

Role of the Reviewer

Quality control

The primary responsibility of reviewers is to ensure that the appraisals they review meet the standards outlined in these guidelines and are submitted within the established time frames. It is particularly important that reviewers ensure that the rater has adequately addressed the Accountability factors¹ and fully substantiated his or her assessment of the employee's performance.² Reviewers should coach new or weak raters.

Discuss employee's performance with rater

The reviewer and rater should come to a consensus on a first draft of the appraisal report before the draft is discussed with the employee.

¹ See Appendix A - How to Write Accountability

² See Appendix E - What Is a Full Substantiation? & Appendix G - Definitions of Performance Levels