



Organization for Security and Co-operation in Europe

Director for Human Resources

Vienna, 5 December 2012

Staff Instruction No. 26/Rev.1

Subject: Short Term Appointment/Assignment (STA)

1. Reference

Staff Regulations 1.01, 4.05, 7.02, 7.04, 7.06

Staff Rules 3.05.1, 3.08.1, 3.11.2, 3.11.3, 3.12.2, 4.03.1, 5.02.1, 5.08.2, 5.17.1, 6.02.4, 6.03.3, 7.01.1, 7.01.2, 7.01.3, 7.02.1, 7.05.2, 7.05.5, 9.03.2

Staff Instruction No. 12 - Transfers

Staff Instruction No. 17 – Standard Recruitment Procedures

Staff Instruction No. 18 – Daily Staff

2. Purpose

The purpose of this Staff Instruction is to provide guidelines on the various aspects of the management of short-term appointments/assignments (STA), including use, recruitment, duration, extension, conditions of service, etc. It has been issued in accordance with Staff Rule 3.05.1. (c), which provides that: *“The Secretary General shall establish guidelines and criteria for the recruitment of local and short-term contracted staff/mission members.”*

3. Applicability

This Staff Instruction applies to all OSCE officials involved in the recruitment and management of STA and to staff/mission members hired on STA in the Secretariat, Institutions and Field Operations.

4. Effective Date

This Staff Instruction shall take effect 5 December 2012 and shall cancel and supersede Staff Instruction 26/2009 issued on 05 February 2009. Administrative guidelines issued by the Institutions and Field Operations on the same subject shall be adjusted in accordance with this revised instruction. In the meantime, in case of inconsistency between the revised Staff Instruction and any administrative guidelines in the Institutions or Field Operations, this Staff Instruction shall prevail.

5. Definition and Utilization

Definition

Staff Regulation 1.01:

Short-Term Appointment/Assignment

“Appointment or assignment to the Secretariat, an institution or a mission for a period of less than six months.”

Short-Term Staff/Mission Member

“Person who is appointed or assigned to the Secretariat, an institution or a mission for less than six months, excluding those employed on an hourly or daily basis.”

Utilization

5.1 An STA shall be for more than 30 days but not exceed five months, 29 days for the same purpose and the same individual. An STA may be utilized for both General Service and Professional category posts and for both contracted and seconded positions.

5.2 The STA modality shall be used only in the following cases:

- (a) To replace a staff/mission member on prolonged sick leave, maternity/paternity/adoption leave or special leave without pay;
- (b) To temporarily fill vacant posts on the approved post table;
- (c) To cope with temporary peaks in workload provided specific funds have been designated in the budget for temporary assignment purposes;
- (d) To fill short-term extra-budgetary posts;
- (e) To fill a position which is expected to be altered/abolished in the next UB post table, such as in the context of restructuring of a programme, where temporary services are required for continuation of programmatic activities.

5.3 When a staff/mission member takes maternity leave with subsequent other types of leave in connection with maternity leave¹ and a replacement will therefore be required for more than six months in duration, a fixed-term appointment (FTA) may be offered with the clear understanding that the appointment is of a temporary nature and will not be extended beyond the date of return of the incumbent of the post.

6. Procedure

6.1 A request for STA should be initiated by the Programme Manager as far as practicable at least one month in advance of the required start date, using the form “Request for STA” (Annex I) in order to give sufficient time for the respective

¹ Staff Rule 7.06.1 (a) The entitlement for maternity and adoption leave on full pay shall be applicable to fixed-term staff/mission members.

Personnel/Administration Office to identify suitable candidates. The funds must be certified as available by the responsible finance/budget office. In the case of an Extra-budgetary project an official pledge will suffice for the issuance of a Vacancy Notice. However, the Vacancy Notice should include the clause *“The appointment will be made subject to receipt of funding”*. The request for STA must be approved by the Director of Department or Head of Institution/Mission and the Chief of Fund Administration.

