

Do's and don'ts for the drafting of your appeal

- *Your appeal should always concentrate on your merits / performances in time. This means all your reports since your last promotion.*
- *If you are below the average seniority threshold, it is even more important that your last CDR contain comments with key words such as "very good", "outstanding", "excellent", "exceptional", "exceeded the objectives", etc.*
- *You should demonstrate that your perception of a high level performance corresponds to that of your direct hierarchy / evaluator. You increase your chances if you can demonstrate their support.*
- *The structure of your appeal should take into account the three main criteria mentioned in Article 45 of the Staff Regulations: ability / efficiency, responsibilities, use of languages*
- *It is important to include for each criterion excerpts of your CDR since the last promotion demonstrating that you fulfil the requirements to be promoted. Ideally, these excerpts should include the famous key-words (high quality, very good, outstanding, excellent, beyond expectation, performed above the objectives,...).*
- *Do not hide the key comments with other less convincing comments.*
- *Better to be « punchy » and include the best comments of the last 2/3 reports.*
- *Avoid emotional comments (angriness, deception, ...) they will not help your appeal. Only objective elements will be taken into account by the JPC.*
- *If your responsibilities are above the norm / higher than other colleagues in your grade, do mention it in particular when this is acknowledged by your hierarchy.*
- *If necessary, mention the tasks foreseen in your job description or the tasks you carried out during the relevant period and check whether they correspond to those mentioned in the standard job descriptions for your grade and/or those of standard job description or higher grades*
- *Do not hesitate to mention when your hierarchy (head of unit or Director) openly supports your promotion.*
- *Do not make a list of your tasks*
- *Do not compare your performance with other colleagues. This comparison is done by the hierarchy. It is not your tasks to do so.*