

UNIVERSITY
OF
CALIFORNIA

Using ePerformance for STEP
Senior Management Group

Reference Guide

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Glossary

Competencies – Abilities and behaviors the employee demonstrates in their day-to-day work.

Document – The annual performance appraisal form.

ePerformance – The name of the new system UCOP is using for performance management.

Manager Evaluation – The yearend appraisal, at which point the manager selects an overall performance rating.

Nominee – Multi-rater

Nominate Participants – Process of selecting multi-raters and sending out invitations. Also referred to as “multi-rater feedback”.

Participant Evaluations – Formerly known as “multi-rater feedback.”

Proficiencies – Overall rating options (Outstanding, Exceeds Expectations, Solid Performance, Needs Development/New and Learning, Needs Attention).

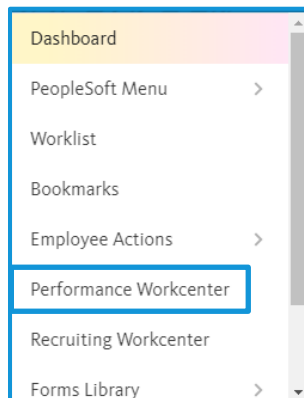
Second-level approver – The individual approving the Manager Evaluation and rating choice prior to the Manager and Employee meeting to review the yearend appraisal.

SMART Goals – Goals that are Specific, Measurable, Achievable, Relevant, and Time-bound.

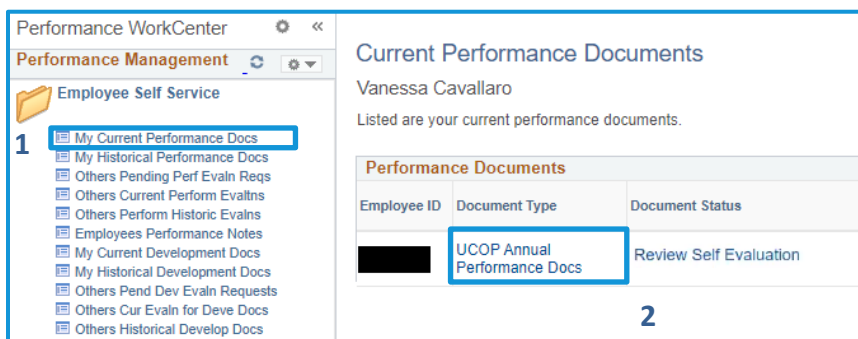
Step 1: Employee Completes Year-End Evaluation in ePerformance

Logging In

1. Log into UCPATH and select **Performance Workcenter** in the left menu.



2. Click **My Current Performance Docs (1)**. Click on the **document name** you wish to view (2).



This will bring you to the Performance Document. There are four tabs: **Instructions**, **Goals**, **Competencies**, **Final Comments**, and **Future Goals**.

Oracle ePerformance interface showing the 'Self-Evaluation - Update and Complete' page for Vanessa Cavallaro. The page includes a sidebar with navigation options and a main content area with sections for Instructions, Goals, Competencies, Final Comments, and Future Goals.

- Note that the menu on the far left of the screen displays **Nominate Participants** first. This is because you can nominate participants at any time during the performance year.

Performance Process Steps and Tasks sidebar for Miranda Josafat. The sidebar lists the steps: Nominate Participants, Complete Self Evaluation, and Review Manager Evaluation. The 'Complete Self Evaluation' step is highlighted with a yellow 'Update and Complete' button.

Self-Assessment of Goals and Accomplishments

1. Go to the **Goals** tab. Write your self-assessment in the Employee Comments field.

TIP: Save often! Consider writing your goals in MS Word and copy/paste them in.

The screenshot shows the 'Goals' tab selected in the top navigation bar. Below the tabs, the section 'Section 2 - Self-Assessment of Top Goals and Accomplishments' is expanded. Under this section, there is a sub-section 'Self-Assessment of Top Goals and Accomplishments' with a description: 'Prepare a self-assessment regarding the top value-added accomplishments and contributions over this review period (e.g., goals accomplished, problems solved, value added program changes)'. Below the description is a large text area labeled 'Employee Comments' with a rich text editor toolbar above it. The toolbar includes icons for undo, redo, font color, size, bold, italic, underline, bulleted list, numbered list, link, and unlink. The text area is currently empty.

2. Click **Save** when complete.

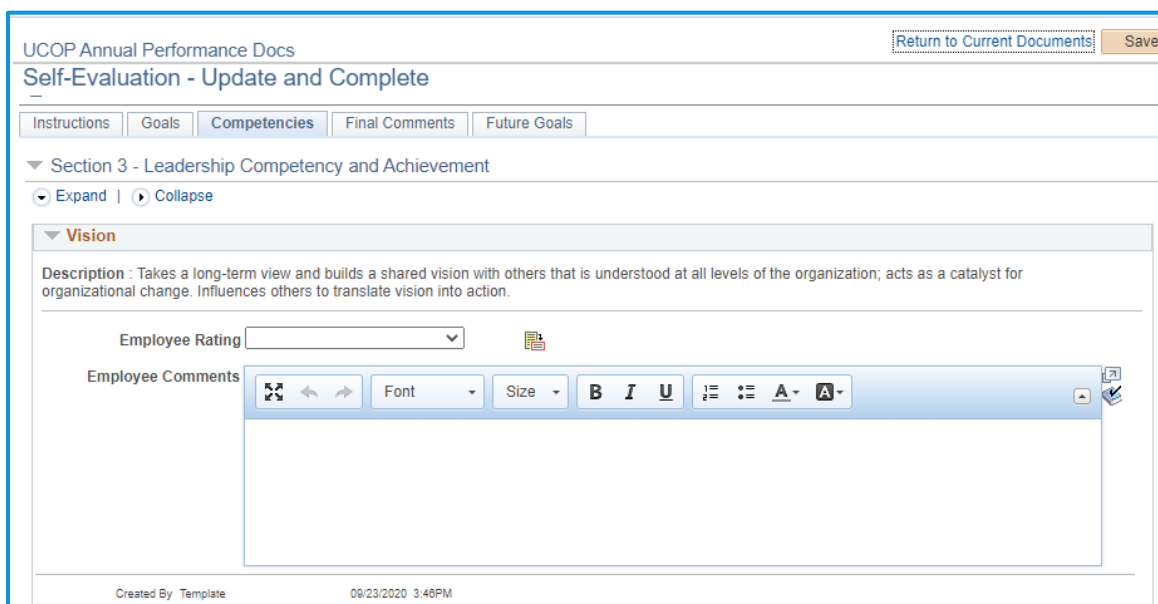
This screenshot shows the same form as the previous one, but now the 'Employee Comments' field contains the text: '09/23/2020 - Here is my description of my progress for my goal.' The 'Save' button in the top right corner is highlighted with a red box. The 'Return to Current Documents' button is also visible. The 'Complete' button is also present. The 'Employee Comments' field is highlighted with a red box.