6.2 Terms of Reference (ToR) outlining the tasks, responsibilities and requirements for the post (Annex II) shall be provided to the respective Personnel/Administration Office by the Programme Manager, unless the STA is intended to replace a staff/mission member or temporarily fill a post on the approved post table, in which case the job description serves as the basis for the selection of the suitable candidate

6.3 It is the responsibility of supervisors to ensure that annual leave requests are authorised without affecting the normal functioning of the office. An STA should not be used to replace staff/mission members on annual leave. In exceptional cases, such as when the position cannot be covered internally, a Daily Contract may be issued in accordance with Staff Instruction No. 18 Daily Staff.

7. Recruitment and Selection

Principle

7.1 There are three options for hiring short-term staff/mission members:

- (i) Through a vacancy notice and a full selection process in accordance with Staff Instruction No. 17; or
- (ii) Through an STA roster; or
- (iii) Through an internal temporary assignment.

STA roster

7.2 The Secretariat DHR/Recruitment Section or the respective Personnel/Administration Office in the Institution/field operation shall be responsible for establishing and maintaining an STA roster that may be used for selection purposes. The following candidates may be considered for STA and placed on the roster:

- (a) Candidates who were found suitable for similar posts following a competitive recruitment process commensurate with the level of the STA;
- (b) Former OSCE staff/mission members with satisfactory performance records who meet the requirements of the STA request;
- (c) Qualified candidates who applied against vacancy notices for other STA positions and who were found suitable through a competitive recruitment procedure as detailed in Staff Instruction 17.

7.3 Candidates selected from the STA roster shall be subsequently interviewed by the hiring department and the respective Personnel/Administration Office and if necessary tested for the specific STA to be filled. An interview summary (Annex III) shall be completed and signed by all board members.

7.4 Upon completion of the selection process, the respective Personnel/Administration Office shall notify the candidate of the start date of the STA.

7.5 It is the responsibility of the respective Personnel/Administration Office, and not of the hiring manager, to brief the selected candidate of the terms and conditions and prepare the letter of appointment.

Internal temporary assignment

7.6 Instead of advertising the STA externally by means of a vacancy notice (Staff Instruction 17) or filling the STA through a roster, hiring managers may consider advertising the STA internally only, in order to offer internal fixed-term staff/mission members the opportunity of being exposed to functions other than their own and as a means of enabling internal mobility and enhancing the skills pool.

7.7 The administrative situation of the internal candidate selected for the internal temporary assignment shall be discussed between the hiring manager and the respective Personnel/Administration Office. Depending on the contractual status and assignment category of the internal candidate, a Special Post Allowance as referred to in Staff Rule 5.17.1 may be paid; or a temporary transfer under the same assignment category may be processed. The advice of the Department of Human Resources (DHR) shall be sought in the event that a locally recruited staff/mission member is selected for an STA outside his/her duty station.

Appointing authority

7.8 Staff Regulation 3.05 (c) *“Local mission members and international short-term mission members shall be appointed by the respective head of mission.”*

7.9 Staff Rule 3.05.1 (c) *“Heads of institution/mission shall inform the Secretary General of appointment decisions in relation to local and short-term staff/mission members.”* This requirement shall be considered as fulfilled once the relevant data has been recorded in the IRMA system.

7.10 STAs for the Secretariat are issued by DHR on behalf of the Secretary General.

8. **Duration and Extension**

8.1 Minimum duration: STA shall not be for less than 30 days. When a temporary assignment is needed for less than 30 days, or on an ad-hoc irregular basis, a daily contract shall be issued in accordance with Staff Instruction No. 18 – Daily Staff.

8.2 Maximum duration of an STA for the same purpose: The STA shall not exceed five months and 29 days for the same purpose and the same individual. Without prejudice to Staff Regulation 3.11 (a) which provides that “*STA shall not carry any expectation of extension [...]*”, if the initial STA has been issued for less than five months and 29 days, it may be extended without repeating the recruitment process within the limit of five months and 29 days. In this case, the “*Request for Extension of STA*” (Annex IV) shall be submitted to the relevant Personnel/Administration office as soon as possible but no later than two weeks before the expiration of the current STA.

