Reference Guide

UNIVERSITY OF CALIFORNIA

Using ePerformance for STEP
Contents

Table of Contents .................................................................................................................. 2
Glossary ................................................................................................................................. 3

Step 1: Define Criteria (Set Goals) .......................................................................................... 4
Employee Goes First .................................................................................................................. 4
Manager Reviews and Edits ....................................................................................................... 7
Sit down together! ..................................................................................................................... 8

Step 2: Checkpoints (Check-Ins) ............................................................................................ 9
Employee Goes First ................................................................................................................... 9
Manager Reviews and Comments .............................................................................................. 12
Sit down together! ..................................................................................................................... 14

Step 3: Finalize Criteria (Employee Self-Appraisal) ............................................................... 15
Employee Goes First .................................................................................................................. 15
Manager Reviews ................................................................................................................... 17

Step 4a: Nominate Participants (Optional Multi-Rater) .......................................................... 18
Employee and Managers nominate participants ..................................................................... 18
Manager approves nominated participants .............................................................................. 20
Nominated Participants Complete Evaluations ....................................................................... 21

Step 4b: Review Participant Evaluations (Optional Multi-Rater) ............................................. 24
Manager Reviews ................................................................................................................... 24

Step 5: Complete Manager Evaluation (Year-end Appraisal) .................................................. 25
Manager Goes First .................................................................................................................. 25
2nd Level Approvals ............................................................................................................... 28
Sit down together! ................................................................................................................... 32
Employee Acknowledgement .................................................................................................... 34
Glossary

Checkpoints – The quarterly check-in between Employee and Manager. The majority of time is spent discussing the “Feedback” section.

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

Discussion Questions – These are the 4 questions in the “Feedback” tab that will be the focus of the quarterly check-in conversations.

Document – The annual performance appraisal form.

Define Criteria – Defining your goals and selecting your 2-3 focus competencies. Employee starts this process and Manager approves it.

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

Finalize Criteria – This is the exact same process as a normal checkpoint, except it is the final checkpoint before the annual evaluation. This is the last chance the employee has to make changes to their document.

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: Define Criteria (Set Goals)

Employee Goes First

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).

3. Click on Add Item in the Goals tab.

4. Choose Add your own item to add your goals.
   TIP: Use SMART language!
5. Write your goal title and description. We recommend three to five goals.

6. Change the **Status** of your goal.

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

7. Navigate to **Competencies** tab and select **Add Competency**.

8. Select **Add pre-defined competency**. Click **Next**.

**Note: For Competencies, always select “Add pre-defined competency”**.
9. Leave all fields blank and click **Search** to view the full list of Competencies.

![Search and Add Competencies](image)

10. Choose 2-3 competencies to add to your evaluation. Click **Add**.

![Competencies Search Results](image)

11. Click **Save**. The system will not notify your manager when you complete, so you must notify your Manager that you have completed the Define Criteria step via email, phone, etc.
Manager Reviews and Edits

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. (For example, we’ll view Vanessa Cavallaro’s performance document.)
3. Review Goals and Competencies tab. Edit as needed using the button (✍️). When finished, click Save.

Note: The employee gets an email notification when you complete the checkpoint.

Sit down together!

1. Manager and employee sit down together to review the goals. Edit goals as needed using the edit button (✍️). When goals are finalized, Manager clicks Approve.
Step 2: Checkpoints (Check-Ins)

Employee Goes First

1. Add comments on Goals tab. If needed, edit your goals or update the goal status using the edit button (⬇️).

   ![Image](https://example.com/goals.png)

   **Best Practices:** (1) **Date your comments,** (2) **Save often!** Or write your goals in MS Word and copy/paste them in. (3) **Use brief bullet points of milestones/progress updates**

   ![Image](https://example.com/competencies.png)

   **Save the document.**

2. Add comments in Competencies tab. Remember to date your comments.
3. Add comments in Feedback tab. Remember to date your comments.

Save the document.

Save the document.
4. When finished, click **Share with Manager** in the menu bar.
Manager Reviews and Comments

1. Following the same login instructions from Define Criteria: Log into UC Path and selects Performance Workcenter and then Teams Current Performance Docs. Select the employee document you are reviewing.

2. Review Employee comments on the Goals tab. Add your own comment above the Employee’s. Remember to date your comments!

   ![Performance Workcenter Screenshot]

   8/2/19 – Great. Let’s talk about where you need support.

   ![Employee Comments]

   Status as of August 1st 2019:
   - The monthly schedule is currently being finalized 2 weeks ahead
   - I am sharing coordination of the L&D Smartsheet and will take it over starting Sep. 2019
   - I am being C/Ced on all vendor and partner communications, and plan to take overs as primary contact in September 2019

   Save the document.