A close-up of the bottom right corner of the form, showing the 'Return to Current Documents' button (dashed border), the 'Save' button (solid blue), and the 'Complete' button (solid orange).

Competencies

1. Go to the **Competencies** tab. There are 12 competencies:

- | | |
|---|---|
| a. Vision | g. Work Productivity and Quality |
| b. Leadership | h. Diversity |
| c. Accountability and Governance | i. Principles of Community |
| d. People Management | j. Resource Management and Financial Budget |
| e. Creativity and Innovation | k. Client Service |
| f. Interpersonal and Communication Skills | l. Health and Safety |



2. Write your self-assessment for each competency in the **Employee Comments** field.

3. Go to the **Employee Rating** drop-down menu to rate each competency. For a detailed definition of each rating, click on the notes icon next to the Employee Rating menu.



4. Repeat Steps 2 and 3 for all competencies.

5. **Save** when complete.

Final Comments

1. Go to the **Final Comments** tab.

In the **Employee Rating** drop-down, select your overall rating for your performance year. Select the icon next to the rating box for descriptions of each rating.

UCOP Annual Performance Docs [Return to Current Documents](#) [Save](#) | [Complete](#)

Self-Evaluation - Update and Complete [Print](#) | [Notify](#)

Vanessa Cavallaro

Job Title TRAINER 4 **Manager** Merideth Wakeman

Document Type UCOP Annual Performance Docs **Period** 04/01/2020 - 03/31/2021

Template UCOP SMG Performance Appraisal **Document ID** 60648

Status Evaluation in Progress **Due Date** 03/31/2021

Enter your ratings and comments for each applicable section and save. When you have finished updating your evaluation select the complete button to save your changes and send this document to your manager for review.

[Long Format](#) | [Calculate All Ratings](#)

[Instructions](#) | [Goals](#) | [Competencies](#) | **[Final Comments](#)** | [Future Goals](#)

▼ Section 4 - Overall Summary

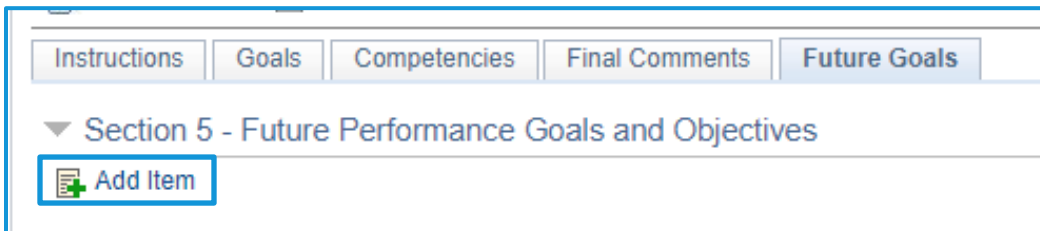
Employee Rating

2. **Save** when complete.

Future Performance Goals and Objectives

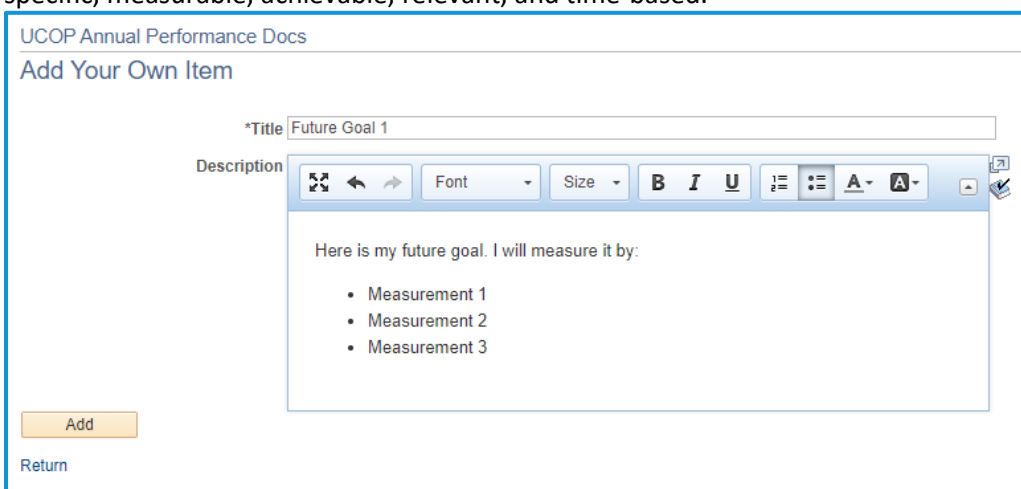
1. Go to the **Future Goals** tab.

2. Select **Add Item**.



The screenshot shows a navigation bar with tabs: Instructions, Goals, Competencies, Final Comments, and Future Goals. Below the tabs is a section titled 'Section 5 - Future Performance Goals and Objectives'. Under this section, there is a button labeled 'Add Item' with a plus icon, which is highlighted with a red rectangular box.

