



ePerformance - Quick Start - Managers

Create Document

- Begin by creating Performance Documents for each of your Direct Reports. You may choose to use a long or short Performance Management Form.

Define Criteria

- Define Goals, Competencies and Development Opportunities for your Direct Reports and/or ask your Direct Reports to Complete this task. You may cascade criteria from your own or previous documents.

Checkpoint

- Complete mid-year discussion with your Direct Report.

Finalize Criteria

- Finalize Goals, Competencies and Development Opportunities for your Direct Reports and/or ask your Direct Reports to Complete this task.

Nominate Participants

- Optionally, identify additional Managers to participate in your Direct Report's evaluation.

Review Participant Evaluation

- Optionally, review additional Participants Evaluation.

Review Self Evaluation

- Review your Direct Report's self-evaluation.

Complete Manager Evaluation

- Complete your evaluation of your Direct Report.



ePerformance - Quick Start - Employees

Define Criteria

- Define Goals, Competencies and Development Opportunities for the year. Your manager may cascade criteria from her own or previous documents and/or ask you to participate in this task.

Checkpoint

- Complete mid-year discussion with your Manager.

Complete Self Evaluation

- Complete your self-evaluation.

Review Manager Evaluation

- Review your Manager's Evaluation.