Summary of ePerformance Process

Step 1: Define Criteria

Sub-Steps	Start By	End By	Step by Step Guide
Upload Responsibilities, Employee Goals & Accomplishments	Manager/Designee	Manager or Designee **SAVE only**	Click Here
Review the Define Criteria & Add Accomplishments	Employee	Employee **SAVE**	Click Here
Approve Define Criteria	Manager/Designee	Manager or Designee **APPROVE, CONFIRM**	Click Here

Step 2: Nominate Participant(s) (Optional)

Sub-Steps	Start By	End By	Step by Step Guide
Add a Nominee	Manager/Designee	Manager or Designee **SAVE, SUBMIT NOMINATIONS**	Click Here
Provide ratings & comments	Nominee Participant	Nominee Participant **SAVE, COMPLETE, CONFIRM**	Click Here

Step 3: Employee Completes the Self -Evaluation

Sub-Steps	Start By	End By	Step by Step Guide
Employee provides ratings and comments to each section	Employee	Employee **SAVE, COMPLETE, CONFIRM**	Click Here

Step 4: Manager or Designee Completes Performance Evaluation

Sub-Steps	Start By	End By	Step by Step Guide
Provide Ratings & Comments while reviewing the other participants ratings & comments	Manager/Designee	Manager or Designee **SAVE**	Click Here
Share Evaluation with Employee	Manager/Designee	Manager or Designee **SHARE WITH EMPLOYEE, CONFIRM**	Click Here
Meet with Employee to discuss Evaluation	Manager/Designee	Manager/Designee	Click Here
Request Acknowledgement	Manager/Designee	Manager or Designee **SAVE, REQUEST ACKNOWLEDGEMENT**	Click Here
Acknowledgement	Employee	Employee SAVE, ACKNOWLEDGE	Click Here
Submit for Approval	Manager/Designee	Manager or Designee **SAVE, SUBMIT FOR APPROVAL**	Click Here
Complete Evaluation	Next Level Manager	Next Level Manager **APPROVE**	Click Here