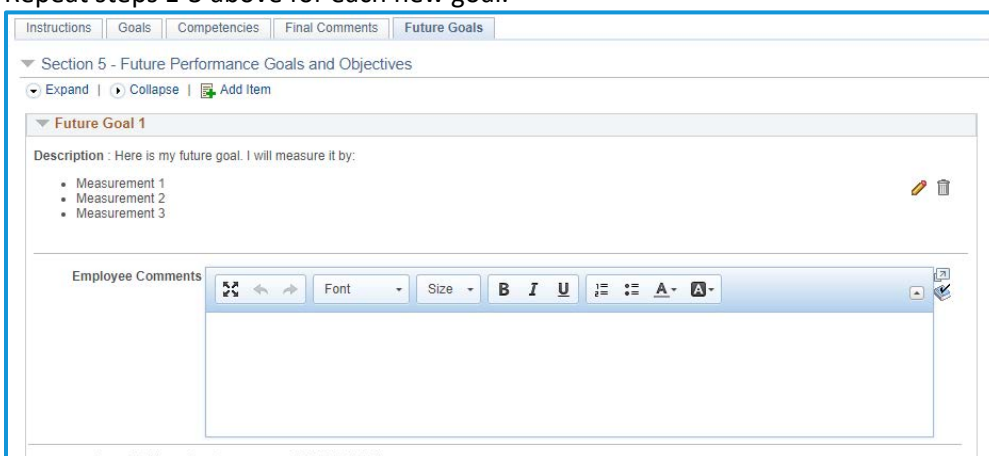
3. Enter a title for your goal. Write your goal clearly in the **Description** field. Establish a goal that is specific, measurable, achievable, relevant, and time-based.



The screenshot shows the 'Add Your Own Item' form. The title field is labeled '*Title' and contains 'Future Goal 1'. The description field is labeled 'Description' and contains the text 'Here is my future goal. I will measure it by:' followed by a bulleted list: 'Measurement 1', 'Measurement 2', and 'Measurement 3'. At the bottom left, there is an orange 'Add' button, which is highlighted with a red rectangular box. Below the 'Add' button is a 'Return' link.

Select **Add** when you have completed entering your goal.

4. Repeat steps 1-3 above for each new goal.



The screenshot shows the 'Future Goals' tab with 'Future Goal 1' added. The goal is expanded, showing the title 'Future Goal 1' and the description 'Description : Here is my future goal. I will measure it by:' followed by a bulleted list: 'Measurement 1', 'Measurement 2', and 'Measurement 3'. Below the goal, there is an 'Employee Comments' section with a text area and a rich text editor. The 'Add Item' button is highlighted with a red rectangular box.

5. **Save** when complete.



The screenshot shows the bottom navigation bar with three buttons: 'Return to Current Documents', 'Save', and 'Complete'. The 'Return to Current Documents' button is highlighted with a red rectangular box.

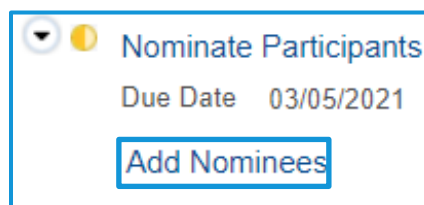
Step 2a: Nominate Participants (Optional Multi-Rater)

Participants Evaluators (formerly known as “multi-raters”) can be selected by both manager and employee. The manager has final approval on the selected participants and generates the invitation to complete the feedback questions. The feedback provided by the nominated participants is anonymous to the employee and it is up to the manager to determine how the feedback is shared in the yearend appraisal.

Employee and Managers nominate participants

1. Employee and Manager meet to discuss and agree on who they will nominate as multi-raters for the Employee.


2. To add a multi-rater or “Nominee”, Employee clicks **Nominate Participants** on the left-hand task bar and selects **Add Nominee**.



3. Select **Add Participant** and use the directory to select a UC employee as participant.

Nominate Participants - Add Nominees

Vanessa Cavallaro




| | | | |
|----------------------|--------------------------------|--------------------|-------------------------|
| Job Title | EMPLOYMENT REPR 3 | Manager | Gary Cheng |
| Document Type | UCOP Annual Performance Docs | Period | 04/01/2020 - 03/31/2021 |
| Template | UCOP Main Performance Appraisa | Document ID | 16516 |
| Status | In Progress | Due Date | 03/05/2021 |

◆ Participant Role: Participant Minimum Required: 0 Maximum Available:6

Nominations

Currently there are no nominees in your nomination list.

 **Add Participant**

Note: If you want to select a rater outside of UCOP, you must communicate via email for their multi-rater contribution. You can only use the ePerformance system for multi-rater participants at UCOP.

Nominate Participants

► **Instructions**

Search Criteria

Last Name

Business Unit

First Name

Once you select the intended participant, click **OK**.

Person Search

Nominate Participants

► **Instructions**


Search Criteria

Last Name

Business Unit

First Name

Search Results

| | |
|---|---|
| <input checked="" type="checkbox"/> Miranda Josafat |  |
|---|---|


Select **Save**. The Manager will receive a notification.


[Return to Current Documents](#)

✔ You have successfully saved your nominations.

◆ Participant Role: Participant Minimum Required: 0 Maximum Available: 5

Nominations

| Nominee | Action |
|-----------------|---|
| Miranda Josafat |  |


 Add Participant

The Employee can nominate up to **five** participants for the Participant Evaluations.

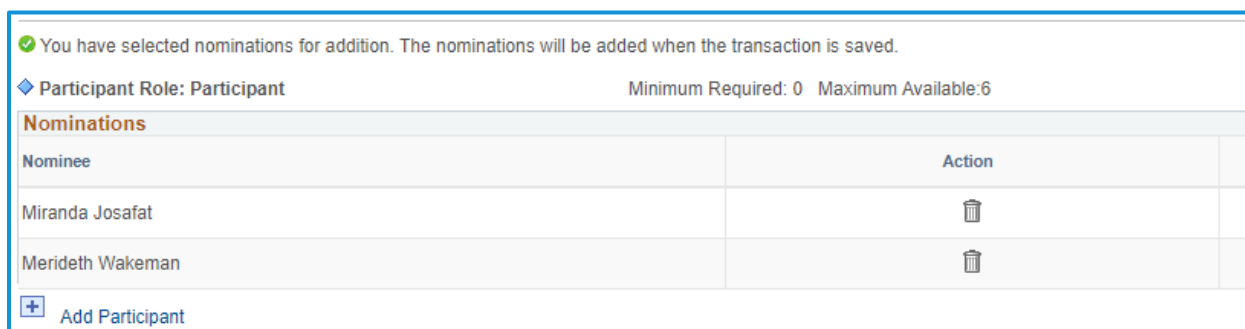
Manager approves nominated participants

1. Manager logs in and selects the employee document they are reviewing. Navigate to the left-hand task bar to Nominate Participants. To add nominees, select **Add and Submit**. To track pending requests, select **Track Nominations**.



