

Mock Assessments and Recommended Rating Rating Official

Enter Your Mock Evaluation and Mock 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 write your mock evaluation, open an employee's existing Performance Plan by selecting 'Update' or 'View' from the 'Action' drop down and select the 'Go' button. You may continue to update your mock evaluation until you request or document the higher level review.
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 Assessments and Ratings Tab** to view your employee's job objectives and mock self assessment and write your evaluations.
5. Select the radio button next to each Job Objective to display the Job Objective and the employee's self-assessment.
6. Enter your mock evaluation in the Rating Official Mock Assessment text box using the appropriate Performance Indicators and Contributing Factor benchmark descriptors to guide you. You may also use your interim review assessments as your mock assessments. You can import these assessments by using the 'Import Interim Review Assessments' button. If the Import button is used and there is data currently in the Mock Assessments text box the imported data will override any data currently in the Rating Official Mock Assessment text box.
7. Recommend a Job Objective Rating.
8. Repeat steps 5 through 7 until all Job Objectives are evaluated and rated.
9. 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.

Submit a Mock Recommended Rating of Records, 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 submit your mock evaluation, open an employee's existing Performance Plan by selecting 'Update' or 'View' from the 'Action' drop down and select the 'Go'

button. Note: You may continue to update your mock evaluation until you request or document the higher level review.

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** to review and update mock job objective ratings and contributing factor impacts.
5. Recommend the Shares Distribution from the 'Shares' drop down menu. You must select a share from within the range.
6. Recommend Mock Payout Distribution Split.
7. Enter the recommended Salary Increase %.
8. The Bonus % will auto-populate based on the value entered in the Salary Increase%.
9. Review Step 1 to determine if the employee has completed their mock self assessments. Note: Step 1 does not have to be completed in order to request or document the higher level review.
10. If Step 1 has been completed and you wish to provide the employee the ability to modify their self assessment, select the 'Start' button in Step 2.
11. In Step 3: Rating Official – Request or Document Higher Level Review, select the 'Start' button.
 - o Choose Option A to request higher level review
 - o Choose Option B to document the Higher Level Reviewer's approval.
 1. Enter the Review Date.
 2. Enter the Method of Review. If the Method is 'Other' complete the 'Other' text field.
 3. Select the 'Save' button
12. To modify your mock evaluation after higher level review has been requested or documented, select 'Retrieve from Higher Level Reviewer' button which is available on the 'Mock Assessments and Ratings' tab.
13. Select the 'Return to Main Page' button to start a new process or select the 'Logout' link to end your session.