ePerformance – Copying a Goal from Another Team Member’s Document

1. Open the document you want to update.

   MyCWU > Manager tab > ePerformance folder > Current Documents >
   Click on the name of the employee

2. Click on Define Criteria and then on Update and Approve:
3. Click on the Goals tab and then on Add Goal.

4. Under Add Goal, click on Copy Goal from My Team's Documents, and then click Next.

5. Click on Select next to the document you want to copy from.

NOTE: You may need to enter criteria in the “Filter Criteria” section in order to select the document(s) you want to copy from. For example, if you want to copy from a Completed document from a previous performance cycle, you would enter the appropriate date information in the Filter Criteria section:
Period Between: 07/01/2019 – 10/31/2020
Document Status = blank
and then click Filter.

The document(s) should be listed with a Select button.

6. Click the Select button next to the document you want to copy from.

7. Click the checkbox next to each goal you want to copy, and then click Copy.

8. You should see the goal you copied in your document.