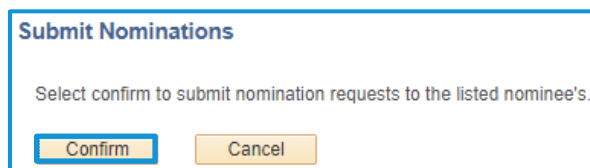
2. Manager can search and add nominees for Participant Evaluations using the same process as the Employee. Manager is able to remove any nominations using the **Delete** icon ().

It is recommended that Manager communicates any nominees they are adding to or removing from the list.



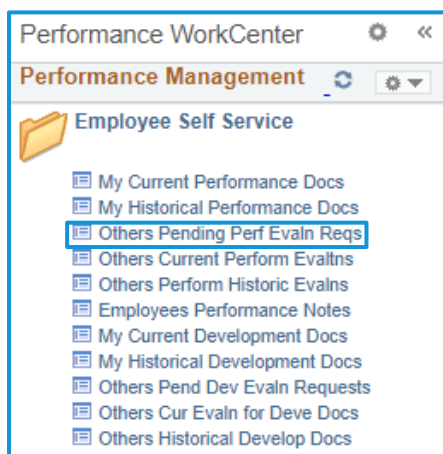
3. Once all Participant Evaluation nominees are listed, select **Save** and then **Submit Nominations**. Select **Confirm** to send nomination requests to the participants.

Return to Current Documents **Save** | **Submit Nominations**

Nominated Participants Complete Evaluations

1. The nominated Participant will receive an email requesting their participation in the review process.
2. Log into UC Path and selects Performance Work Center. Navigate to the left-hand menu and select **Others Pending Perf Evaluation Requests**.



3. You can accept or decline nominations from this window.

Pending Evaluation Requests

| Pending Evaluation Requests | | | |
|-------------------------------------|-------------------|------------------------------|------------|
| | Name | Document Type | Due Date |
| <input checked="" type="checkbox"/> | Vanessa Cavallaro | UCOP Annual Performance Docs | 04/24/2021 |
| <input type="checkbox"/> | Alfred Garrett | UCOP Annual Performance Docs | 04/24/2021 |

Select All Deselect All

Accept Decline

4. If declining, enter a comment and submit.

Accept Decline



Decline Evaluation Requests

⚠ Are you sure you want to decline these evaluation requests?

| Pending Evaluation Requests | | |
|-----------------------------|------------------------------|------------|
| Name | Document Type | Due Date |
| Alfred Garrett | UCOP Annual Performance Docs | 04/24/2021 |

Enter Comments:

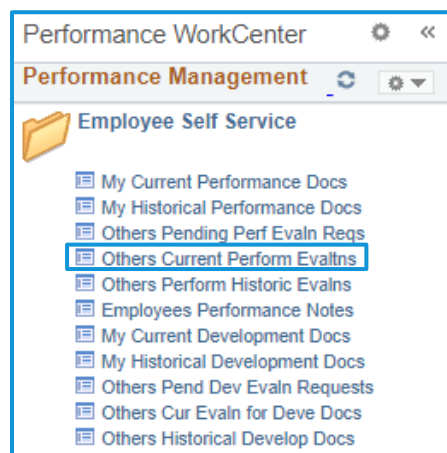
I don't feel like i have worked with this individual enough to provide pertinent feedback

Yes No

5. If accepting, **Accept** the nomination.



6. To fill out the evaluation, navigate back to the main ePerformance menu and select **Others Current Performance Evaluations**.



7. Respond to the four discussion questions. Remember to **Save** your progress!
You can leave and return to the form after saving by clicking **Return to Current Documents**, and then selecting the Employee name when you are ready to return to the form.

A screenshot of the 'Nominee Opportunities' form. The 'Description' field contains the text: 'What are some opportunities for this individual to increase their effectiveness?'. Below this is a 'Comments' section with a rich text editor. The editor contains the text: 'Vanessa has gone above and beyond our expectations for one person. i believe that if she adds 1 or 2 more staff to her team, then she would be able to focus more on fine tuning the training sessions instead getting slowed down by having to manage all the minor details and issues with the course material.'

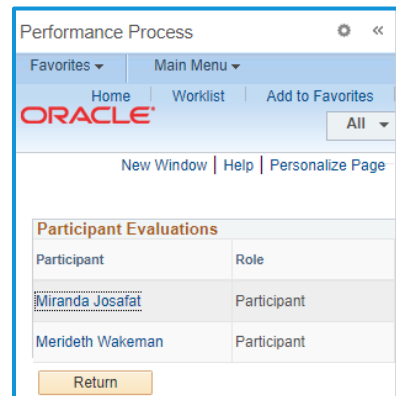
8. To complete and submit, selects **Complete** in the upper-right menu, then select **Confirm**.

A screenshot of the 'Complete Evaluation' dialog box. It contains the text: 'If you have no further changes to make to this document select confirm to complete this evaluation.' Below this text are two buttons: 'Confirm' and 'Cancel'. The 'Confirm' button is highlighted with a blue border.

Step 2b: Review Participant Evaluations (Optional Multi-Rater)

Manager Reviews

1. Navigate to the left-hand menu to **Review Participant Evaluations**. Select the Participant Evaluation you want to view.



2. Review the feedback from the Participant Evaluations. You can incorporate the feedback into the Manager Evaluation.

Note: The Manager should paraphrase or aggregate the feedback data rather than directly quoting or cutting and pasting the responses.

