ePerformance Quick Start: Complete Your Annual Review

Before You Start
The *Finalize Goals* document must be complete before you can start the annual review process. If your document includes checkpoint, the checkpoint must be complete and the goals must be finalized before you can start the annual review process. These tasks must be completed by your manager.

Annual Review Process

<table>
<thead>
<tr>
<th>You...</th>
<th>Your Manager...</th>
</tr>
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<tbody>
<tr>
<td>1 • Recommend reviewers to provide feedback on your performance</td>
<td>2 • Submits requests to reviewers to provide feedback on your performance</td>
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<tr>
<td>3 • Complete the <strong>Self-Evaluation</strong>.</td>
<td>4 • Reviews your <strong>Self Evaluation</strong> and any additional feedback from other reviewers.</td>
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<tr>
<td>5 • Review the <strong>Manager's Evaluation</strong>. Meet with your manager to review the evaluation.</td>
<td>6 • Shares the <strong>Manager Evaluation</strong> with you.</td>
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<td>7 • Acknowledge the <strong>Manager Evaluation</strong>. The annual review is now complete and has moved to <strong>My Historical Documents</strong>.</td>
<td>8 • The manager can review the complete document but cannot edit it.</td>
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</table>

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 ![](image) next to the name to review the employee’s information to determine which person to select.
   - 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. **Goals** tab: Click **Expand** to review your Job and Performance Goals and Professional Growth and Development Goals.

3. **Competencies** tab: Click **Expand** to review your Core Competencies and any Additional Competencies you/your manager added for the year.

4. **Summary** tab: Add your overall summary on your performance for the year. If you entered summary comments during Checkpoint and Finalize Goals, they will also appear here and can be edited.

5. Click **Save** at the top-right of the page.

6. 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 (Summary tab).

3. Click **Acknowledge**, then **Confirm**.

4. The annual process is now complete.

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