

Changes to MERIT forms

Routing/access

- Even after the form has been sent, the supervisor will be able to modify:
 - results of objectives,
 - new objectives
 - supervisor assessment
- ~~Possibility to cancel and clone the form~~ (Amend)
- Possibility to send form with rights
- Clarified process and follow-up for Insufficient cases

Labels

- The evaluation /comments/ performance qualification section has been separated into sub-sections to improve the look & feel
- The section is renamed “2017 Assessment, Comments and Performance Qualification”
- The supervisor assessment field is renamed “Overall performance assessment (objectives and functions)”

Formatting

- Problems related to accented characters are being solved
- Problems related to character count when copy/pasting are being solved
- Print version shows the pdf version of the form

Roles

- Categories of roles: Managerial roles; Roles as applicable posts; Official non-specialist roles
- Free text field in the MERIT form, but with a help button with a list of the most familiar roles
- Advantage: Supervisors and staff members are guided by the list, but have the flexibility to add comments or roles not in the list

Documentation

- Improved documentation on Service Now Knowledge Base
- Including guidelines on how to complete the form
- Improved help content within EDH

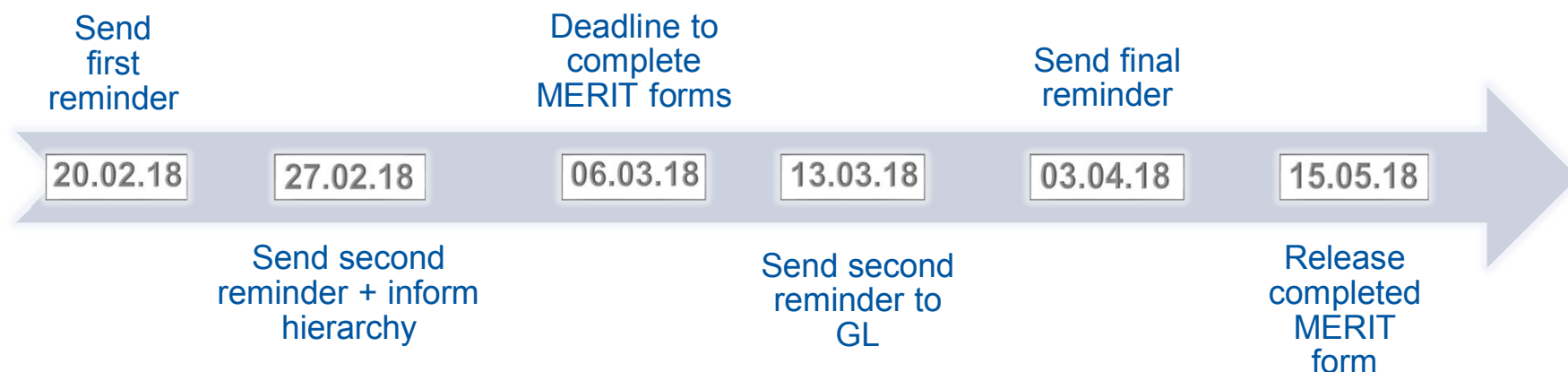
MERIT Overview

- Saved but not sent resolved
- Staff on probation resolved
- Removed salary & position information
- SL Approval to be added to list of statuses

Alert for MERIT forms

- Facilitate follow-up for MERIT forms:
 - Gain effectiveness for C&B, MERIT Coordinators & HRAs
- Help Departments to:
 - Meet deadlines
 - Follow-up difficult cases
 - Avoid breaching Administrative Circular 26

MERIT form reminder - Timeline



Deadline	Description	Timescale
20/02/2018	Send first reminder to Supervisor*	-15 calendar days
27/02/2018	Send second reminder to Supervisor + send first reminder to SL/GL, cc: MERIT Coordinator*	-7 calendar days
06/03/2018	Deadline to complete MERIT forms – Signed by Group Leader and sent to Staff member	Deadline (6 March)
13/03/2018	Send second reminder to GL (cc: HRA & MERIT Coordinator)*	+7 calendar days
03/04/2018	Send final reminder to MERIT Coordinator (cc: HRA)*	+1 calendar month
15/05/2018	Release completed MERIT form to Staff members	+2 calendar months

*MERIT form status: Not created, Saved but not sent, Assessment SV, SL approval, GL approval