



ePerformance — Glossary

Term	Definition
Checkpoint	Mid-year review of performance goals/objectives
Competency	Demonstrable characteristic/skill that enables and improves the efficiency of performance
Competency Behavior	Specific actions/behaviors associated with identified Competencies
Complete Manager Evaluation	Final step in the Performance Process where manager provides final comments and ratings before the Document is sent to the employee for Acknowledgement
Define Criteria	The first step in the Performance Process where manager/employee identify performance goals/objectives for the year
Development	Professional development opportunities/goals are included on the Development tab
Document ID	Systems generated number assigned to the individual evaluation document
Document Status	Indicates where the Document is in the Performance Process
Document Type	Options within the ePerformance tool for a short form or long form for each fiscal year
Finalize Criteria	Final opportunity in the ePerformance tool to modify performance goals/objectives
Goal	Mutually agreed upon objectives for the employee to accomplish during the defined time period
Nominate Participants	Optional resource in the ePerformance tool to request feedback from another member of the Columbia community. Managers may nominate participants such as internal customers/clients, coworkers, or supervisors. The Participant does not have access to the Performance Document; rather feedback is provided in a free text box.
Period	The time period for which performance is reviewed
Review Participant Evaluations	Step in the Performance Process where manager may review feedback provided by Nominated Participants
Self-Evaluation	Employee's opportunity to provide self-evaluation of performance goals/objectives
Track Nominations	Provides manager the status of requested Participants' feedback