8.3 Upon completion of an STA for 5 months and 29 days and in accordance with Staff Rule 3.11.2 (a) there must be a break in service of one month. If the need for the STA for the same purpose remains, the hiring unit may either advertise a new STA and select a different candidate, in which case there must be at least a one day break in service between the two STAs, or they may offer a new STA to the same incumbent provided:

- his/her performance was satisfactory;
- there is a break in service of at least **one month** between the two STAs; and
- the total length of service performed on STA for the same purpose does not exceed 11 months and 28 days.

8.4 Maximum duration of STAs for the same individual: As per Staff Rule 3.11.2, “*the cumulative period of service as a Short-Term Staff/Mission member shall not exceed 24 months of which not more than 12 months shall be in the same duty station or mission area*”. Concretely, this means that the same individual cannot serve more than a total of **24 months** on STA within the OSCE and more than a total of **12 months** on STA within one duty station, irrespective of the tasks performed².

8.5 Maximum periods of service: Staff Rule 3.08.1 (a), “*Periods served in short-term appointments/assignments and periods served in local General Service posts shall not be included for the purpose of calculation of the maximum period of service provided for in Regulation 3.08, nor of the total length of service provided for in Regulation 3.11.*”

8.6 Resignation or termination notice: In the event of termination or resignation, the period of notice shall be two weeks.

² The Secretariat plans to propose an amendment to Staff Rule 3.11.2 which would read: “*the cumulative period of service as a Short-Term Staff/Mission member shall not exceed 24 months*” without mentioning the maximum months that can be served in the same duty station.

9. Conditions of Service

General

9.1 The respective Personnel/Administration Office is responsible for notifying the candidate of the administrative details of the STA. The hiring manager shall abstain from providing information to the candidate regarding remuneration and other conditions of service.

9.2 Under no circumstances should the hiring manager commit to offering an FTA to a staff/mission member holding an STA, Staff Regulation 3.11 (a) “*STA shall not carry any expectation of [...] conversion to another type of employment*”. If a staff/mission member holding an STA is interested in longer-term appointments/assignments with the OSCE he/she shall be referred to the current vacancy notices and advised to apply formally.

Remuneration

9.3 The respective Personnel/Administration Office in consultation with the hiring manager shall have the authority to determine the grade for the appointment, taking into account the duties of the job and the qualifications of the selected candidate in accordance with the instructions detailed in Staff Instruction 17. In no case shall the grade for the STA be higher than the approved grade on the post table against which the STA will be placed. In the case that an STA is against a seconded post, the respective Personnel/Administration Office will take into consideration the secondment level when determining the relevant grade of the STA.

9.4 An STA may be offered at one grade lower than that of the post being temporarily filled in the case that the work has been temporarily redistributed and not all duties are to be covered by a temporary incumbent.

9.5 Offer of STA shall be made at **step 1, single rate** irrespective of the years of relevant experience, number of steps held in the previous position/s, income in the last position/s or of the family situation. No step increment shall be awarded to staff on STA.

9.6 Local staff/mission members holding an STA at a General Service level, as well as local mission members holding an STA at a National Professional level, shall not be entitled to reimbursement of travel expenses upon appointment or separation.

9.7 International staff/mission members holding an STA at a Professional level are entitled to the reimbursement of travel expenses upon appointment and separation in accordance with Staff Rule 5.08.2. They shall not be entitled to payments of rental subsidy, education grant, installation grant or repatriation grant or other benefits otherwise associated with the salary level of internationally contracted staff/mission members.

9.8 In accordance with Staff Rule 5.02.1, “*Short term international contracted mission members temporarily appointed against a post open for secondment, shall*

only be entitled to equivalent of the board and lodging allowance [BLA] applicable at the duty station concerned.”

