

3. APPRAISAL SYSTEM

3.1. STATEMENTS OF QUALIFICATIONS

THE PROBLEMS

1. The present format of the Statements of Qualifications is inappropriate in relation to the Selection Standards.
2. The experience requirement, particularly for SCY-2 and SCY-3, is inadequate for a Foreign Service Secretary.
3. No proper credit or recognition is given for clerical duties performed under the present SCY Statements of Qualifications.

DISCUSSION

The Treasury Board study of the Secretarial, Stenographic and Typing Group conducted in 1975 resulted in the abolishment of "rug-ranking" and the production of new Selection Standards for the group. The Secretary sub-group was converted from levels SEC 1-5 to SCY 1-4, and positions were to be classified on the basis of the new Selection Standards. The first step should have been the preparation of Statements of Qualifications for each level, based on the new Selection Standards. Following this, an appropriate form should have been developed to assess the Rated Requirements of the Statements of Qualifications.

Rated Requirements

Our present Statements of Qualifications, although based on the Selection Standards in general, were obviously written around the present appraisal form (a "cart before the horse" situation). The