

UCPath ePerformance Employee Self Evaluation Process

1. Navigate to Self Evaluation:

UCPath → Performance Workcenter → My Current Performance Docs

Employee Self Evaluation - Navigation

The screenshot shows the Oracle ePerformance interface. On the left is a user profile for Nico Feria and a navigation sidebar. The 'Performance Workcenter' link is highlighted in the sidebar. A large red arrow points from this link to the 'My Current Performance Docs' link in the 'Employee Self Service' section of the main menu. The main content area displays a list of performance documents and a list of actions.

PeopleSoft ePerformance is a self-service evaluation management application for managers and employees. You can use ePerformance as a tool for planning, collaboration, communication, assessment, and monitoring evaluations for multiple purposes like performance, Probationary, Incentives and development document evaluations.

ePerformance supports the entire planning and evaluation process, from planning and aligning employee performance, Probationary, Incentives and development document, through assessing and rewarding employee performance results within the right behaviors. ePerformance provides you with the flexibility to establish evaluations for different purposes by setting up document templates that define evaluation processes and With this application, you can:

- Define evaluation criteria.
- Introduce mid-period checkpoints to track employee progress.
- Manage multiple participants.
- Enter evaluation data, including notes, ratings, weights, and comments.
- Consolidate feedback from multiple sources into the manager/mentor's evaluation.
- Submit the manager/mentor evaluation for review and approval.
- Perform administrative tasks, such as transferring deleting documents.

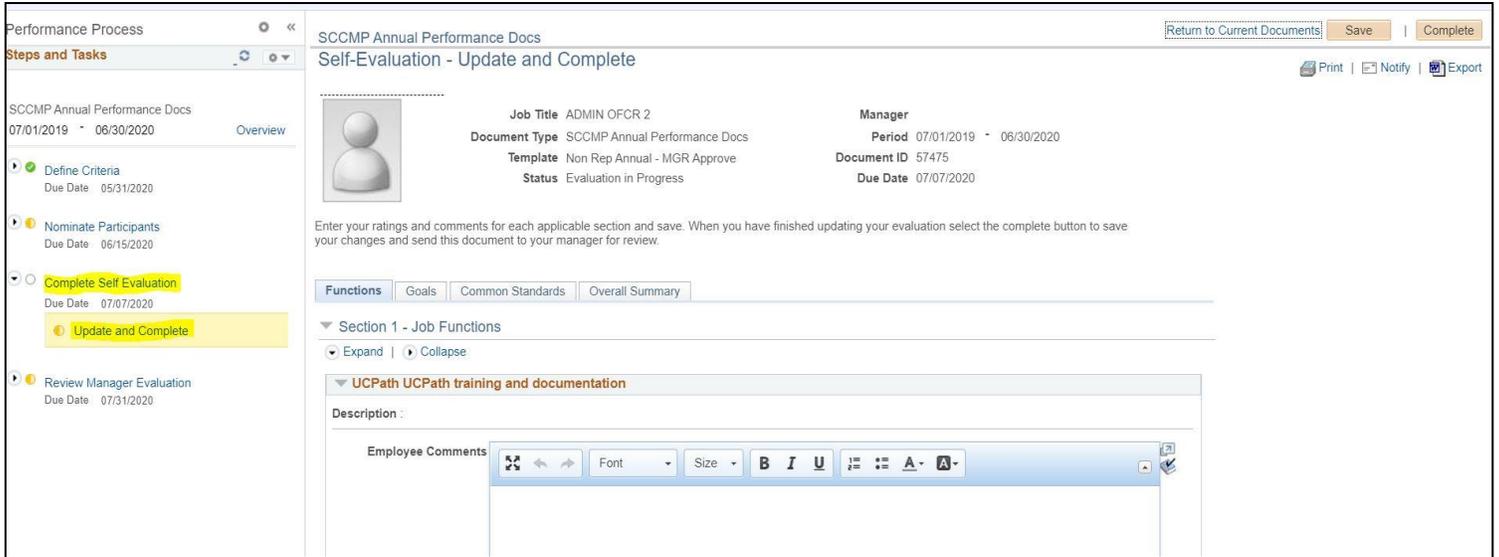
2. Click the SCCMP Annual Performance Docs