   Return to Current Documents  Save

3. Review the Employee’s comments on the Competencies tab. Add your own comment above the Employee’s. Remember to date your comments!
4. Review the Employee’s comments for each question on the Feedback tab. Add your own comment above the Employee’s. Remember to date your comments!

Save the document.
5. When you have finished adding your comments, **Save** the document. Then click **Share with Employee**.

6. The Employee receives an email notification and can review all of the manager’s comments prior to meeting together.

**Sit down together!**

7. After Manager and Employee sit down together for your check-in, the Manager clicks **Complete Checkpoint** in the menu bar.

**Note:** Checkpoints 2 and 3 follow the exact same process as Checkpoint 1.

8. Optional: You may need to skip a Checkpoint. You can do so by clicking **Skip Checkpoint** in the menu bar.
Step 3: Finalize Criteria (Employee Self-Appraisal)

Employee Goes First

1. Navigate to Finalize Criteria in the left-hand navigation menu. Add your final comments on Goals tab. If needed, edit your goals using the edit button (redit button).

   Note: This is the last time the employee is able to add their comments before the final yearend appraisal and overall rating. Manager comments will not be shared at this step.

   Best Practices: (1) Date your comments, (2) Use brief bullet points of milestones/progress updates, (3) Save often! Or write your goals in MS Word and copy/paste them in.

2. Add final comments and updates for goals on the Goals tab.

   Employee can update the status of their goal using the edit button (edit button).

   ![Edit Item]

   Save the document.

3. Add final comments in Competencies and Feedback tabs. Remember to date your comments.

   ![Instructions Goals Competencies Feedback Required Training]

   ![Instructions Goals Competencies Feedback Required Training]

   Save the document.
4. Add the dates of completion for the compliance trainings in the comment boxes in the Required Training tab.

Tip: To check the status and completion date of your required training, log into the UC Learning Center at ucop.edu/ucoplearningcenter/ using your Single Sign-On.

5. Once you add your final comments and update your goal status, click Share with Manager in the menu bar. On the next screen, Confirm share.
Manager Reviews

1. Navigate to the performance document and review the Employee’s updated status and comments on Goals, Competencies, Feedback, and Required Training.

2. Comment on the Employee’s progress on Goals, Competencies, Feedback, and Required Training. Be sure your comments support an overall rating for the performance cycle.

3. Save the document after your entry on each tab.

4. Do not submit yet. You must notify your employee outside of the system that you completed entering your comments.

5. Meet with your Employee for your final checkpoint meeting of this performance cycle. Add any final comments, if needed.

6. Save the document.

7. When all edits have been made, select the Complete button in the upper-right-hand menu. Select Confirm.

**Note:** Clicking Complete moves the document into the formal “Manager Evaluation” stage. At this point, all of the goals and comments are locked in, and the employee can no longer make edits. The manager can now progress to the final yearend appraisal and overall rating.

8. Select Return to Current Documents.
Step 4a: 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.
Once you select the intended participant, click **OK**.

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

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 (Trash Can).

   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.
Nominated Participants Complete Evaluations

1. The nominated Participant will receive one system-generated email notification requesting their participation in the review process.

2. To access the multi-rater, click the link in the email.

3. The link will take you to the UC Path login page. Once you login, you will be taken to your Others Pending Performance Evaluations page to Accept or Decline the nomination.

4. If you accept, you will be taken to your Others Current Performance Evaluations page. Click on the name of the employee to view and complete the multi-rater form.
5. To access the multi-rater without the notification email, log into UC Path and select Performance Work Center. Navigate to the left-hand menu and select **Others Pending Perf Evaluation Requests**.

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

7. If declining, enter a comment and submit.
8. If accepting, **Accept** the nomination.

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

10. 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.

11. To complete and submit, select **Complete** in the upper-right menu, then select **Confirm**.
Step 4b: 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.
Step 5: Complete Manager Evaluation (Yearend Appraisal)

Manager Goes First

1. Navigate into the performance document.

   **Tip:** To review the Employee comments that have been documented over all of the checkpoints, Navigate to “Finalize Criteria” on the left side of the task bar and click on “View” which will provide a view of the cascading comments for Goals, Competencies, and Feedback questions, as well as Required Training completion dates.

2. When ready to complete, navigate to Complete Manager Evaluation in the left-hand menu and select Update and Submit.
3. If needed, add additional comments to support your overall rating.

4. To submit overall rating, navigate to Goals tab and scroll down to Goals and Accomplishments Summary, where you will see the Manager Rating. Select the overall rating from the drop-down menu of proficiencies.

