

ePerformance Checklist

Day	ePerformance Step	Task to Complete	Manager	Employee
45	Step 1: Notification	My HUB alert received	✓	
		Step 2: Preparation	Discuss the process and the self-evaluation option	✓
		Click Here to Review ePerformance Resources	✓	✓
		Review previous evaluation, notes, and identify major areas of achievement and development opportunities during this review period	✓	✓
		Identify other reviewers who will provide feedback	✓	✓
		Review the job description and identify any changes	✓	✓
		Review progress toward completion of mandatory requirements	✓	
		Validate the job description	✓	
		Identify and remove any obstacles, such as PC access, schedules	✓	
	30	Step 3: Gather & Review Information	Create and finalize the evaluation document and the criteria to be evaluated: Values, Goals, and Job Responsibilities	✓
Nominate other reviewers who will provide feedback and track progress			✓	
Complete the self-evaluation (optional)				✓
Review feedback from other reviewers and the employee's self evaluation			✓	
15	Step 4: Complete the Review	Complete all sections of the review, including goals for the next review period	✓	
		Verify mandatory requirements and establish goals for the next review	✓	
		Determine and submit merit for approval	✓	
		Schedule the review meeting	✓	
		Prepare for the review meeting	✓	✓
10	Step 5: Approvals	Submit completed review and merit for approvals	✓	
		Ensure that all needed approval levels are received before proceeding to the next step	✓	
7	Step 6: Conduct Review Meeting	Meet and discuss the review and goals for the next review period	✓	✓
		Make the review available for the employee to review and acknowledge	✓	
		Acknowledge the review and that the review meeting was held	✓	✓
0		Indicate that the review has been completed	✓	
		Review is date-stamped and processed in the HR system; new performance year begins		