

REVIEWER INSTRUCTIONS ON HOW TO APPROVE AN EVALUATION

Self Evaluation ⇒ Official Evaluation ⇒ REVIEWER ⇒ Year-End Discussion & Year-End Discussion & Completion

How to Approve an Evaluation

| Step | Action | Notes |
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| (1) | Login to PeopleSoft https://pshcm.dc.gov | |
| (2) | Click the Manager Self Service link. | |
| (3) | Click the Performance Management link. | |
| (4) | Click the Approve Documents link located under Performance Documents. | |
| (5) | Select the name of the employee whose evaluation you wish to review. | The reviewer will have access to a read only version of the official evaluation. The reviewer WILL NOT have access to the employee's self-evaluation. |
| (6) | Click the Performance Document Details link to open the evaluation. | The reviewer will not be able to modify the content of an evaluation; however, s/he may deny the evaluation, which sends the document back to the supervisor. The reviewer may use the comments field in the Approve Transaction page to document her/his reasons for approving or denying the evaluation (this is optional). |
| (7) | Click the Return to Performance Document Approval link to approve or deny the evaluation. | |
| (8) | Click the Approve or Deny button. | An email notification WILL be sent to the supervisor when the reviewer approves or denies the evaluation. |
| (9) | Click the OK button. | Allow system 24 hours to update |

NEED HELP?

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.