

UCPath ePerformance Employee Self Evaluation Process

1. Navigate to Self Evaluation:

UCPath \rightarrow Performance Workcenter \rightarrow My Current Performance Docs

Emp	oyee Self Evalu	uation - Na	avigation	
Nico Feria Primary File: BUS SYS ANI 3 Employee ID: Servee Date: 09/27/2010 Dashboard	Favorites - Performan Performan	Main Menu → > Per CLC: Ce WorkCenter • « Ce Management ○ • √	formance Workcenter > Performance Workce	Advanced Search
Worklist Bookmarks Employee Actions Performance Workcenter Forms Library Quicklinks Hein (FAO		Current Performance Docs Itisfonca Performance Docs rrs Pending Perf Evaln Reqs vrs Current Perform Evalns rs a Perform Historic Evalns loyees Performance Notes Zurrent Development Docs fistorical Development Docs fistorical Development Docs rs Cur Evaln Requests rs Cur Evaln Repuests rs Cur Evaln Repuests rs Cur Evaln Repuests	communication, assessment, and monitoring performance, Probationary, Incentives and de ePerformance supports the entire planning an employee performance, Probationary, Incentiv assessing and rewarding employee performar ePerformance provides you with the flexibility setting up document templates that define ever can: • Define evaluation criteria.	valuations for multiple purposes like velopment document evaluations. d evaluation process, from planning and aligning res and development document, through rce results within the right behaviors. to establish evaluations for different purposes by aluation processes and With this application, you
	Manag	er Self Service	 Manage multiple participants. Enter evaluation data, including notes, rating Consolidate feedback from multiple sources Submit the manager/mentor evaluation for re Perform administrative tasks, such as transference 	is, weights, and comments. into the manager/mentor's evaluation. eview and approval. erring deleting documents.

2. Click the SCCMP Annual Performance Docs

Emplo	oyee	Self E	valuatio	on					
	Current I Karen Sch Listed are yo	Performance Do loss ur current performance d	cuments					М	New Window Help Personalize Pa
	Performan	nce Documents					Personalize Fin	id 🕗 🔢 🛛 Fi	rst 🚯 1-2 of 2 🚯 Last
	Employee ID	Document Type	Document Status	Business Unit	Period Begin	Period End	Job Title	Next Due Date	Manager
Employee can	10200383	SCCMP Probationary Documents	Define Criteria	SCCMP	03/01/2020	08/30/2020	HR GENERALIST 5	08/30/2020	Nicolas Feria
select an evaluation by	\rightarrow	SCCMP Annual Performance Docs	Evaluation in Progress	SCCMP	06/30/2019	07/01/2020	HR GENERALIST 5	07/08/2020	Nicolas Feria
document type									





3. Click Complete Self Evaluation → Update and Complete

Performance Process	0 «	SCCMP Annual Performance Docs	Return to Current Documents	Save	Complete
Steps and Tasks	0 07	Self-Evaluation - Update and Complete	Prir	nt 🖃 Notify	🛃 Export
SCCMP Annual Performance Docs 07/01/2019 • 06/30/2020 • • • • Define Criteria Due Date 05/31/2020	Overview	Job Title ADMIN OFCR 2 Manager Document Type SCCMP Annual Performance Docs Period 07/01/2019 * 06/30/2020 Template Non Rep Annual - MGR Approve Document ID 57475 Due Date 07/07/2020			
Nominate Participants Due Date 06/15/2020		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.			
Complete Self Evaluation Due Date 07/07/2020		Functions Goals Common Standards Overall Summary			
Update and Complete		Section 1 - Job Functions			
Review Manager Evaluation Due Date 07/31/2020		Collapse UCPath UCPath training and documentation Description: Employee Comments Font - Size - B I U = := A - D -	23 V		

4. Enter comments under the Functions, Goals, Common Standards, & Overall Summary tabs, describing your performance against the criteria outlined, and previous year's goals.

SCCMP Annual Porformance Docs Signed Porfaction and Complete Image: Rindla Rindee: Image: Rindla Rindee:	Emplo	yee Sel	f Evaluation			
Contraction Optimile		SCCMP Annual Perform	Particip ance Docs bridate and Complete	ants can save	uts Save Complete	or complete the
Section 1 - Job Functions Employee can leave comments for each Function Employee Comments Employee Comments Employee Comments Employee Comments Employee Comments Idid this!		Enter your ratings and comme your changes and send this de Functions Goals Com	Job Title BUS SYS ANL3 Job Title BUS SYS ANL3 Jocument Type SCCMP Annual Performance Docs Template Non Rep Annual - MGR Approve Status Evaluation in Progress Inst for each applicable section and save. When you have find current to your manager for review. Internet Standard (2004)	Manager Rhonda Rhodes Period 07/01/2021 • 06/30/2022 Document ID 16530 Due Date 07/07/2022 shed updating your evaluation select the complete but	Print 💽 Notify 💽 Export	evaluation
leave comments for each Function	Employee can	Section 1 - Job Funct Expand • Collapse Develop training	ions			
or Goal	leave comments for each Function or Goal	Employee Commen	ts Size - B J I did this!	「⊻」∷ ≍ ▲- ⊘-	- *	





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	Enter your ratings and comme your changes and send this d	ents for each applicable section and save. When you have finit ocument to your manager for review.	shed updating your evaluation select the complete bu	tion to save	
	 Section 1 - Job Function Expand (•) Collapse 	tions			
Employee can	Develop training Description : develop train	ning for 12 employees			
leave comments for each Function or Goal	Employee Comme	I did this	7 ⊻ ∷ ≞- @-	(3) - 42	
	Created By Rhonda	Rhodes 02/00/2020 < 09PM			

6. When both the Employee Self-Evaluation, and the Manager Evaluation have been completed an email will be sent to view the Annual Evaluation.

If no email is received, navigate to:

UCPATH \rightarrow Performance Workcenter \rightarrow My Current Performance Docs \rightarrow SCCMP Annual Performance Docs

- 7. Supervisor and Employee will review and discuss the Annual Evaluation:
 - Supervisor Comments
 - Employee Comments
 - Supervisor Rating
 - Overall Summary
 - Answer any questions.





8. After discussion click Acknowledge to close out the Annual Evaluation.

Performance Process	o «	SCCMP Probationary Documents	Return to Current Documents Acknowledg	
Steps and Tasks	0 0 7	Manager Evaluation - Acknowledge		Acknowledg
Karen Schloss SCCMP Probationary Documents 07/01/2021 08/30/2022 Composition Critoria Due Date 98/30/2022	Overview	Karen Schloss Job Tille HR GENERALIST 5 Document Type SCCMP Probationary Documents Template Probation Review - MOR Approve Status Pending Acknowledgement	Manager Nicolas Foria Period 07/01/2021 - 66/30/2022 Document ID 16538 Due Date 04/01/2022	button when they've finished
Review Manager Evaluation Due Date 04/01/2022		The Employee Data		reviewing the
View		Location SVC-E1 Scotts Valley, Module E, 1 PlaniGrade CTSC 25 Step 0 This document is a proctive walling for your actional determined.		
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9. All Performance Docs will be saved in UCPath→Performance Workcenter→My Historical Performance Docs

