

SUPERVISOR INSTRUCTIONS ON HOW TO CREATE & SUBMIT AN OFFICIAL EVALUATION

Self-Evaluation ⇒ OFFICIAL EVALUATION ⇒ Reviewer ⇒ Year-End Discussion & Completion

How to Create & Submit an Official Evaluation

Step	Action	Notes
(1)	Login to PeopleSoft https://pshcm.dc.gov	
(2)	Click the Manager Self Service link.	
(3)	Click the Performance Management link.	
(4)	Click the Current Documents link located under Performance Documents.	
(5)	Click the Annual Performance Document link.	
(6)	Click the Start or Edit link associated with the “Complete Manager Evaluation” step under Document Progress to open the document.	<u>Click the Save button frequently to save your work.</u>
(7)	To import employee ratings and comments click the Import Employee Evaluation button or the View Employee Comments link.	<p>Employee ratings and comments may only be imported if the employee submitted a self-evaluation. The Import Employee Evaluation button will import ALL employee ratings and comments into the official evaluation. The View Employee Comments link will import only the employee ratings and comments for a particular section.</p> <p>To send a self-evaluation back to an employee click the View link associated with the “Review Self-Evaluation” step under Document Progress to open the document, scroll to the bottom of the page and click the Return to Employee for Rework button, and then click the OK button.</p>
(8)	Click the drop down arrow to assign a rating to each Competency and S.M.A.R.T Goal.	<p>A rating MUST be selected for all Competencies and S.M.A.R.T Goals.</p> <p>Click the  icon to view the rating definitions.</p> <p>Click the Calculate All Ratings button to calculate the overall rating.</p>

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(9)	Enter comments into the comments fields for the Competencies, S.M.A.R.T Goals, Individual Development Plan objective(s), Mid-Year Review Progress Summary, and Overall Summary sections.	If a Mid-year Progress Discussion was not held “Mid-year not held” may be entered into the comments field. ALL comments fields MUST be completed.
(10)	Click the Save button.	
(11)	Click the Submit for Approval button.	An email notification will be sent to the reviewer to inform her/him that the official evaluation has been submitted.
(12)	Click the OK button.	The reviewer WILL NOT be able modify the document, however, s/he can deny it. When a document is denied, it is sent back to the supervisor. The supervisor may reopen the evaluation by clicking the Reopen Evaluation button. After modifying the evaluation click the "Submit for Approval" button to send the evaluation to the reviewer for approval.

The employee will not have access to the official evaluation until year-end discussion step. DCHR will move reviewer approved evaluations to the year-end discussion step.



Go to Department of Human Resource’s Performance Management webpage
<http://dcop.dc.gov/dcop/cwp/view,a,1220,q,530729,dcopNav,%7C31656%7C.asp>
 OR Contact your HR Advisor.