

CHAPTER 2

Special Situations

Reassignment during the appraisal year

Period of supervision	Type of appraisal required
Less than one month	Narrative appraisal at the request of the employee
One to four months	Either a narrative (memorandum format) or a full appraisal, at choice of employee
Four months or longer	Full appraisal

Appraisal of recently promoted employees

Employees who were promoted during the appraisal year should be assessed against the performance criteria for their new level. The period covered by the appraisal will be from the date of promotion to the end of the appraisal year. The absence of a full appraisal for the period prior to promotion will not influence career prospects. However, a brief description of activities immediately prior to the promotion should also be prepared to ensure that Personnel files contain a complete record of the officer's experience.

Employees on non-operational assignments

Employees on work-related non-operational assignments (e.g. full-time language training, paid educational leave, university visitorships) should submit a written narrative describing their activities and accomplishments during the assignment. This narrative should be similar to what you would prepare as employee input to a regular appraisal (i.e. it should describe what was done, the complexity of the tasks, the skills and abilities demonstrated, and the results). This employee narrative **should not** comment on how well the task was performed. Instructors or supervisors should sign the narrative to indicate they have seen it. Attach any evaluation documents related to the assignment (e.g. transcripts of grades, comments of course leaders). Include