UCOP Annual Performance Docs

Evaluation

The document status is Completed.

[Long Format](#) | [Reopen](#)

▼ Section 1 - Nominations

Expand | Collapse

▼ Nominee Feedback

Description : You have been identified as someone who has had regular interactions with this employee. Please describe the nature of your interactions and provide feedback on the quality and effectiveness of your work together, highlighting any specific areas of performance that stand out.

Comments

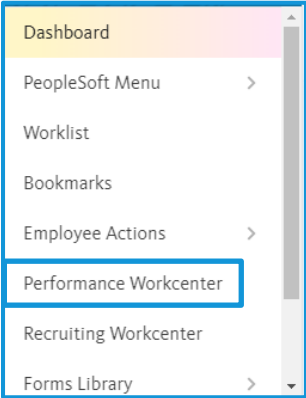
Vanessa is great to work with, she always responds in a timely manner and is professional and detail oriented

Created By: Template 01/30/2020 3:42PM

Step 3: Manager Evaluation

Logging In

1. Log into UCPATH and select **Performance Workcenter** in the left menu



2. Click **Teams Current Performance Docs**. Click on the document name you wish to view.

A screenshot of the Performance WorkCenter interface. The left sidebar shows the 'Performance Management' menu with 'Employee Self Service' and 'Manager Self Service' (labeled with a blue '1'). Under 'Manager Self Service', 'Teams Current Performance Docs' is highlighted with a blue box (labeled with a blue '2'). The main content area is titled 'Current Performance Documents' and lists documents for which the user is the Manager. It includes a 'Filter Criteria' section with fields for First Name, Last Name, Document Type, Document Status, Period Between, Department Set ID, and Department. Below the filters is a table of performance documents.

| Employee ID | Name | Document Type | Document Status | Business Unit |
|-------------|-------------------|------------------------------|--------------------|---------------|
| | Vanessa Cavallaro | UCOP Annual Performance Docs | Manager Evaluation | UCOP1 |

Note: Two people cannot be in the same performance document at a time. If one person is in the document, a second person trying to access the same document will receive an error message.

3. To review the employee's progress on their goals in their self-evaluation, go to the left-hand menu and click the arrow next to **Review Self Evaluation**. Then click **View Self Evaluation**.

Steps and Tasks

Vanessa Cavallaro
UCOP Annual Performance Docs
04/01/2020 - 03/31/2021

- ☐ Nominate Participants
Due Date 03/05/2021
- ☐ Review Participant Evaluations
Due Date 04/24/2021
- ☒ **Review Self Evaluation**
Due Date 03/31/2021
[View Self Evaluation](#)
- ☐ Complete Manager Evaluation
Due Date 05/01/2021
[Update and Submit](#)
Pending Approval
Share with Employee
Pending Acknowledgement

4. The employee's self-evaluation will open in a separate tab for you to review.

Goals

1. After you are finished reviewing the employee’s goals, return to the document.
Go to the **Goals** tab.
Enter your comments on the employee’s progress in the **Manager Comments** field.

UCOP Annual Performance Docs

Return to Current Documents

Save

Submit for Approval

Manager Evaluation - Update and Submit

Enter ratings and comments for each section in this evaluation, if applicable. At any point in time you can save this evaluation by selecting the Save button.

Long Format

Calculate All Ratings

Instructions

Goals

Competencies

Final Comments

Future Goals

Section 2 - Self-Assessment of Top Goals and Accomplishments

Expand

Collapse

Self-Assessment of Top Goals and Accomplishments

Description : Prepare a self-assessment regarding the top value-added accomplishments and contributions over this review period (e.g., goals accomplished, problems solved, value added program changes).

Manager Comments

Writing Tools

Font

Size

B

I

U

I am impressed by your accomplishments this year!

Created By Template

09/23/2020 3:46PM

2. Save when complete.

Return to Current Documents

Save

Submit for Approval


Competencies

1. Go to the **Competencies** tab. There are twelve competencies.

- | | |
|---|---|
| a. Vision | g. Work Productivity and Quality |
| b. Leadership | h. Diversity |
| c. Accountability and Governance | i. Principles of Community |
| d. People Management | j. Resource Management and Financial Budget |
| e. Creativity and Innovation | k. Client Service |
| f. Interpersonal and Communication Skills | l. Health and Safety |

2. Review the employee's comments and ratings on their progress for each of the twelve competencies.

3. For each of the twelve competencies, submit your rating in the **Manager Rating** drop-down menu.

4. Click the **Ratings Descriptions** button to the right of the drop-down () for detailed descriptions of each rating to ensure accuracy.

5. **Save** when complete.

Final Comments

1. Go to the **Final Comments** Tab.

UCOP Annual Performance Docs [Return to Current Documents](#) [Save](#) | [Submit for Approval](#)

Manager Evaluation - Update and Submit

Enter ratings and comments for each section in this evaluation, if applicable. At any point in time you can save this evaluation by selecting the Save button. [Print](#) | [Notify](#)

[Long Format](#) | [Calculate All Ratings](#)

[Instructions](#) | [Goals](#) | [Competencies](#) | **[Final Comments](#)** | [Future Goals](#)

▼ Section 4 - Overall Summary

Manager Rating

Manager Comments

Font

Size

B *I* U

2. Submit your rating in the **Manager Rating** drop-down menu. Click the **Ratings Descriptions** button to the right of the drop-down () for detailed descriptions of each rating to ensure accuracy.
3. Write your comments in the **Manager Comments** field. Please note, the Employee Comments section below will be filled out by the employee after the final evaluation meeting, when the employee acknowledges the document in the system.
4. **Save** when complete.

[Return to Current Documents](#) [Save](#) | [Submit for Approval](#)

Future Performance Goals and Objectives

1.
- Return to the tab with the employee’s self-evaluation document to review their entries for the Future Goals and Objectives.

