

# OPC Year-End Evaluation Reviewer Decision Tree

## What is the Reviewer's Role in the Year-End Evaluation process?

- Reviews each section of the evaluation to confirm the assessment adheres to the County OPC criteria and is an accurate reflection of performance.
- Approves evaluations with an overall rating of 'Meets.'
- Secures Department Head approval for evaluations with an overall rating of 'Exceeds' or 'Exceptional.'

## Important Reminders

- There are no rating quotas. The only criteria are that the County rating definitions are followed, and the assessment is based on performance.
- The performance task will stay in your queue when you reopen it. You will be able to see the updates once the Supervisor submits their changes.
- The system does not permit changes to the evaluation once the Reviewer Acknowledgment step is completed.
- Department Head approval is required for all evaluations with an overall rating of 'Exceeds' or 'Exceptional.' If the Department Head does not approve the evaluation, reopen the Year-End Summary Rating step and discuss *performance-based* updates needed with the supervisor.

