

# Rater's



# Checklist

- 1. All tasks must be documented in PAT
- 2. Mid-Year Review Conducted and Documented
- 3. Written Accomplishments Requested
- 4. Written Accomplishments Received and Reviewed
- 5. Performance Review Meeting Held
- 6. Rater Completes Performance Appraisal in PAT Consults with Senior Rater and Assigns Rating
- 7. Rater/Senior Rater electronically Sign/Date Appraisal, and May Provide Comments. **\*\*Do not change the name of the PDF when uploading to PAT. It will cause an error.**
- 8. Performance Evaluation Feedback Meeting Held and Ratee electronically signs/dates appraisal. Appraisal is complete when it states “Ready for Paypool Manager”.
- 9. PAT sends Notification for Employee/Rater/Senior Rater to complete Performance Objectives and Element Weights for Next Rating Cycle