FAQs from Staff Human Resources ePerformance Training June & July 2020

Here are the updated questions and answers that have come up across the many training sessions.

Question 1: How can supervisors or managers in my division learn about ePerformance evaluations?

Answer 1: Managers and supervisors can sign up in the UC Learning Center for the ePerformance Training for Managers and Supervisors.

Question 2: I'm retiring soon. Will my successor be able to see the evaluations of my employees?

Answer 2: Yes. They can reach out to your Employee Relations Analyst to ask for a copy of a previous performance evaluation.

Question 3: How can employees access appraisals that predate ePerformance?

Answer 3: appraisals.ucsc.edu automatically sent an email with a PDF copy of the completed appraisal. One could just search their email for an email coming from appraisals@ucsc.edu to find that document. If you cannot find that email, either due to a change in supervision, or the email has been deleted, you can still of course reach out to your ER Analyst for a copy.

Question 4: Is the self-evaluation required?

Answer 4: The ePerformance system does not require a self-evaluation to be completed. If the self-evaluation is skipped, the evaluation may still be completed. That said, we would like to see every evaluation include a self-evaluation. Please encourage your staff to complete the self-evaluation as this is their opportunity to call attention to their accomplishments over the past 12 months.

Question 5: Does Staff HR provide guidance about who should be selected as a participant in the evaluation process?

Answer 5: Managers and supervisors may contact their ER Analyst if they would like to discuss how to manage the selection of a participant in the evaluation process. Or, they may take this discussion to their unit if they are looking to build in a consistent approach across their unit.

Question 6: How can I access the UCPath help site?

Answer 6: The UCPath help site can be found here.

Question 7: Can an ePerformance Administrator see the Performance Notes a supervisor enters about their employees?

Answer 7: No. Only the supervisor that created the Performance Note can see that Performance Note.

Question 8: Is a performance notes transferrable from one supervisor to another?

Answer 8: No. Performance notes remain with the supervisor that created them.

Question 9: Can employees create performance notes about themselves?

Answer 9: Yes. In the Performance Workcenter, under Employee Self Service there is a link called **Employees Performance Notes**. These notes are only visible to the employee, and cannot be seen by their supervisor.

Question 10: Am I able to delete a performance note?

Answer 10: Yes. When you search for a performance note, on that search page when results are displayed, you can select one or more notes by checking a checkbox. When you do, a yellow 'Delete' button becomes available. We recommend deleting performance notes once the performance period in question has passed, and the relevant performance evaluation is completed.

Question 11: Are performance notes purged from UCPath after a certain retention period?

Answer 11: No. At this time, there is no purge process in place for performance notes. If you do not want performance notes to persist, you would want to go in and delete them after you've completed the performance evaluation.

Question 12: Where can I get help if I have a question?

Answer 12: There is a help site with tutorials on how to do various tasks within UCPath: https://sp.ucop.edu/sites/ucpathhelp/SelfServiceUsers/PORplayer/data/toc.html