

ACTION PLAN

- o a working group will be established to review appraisal needs for each group;
- o consultations where appropriate be entered into with the various staff associations;
- o target dates for introducing new appraisal forms are:

	<u>Due for distribution</u>	<u>For Appraisal Year Ending</u>
SCY	July 30, 1990	September 30, 1990
AS	March 1, 1991	August 31, 1991
HOM	May 1, 1991	July 31, 1991
EX(FS)	May 1, 1991	July 31, 1991
FS	May 1, 1991	July 31, 1991
CR	July 1991	December 30, 1991

5. A complete review and update of mechanisms for promotion and career progression in the rotational categories in the Department, with best efforts to initiate a more regular rhythm of promotion competitions in the administrative and support categories as a related objective. Implementation dates will be tied to progress in item 4 above.
6. A complete review of recruitment practices for all rotational groups with a view to attracting candidates better qualified to meet the Department's anticipated needs, meeting employment equity objectives and ensuring a continuing and steady level of recruitment for all groups. The target date for implementation is Spring 1991. Other initiatives will include review of starting salaries for new recruits and institution of shortened security clearance procedures to speed up recruiting process.
7. Investigation of the means by which excellence can be recognized through accelerated promotion.
8. Increase in the use of reverse order of merit to identify and counsel out poor performers.
9. Initiatives to strengthen and encourage the use of both official languages in the Department, to include:
  - o providing greater access to official language training to all staff, especially to support staff, to facilitate operations within the Department in