Division Process Owner for Google Docs Description-
Annual Performance Review Process

General Description of Division Process Owner (DPO) Role and Responsibilities:

During the Annual Performance Review Process - April through September - DPOs will be devoting anywhere from 15% to 60% of their time administering the division's process in Google Docs. The percentage of time will vary depending on the timing of the process (closer to deadlines, participation in early training) and the size of the DPO's Division.

List of tasks DPO will perform:

- Work with Division management and HR Field staff to establish Division timeline and requirements.
- Keep sensitive information confidential and seek guidance from Division Business Manager or HR Division Partner if unsure how to handle a particular situation.
- Share Google Docs with employees, monitor progress of supervisors and one-up reviewers.
- Answer questions from Division employees and supervisors regarding procedures in Performance Management Process
- Attend required workshops on process: HR and DPO Annual Performance Management Roundtable in March; and DPO webinar session and PMP Google Docs setup workshop in April.
- Consult with Division Management and HR Field staff to make decisions required for Google Docs setup workshop.
- During Google Docs setup workshop:
    - Validate one-up reviewers and customized notifications.
    - Enter choices in Process owner web application used for Google Docs Process.
    - Let IT know when to start the document creation and sharing process.
- Post setup workshop
    - Work with IT support to troubleshoot or schedule training if needed.
    - Change status of reviews if changes need to be made (For example, backing up a review from finalized status in order for a supervisor to make changes).
    - Work with HR Field Staff to track completion.
    - Send reminders to Division and follow up with individuals who have not completed their reviews.
    - Report completed reviews to HR Field staff.