

## SUPERVISOR INSTRUCTIONS ON HOW TO DO THE YEAR-END DISCUSSION AND COMPLETE THE EVALUATION

Self Evaluation ⇒ Official Evaluation ⇒ Reviewer ⇒ YEAR-END DISCUSSION & COMPLETION

### How to do the Year-end Discussion and Complete the Evaluation

Step	Action	Notes
(1)	Login to PeopleSoft <a href="https://pshcm.dc.gov">https://pshcm.dc.gov</a>	
(2)	Click the <b>Manager Self Service</b> link.	
(3)	Click the <b>Performance Management</b> link.	
(4)	Click the <b>Current Documents</b> link located under Performance Documents.	
(5)	Click the <b>Annual Performance Document</b> link.	
(6)	Click the <b>Edit</b> link associated with the "Complete Manager Evaluation" step under Document Progress to open the document.	
(7)	Click the <b>Available for Employee Review</b> button to enable the employee to view the official evaluation.	DCHR will move reviewer approved evaluations to the year-end discussion step. The <b>Available for Employee Review</b> button will be visible to the supervisor once the evaluation is moved to the year-end discussion step.
(8)	Click the <b>OK</b> button.	An email notification will be sent to the employee to inform her/him that the evaluation is now available for her/him to view.
(9)	Meet with the employee offline to discuss the evaluation.	To modify the evaluation <i>after</i> the year-end discussion click the <b>Reset Document Status</b> link located under Performance Documents and Administrative Tasks.  Changing the status of an evaluation moves the document back to "In Progress" status.  <b>Modifications made to an evaluation must be approved.</b>

## SUPERVISOR INSTRUCTIONS ON HOW TO DO THE YEAR-END DISCUSSION AND COMPLETE THE EVALUATION

Self Evaluation ⇒ Official Evaluation ⇒ Reviewer ⇒ YEAR-END DISCUSSION & COMPLETION

How to do the Year-end Discussion and Complete the Evaluation		
(10)	Open the evaluation and then click the <b>Review Held</b> button.	An email notification will be sent to the employee to inform her/him that s/he may acknowledge that the year-end discussion was held.  The supervisor will receive an email letting her/him know the employee has clicked the <b>Acknowledge Review</b> button
(11)	Click the <b>OK</b> button.	The supervisor may click the <b>Acknowledge Review</b> button to override if the employee refuses to or is unable to acknowledge.
(12)	Open the evaluation and then click the <b>Complete</b> button twice.	The <b>Complete</b> button WILL NOT appear if the <b>Acknowledge Review</b> button has not been clicked.
(13)	Click the <b>OK</b> button.	The employee and supervisor will have access to a read only version of the official evaluation once it is completed.

**The status of the evaluation will change to “Complete” in the Document Details page after the complete button has been clicked.**



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.