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GUIDE TO WRITING REBUTTALS

What is a rebuttal?

A rebuttal is a written counterargument made to claim that something is false or erroneous.

When do you write a rebuttal?

You may write a rebuttal to any of the following personnel materials:

- » Counseling memos
- » Corrective performance memos
- » All materials or memos related to performance
- » Annual written performance appraisals
- » Probationary reports

Tips for writing a rebuttal

1. Carefully analyze the personnel materials and highlight comments or statements you believe are not true or are inaccurate.
2. Prepare an outline listing each item you wish to rebut in the same order as they appear in the personnel material.
3. Reference the date and subject matter of the personnel material in your rebuttal's introductory paragraph.
4. In the body of the rebuttal statement include your version of the incident or reason explaining why the comments or statements are false or inaccurate. Keep to the facts in the memo.

5. Lastly, summarize your points, briefly explaining again the reasons the personnel material is incorrect.
6. Stay on topic. Do not write about issues that are not discussed in the memo being rebutted. A good rebuttal is short and to the point.
7. Know your audience. The purpose of a rebuttal is not to persuade the author of the original memo. Rebuttals are written to explain your side of the story to anyone seeing the original memo.
8. Avoid inflammatory language. A good rebuttal will avoid excessive emotion. Your case is not strengthened if you call your supervisor a liar.
9. Include the statement, "This rebuttal shall be attached to the [document being rebutted] and shall stay with it wherever it may go."
10. Have your rebuttal reviewed and edited by your ACSS Representative.

If you receive a verbal or written personnel evaluation that you believe contains false, inaccurate or erroneous information or allegations with which you do not agree, contact your ACSS Representative to assist you in tailoring a customized and appropriate response. In some instances, failure to write a rebuttal may be perceived as an admission the original memo is accurate.

IF YOU EVER HAVE A CAREER ISSUE, CALL US FIRST @ (800) 624-2137