Skills Development Form
- All information condensed into one handbook
- Tickmarks abolished

Why change the current system?

- To simplify and standardize the process
- To build in greater accountability
- To ensure that we assess the qualities needed to "manage for the future"

New form

Effective with the 1994-95 appraisal year commencing on August 1, 1994, a new four-page form will be used for all foreign service officers. A shorter version of that form will be used for the rotational and non-rotational EX 1-5 category. In addition to the traditional appraisal based on demonstrated knowledge, abilities and personal suitability, the new form asks raters to describe not only the employee's responsibilities and objectives for the appraisal year, but also the results achieved.