



ePerformance - Quick Start - Employees

Define Criteria

- Define Goals, Competencies and add 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. Optionally update goals and provide comments in the Performance Appraisal form.

Complete Self Evaluation

- Complete your self-evaluation by commenting on the status of your goals and overall performance for the year.

Review Manager Evaluation

- Review your Manager's Evaluation and Acknowledge it.