Working Hours and Leave

9.9 Working hours and leave entitlements are regulated in accordance with the Staff Regulations and Staff Rules, with specific attention to the following:

- (a) Normal working hours shall apply in accordance with Staff Rules 7.01.1, 7.01.2 and 7.01.3 as applicable.
- (b) Staff/mission members holding a full-time short-term appointment shall accrue 2.5 leave days per month in accordance with Regulation 7.02. The accumulation and granting of annual leave shall be administered in accordance with Staff Rule 7.02.1 (a), (c), (e) and (f).

9.10 Staff Rule 7.02.1 (f) *“No compensation shall be paid to seconded OSCE official and short-term international contracted mission members appointed to a post open for secondment who upon separation had unused annual leave days. The assignment shall not be extended for the sole purpose of utilizing unused annual leave days.”*

9.11 Staff/mission members holding an STA shall only be entitled to certified sick leave. Uncertified sick leave is not applicable. Sick leave shall be administered in accordance with Staff Rule 7.05.2 (f), (g) and (h) and Staff Rule 7.05.5.

9.12 Rule 7.05.2 (f) *“Short-term contracted staff/mission members shall accrue credits towards certified sick leave at the rate of two working days for each month of service. Upon appointment, they shall be credited with the full amount of sick leave to which they are entitled for the corresponding duration of their appointment. Unused sick leave credits shall not be carried forward into the new appointment.”*

9.13 Special Leave may be granted in accordance with Staff Regulation 7.04 (a) and (b) and in compliance with the qualifying period of service.

9.14 In the case that a former staff member received termination indemnity and is re-employed on STA, Staff Rule 3.11.3 (c) shall apply.

Social Security

Health, life and accident insurance:

9.15 Holders of STA are eligible to participate in the OSCE Group Insurance Scheme (health, life and accident insurance) in accordance with the provisions of health coverage. The medical insurance coverage shall be in line with local requirements but the level of coverage may be lower than that extended to contracted fixed-term staff/mission members.

9.16 In accordance with Staff Rule 6.02.4 (d) *“The OSCE shall not contribute to the participation in a health insurance scheme of spouses and children of: (i) Short-term OSCE officials”.*

Pension and Provident Fund

9.17 Staff Rule 6.03.3 (b) stipulates that *“The OSCE shall not contribute to any pension insurance scheme for short-term contracted OSCE officials [...]”.*

10. Performance Appraisal Report

10.1 There is no probationary period for an STA.

10.2 Upon expiration of the STA, the supervisor shall be asked to complete a short appraisal form (Annex V) which shall be returned to the respective Personnel/Administration Office. Retention of application forms of temporary staff/mission members on the temporary assignment roster is subject to satisfactory performance.

11. Standards of Conduct and Disciplinary procedure

11.1 Being an OSCE official, in accordance with Staff Regulation 1.01, a staff/mission member holding an STA shall be bound by the OSCE Staff Regulations and Staff Rules (SRSR), including the OSCE Code of Conduct (Appendix 1 of the SRSR). The staff/mission member shall acknowledge receipt of the OSCE Code of Conduct by signing to this effect on the letter of appointment which is issued to them upon taking up their STA.

11.2 In the case that allegations of wrong doing are raised against a staff/mission member holding an STA, the disciplinary procedure described in Article IX of the SRSR shall apply. The decision to impose a disciplinary measure shall be made without referring the case to a Disciplinary Committee (Staff Rule 9.03.2).

Annexes

Annex I	Request for STA
Annex II	STA Terms of Reference Template
Annex III	STA Interview Summary Template
Annex IV	Request for Extension of STA
Annex V	STA Appraisal Form

