



The dialogue

Following the signature of your self-assessment in Sysper, your reporting officer (your line manager) in most cases this will be the Head of Unit will invite you to a formal dialogue over a period from mid-January to mid-February.

The rules and style of the dialogue remain unchanged, but the role of this conversation between colleagues and their direct line manager changes considerably in terms of quality:

- If you report to an intermediate superior (e.g. a Heads of Sector) the appraiser may request his/her presence during the dialogue, but only with the agreement of the jobholder.
- The purpose of the dialogue is to assess the performance of the jobholder in 2023, looking at ability, efficiency, and conduct in the service. This should be done jointly by both parties and be an exchange of views.
- The reporting officer cannot guarantee your promotion. However, you can always ask him/her openly whether he/she officer will propose you for a promotion this year, based on your performance.
- If your appraiser informs you of a critical situation or the possibly slow career, then it is important to clarify with him but also with your Director the difficulties encountered and the solutions to be considered to overcome them.
- This is without prejudice to the possibility of appealing to your appeal assessor if you do not agree with the assessment report submitted to you.
- It is important to indicate in the future development criterion that the learning and training needs of the jobholder will be discussed during the dialogue.

Please note that if the jobholder refuses the invitation to dialogue without a justified absence, the evaluator can write the evaluation report without a dialogue having taken place.

The report

- The evaluator must write the evaluation within 10 working days of the dialogue,
- The evaluator is the solely responsible for the evaluation report.
- The appraisal report is structured according to the same criteria as the self-assessment. It should reflect an individual (non-standardised) assessment of the performance, competence and conduct of the jobholder.
- It is useful (but not formally expected and can never be imposed) to be able to convince your appraiser to include in the "general comment" section an indication of how he/she sees your performance developing. Here are some examples:
 - o An official responding to a "very good performance" or
 - o An official responding to a "performance above what is expected for an official of this grade" or
 - o The post holder has performed tasks beyond his/her responsibility
 - o He/she has frequently exceeded the tasks corresponding to his/her objectives
 - o An excellent colleague
 - o etc.
- If, in 2023, you have carried out tasks in the interest of the institution and you have clicked on the corresponding point in your self-assessment, the Ad hoc Group will automatically send a contribution, and this will be taken into account in your report.

Once you have received your assessment report, you have five working days to react to these three options.

- o Accept the report in Sysper
- o Add comments in the relevant part of the report and accept the report,
- o Reject the report and appeal to the Director with a text explaining the reason for your disagreement

The appeal dialogue

- If you do not agree with the text of the assessment report, you have the possibility to launch an appeal to your appeal assessor (in most cases this will be the Director) within five working days from the moment you received the contested report.
 - Your appeal will not be discussed in a committee but by the appeal assessor, who will invite you for a second dialogue within ten working days of launching the appeal against your assessment report.
 - You can be accompanied by another member of staff or by a staff representative. The R&D team is ready to help you.
 - Your call assessor can also invite another member of staff during the dialogue, but he/she cannot invite your assessor.
 - The call dialogue refers only to the qualitative content of the report, not to a promotion issue.
 - The appeal dialogue and the appeal assessor's decision are limited exclusively to elements that have already been mentioned in your self-assessment, during the dialogue or in the reason for your appeal request. Following the dialogue, the appeal assessor will enter into Sysper his/her decision whether or not to modify the report. The comments of the staff members present during the second dialogue will be included.
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- At this point, your report will be closed, and the evaluation process will be over.
 - In case of disagreement, it is still possible to lodge a complaint as the only recourse is to introduce Article 90 of the Staff Regulations.

The **R&D** Legal Service is at your disposal to analyse with you the possibilities of using this procedure.

A Helpdesk is at your disposal to answer any further questions. Do not hesitate to contact our **secretariat** (email: OSP-RD@EC.EUROPA.EU tel: **55676** to be in contact with one of our R&D colleagues who are specialists in this field).