

SECTION B / REVIEWER ONBOARDING

JRS™ Reviewer Onboarding Guide

Step-by-step orientation for reviewers applying JRS within existing documentation workflows.

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PURPOSE

This guide orients reviewers to the JRS documentation review methodology. It explains what the reviewer does, where each tool applies, and how review fits into existing workflow. No prior framework knowledge required.

01

What the Reviewer Does

The reviewer applies a pre-finalization check before a record enters an official system. The review is not a judgment about the underlying decision. It is a documentation quality check: does the file contain the basis for the conclusion, and can that basis be reconstructed by someone reading the record later without original context?

Five questions applied before any record is approved for system entry:

1 Can this record stand on its own?

A later reviewer understands the conclusion without calling the original author.

2 What specific evidence anchors each conclusion?

Dates, logs, documented interactions, or referenced records on file.

3 Is the path from evidence to conclusion visible in the record?

Not in the author's memory. In the document.

4 Are dates, timelines, and policies identifiable?

Missing dates are the most common single documentation gap.

5 Were AI-assisted characterizations confirmed against source material?

Human confirmation required before system entry.

NOTE

Review confirms what the file shows, not whether the underlying decision was correct. A record can be thoroughly documented and still reflect a decision later disputed. These are separate questions.

02

What to Look For

The most common documentation gaps appear repeatedly across record types:

Evaluative adjectives without behavioral anchors

"Difficult," "hostile," "unprofessional," or "poor" requires a corresponding fact: what occurred, when, and where. Adjectives alone do not satisfy the Observable Support condition.

Pattern conduct claims without dates

"Repeatedly," "consistently," or "ongoing" requires at least two specific dated instances. A pattern described without dates cannot be independently established.

Escalation language without a prior counseling trail

Formal discipline or termination records that reference no prior warnings or coaching notes present a reconstruction gap. The trail should be identifiable in the file.

AI-assisted summaries not confirmed against source notes

Where automated tools contributed to the record, source material must be identifiable and a human reviewer must confirm the wording before system entry.

03

Where Each Tool Applies

Tool	When	Who
Pre-Finalization Worksheet	Before any record enters an official system	Drafter or first-line reviewer
Secondary Review Escalation Form	When a high-risk indicator is present	HR, compliance, or legal reviewer
Reviewer Signoff Template	Upon completion of review at any level	Reviewing party
AI Verification Checklist	Before AI-assisted content enters any system	Reviewer of record
Redlined Examples	Onboarding, training, and failure-mode recognition	All reviewers
Investigator Field Guide	Investigation records, EEO intake, witness summaries	Investigators, EEO reviewers

04

Reviewer Routing by Risk Level

Standard	Performance records, routine counseling, informational records	Drafter applies self-review. Submits.
Elevated	Disciplinary actions, formal counseling, accommodation records	HR secondary review before system entry.
High	Termination, formal discipline, AI summaries without attestation	HR review plus legal consultation. Decision rationale documented.
Investigation	Witness summaries, incident records, investigation conclusions	Source materials identified. Conflicting accounts acknowledged.

OPERATIONAL NOTE

Secondary review does not repair unsupported drafting. Records that arrive without a traceable basis are returned to the drafter, not approved with a notation. Returning a record is the correct action.

05

Reviewer Onboarding Sequence

Apply in order when introducing JRS to a new reviewer or team:

1 Review the JRS Standard

Understand the five conditions and reviewer lens. Available as free download at <https://jrsstandard.com>

2 Work through the Redlined Examples

Review all seven before/after examples. Identify which failure modes appear most in your record types.

3 Apply the Pre-Finalization Worksheet

Use on the next record in your queue. Self-review or route for secondary check.

4 Apply the Failure-Mode Catalog

Reference when reviewing any record showing evaluative language, pattern claims, or escalation conclusions.

5 Introduce the Escalation Form

Use when a high-risk indicator is present. Route elevated-risk records before system entry.

6 Introduce to Drafters

Share the Manager Self-Review Prompt with drafters. Incremental. No formal rollout required.

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