Request for STA

1. COMPLETE DETAILS (Requesting Section)		
Dept./Section/Unit:		
Name of selected candidate:		
Period of STA:	From:	To:
Select type of STA 1. Temporary replacement of regular staff <input type="checkbox"/> <div style="display: flex; justify-content: space-between; margin-left: 400px;"> <div>Name of Staff Member to be replaced</div> <div><input type="checkbox"/></div> </div> <div style="display: flex; justify-content: space-between; margin-left: 400px;"> <div>Maternity/Paternity/Adoption Leave</div> <div><input type="checkbox"/></div> </div> <div style="display: flex; justify-content: space-between; margin-left: 400px;"> <div>Special Leave without pay</div> <div><input type="checkbox"/></div> </div> <div style="display: flex; justify-content: space-between; margin-left: 400px;"> <div>Sick Leave</div> <div><input type="checkbox"/></div> </div> <div style="display: flex; justify-content: space-between; margin-left: 400px;"> <div>Extra-budgetary post</div> <div><input type="checkbox"/></div> </div> 2. Vacant approved post <input type="checkbox"/> <div style="display: flex; justify-content: space-between; margin-left: 400px;"> <div>Title/Grade of Post</div> <div><input type="checkbox"/></div> </div> 3. Temporary Peak in Workload <input type="checkbox"/> Attach a Terms of Reference and justification for the request		
From: Name/Title (Programme Manager)	Signature and Date:	
Approved: Name/Title (Director of Dept.)	Signature and Date:	
Account Code:		
2. CERTIFICATION OF FUNDS (Budget Unit)		
Funds Certified: Name/Title	Signature and Date:	
3. TO BE COMPLETED BY RECRUITMENT SECTION		
Name(s) of interviewed candidates		
Interview Date(s):	Candidate selected:	
Proposed Grade:	Start Date:	
Approved: Name/Title (Recruitment Head/Officer)	Signature and Date:	
Previous periods of temporary assistance (if applicable):	From:	To:
	From:	To:
	From:	To:
	From:	To:
TOTAL		
Break Taken:		
4. TO BE COMPLETED BY PERSONNEL SECTION		
Post number: (if applicable)		
Certified: Name/Title (Personnel Officer)	Signature and Date:	

Date DD MM YYYY

STA Terms of Reference**Job Title:** Short Term Clerk/Assistant (*as applicable*)**Background:** (*as applicable*)

Short description of the unit, its function etc.

The Unit currently consists of 10 staff members and given the increasing workload and many activities planned in the near future is currently looking for a Short Term Assistant for a period of three months.

Tasks and Responsibility: (*as applicable*)

The Short Term Clerk/Assistant will, under the supervision of **JOB TITLE**, support the staff of the Department/Section/Unit in conducting their day-to-day activities. The work will include the following tasks:

- a)
- b)
- c)
- d)
- e)

Requirements: (*as applicable*)

- Completed secondary education.
- A minimum of **XX** years of relevant experience;
- Good drafting and reporting skills;
- Professional fluency in English; knowledge of other OSCE languages would be an asset;
- Ability to work under time pressure and with tight deadlines;
- Experience of working in a multilateral/multicultural environment;
- Ability to establish and maintain effective work relations with different cultural and national backgrounds.

Starting Date and Salary:

The assignment is requested to start on **DD MM YYYY** for the duration of **XX /months**.

STRICTLY CONFIDENTIAL
STA Interview Summary

Background

1. Short term appointment/assignment is required for (state reason e.g. To replace a staff/mission member on prolonged sick leave, maternity/paternity/adoption leave or special leave without pay, to temporarily fill a vacant post on the approved post table, Extra-budgetary funding or temporary peak in workload).
2. The requirement is for:
(Short TOR)
3. The following candidates were selected for interview:
Mr. Ms. XXXXXXXXXXXX
Mr. Ms. XXXXXXXXXXXX
Mr. Ms. XXXXXXXXXXXX
4. The interviews and written tests were held on XX and XX XXXX 2012. The members of the board were:

Mr. Ms. XXXXXXXXXXXX, - *Title* (Hiring Manager)
Mr. Ms. XXXXXXXXXXXX, - *Title* (DHR/Personnel/Administration Office)

Objective

The Board assessed the technical abilities of the candidates as well as their personal qualities against the main requirements listed below:

- XXXXXXXXXXXX;
- XXXXXXXXXXXX;
- XXXXXXXXXXXX;
- XXXXXXXXXXXX;
- XXXXXXXXXXXX;

XXXXXXXXXXXXXXXX (Country)

Short paragraph on qualifications and interview.

