

## INFORMATION ON WHO DOES WHAT DURING THE EVALUATION PHASE

There are 5 key players involved in the evaluation phase. The chart below provides information on who they are and what they do.

Who	What
Reviewer <sup>1</sup>	<ul style="list-style-type: none"> <li>• Reviews and approves the official evaluation</li> </ul>
Supervisor	<ul style="list-style-type: none"> <li>• Creates official evaluation</li> <li>• Meets with employee to discuss evaluation</li> <li>• May acknowledge that the meeting to discuss evaluation was held</li> <li>• Completes official evaluation</li> </ul>
Employee	<ul style="list-style-type: none"> <li>• Completes self-evaluation</li> <li>• Meets with supervisor to discuss evaluation</li> <li>• Acknowledges that meeting to discuss evaluation was held</li> </ul>
HR Advisor	<ul style="list-style-type: none"> <li>• Provides guidance on the application of the performance management policy</li> <li>• Provides technical assistance</li> <li>• Monitors agency 's compliance with the District's performance management policy</li> </ul>
Department of Human Resources	<ul style="list-style-type: none"> <li>• Provides guidance on the application of the performance management policy</li> <li>• Provides technical assistance</li> <li>• Monitors compliance with the District's performance management policy</li> <li>• Moves reviewer approved evaluations to the year-end discussion step</li> </ul>

<sup>1</sup> A supervisor, agency head, or agency head designee responsible for reviewing and approving the annual performance evaluation completed by a rating official.