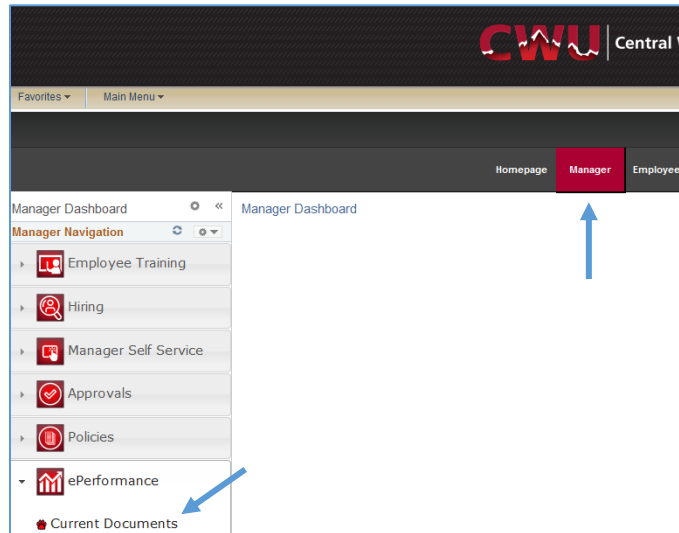


ePerformance Quick Reference

Completing a Performance Document

Purpose: Complete all steps for a Performance Document and Submit for Approval.

How do I access ePerformance? **MyCWU > Manager tab > ePerformance folder > Current Documents**



➤ Select the document from the Current Documents page.

➤ If not already done, complete each Step –

- 1. Define Criteria**
 - You as the manager can **enter a direct report's goals into the system** by going to the **Goals tab**.
 - Click **Update and Approve** under the **Define Criteria Step**
 - Click **Approve** in upper right corner of page, and then click **Confirm**.

- 2. Checkpoint 1 and Checkpoint 2**
 - Click **Checkpoint 1** or **Checkpoint 2**
 - Click **Update and Share** under the Checkpoint Step.

If the Checkpoint was used:

- Click **Share with Employee** in upper right corner
- Click **Confirm**
- Click **Review with Employee** under Checkpoint Step
- Click **Complete Checkpoint**
- Click **Confirm**

If the Checkpoint was *not* used:

- Click **Skip Checkpoint** in upper right corner
- Click **Confirm**



- 3. Finalize Criteria**

Note: Once this step is complete, criteria may no longer be changed.

 - Click the **Finalize Criteria Step**

- This is the point where you as the manager can **make any final updates to goals under the Goals tab.**
- Click **Update and Complete** under the Finalize Criteria Step
- Click **Complete**
- Click **OK**
- Click **Confirm**

4. **Manager Evaluation**

- Click **Complete Manager Evaluation Step**
 - Click **Update and Share** under Complete Manager Evaluation Step
 - Click on **Competencies** tab
 - Click on **Expand**
 - For each Competency:
 - ✓ Select the **Manager Rating** (use the  or )
 - ✓ Enter Manager Comments

(You as the manager can make comments about a direct report's *Competencies* or *Goals* in the Manager Comments box under either of those two respective tabs.)

- Click **Save**
- Click **Share with Employee**
- Click **Confirm**

This is the point where you should **set up the final evaluation meeting with your direct report.**

(After the meeting, the direct report should Acknowledge that they have met with you.)

If Employee has not Acknowledged:

- Click **Pending Acknowledgement** under Complete Manager Evaluation
 - Click **Override Acknowledgement** in upper right corner
 - Select reason
 - Click **Confirm**
- Click **Submit for Approval** under Complete Manager Evaluation
 - Click **Submit for Approval** in upper right corner
 - Click **Confirm**