

Rater's Checklist



1. All **MRDC PDP Performance Cycle** 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.

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