Instructions to bypass steps in the ePerformance process

The ePerformance Management system is set up to provide continuous feedback throughout the evaluation period. For managers of Limited, Non-Instructional Academic Staff, and University Staff, this program provides four opportunities to check-in throughout the year by first establishing goals for the year, checking-in on those goals six months into the year, and then finalizing the goals/and evaluation criteria before the employee has the option to complete a self-evaluation. The final step is required, which is the Manager Evaluation.

Step 1 – Log into the MyUW Portal

Step 2 – Select the Manager option on the Performance Management Tile:

Step 3 – Select the employee for whom you will be evaluating first:

Step 4 – Notice on the left column there are the defined checkpoints for the entire evaluation process. The final step is highlighted with an arrow as this step is required.
Step 5 – To bypass the option steps of “Define Criteria” / “Check Point” / “Finalize Criteria” / “Review Self Evaluation” you will select the “Approve” button located in the upper right corner of your screen. You will confirm this step and continue to approve until you arrive at the “Manager Evaluation”.