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Vocational assessment in the State civil service

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Are you a public servant and would you like to know how your annual assessment is conducted? We present the applicable rules. They vary depending on whether you are a public servant or a contract worker.

Official

If you are a public servant **incumbent**, your professional value is assessed **every year during an interview** which shall give rise to a report.

What are the objectives of the official's job interview? ^

Job interview is a **moment of exchange** between you and your direct line manager on the **balance sheet for the past year and objectives for the following year**.

The interview focuses on the following:

- Professional results you have achieved in relation to the objectives set and the conditions of organization and operation of the service
- Objectives for the coming year and prospects for improving your professional performance, taking into account, possibly, the prospects for the evolution of the conditions of organization and operation of the service
- How to serve
- Acquired professional experience
- Training needs taking into account, among other things, your missions, the skills you need to acquire and your professional project
- Managerial qualities where applicable
- Prospects for professional development

Ministerial orders may set out other topics that may be covered by the professional interview, depending on the nature of the tasks entrusted and the level of your responsibilities.

During the interview, your line manager verifies that you know the rules for using the personal training account (<https://www.service-public.gouv.fr/particuliers/vosdroits/F18090?lang=en>) and the conditions under which you can view your rights. If it does not, it informs you.

Your **prospects for advancement to higher grade** may also be the subject of a special additional assessment. This is the case if you have reached the last step in your grade for at least 3 years on 31 December of the year of the promotion table and if you have not reached this grade by advancement in grade (<https://www.service-public.gouv.fr/particuliers/vosdroits/F568?lang=en>) or competition (<https://www.service-public.gouv.fr/particuliers/vosdroits/F434?lang=en>) or internal promotion (<https://www.service-public.gouv.fr/particuliers/vosdroits/F17757?lang=en>).

How does a civil servant's professional interview take place? ^

The professional interview is conducted by your direct supervisor.

You are informed of the date of the interview **at least 8 days in advance**.

Ministerial orders specify the conditions for organizing the professional interview and the criteria for assessing your professional value. These criteria depend on the nature of the tasks entrusted to you and your level of responsibility.

You must show proof of a **sufficient effective presence time** during the year to allow your supervisor to appreciate your professional value. This period shall be assessed on a case-by-case basis. In particular, it may vary depending on the nature of your duties.

When you **change your position during the year**, the assessment is based on the position you have held for the longest time.

Your supervisor establishes a **report** professional maintenance.

This report contains a general assessment expressing your professional value.

The minutes are given to you first. You can supplement it with your comments.

It shall then be signed by the hierarchical authority, which may, if it considers it appropriate, make its own observations.

Well, it's yours notified so that you can sign it to certify that you knew about it.

The report shall be kept in your file (<https://www.service-public.gouv.fr/particuliers/vosdroits/F31546?lang=en>). .

Can an official challenge the minutes of his professional interview? ^

You can **request review of the minutes** from your professional interview to your line authority in the **15 francs free days** following its notification.

The line authority has 15 clear days to respond from the date of receipt of your review request.

In case of an unfavorable response, you can enter the HEADING within one month of notification of the reply.

After the PCA has given its opinion, the hierarchical authority will send you the final report of the interview. The report is kept in your individual file.

The minutes of the interview may also be subject to litigation

(<https://www.service-public.gouv.fr/particuliers/vosdroits/N560?lang=en>) before the Administrative Court.

How is job interview taken into account in an official's career? ^

The records of professional interviews are part of the elements taken into account when preparing the tables advancement in grade (<https://www.service-public.gouv.fr/particuliers/vosdroits/F568?lang=en>). .

Contractual

You benefit **every year** a professional interview if you are recruited in DTA or CSD more than 1 year on a permanent job (i.e. for reasons other than temporary or seasonal increase in activity) or on a project contract

What are the objectives of a contractor's professional interview? ^

Job interview is a **moment of exchange** between you and your direct line manager on the **balance sheet for the past year and objectives for the following year**.

The interview focuses on the following:

- Professional results you have achieved over the past year in terms of the objectives set for you and the conditions of organization and operation of your service
- Objectives for the coming year and prospects for improving your professional results, taking into account, possibly, the prospects for the evolution of the conditions of organization and operation of your service
- How to serve
- Acquired from your professional experience
- Managerial capacity where appropriate
- Training needs, especially with regard to your missions, the skills you need to acquire and your professional project
- Prospects for professional development, and in particular your projects to prepare for competitions for access to public service bodies and frameworks of employment

Ministerial orders may set out other topics on which the professional interview may be based.

How does the professional interview of a contractor take place? ^

The professional interview is conducted by your direct supervisor.

You are informed of the date of the interview **at least 8 days in advance**.

Ministerial orders specify the conditions for organizing the professional interview and the criteria for assessing your professional value.

Your supervisor establishes a **report** professional maintenance.

The report shall include a general appraisal expressing your professional value.

It's sent to you first, and you can comment on it.

The report shall then be signed by the hierarchical authority, which may, if it considers it appropriate, make its own observations.

Well, it's yours notified.

You sign it to certify that you have read it, and then return it to the hierarchical authority.

The report shall be kept in your individual administrative file
(<https://www.service-public.gouv.fr/particuliers/vosdroits/F31546?lang=en>) .

Can a contractor challenge the minutes of his professional interview?

You can **request review of the minutes** from job interview to line authority **within 15 free days** following its notification.

The line authority has 15 clear days to respond to you from the date of receipt of your review request.

In case of an unfavorable response, you can enter the CCP within one month of notification of the reply.

After receiving the opinion of the committee, the hierarchical authority will send you the final report of the interview.

The final report is kept in your individual administrative record.

The maintenance report may also be the subject of a litigation
(<https://www.service-public.gouv.fr/particuliers/vosdroits/N560?lang=en>) before the Administrative Court.

How is the professional interview taken into account in the administrative situation of a contractor?

The maintenance report is taken into account for the reassessment of your remuneration, which takes place at least every 3 years.

Statute and miscellaneous references

Civil Service Code: Articles L521-1 to L521-5

(https://www.legifrance.gouv.fr/codes/section_lc/LEGITEXT000044416551/LEGISCTA000044422999/?lang=en)

Decree No. 86-83 of 17 January 1986 on contract agents of the EPF

(<https://www.legifrance.gouv.fr/loda/id/JORFTEXT000000699956/?lang=en>)

Articles 1-3, 1-4

Decree No. 2010-888 of 28 July 2010 on the assessment of the professional value of State officials

(<https://www.legifrance.gouv.fr/loda/id/JORFTEXT000022593931/?lang=en>)

Circular of 23 April 2012 on the general conditions for assessing the professional value of State officials (PDF - 105.5 KB)

(http://circulaires.legifrance.gouv.fr/pdf/2012/04/cir_35118.pdf?lang=en)