

3. REMINDER – APPRAISAL REPORT (PERFORMANCE OF 2023)

- It is an important document!
- It is a record of your work for the Organisation
- Basis in career, selection, and incompetence decisions
- Should include all contributions and challenges
- **Written evidence / data / comments**
- Safeguard

REPORT - TIMELINE

- **31 January 2024** reception of your “Performance Development Report” in SuccessFactors

- Within **2 weeks** from receipt of your Performance Development Report:
 - add **comments (1)** to your report
 - request a **conciliation meeting (2)**

- Within **2 weeks** from receipt of the conciliation report:
 - raise an **objection (3)** with the Appraisals Committee

- Within **90 days** from receipt of the final decision by the appraisal committee:
 - file a **complaint (4)** with the ILO-AT requesting to review the appraisal report

MORE DETAILS ABOUT THE APPRAISAL REPORT

- See “[Reporting exercise 2023](#)” on all staff representation channels:
 - MSTEAMS [CANTA Staff Representation public](#)
 - Intranet page: [q/staffrep](#)
 - Outlook inbox: [q/SRRSS](#)