







THE STEPS IN THE EPERFORMANCE EVALUATION PHASE
Check-in with your HR Advisor about the deadlines your agency has set for completing the steps

STEP NUMBER	DESCRIPTION
(1)	Employee creates and submits the self-evaluation to her/his supervisor. 
(2)	Supervisor creates and submits the official evaluation to the reviewer. ¹ 
(3)	Reviewer approves/denies the evaluation. ² 
(4)	Supervisor makes the evaluation available for employee review and holds the year-end discussion with the employee. 
(5)	Supervisor makes the evaluation available for employee acknowledgement. 
(6)	Employee acknowledges that the year-end discussion was held. 
(7)	Supervisor completes the evaluation.



= An email notification will be generated.

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

² DCHR will move all reviewer approved evaluations to the year-end discussion step.