Self-Evaluation - Completed

▼ Section 5 - Future Performance Goals and Objectives

Expand | Collapse

▼ Future Goal 1

Description : Here is my future goal. I will measure it by:

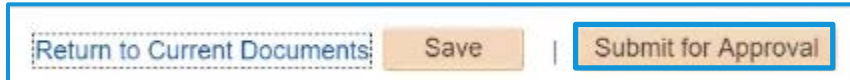
- Measurement 1
- Measurement 2
- Measurement 3

Employee Comments

2.
- Review the entry.

Submit for Approval

1. When you have completed the Manager Evaluation, click the Submit for Approval button



2. Then select **Confirm**. Select **Cancel** to return to the document.

Submit for Approval

Select confirm to submit this document for approval.

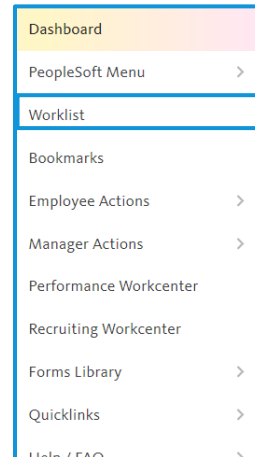
Once you select confirm the document will be routed to the appropriate individuals for approval. You will be notified when this document has been approved.

The overall rating you have assigned to this employee is **Outstanding Top Performer**.

ConfirmCancel

2nd Level Approvals

1. Second-level Approver logs into UC Path and selects **Worklist** in the left-hand navigation menu.



2. Select the document in the worklist.

| Date From | Link | Priority |
|------------|--|----------|
| 09/16/2020 | UC_UCOP1_PerformanceManagement, 1251, ManagerOnly, 1900-01-01, N, 0, EP_APPRAISAL_ID:60643 RDC:RS,0,R, | Medium |
| 07/29/2020 | UC_UCOP1_JobOpening, 7688, Recruiter_Supervisor, 2019-01-01, N, 0, HRS_JOB_OPENING_ID:9343 RDC:RA,0,A, | Low |
| 09/23/2020 | UC_UCOP1_PerformanceManagement, 1252, ManagerOnly, 1900-01-01, N, 0, EP_APPRAISAL_ID:60648 RDC:RA,0,A, | Medium |

Refresh

3. Select the appropriate performance document to review.
4. To review the performance document, select **Performance Document Details**.

Approve Document

Approve or deny the proposed information for the employee listed here. You may also enter optional comments about each approval choice. When you are finished, select the Approve or Deny button on the page.

Merideth Wakeman Empl ID

Actions

Performance Document

Doc Type UCOP Annual Performance Docs

Author Julie Miller

Period Begin Date 04/01/2020 Period End Date 03/31/2021

Rating Exceeds Expectations

Performance Document Details

- When you have finished reviewing the document, select **Return to Performance Document Approval** at the bottom of the screen.

The screenshot shows a document review interface. At the top, there is an 'Attachments' section with the text 'No Attachments have been added to this document'. Below this is an 'Audit History' section. It lists 'Created By Julie Miller' and 'Last Modified By Julie Miller'. At the bottom of the interface, there is a button labeled 'Return to Performance Document Approval'.

- You can **Approve** or **Deny** from the main worklist screen.

Enter your comment in the **Comment** field for the Manager on your reasoning for the approval or denial.

The screenshot shows the 'Approve Document' screen. It includes a header with the title 'Approve Document' and a brief instruction. Below this, the document details for 'Vanessa Cavallaro' are shown, including 'Empl ID' and 'Actions'. The document type is 'Performance Document'. The 'Doc ID' is '16516:Pending'. The 'Author' is 'Gary Cheng'. The 'Period Begin Date' is '04/01/2020' and the 'Period End Date' is '03/31/2021'. The 'Rating' is 'Solid Performance'. The 'Performance Document Details' section shows the 'Approving Manager Only' section with a 'Pending' status and a list of managers including 'Julie Beth Miller - UCOP ePerformance Approving Mgr'. There is a 'Comment' field for the manager. At the bottom, there are 'Approve' and 'Deny' buttons. A 'Go To' link for 'Approval Summary' is also present.

- Select **Close**.

The screenshot shows a 'Save Confirmation' dialog box. It has a title bar 'Approve Document' and a subtitle 'Save Confirmation'. There is a checkmark icon and the text 'The Save was successful.' At the bottom, there is a 'Close' button.

Approve Document

Approve or deny the proposed information for the employee listed here. You may also enter optional comments about each approval choice. When you are finished, select the Approve or Deny button on the page.

Vanessa Cavallaro

Empl ID [REDACTED]

Actions ▾

Performance Document

Doc TypeUCOP Annual Performance Docs

AuthorGary Cheng

Period Begin Date04/01/2020

Period End Date03/31/2021

RatingSolid Performance

Performance Document Details

Approving Manager Only

Doc ID: 16516:Approved

Approving Manager Only

Approved

Julie Beth Miller - UCOP

ePerformance Approving Mgr

02/07/20 - 11:50 AM

[Return to Table of Contents](#)

