ePerformance Quick Start: Complete Your Annual Review

<table>
<thead>
<tr>
<th>You...</th>
<th>Your Manager...</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1</strong></td>
<td>• Recommend reviewers to provide feedback on your performance</td>
</tr>
<tr>
<td><strong>3</strong></td>
<td>• Enter a summary of your performance in the Self-Evaluation.</td>
</tr>
<tr>
<td><strong>5</strong></td>
<td>• Review the Manager’s Evaluation. Meet with your manager to review the evaluation.</td>
</tr>
<tr>
<td><strong>6</strong></td>
<td>• Acknowledge the Manager Evaluation. The annual review is now complete and has moved to My Historical Documents.</td>
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</tr>
</tbody>
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**Recommend Reviewers to Provide Feedback**

1. Click the **My Performance** tile from the PeopleSoft homepage.

2. Click on the current (open) document you want to access.

3. Click **Select Reviewers**, then **Add Reviewers** (on the left)

4. For each reviewer request:
   - Click +, enter the **Last Name** and **First Name** in the Search Criteria, then click **Search**.
   - If there is more than one name in the search results, click ![next to the name to review the employee’s information to determine which person to select.](image)
   - When you finished entering all reviewers, click **Save**.

**Complete Your Self-Evaluation**

1. Access the Self-Evaluation from the **My Performance** tile in PeopleSoft. The Self Evaluation page will display once you select the document.

2. Provide comments on your performance for the year.

3. When finished, click **Complete**, then **Confirm**.

   An e-mail is sent informing your manager your self-evaluation is ready for review.
Meet with Your Manager
Your manager may share the Manager Evaluation before or after you meet. Either way, it is important to have a conversation with your manager about the evaluation and your overall annual performance.

Review and Acknowledge the Manager's Document
1. Access the Manager Evaluation from the My Performance tile on Self Service. The evaluation will display once you select the document.

2. Review the document and add additional information in the Employee Comments, if applicable.

3. Edit the Employee Comments, if applicable.
4. Click Acknowledge, then Confirm.
5. The annual process is now complete.

You can view the completed document from the My Historical Documents page, which is also accessed from the My Performance tile.

Need More Help?
Review the detailed work instruction: Employee: Completing Your Annual Review (Exception Form).

If you still have questions after reviewing the additional information, contact your local HR office.