

Higher Level Reviewer Mock Tab

Issue Date: April 2009

Mock Assessments and Recommended Rating Higher Level Reviewer

Review Mock Evaluations and Mock Recommended Job Objective Ratings

1. Begin at the **Performance Appraisal Application Main Page**.
2. Since you do not have to have ownership of your employee's record to review the evaluation and mock recommended ratings, open an employee's existing Performance Plan by selecting 'Update' or 'View' from the 'Action' drop down and select the 'Go' button.
3. Select the **Mock Pay Pool Info Tab**. The Performance Plan must be approved before the Mock Pay Pool Info tab is available.
4. Select the **Mock Assessments and Ratings Tab** to view your employee's job objectives and mock evaluations.
5. Select the radio button next to each Job Objective to display the Job Objective, the employee's mock self-assessment, the rating official's mock evaluation, rating official's mock Job Objective rating and the Contributing Factor Impact.
6. Select the 'Mock Shares and Payout Distribution' tab to continue with the process, select the 'Return to Main Page' button to start a new process or select the 'Logout' link to end your session.

Review and Approve a Mock Recommended Rating, Number of Shares and Performance Payout Split

1. Begin at the **Performance Appraisal Application Main Page**.
2. Since you do not have to have ownership of your employee's record to review and approve a mock recommended rating, open an employee's existing Performance Plan by selecting 'Update' or 'View' from the 'Action' drop down and select the 'Go' button.
3. Select the **Mock Pay Pool Info Tab**. The Performance Plan must be approved before the Mock Pay Pool Tab is available.
4. Select the **Mock Shares and Payout Distribution Tab**.
5. Review the Adjusted Weights, Rating and Contributing Factor Impact for each Job Objective
6. Review the Shares and Payout Distribution Split.
7. Select the **Mock Approvals and Acknowledgments Tab**.

8. In 'Step 4: Higher Level – Review' select the 'Approve' button.
9. Select the 'Return to Main Page' button to start a new process or select the 'Logout' link to end your session.

Review a Mock Recommended Rating of Record, Number of Shares and Performance Payout Split and Return to Rating Official for Correction

1. Begin at the **Performance Appraisal Application Main Page**.
2. Since you do not have to have ownership of your employee's record to review and approve a mock recommended rating, open an employee's existing Performance Plan by selecting 'Update' or 'View' from the 'Action' drop down and select the 'Go' button.
3. Select the **Mock Pay Pool Info Tab**. The Performance Plan must be approved before the Mock Pay Pool Tab is available.
4. Select the **Mock Shares and Payout Distribution Tab**.
5. Review the Adjusted Weights, Rating and Contributing Factor Impact for each Job Objective
6. Review the Shares and Payout Distribution Split.
7. Select the **Mock Approvals and Acknowledgments Tab**.
8. In 'Step 4: Higher Level – Review' select the 'Return for Change' button.
9. Select the 'Return to Main Page' button to start a new process or select the 'Logout' link to end your session.