



Employee Performance Evaluation Review Roles and Responsibilities

Rater - The rater is usually the employee's immediate supervisor of record. However, in cases where the employee is temporarily assigned to a project or another work area, it may be the project team leader or temporary supervisor. In all cases, the rater is to be knowledgeable of the employee's work performance. Raters are to:

- Develop and convey performance standards to employees at the start of the rating cycle and as work assignments dictate.

Prior to the start of the rating cycle, supervisors are to provide employees with performance standards. These may be conveyed in any manner that facilitates mutual understanding of the assigned work and performance expectations. Specific standards are to be conveyed regarding job knowledge/skills; work results; communication; initiative/problem solving; interpersonal relations/equal employment opportunity; work habits; and supervision (where applicable).

Did you know that the number one reason employees don't do what they are supposed to do is that they don't know what they are supposed to do? If you haven't already conveyed performance standards to an employee whose annual review is due in the next six months, it's not too late. Take the opportunity now to meet with the employee and talk about your expectations so that when it is time for the review there are no surprises.

- Identify, discuss, and coordinate training needs and developmental opportunities.
- Conduct required progress reviews and provide substantive feedback to employees.
- Maintain adequate documentation to support ratings and provide employee recognition or sanctions.
- Complete performance reviews according to internal policy **in a timely manner**.

Reviewing Officer - A reviewing officer typically is the immediate supervisor's supervisor. Reviewing officers are to:

- Ensure supervisors comply with their performance management responsibilities and evaluate supervisors accordingly.
- Provide input and assessments into performance standards to ensure appropriateness to System goals and consistency among similar positions.
- Participate in the evaluation process as provided on Form 363L.
- Discuss ratings/standards with employees at their request and resolve discrepancies between supervisors and employees.

Human Resources - The Human Resources office is to:

- Establish effective monitoring processes to track the completion of performance evaluations.
- Review completed ratings for completion and adherence to instructions.
- Ensure that a meeting with the reviewing office occurred if it was requested by the employee.
- Establish follow-up procedures to ensure that delinquent ratings are completed.
- Notify executive management of timeliness problems and continuing problems concerning proper completion of forms.