



PAT Checklist for Pay Pool Manager

- 1. **Performance Appraisal for Rating Cycle ending 30 June 2023**
- 2. **PERIOD COVERED: 20220701 to 202306030, anything other than this must be explained on the Summary Spreadsheet**
- 3. **OCCUPTIONAL FAMILY, SERIES, BAND (e.g. DB-0601-04)**
- 4. **DATES: Initial Employee/Rater Meeting and Mid-Year Review Held, Written Accomplishments to Rater, and Performance Review Meeting Held**
- 5. **WEIGHT ASSIGNED: The weights MUST match those agreed upon on the Performance Objectives Worksheet**
- 6. **MANGEMENT'S NUMERICAL RATING: CANNOT be more than weight assigned and cannot be blank if weight assigned**
- 7. **OVERALL RATING: MARK according to TOTAL of Management's Numerical Rating**
- 8. **TYPE OF RATING: ANNUAL**