**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**

**Complete Manager Evaluation**
- Complete your evaluation of your Direct Report.
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.