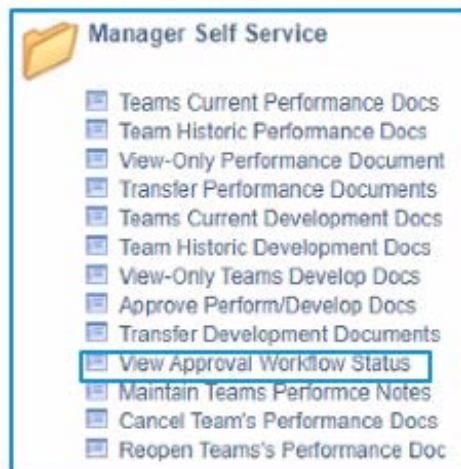
Page 25

UCOP HUMAN RESOURCES - 11/10/2020

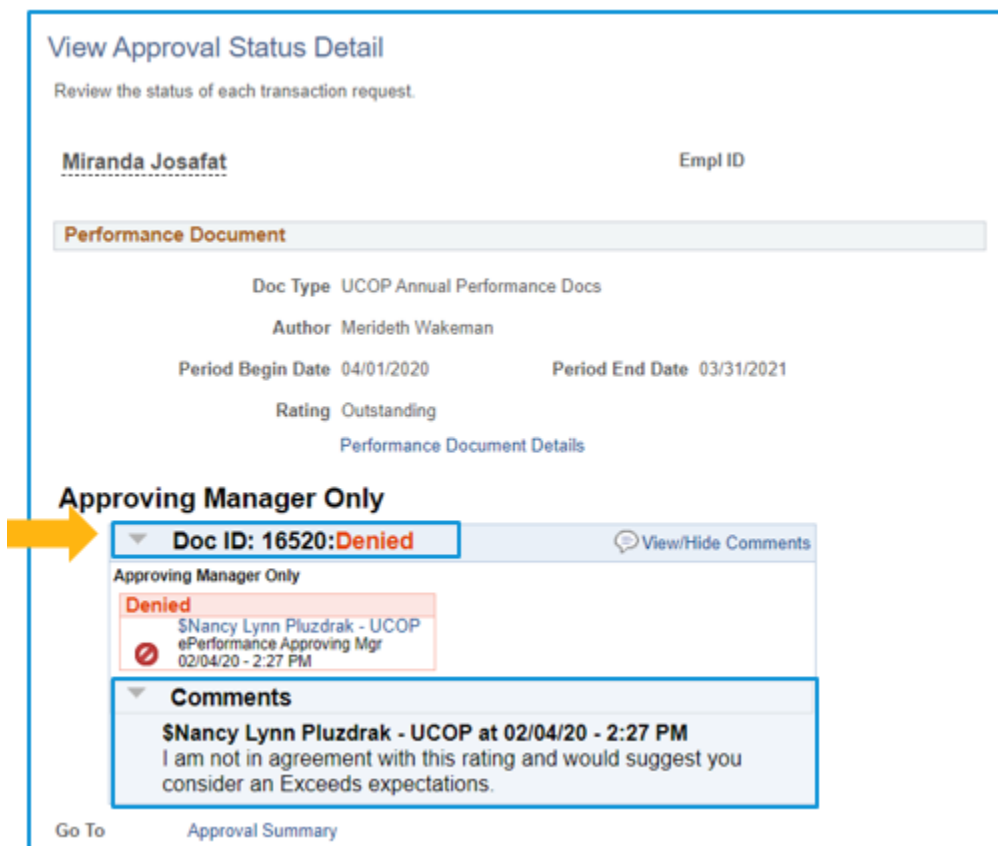
Manager Checks Approval Status

1. Once the second-level approver has approved or denied the performance evaluation, the Manager will receive a notification.
2. You can view the comments and the Approval Status by navigating to the Manager Self-Service menu and selecting **View Approval Workflow Status**.

Enter the filter criteria for the document you are seeking. Select the appropriate document.

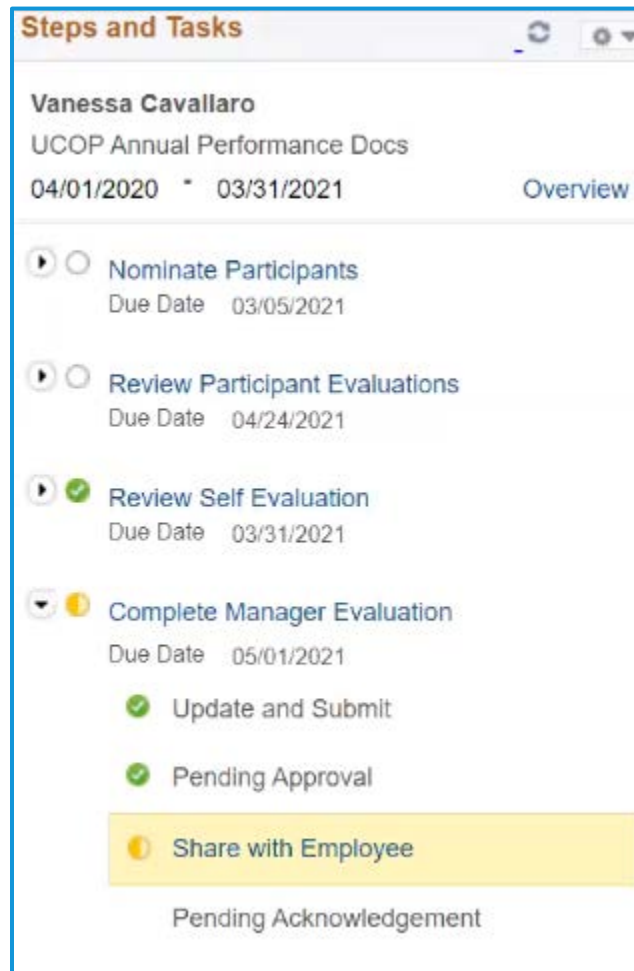


Click on the arrow next to **Doc ID** to expand the box and view comments.



Manager and Employee Discuss Evaluation

3. Once the performance document is approved, the Manager returns to the performance document in the system. The document menu will now be at the **Share with Employee** status.



Steps and Tasks

Vanessa Cavallaro
UCOP Annual Performance Docs
04/01/2020 * 03/31/2021 [Overview](#)

- ☐ **Nominate Participants**
Due Date 03/05/2021
- ☐ **Review Participant Evaluations**
Due Date 04/24/2021
- ☒ **Review Self Evaluation**
Due Date 03/31/2021
- ☐ **Complete Manager Evaluation**
Due Date 05/01/2021
 - ☒ Update and Submit
 - ☒ Pending Approval
 - ☒ **Share with Employee**
Pending Acknowledgement

4. Select the **Share with Employee** button in the top right, then **Confirm**.

[Return to Current Documents](#) | [Share with Employee](#)



Share with Employee

Select confirm to share this document with the employee. Next you should meet with the employee to discuss your evaluation.

[Confirm](#) [Cancel](#)

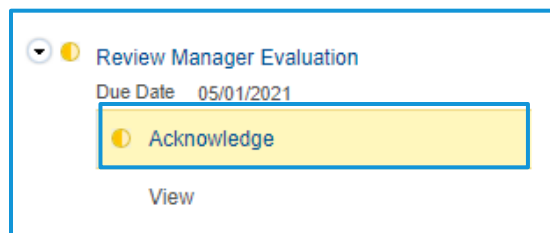
Step 4: Final Discussion and Employee Acknowledgement

Sit Down Together!