Written test:

XXXXXXXXXXXXXXXX (Country)

Short paragraph on qualifications and interview.

Written test:

XXXXXXXXXXXXXXXX (Country)

Short paragraph on qualifications and interview.

Written test:

Written Test Results

Test Results - XXXXXXXX

		TOTALS
	Square	XX%
	Smiley	XX%
	Star	XX%
	Circle	XX%
	Triangle	XX%

Conclusions of the Board

The board considered the experience outlined in the application form, the interview, and the positive reference checks in its final decision. The Board was unanimous in recommending **XXXXXXXXXXXXXXXX** for a STA as **XXXXXXXX, P/GX**.

Mr. Ms. XXXXXXXXXXXX

Hiring Manager

Mr. Ms. XXXXXXXXXXXX

DHR/Personnel/Administration Office

CONFIDENTIALITY

Staff Regulation 2.02 states that “OSCE officials shall observe maximum discretion with regard to all matters relating to the activities of the OSCE. They shall at no time use, disseminate and/or publish information known to them by reason of their official position, except in connection with the discharge of their functions...”

To ensure that all aspects of OSCE recruitment processes remain confidential no information regarding the list of candidates, long-listing, short-listing or interview board proceedings should be revealed to any person other than the staff member/s of the Department of Human Resources dealing directly with the position in question.

Under no circumstances should any information regarding the successful candidate be divulged until the final report of the recruitment interview board has been signed by the Secretary General or the Director for Human Resources.

Enquiries from representatives from participating States with regard to their nationals, or on the progress of selection proceedings, should be referred to the Director for Human Resources.

Request for Extension of STA

1. COMPLETE DETAILS (Requesting Section)		
Dept./Section/Unit:		
Name of staff/mission member:		
Extension Period :	From:	To:
Select type of TA 1. Temporary replacement of regular staff <input type="checkbox"/> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 70%;"> Name of Staff Member to be replaced: Maternity /Paternity/Adoption Leave Special Leave without pay Sick Leave Extra-budgetary post </div> <div style="width: 25%; text-align: right;"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </div> </div> 2. Vacant approved post <input type="checkbox"/> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 70%;">Title/Grade of Post:</div> <div style="width: 25%; text-align: right;"><input type="checkbox"/></div> </div> 3. Temporary Peak in Workload <input type="checkbox"/> Attach a description of duties and justification for the request		
From: Name/Title (Programme Manager)	Signature and Date:	
Approved: Name/Title (Director of Dept.)	Signature and Date:	
Account Code:		
2. CERTIFICATION OF FUNDS (Budget Unit)		
Funds Certified: Name/Title	Signature and Date:	
3. TO BE COMPLETED BY PERSONNEL SECTION		
Previous periods of temporary assistance:	From:	To:
	From:	To:
	From:	To:
	From:	To:
TOTAL		
Break Taken:		
Post number: (if applicable)		
Certified: Name/Title (Personnel Officer)	Signature and Date:	

STA Appraisal Form

1. TO BE COMPLETED BY THE INCUMBENT'S SUPERVISOR					
Name:	Department/Section/Unit:				
Brief description of duties:					
Please tick the appropriate boxes:					
	A	B	C	D	E
Accuracy, quality of work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Co-operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Courtesy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flexibility, adaptability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative, creativity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Innovation, problem solving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge, technical skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planning, organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reliability, integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teamwork, interpersonal relationships	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work with minimum supervision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Performance Ratings Scale: A. Excellent B. Very Good C. Good D. Below Average E. Poor N.A. Not Applicable					
I would recommend the staff member for further short term assignments Yes <input type="checkbox"/> No <input type="checkbox"/>					
			Signature and Date:		
Staff Member:			Signature and Date:		
2. TO BE COMPLETED BY RECRUITMENT AND PASSED ON TO PERSONNEL SECTION			Date received:		