Employee Self Evaluation

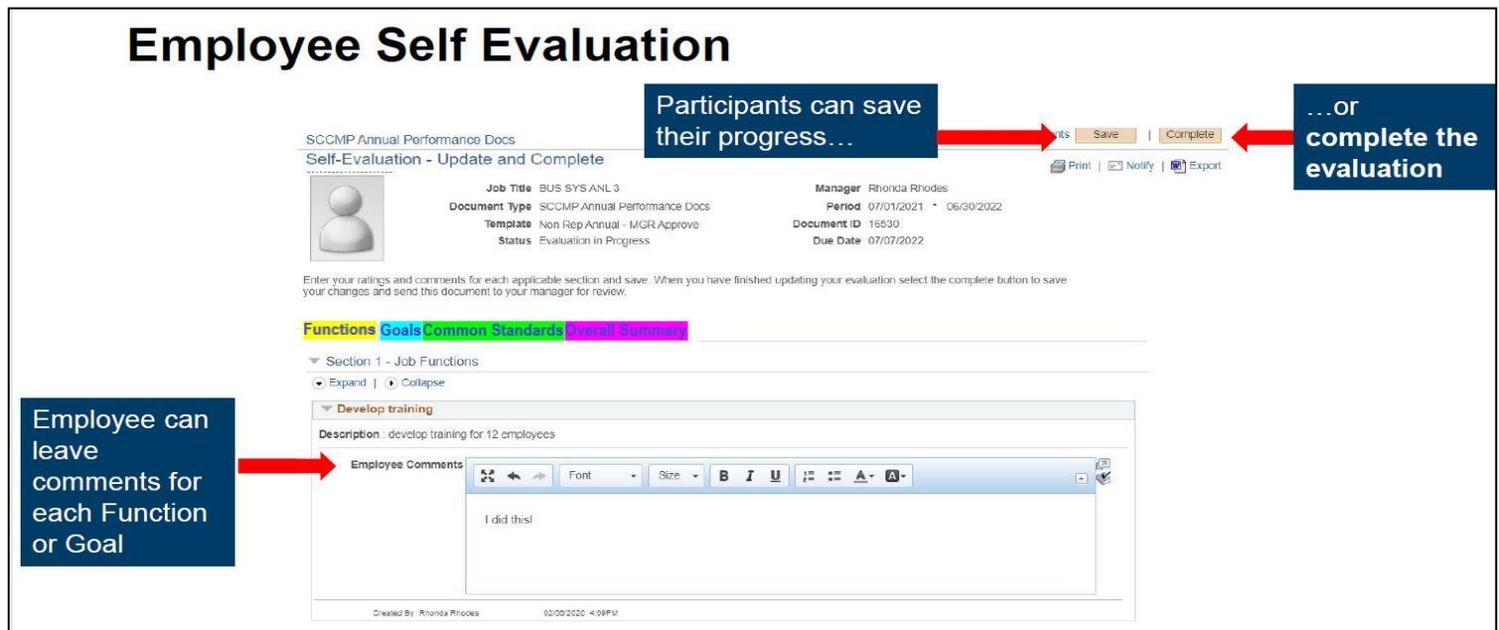
The screenshot shows the 'Current Performance Documents' page for Karen Schloss. It lists current performance documents. A text box on the left states 'Employee can select an evaluation by document type' with a red arrow pointing to the 'SCCMP Annual Performance Docs' row in the table.

Employee ID	Document Type	Document Status	Business Unit	Period Begin	Period End	Job Title	Next Due Date	Manager
10200383	SCCMP Probationary Documents	Define Criteria	SCCMP	03/01/2020	08/30/2020	HR GENERALIST 5	08/30/2020	Nicolas Feria
	SCCMP Annual Performance Docs	Evaluation in Progress	SCCMP	06/30/2019	07/01/2020	HR GENERALIST 5	07/08/2020	Nicolas Feria

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**

Employee Self Evaluation

The screenshot shows the 'Self-Evaluation - Update and Complete' page. At the top right, there are 'Save' and 'Complete' buttons. A red arrow points from a callout box 'Participants can save their progress...' to the 'Save' button. Another red arrow points from a callout box '...OR complete the evaluation' to the 'Complete' button. On the left side, there are tabs for 'Functions', 'Goals', 'Common Standards', and 'Overall Summary'. A red arrow points from a callout box 'Employee can leave comments for each Function or Goal' to the 'Employee Comments' text area under the 'Develop training' section. The text area contains the comment 'I did this!'.

Participants can save their progress...

...OR complete the evaluation

Employee can leave comments for each Function or Goal

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**

Employee Self Service

- My Current Performance Docs
- My Historical Performance Docs**
- Others Pending Perf Evaln Reqs
- Others Current Perform Evaltns
- Others Perform Historic Evaltns
- Employees Performance Notes
- My Current Development Docs
- My Historical Development Docs
- Others Pend Dev Evaln Requests
- Others Cur Evaln for Deve Docs
- Others Historical Develop Docs

Manager Self Service

PeopleSoft ePerformance is a self-service evaluation management application for managers and employees. You can use ePerformance as a tool for planning, collaboration, communication, assessment, and monitoring evaluations for multiple purposes like performance, Probationary, Incentives and development document evaluations.

ePerformance supports the entire planning and evaluation process, from planning and aligning employee performance, Probationary, Incentives and development document, through assessing and rewarding employee performance results within the right behaviors. ePerformance provides you with the flexibility to establish evaluations for different purposes by setting up document templates that define evaluation processes and With this application, you can:

- Define evaluation criteria.
- Introduce mid-period checkpoints to track employee progress.
- Manage multiple participants.
- Enter evaluation data, including notes, ratings, weights, and comments.
- Consolidate feedback from multiple sources into the manager/mentor's evaluation.
- Submit the manager/mentor evaluation for review and approval.
- Perform administrative tasks, such as transferring deleting documents.