

# ePerformance Quick Guide

## Completing a Self-Evaluation

### How do I access ePerformance?

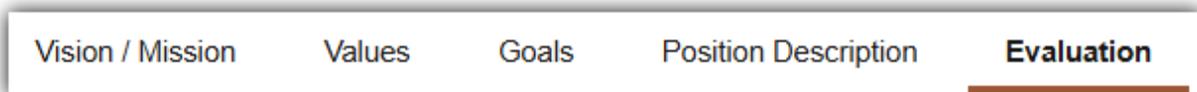
MyCWU > Employee Tab > ePerformance Folder > Current Documents > Performance Document

*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
- Reflect on what you believe was your primary strength over the past year
- Enter your comments in the Employee Comments box in the Strengths section

### 3) Consider and enter opportunities

- Click arrow to expand Opportunities section
- Reflect on what you believe is your biggest opportunity for growth
- Enter your comments in the Employee Comments box in the Opportunities section

### 4) Enter any additional notes in the Evaluation Summary

### 5) Save and Share with your Supervisor

- Click Save
- Click Complete
- Click Confirm

## Tips to Prepare for a Meaningful Conversation

- **Reflect before the meeting** – Consider what’s going well and where you’d like to grow.
- **Be open and curious** – Feedback is a tool to help you succeed.
- **Ask for clarity** – If something isn’t clear, it’s okay to ask for examples or suggestions.
- **Stay engaged** – Share your perspective and take an active role in the conversation.
- **Look ahead** – Think about one goal or skill you’d like to focus on this year.