

# ePerformance Quick Guide

## Completing a Manager Evaluation

### **How do I access ePerformance?**

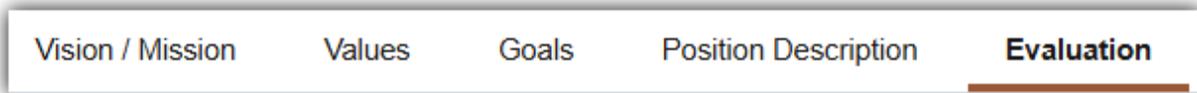
MyCWU > Manager Tab > ePerformance Folder > Current Documents > Click Employee Name

*Note: Be sure to select the document for the correct performance period.*

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## **Steps to Complete the Evaluation**

### **1) Click Evaluation Tab**



### **2) Consider and enter strengths**

- Click arrow to expand Strengths section
- Read your Employee's Comments (from their Self Evaluation)
- Reflect on your Employee's Strengths from the past year and enter your comments
- Click Save

### **3) Consider and enter opportunities**

- Click arrow to expand Opportunities section
- Read your Employee's Comments (from their Self Evaluation)
- Reflect on your Employee Opportunities for growth and enter your comments
- Click Save

### **4) Enter any additional notes in the Evaluation Summary and Save**

### **5) Share with Employee**

- Click Share with Employee (or wait until after conversation) to click Share with Employee
- Click Confirm (once shared)

### **6) Acknowledgement Step**

- After sharing, your employee will be prompted (via email and within the system) to Acknowledge the Evaluation
- If you are stuck on this step, send a reminder or Override Acknowledgement

### **7) Submit for Approval**

- Click Submit for Approval (in left margin and again in upper right corner)
- Click Confirm