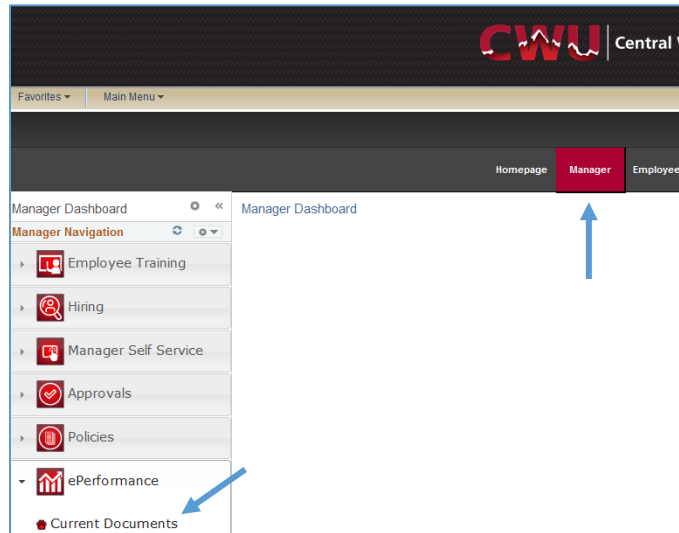


ePerformance Quick Reference

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

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**