

SECRETARY-GENERAL'S BULLETIN NO. 73

To: Members of the Staff of United Nations

Subject: PERIODIC REPORTING ON STAFF MEMBERS

1. In order to assist in the consideration of staff members for promotion, reassignment, training, within-grade increases and retention, a system of periodic reports on individual staff members' performance of allotted work is hereby inaugurated. The periodic reports will form a part of the permanent, cumulative record of service of a staff member.
 2. The first reports will be completed before 1 November 1947. The date of the next report will be announced after the results of the first series have been studied. Normally reports will be made annually, but at first it may be necessary to call for them at more frequent intervals.
 3. Departments will be responsible for the completion of reports on all full time staff members in Grade 1 through 18 and on staff members paid hourly wages. Reports must be rendered on all persons who have served for as long as six months in the Secretariat. For persons with shorter service, Departments should render reports on all those for whom they believe an adequate basis for judgment exists; for many posts three months should be sufficient. Where the staff member has worked under different supervisors during the six months preceding the report, the present supervisor is responsible for making the report; he should, however, consult the previous supervisors before making his appraisal, and indicate this on the report.
 4. The reports will be completed by the immediate supervisor and reviewed successively by the next two higher supervisors. When the immediate supervisor has filled out items 1-6, the next senior supervisor will be responsible for item 7. For the purposes of this report, an immediate supervisor is the person who directly allots work to the staff member and himself oversees that staff member's work activities.
 5. Supervisors are urged to take the opportunity on the completion of the reports to discuss with all staff members the quality of their work as a means of helping them improve their performance. Where comments under any of the headings 1 through 8 indicate that the staff member is less than satisfactory or below average, the supervisor must inform him
- /of the wording

OCT 17 1947

of the wording of such comments and sign Item 9. In such cases, the staff member may, if he wishes, make a written statement which will be filed with the report.

6. The completed report will be a confidential document, available only to authorized persons, namely, The Assistant Secretary-General or Executive Officer of the employing or prospectively employing Department, members of officially constituted Boards, and responsible officers of the Bureau of Personnel.

7. The reports will be completed on Form P/102 (copy attached) and sent in sealed envelopes marked "Confidential", to the Bureau of Personnel, Room S-9.

By direction of the Secretary-General,

BYRON PRICE
Assistant Secretary-General
for Administrative and Financial Services

PERIODIC REPORT

NAME (Last, First)			FUNCTIONAL TITLE		
GRADE, STEP	SALARY	DEPARTMENT	DIVISION		
SECTION	UNIT		With UN Since	In This Grade Since	In This Function Since

1 to 6 to be filled in by immediate supervisor

1. Comment here on Staff Member's technical or professional competence, on the way in which he has adjusted himself to his present work, the scope he has given to it, the quality of his performance.

2. Comment here on Staff Member's industry, neatness, punctuality and regularity of attendance.

3. Comment here on Staff Member's resourcefulness, judgement and willingness to accept responsibility.

4. Comment here on Staff Member's loyalty to the United Nations and ability to understand people of other Nations, also on his linguistic abilities if any.

5. Is Staff Member fitted for other assignment? What?

6. How does Staff Member compare with others doing similar work? (Check one):

☐ Above average ☐ Average ☐ Below average

Date Signature

7. Comments of the next Supervisor as to overall rating:

Check one: ☐ Outstanding ☐ Very good ☐ Satisfactory ☐ Below standard

Date Signature

8. Comments of the next higher Supervisor.

Date Signature

9. I have informed the Staff Member of my comments under the following headings _____, where these show him to be less than satisfactory or below standard.

Date Signature