ePerformance: Tips to Help Complete Your Annual Review

**Before You Start**

**The Goal Setting Document must be complete before you can start the annual review process.**

Ask your manager to click **Complete** on the top-right of your document.


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**Recommend Reviewers**

Both you and your manager can nominate reviewers. *Note: only your manager approves nominations and reviews the feedback.*

On the left-side Work Center, click **Add Reviewers** (or **Add and Submit**). After adding/removing the reviewers, click **Submit Reviewers**, then **Confirm**.

*Review: Completing Your Annual Review work instruction.*

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**Provide Feedback for Others**

If you receive an email request, click the link or access **My Evaluations of Others** from the **My Performance** tile.

Accept or decline the request. If you accept, complete the evaluation, then click **Complete**.

*Review: Evaluation Requests for Others work instruction.*

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**Complete the Self Evaluation**

- Enter comments and ratings.
- Review the ratings descriptions by clicking the 📄 icon. The ratings description is more accurate than the number.
- Use **Writing Tools** to incorporate Performance Notes
  -- Click **Complete**, then **Confirm**.

*Review: Completing Your Annual Review work instruction.*

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**Manager’s Evaluation**

Review each section of the **Manager’s Evaluation**.
-- Ratings and comments for goals and competencies
-- Feedback sections
-- Overall Summary and the Overall Rating.

*Review: Completing Your Annual Review work instruction.*

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**Meet with Your Manager**

Your manager may share the Manager’s Evaluation during a face-to-face meeting or before you meet, depending on the guidelines of your school or unit.

*Note: The face-to-face meeting is a critical component of the Annual Review process.*

*Review: Completing Your Annual Review work instruction.*

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**Acknowledge Your Review**

After you meet with your manager, you acknowledge that you met and reviewed the Manager’s Evaluation.
At any point until you acknowledge the document, you can edit the Employee Comments section.

Click **Acknowledge**, then **Confirm**. The process is now complete.

*Review: Completing Your Annual Review work instruction.*

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**View Completed Documents**

View completed documents in the My Historical Documents page.

*Review: Completing Your Annual Review work instruction.*

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