



Date: ____/____/____ Investigation By _____ Local _____

APOC Appraisal Investigation

Employee Name	ID Number
Current Position	Years
Office:	Seniority Date
Immediate Supervisor	Section
	Manager/Director

Appraisal Period

1 st Quarter	Third Quarter
2 nd Quarter	Final

What is the employees' rating? _____

Was the Sup/Supt/Other informed of their rating for the period in question? Yes / No if yes date: _____	Needs Improvement / Commendable / Exceptional
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Date employee was advised of rating? _____

Was APOC representative advised? Yes / No if yes when? _____ Who- _____

Competency Process Review

The following information is required to support a case, where an employee feels that they have received a rating which does not reflect their performance. Competencies reflect an individual's abilities in relationship to their job. Competencies have been listed below.

Influencing	Information Gathering	Initiative	Innovating
Oral Communication	Organizational Awareness	Planning	Motivating
Relationship Management	Resilience	Strategic Perspective	Problem Analysis
			Teamwork
			Written Communication

Questions	Yes	No	Date
Has the employee reviewed his/her Annual Competencies Review to determine proficiency level?			
Have the competencies been recorded and filed in SAP			
Has additional training been identified?			
Has Human Resources, and Training been contacted to set up training portfolio? (if yes) <i>(Identify training and date scheduled)</i>			
Have all training requirements been recorded in SAP?			
Appraisal Review Process			
Was the employee verbally told that their performance is at an unacceptable level? If yes by whom?			
Has the employee reviewed the performance appraisal with their team leader and has he/she been given clear instructions and expectations? Date the first review?			
Does the employee fully understand the expectations within the appraisal? Are all goals inline with S.M.A.R.T. objectives?			

Appraisal Review Process cont'			
<i>The following questions are to be asked for each objective which have not demonstrated the desired results</i>			
	Yes	No	Date
Has Human Resources been contacted? <i>(If so who?)</i>			
Has the employee been involved regarding input to correct the behaviors? <i>(if yes what)</i>			
Has a Performance Improvement Plan been drafted and /or implemented?			
Has Human Resources been contacted? <i>(If so who?)</i>			
Has a copy of the Performance Plan been attached to the employee's file in SAP?			
Other			
Other			

APOC Appraisal Investigation Check Off List

<i>Subject Matter</i>	<i>Check when complete</i>
Copy of Performance Appraisal	
Copy of any correspondence which supports team leader's desision.	
Copy of any correspondence from the employee	
Copy of Performance Improvement Plan	
Copy of performance numbers	
Other	
Other	
Other	