1. Manager and Employee meet to discuss the yearend appraisal. You will share the overall yearend appraisal and rating.

Employee Acknowledgement

1. Return to your document within the system. Navigate to **Review Manager Evaluation** in the left-hand menu. Click **Acknowledge**.



2. Review the **Goals** and **Competencies** tabs for your manager's final ratings and comments.

UCOP Annual Performance Docs Return to Current Documents Save Acknowledge

Manager Evaluation - Acknowledge

Select the Acknowledge button to confirm that you and your manager have discussed this document. Your name will be placed in the signature section on the printed document acknowledging that the review was held. Print Notify

Long Format

Instructions Goals Competencies Final Comments Future Goals

▼ Section 2 - Self-Assessment of Top Goals and Accomplishments

▼ Expand | Collapse


▼ Self-Assessment of Top Goals and Accomplishments

Description : Prepare a self-assessment regarding the top value-added accomplishments and contributions over this review period (e.g., goals accomplished, problems solved, value added program changes).

Manager Comments

▼ Leadership

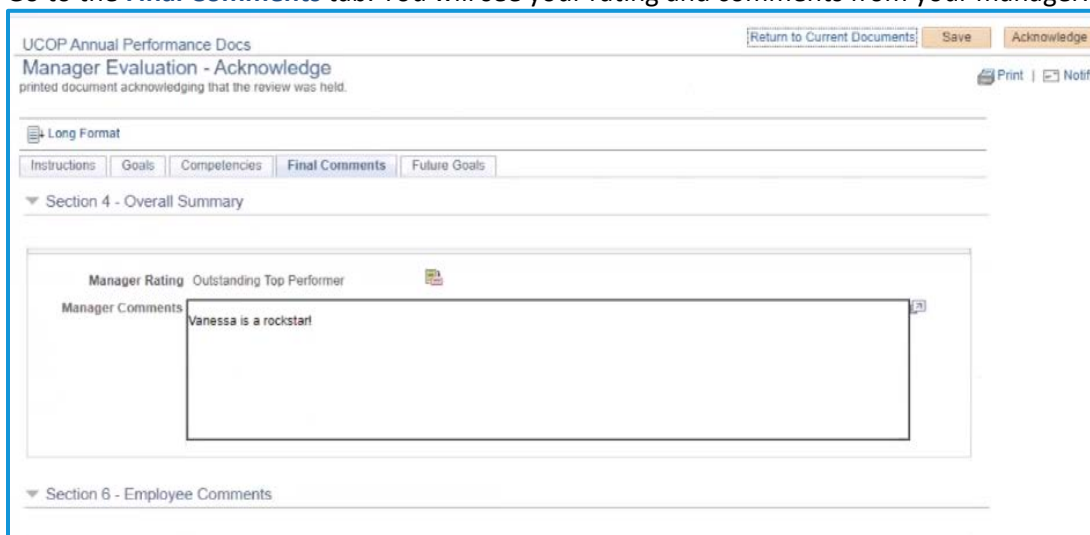
Description : Demonstrates the ability to bring new strategic concepts to the organization. Anticipates issues affecting the enterprise and comes forward with workable solutions. Able to organize and motivate people to achieve stated goals. Encourages collaboration among staff across divisional boundaries and discourages working in silos. Exercises, if appropriate, intersegmental and national higher education leadership.

Manager Rating Fully Meets Job Expectations 

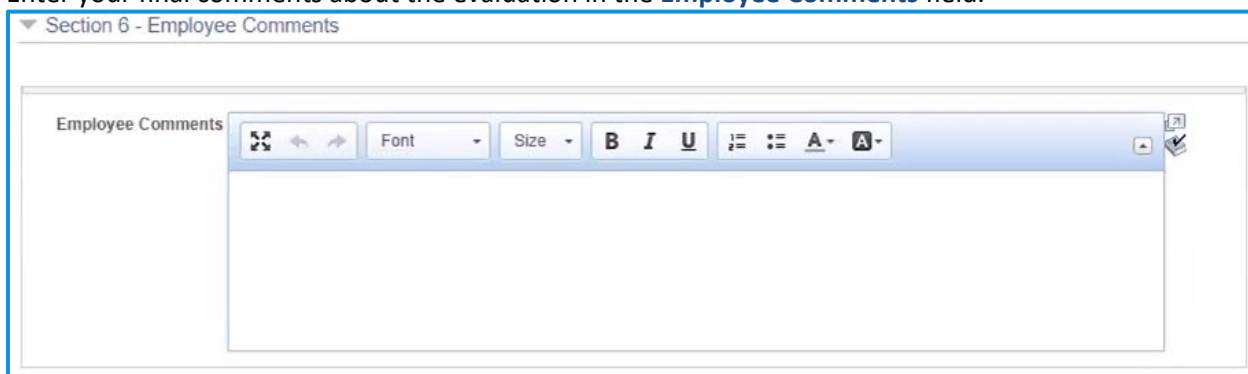
Employee Rating Fully Meets Job Expectations

Employee Comments

3. Go to the **Final Comments** tab. You will see your rating and comments from your manager. .



4. Enter your final comments about the evaluation in the **Employee Comments** field.



5. When you are finished entering your final comments, select the **Acknowledge** button in the upper right-hand corner. Select **Confirm**.

[Return to Current Documents](#)

[Save](#)

[Acknowledge](#)

Confirm Review Action

You have chosen to acknowledge that you and your manager have reviewed this document.

Upon selecting confirm you are acknowledging that the review was held and your electronic signature will be added to this document.

[Confirm](#)

[Cancel](#)

6. You will see a confirmation.

At this point, once you select **Return to Current Documents**, you will no longer have a current document to view.

Confirmation - Employee Acknowledgement

✔ You have successfully acknowledged this document.

Current Performance Documents

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You have no current performance documents.

7. You can access your past performance documents in the main **Performance Workcenter** page under **My Historical Performance Documents**.

