ePerformance

Step-by-Step Help Guide for Peer Reviewers

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1. Overview

ePerformance is UPMC’s online performance evaluation process accessible to employees in My HUB. ePerformance emphasizes performance management as an ongoing process, rather than a single, annual event, and reflects the process as a shared responsibility between manager and employee.

A peer reviewer is a person the manager or designee nominates to evaluate an employee’s performance. There are three types of peer reviewers. A Peer (Values/Duties/Goals) can evaluate the employee on the system-wide values, job responsibilities, and goals. A Peer (Values/Duties) can evaluate the employee on system-wide competencies and job responsibilities, but not goals. A Peer (Values Only) can evaluate the employee on competencies only, and not job responsibilities or goals. The peer reviewer is responsible for completing the appropriate sections of the evaluation and submitting it to the manager or designee.

Preparation Tips:

- Discuss with the manager when the peer review should be returned.
- Review ePerformance resources available to support the peer reviewer role in ePerformance: Overview | Frequently Asked Questions
- Review your own notes, previous peer evaluations, or other information regarding the employee’s performance.

ePerformance Resources for Peer Reviewers

Additional resources are available to assist in understanding and completing the ePerformance process. ePerformance Roles and Definitions lists the various roles an employee may have in the process. The ePerformance Checklist provides a timeline for completing the review on time. The Peer Reviewer Overview and FAQ for Peer Reviewers provide additional information about completing the process.

Other Resources

Employees: Overview | Step-by-Step Instructions | Frequently Asked Questions

Managers: Overview | Step-by-Step Instructions | Frequently Asked Questions | Desk Reference

If you are designated by a manager to complete a performance review of another employee on the manager’s behalf, the Transfer Performance Evaluation Step-by-Step Guide provides additional details about this feature.
1. Overview (continued)

Performance management resources are available to all employees from the My Profile section of the Human Resources page in My HUB.
1. Overview (continued)

The Employee Performance Evaluations Home page contains resources and information available to all employees about ePerformance. The right side of the Performance Evaluations section contains resources an employee will use to learn about the peer review process, respond to peer review nominations, and view and complete peer review evaluations.

Peer Overview: Learn about the peer review process by reviewing resources that include videos, a help guide, and FAQs.

Peer Review Requests: Peer reviewers are nominated by the manager completing the employee evaluation to provide feedback. Peer reviewers respond to the nomination by accepting or denying the request. The manager will be notified of the response.

Peer Reviews to Complete: Peer reviewers who have accepted a nomination to complete a peer review can view and complete the document online. The peer reviewer must first accept the request before completing the review.

Peer Reviews You Have Completed: Peer reviewers will be able to view, but not edit, reviews they have accepted and completed in ePerformance.

Peer reviews and resources for employees are in the Employee Performance Evaluations Home page in My HUB.
2. Alerts and Notification

Peer reviews are optional. An employee nominated to complete a peer review can accept or decline the request. The contents of a peer review are not directly viewable by the employee under review. Only the employee’s manager will see the peer evaluation after it is completed. An employee who is nominated to complete a peer review will receive a My HUB alert that a peer review is available to complete.

To respond to a request to participate in a peer evaluation, the peer reviewer clicks on the Peer Review Requests link on the Employee Performance Evaluations Home page in My HUB.
2. Alerts and Notification (continued)

Pending Evaluation Requests are the evaluations that the peer reviewer has been nominated to complete. Information is listed, including the name of the employee to be reviewed, the type of document on which the employee will be reviewed, and the due date of the review.

To accept a nomination to complete an evaluation, the peer reviewer checks the box to the left of the employee in the list, and then clicks the Accept button. The peer reviewer can decline the nomination by clicking the Decline button. The manager who submitted the nomination will be notified of the peer reviewer’s response.

Completing a peer review is optional. Responding to the nomination will let the manager know whether the peer reviewer will participate, which is helpful to the manager in planning the overall evaluation process for the employee. See the recommended time line for completing the review on time. It is a good idea for peer reviewers to check with the manager to find out when the evaluation should be completed.

Click the box to the left of the employee’s name to respond.

The Due Date listed is the date the manager is required to complete the review. Check with the manager to confirm when to return the evaluation.

Click either Accept or Decline to respond to the manager’s nomination request.

