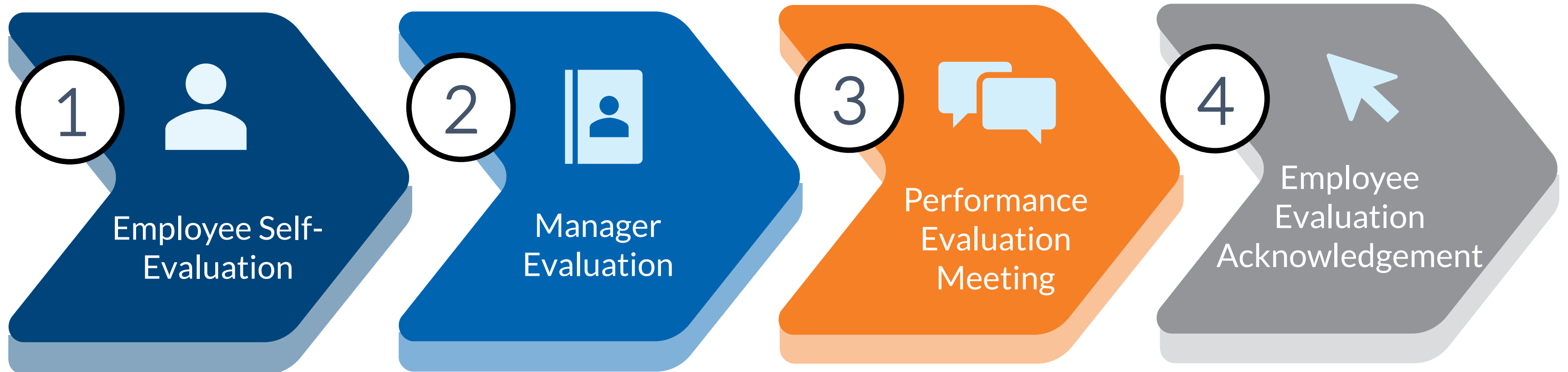


ePerformance 4-Steps



ePerformance QuickStart Guide

Step 1: Employee Submits Self-Evaluation

- Employees will receive a notification from HR once it is time to begin the self-evaluations
- Include examples/accomplishments in the comment box or attach documentation
- The **Complete** button will generate an email and share the document with manager

Step 2: Manager Completes Evaluation

- Manager provides ratings/comments for all job factors (*required*)
- Comments should reflect the reasoning for the ratings that are selected
- Manager provides additional feedback – Projects, Strengths, Areas to Improve & Training/Development tabs
- Documentation examples can be attached, set audience to ‘Empl & Mgr’ or it remains private
- The **Share with Employee** button will generate an email and allow employee to view the performance evaluation

Step 3: Manager & Employee Performance Evaluation Meeting

- Meeting topics should include performance levels, outcomes, and expectations
- Meeting should be conducted after all feedback is received, but prior to final evaluation

Step 4: Employee Evaluation Acknowledgment

- The **Acknowledge** button indicates that the manager and employee have reviewed the performance evaluation
- Employee final comments can be added
- Manager receives email once evaluation has been acknowledged by employee
- Final performance review is located in **Historical Documents**