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**