

## ePerformance

### Frequently Asked Questions for Employees

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## **1: Overview**

### **What is ePerformance?**

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.

Completing the performance evaluation online is a step-by-step process in which employees and managers will have specific tasks to complete. Employees may have different tasks in the process, depending on their role in the ePerformance process. An overview of [Roles and Definitions](#) in the ePerformance process is available on My Hub.

### **How do I access the ePerformance process?**

ePerformance is accessible to employees on the View Performance Review Information page in the My Profile section of the Human Resources tab. My HUB alerts and notifications prompt managers and employees at key points in the process. Employees can track the progress of reviews they are completing and in which they are participating.

### **What additional information is available?**

Additional [resources](#) are available to assist in understanding and completing the ePerformance process. Employees are encouraged to review this information prior to beginning the new review process. The ePerformance [checklist](#) provides an overview of the steps the manager and employee will complete in the process. The [Employee Step-by-Step Guide](#) provides a detailed view of the steps in ePerformance the employee will complete.

## **2: Completing the Self-Evaluation**

### **Is the self-evaluation required?**

The self-evaluation is an optional step in the performance evaluation process. Employees and managers will discuss this option early in the performance process. If employees will complete the self-evaluation, they will do so online.

### **When in the process does the employee complete a self-evaluation?**

The self-evaluation is available to the employee to complete after the manager has created the performance document and established the evaluation criteria. The employee will receive notification that the self-evaluation is available to complete. It is a good idea for the employee and manager to communicate about this option early in the process.

### **What will be in the employee's self-evaluation?**

The self-evaluation in ePerformance will contain the same performance criteria that the manager will use to evaluate the employee. This includes the System-wide Values, individual goals established in the prior review, department specific goals if they have been established and are relevant, and Job Responsibilities from the employee's current position description.

### **Where can the employee see their own position description?**

The job responsibilities section of the employee's performance evaluation will populate from the employee's current position description. The employee can view their own position description by selecting the View Your Job Description link on the Employee Performance Evaluations Home page in My HUB. Select the Human Resources tab. Under My Profile select View Performance Review Information, and select View Your Job Description, on the Employee Performance Evaluations Home page. It is a good idea for employees to review their position description before completing the self-evaluation. The employee can let their manager know if they believe their position description is wrong or needs to be updated.

### **If the employee completes a self-evaluation, are there any required sections to complete?**

The self-evaluation is optional and there are no required sections. The self-evaluation is an opportunity for the employee to document what they have accomplished during the performance period. The employee can complete as much or as little of the evaluation as they wish. The employee and manager should discuss what to complete.

## **2: Completing the Self-Evaluation (continued)**

### **How will the employee know when to complete the self-evaluation?**

After the manager finalizes the performance document, the employee will receive an email notification that the self-evaluation is available to complete. The employee also will receive an alert in My HUB. After receiving this notification, the employee can access the self-evaluation document in My HUB from the Current Performance Document link on the Employee Performance Evaluation Home page in My HUB.

### **Where will the employee find the self-evaluation document in My HUB?**

To access the self-evaluation document, from the My HUB homepage, select the View Performance Review Information link in the My Profile section. On the Employee Performance Evaluation Home page, select the Current Performance Document link to the self-evaluation.

### **What help is available to complete the self-evaluation?**

Employees will be guided through the self-evaluation with instructions and help links as they complete the document online. Additional [resources](#) are available for ePerformance, including the [Step-by-Step](#) guide for employees.

### **3: Review Meeting and Completing the Process**

#### **When in the process will the employee be able to see the review that the manager completes?**

The employee will be able to view the completed evaluation online either before or after meeting with the manager to discuss the performance review. It is the manager's decision. Once the manager makes the review available, the employee will be able to see it on My HUB.

#### **How will the employee see the completed performance evaluation?**

Once the review is available for the employee to see, it can be viewed in My HUB. The employee can go to the Employee Performance Evaluations Home page and click on the Current Performance Document link.

#### **How will the employee acknowledge the review?**

The employee's manager will first need to make the review available to the employee in My HUB. Once the manager has updated the review status to "Employee to Acknowledge," the employee will receive an email notification and a My HUB alert that the review is ready to be acknowledged in My HUB. The evaluation should only be acknowledged once the review meeting has been held between the employee and manager.

By completing the Acknowledge Review step in ePerformance, the employee indicates that they have reviewed their evaluation and acknowledged that the review was held with the manager. By completing this step, the employee is providing an electronic signature in the Human Resources system indicating that this step has been completed.

#### **What is involved in acknowledging the review?**

In ePerformance, employees will acknowledge their review via electronic signature. This step is called "Acknowledge Review" in ePerformance. The employee is able to provide their own comments in the review.

#### **When does the merit get processed in the HR system?**

Once the manager marks the review as "Complete," the review is finalized and cannot be changed. In addition, the merit that has been approved is processed in the HR system.

#### **4: Viewing Historical Performance Evaluations**

##### **How is the employee able to see their past performance evaluations in ePerformance?**

Performance evaluations completed in ePerformance are maintained electronically in the HR system. Employees and managers will be able to see all reviews completed in ePerformance for reviews due on or after June 6, 2010.

##### **Where will the employee be able to see past performance reviews in ePerformance?**

Employees will be able to view the performance reviews completed in ePerformance online on the Employee Performance Evaluations Home page. A specific link, Past Performance Review, is provided for this purpose.