



Pay Pool Manager Checklist

- 1. Performance Appraisal for Rating Cycle ending 30 June 2024
- 2. PERIOD COVERED: 20230701 to 20240630, 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. SIGNATURES: Employee, Rater and Senior Rater
- 9. TYPE OF RATING: ANNUAL

****Employee must be a current MRDC Lab Demo civilian at the time of payout to receive the payout.**