5. Click the Ratings Descriptions button to the right of the drop-down for detailed descriptions of each rating to ensure accuracy. You can select the rating from this screen as well and then click Select Proficiency.

<table>
<thead>
<tr>
<th>Proficiencies</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outstanding</td>
<td>• Consistently role models and exhibits mastery of core job knowledge and functions, responsibilities, and continually pursues enhancement recommendations in current job and new work opportunities.</td>
</tr>
<tr>
<td></td>
<td>• Consistently produces exceptionally high-quality work exceeding expectations</td>
</tr>
<tr>
<td></td>
<td>• Model a positive work ethic, go the extra mile, and is willing to exceed his or her job responsibilities and contributions in support of the unit’s mission.</td>
</tr>
<tr>
<td>Exceeds Expectations</td>
<td>• Consistently demonstrates core job knowledge, skills, and abilities to effectively perform job functions. May occasionally exceed expected performance.</td>
</tr>
<tr>
<td></td>
<td>• Consistently achieves goals within control in planned timelines.</td>
</tr>
<tr>
<td></td>
<td>• Shares ideas, information, skills, and knowledge; listens and is responsive to manager and others; maintains a positive attitude.</td>
</tr>
<tr>
<td>Solid Performance</td>
<td>• Performance expectations partially met</td>
</tr>
<tr>
<td></td>
<td>• Moderate level of contribution</td>
</tr>
<tr>
<td></td>
<td>• Some critical goals completed</td>
</tr>
<tr>
<td></td>
<td>• Achievement below expectations</td>
</tr>
<tr>
<td></td>
<td>• Improvement needed to the position</td>
</tr>
<tr>
<td></td>
<td>• Performance was good given time in the position</td>
</tr>
<tr>
<td>Need Development/New &amp; Learning</td>
<td>• Does not consistently demonstrate core job knowledge and competencies required to perform job functions effectively.</td>
</tr>
<tr>
<td></td>
<td>• Fails to consistently achieve expected goals, within control, in planned timelines.</td>
</tr>
<tr>
<td></td>
<td>• Consistently demonstrates interest in or ability to collaborate and share information with others to deliver results.</td>
</tr>
<tr>
<td></td>
<td>• Additional training or coaching is required</td>
</tr>
</tbody>
</table>

6. Once you select the rating, click the Submit for Approval button in the upper-right-hand menu.

The screen will display the overall rating you selected for the Employee. Select Confirm to move forward, or Cancel to return to the document and edit.
7. The left-hand menu will now be at the Pending Approval step under Complete Manager Evaluation.
2nd Level Approvals

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

2. Select the appropriate performance document to review. You can **Approve** or **Deny** from the main worklist screen. If you are denying the document, leave a **comment** for the Manager on your reasoning for the denial.

3. Save the status.
4. A second-level approver can also access performance documents through the Manager Self-Service Menu of the Performance Workcenter. Select Approve Perform/Develop Docs.

5. Enter the information for the employee. Then select the magnifying glass next to Document Type.
6. Clicking the magnifying glass will bring up the Lookup Document Type menu. Select **UCOPANNL – UCOP Annual Performance Docs**.

![Lookup Document Type](image)

7. Click **Search**.

8. The performance document(s) matching the filter criteria will come up. The table will show the overall performance rating for the document(s) You can **Approve** or **Deny** from here, or click on the employee name to go to the Approvals page.

<table>
<thead>
<tr>
<th>Performance Document</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Select</strong></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Document ID</th>
<th>Date</th>
<th>Approver</th>
<th>Goals &amp; Accomplishments</th>
</tr>
</thead>
<tbody>
<tr>
<td>61839/04/01/2020</td>
<td>Approval</td>
<td>Pending Approval</td>
<td>UCOP Annual Performance Docs</td>
</tr>
</tbody>
</table>
9. Click on the **Employee Name**. You will be taken to the **Approval Screen**.

Click on **Performance Document Details** to view the performance document. Otherwise, leave your comment in the **Comments** field and **Approve** or **Deny** the document.
Sit down together!

1. Once the second-level approver has approved 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 and then click on the arrow next to Doc ID to expand the box and view comments.
3. Manager and Employee meet to discuss the yearend appraisal. You will share the overall yearend appraisal and rating.

4. Once the meeting is complete, return to the document. Select the Share with Employee button in the top right, then Confirm.
Employee Acknowledgement

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

2. You can review the document if needed. Otherwise, navigate to the **Final Comments** tab and enter your final comments about the evaluation.

3. When you are finished entering your final comments, select the **Acknowledge** button in the upper right-hand corner. Select **Confirm**.
4. 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.

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