Be sure to respond so the manager can plan accordingly.

Check with the manager to confirm the date to return the evaluation.
2. Alerts and Notification (continued)

After accepting or declining the nomination, the peer reviewer’s choice is confirmed. My Current Evaluations for Others lists reviews the peer reviewer has been nominated to complete and the evaluations the reviewer has completed in the past.

Message confirms that the peer reviewer has accepted the nomination to complete an evaluation.

Status of the Peer Evaluation is In Progress after the reviewer accepts.
3. Completing the Review

To view and complete a peer evaluation, the peer reviewer clicks on the Document Type to the right of the name of the employee being evaluated. The peer reviewer also can view evaluations completed in the past.

View or complete an evaluation that you have been nominated to complete.

View evaluations you have previously completed.

Note: You can return to this page by clicking on View Performance Review Information under the My Profile section and then clicking Peer Reviews to Complete.
3. Completing the Review (continued)

The peer reviewer evaluates the employee on the performance criteria established by the employee’s manager. The evaluation document a Peer (Values/Duties/Goals) completes includes the system-wide values, job responsibilities, and goals. The evaluation document a Peer (Values/Duties) completes does not include the employee’s goals for the performance period. The evaluation document a Peer (Values Only) completes includes only the system-wide values. Completing a peer review is optional.

The top section of the evaluation document includes information about the performance review period, the employee being evaluated, the name of the reviewer (author), the role the reviewer has in the process, the due date of the review, and UPMC’s Mission and Vision.

View the evaluation in PDF format (printer icon). The document can be printed or saved, but not changed.

Select Save while in the process of completing the review. Select Complete when done. After selecting Complete, the peer reviewer can no longer edit the document.
3. Completing the Review (continued)

The review criteria in the evaluation document are established by the employee’s manager. Completing a peer review is optional and the peer reviewer can choose the criteria to evaluate. To evaluate the employee, the peer reviewer will review the performance criterion in the document and select a rating for each item. The peer reviewer can also provide comments.

The review criterion, include the UPMC values, employee’s goals, job responsibilities, and an overall summary, comprise the sections of the evaluation document.
3. Completing the Review (continued)

If the peer reviewer will evaluate values, the values section of the document lists the common UPMC values. The peer reviewer can evaluate the employee and provide comments at the end of this section.

Hover over View Details to see a description of each UPMC Value. Click on View Details to see the behaviors associated with each rating score.

Comments can be provided at the end of each section. Comments are optional.
3. Completing the Review (continued)

If the peer reviewer will evaluate goals, the goals section of the document will list the employee’s individual and, if applicable, department specific goals for the review period. The peer reviewer can evaluate the employee on the goals and provide comments at the end of this section.

Click on ratings to view and select the rating category for each goal that is evaluated. Click on the list icon to see a full description of each rating category.

Comments can be provided at the end of each section. Comments are optional. Click the spell check (book) icon to use this tool for spelling suggestions.
3. Completing the Review (continued)

If the peer reviewer will evaluate job responsibilities, the responsibilities section of the document will list the employee’s job duties. The peer reviewer can evaluate the employee on job responsibilities and provide comments at the end of this section.

Click on ratings to view and select the rating category for each goal that is evaluated. Click on the list icon to see a full description of each rating category.

Comments can be provided at the end of each section. Comments are optional. Click the spell check (book) icon to use this tool for spelling suggestions.
3. Completing the Review (continued)

The peer reviewer can provide an overall summary of the employee’s performance in Section 5 of the review. Comments are optional.

Comments can be entered in the Overall Summary. Click the spell check (book) icon to use this tool for spelling suggestions.
3. Completing the Review (continued)

When the peer reviewer has finished evaluating the employee and the document is complete, the reviewer selects the Complete button and confirms. Once this step is completed, the document can no longer be edited by the peer reviewer unless it is reopened by the manager.
3. Completing the Review (continued)

After the evaluation is finalized by the peer reviewer, the manager receives an automatic notification that the peer review is complete. The status of the evaluation in the peer reviewer’s historical evaluations list changes to “Completed.” It is a good idea for the peer reviewer also to inform the manager that the evaluation has been completed.

Status is “Completed” after the peer reviewer has finalized the evaluation.