The Co-Reviewer option exists within ePerformance to allow supervisors, when necessary, the ability to assign all tasks of the performance program to a co-reviewer who has supervisor-level responsibilities only when:

- The co-reviewer shares supervisor responsibilities with a known “dotted line” reporting structure; OR
- The co-reviewer is the interim-supervisor AND The supervisor is unable to perform supervisory duties within the appraisal cycle due to circumstances such as:
  - Extended leave covered under FMLA
  - Separation from the University
  - Transferred to another department
  - Other circumstances beyond the supervisor’s control

**Note:** This does not include a supervisor’s administrative support staff.

**Co-Reviewer Responsibility**

Co-Reviewers have access to the performance cycle for employees assigned to them. They have the ability to create performance plans, complete mid-year check-ins and give performance appraisal scores. It is recommended that you are in communication with the primary supervisor prior to starting any task as the Co-Reviewer to ensure that all relevant information is included in the performance process.

Co-Reviewers must understand the assigned duties and responsibilities of the employee, the goals and expectations outlined in the performance plan, and have ample interactions with the employee to be able to provide a fair, and unbiased appraisal.

Each task can have only one owner, therefore it is important to understand that information can not be edited or added by another user at any time within that specific step of the program process. Communication between immediate supervisors and Co-reviewers should take place several times throughout the program cycle to ensure that both supervisors comments and appraisal scores are reflected in the employee’s performance plan.

In the event that the task is closed before feedback from both supervisors is recorded, reaching out to HR to reopen the task will be required.

**Adding a Co-Reviewer**

If you need a co-reviewer, contact Human Resources via email at PMP2018@uncg.edu or call the front desk at 334-5009 and ask to speak with the Employee Relations Specialist.