



Have you completed your e-Performance Document

Performance Cycle: 01/04/2014 - 31/03/2015?

Performance Evaluation Cycle

In accordance with *ST/AI/2015/5*, the performance cycle shall be 12 months. The cycle begins on 1 April of each year and ends on 31 March of the following year. Have you completed yours?



Compliance: Whose Responsibility?

All Staff Members, First Reporting Officers and Second Reporting Officers have a responsibility to comply with the set timelines within the cycle.

Non Compliance by Staff Member

Section 4.2: Non-compliance with the terms of the present *ST/AI/2010/5* by a staff member shall be recorded in his/her individual e-PAS or e-performance document and reflected in his/her overall rating.

Non Compliance by First and Second Reporting Officers

Section 5.5: Non-compliance with the terms of the present *ST/AI/2010/5* by the First or the Second Reporting Officer shall be recorded in his/her e-PAS or e-performance document and be reflected in his/her overall rating.



Why Comply with Deadlines?

1. Safeguard the reputation of your office and the United Nations
2. Missed opportunities for Staff
3. Potential liability for the Organization
4. Reflection in HR Scorecard of non-compliance

