UC SANTA CRUZ | CHES
Colleges, Housing &   Human Resources
Educational Services

UCPath ePerformance Employee Self Evaluation Process

1. **Navigate to Self Evaluation:**
   UCPath→Performance Workcenter → My Current Performance Docs

2. **Click the SCCMP Annual Performance Docs**

3. Click Complete Self Evaluation→Update and Complete
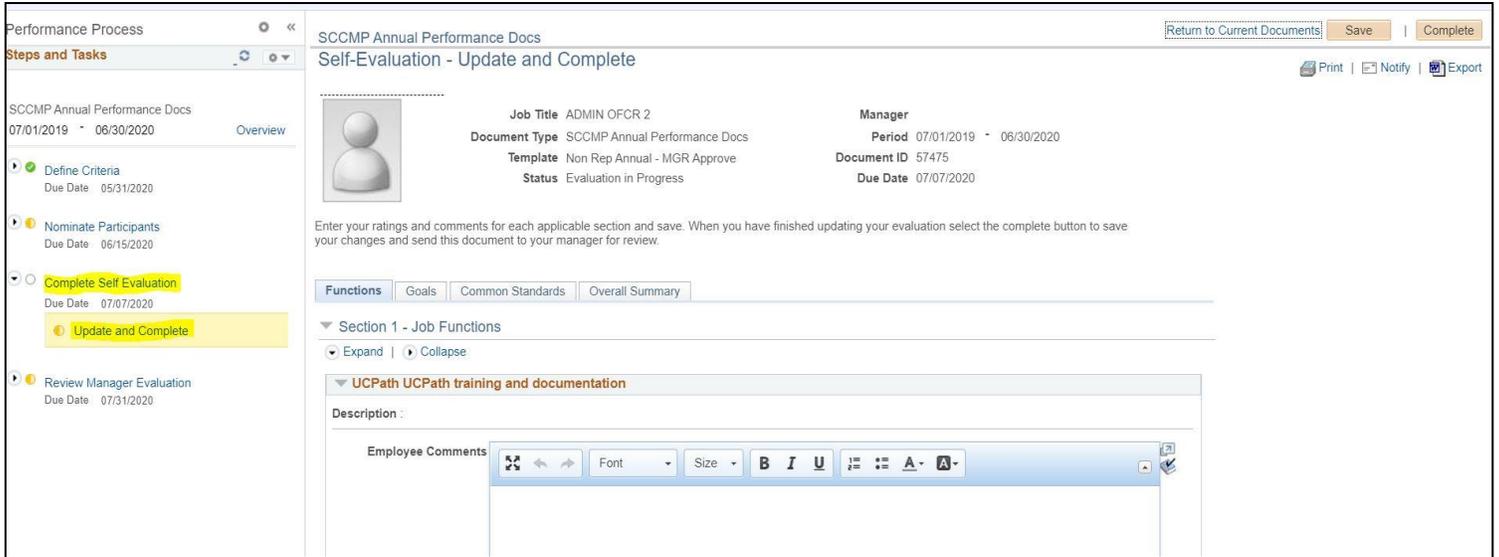
4. Enter comments under the Functions, Goals, Common Standards, & Overall Summary tabs, describing your performance against the criteria outlined, and previous year's goals.
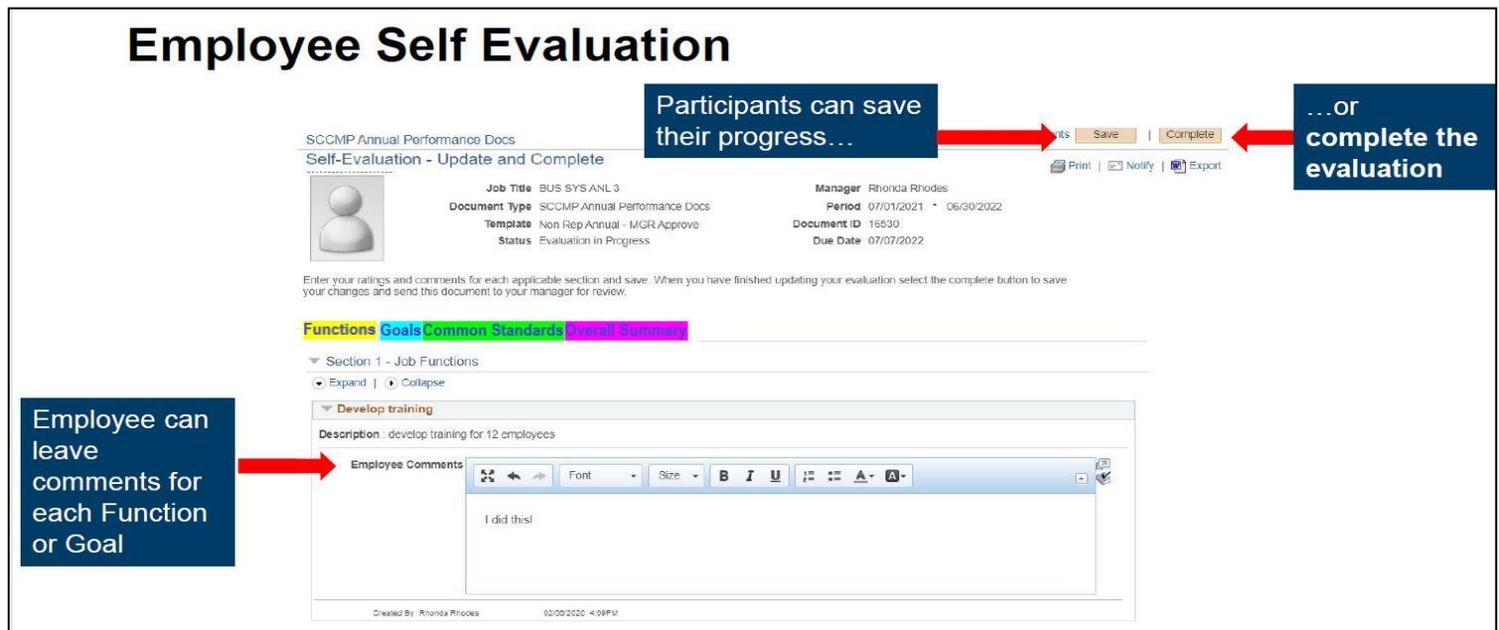
5. After comments have been entered under each tab, click Complete

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→Performance Workcenter→My Current Performance Docs→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.

Employee Acknowledges Evaluation

The employee clicks the **Acknowledge** button when they've finished reviewing the evaluation

The Employee can see their supervisor's ratings and comments for each item

9. All Performance Docs will be saved in
UCPath→Performance Workcenter→My Historical Performance Docs