

Supervisor's Responsibility 10-5.01-K

COMPREHEND the supervisor's responsibility in the evaluation of personnel. Use CG People Soft Quick Reference Guides and E-PME Study Guide as references.

Supervisor's Responsibility in Evaluation Process

The supervisor's role in the evaluation process is crucial. How well the supervisor clearly communicates the member's past performance and methods for improvement are primary in ensuring that member's future success.

The supervisor will be an officer, civilian, or enlisted person. If enlisted, the supervisor must be at least one pay grade senior to the evaluatee. However, there are two exceptions to this rule:

1. The command may designate a first class petty officer (E-6) as the supervisor.
2. A supervisor who is a first class petty officer, designated as executive petty officer, does not have to be one pay grade senior to the evaluatee.

Prior to initiating an employee review(s), the supervisor must:

- Become thoroughly familiar with the instructions, competencies, and standards
- Clearly communicate goals and acceptable standards of performance to the evaluatee before and throughout the marking period
- Gather all written and oral reports on the evaluatee's performance
- Ascertain the status of the evaluatee's performance qualifications for next higher pay grade
- Establish a method for the evaluatee to provide input on his or her performance.

***Supervisor's
Responsibility in
Evaluation Process
(continued)***

Suggested methods for providing input are offered here. Have the evaluatee submit a:

- List of significant achievements or aspects of performance midway during the marking period and not later than 14 days before the end of the marking period.
- Self-appraisal about two weeks before the marking period and review the self-appraisal with the evaluatee.

The supervisor initiates the employee review within the allotted time frame. Upon completion of the employee review, the supervisor must:

- Route the completed employee review, including supporting comments for any recommended supporting remarks, to the Marking Official no later than nine days prior to the period ending date
 - Counsel the evaluatee on the employee review after the Approving Official has completed his or her actions (not later than 21 days following the employee review period ending date)
 - Provide the evaluatee with a printed counseling receipt and obtain evaluatee's signature as an acknowledgement receipt
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