

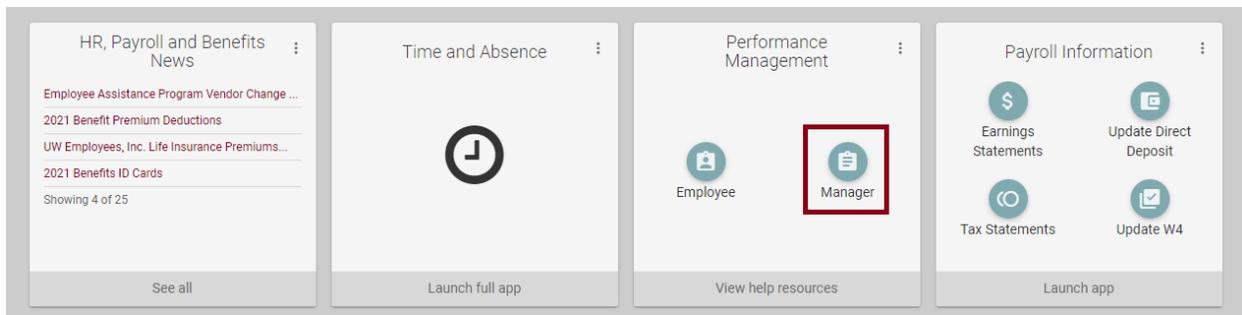


Instructions to bypass steps in the ePerformance process

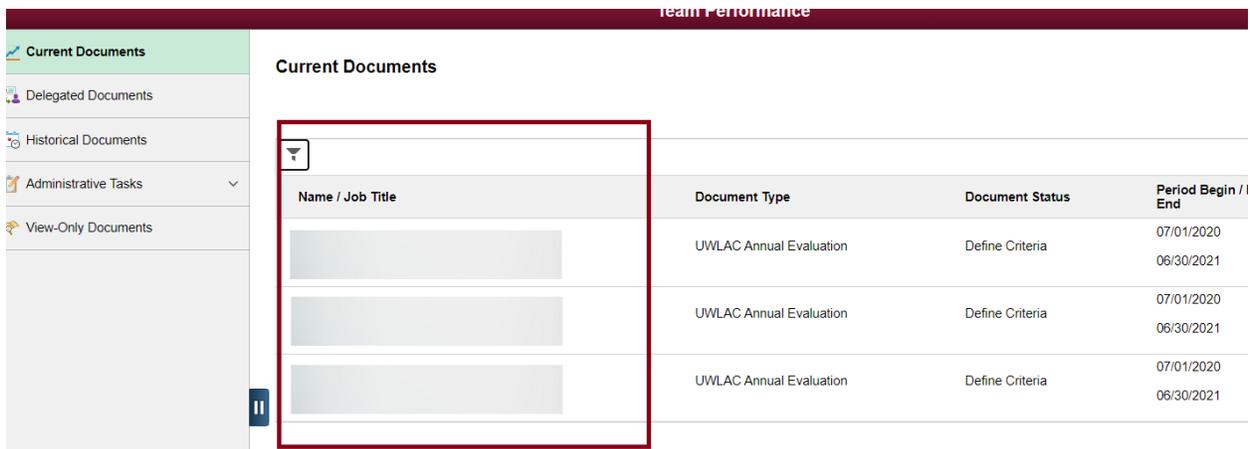
The ePerformance Management system is set up to provide continuous feedback throughout the evaluation period. For managers of Limited, Non-Instructional Academic Staff, and University Staff, this program provides four opportunities to check-in throughout the year by first establishing goals for the year, 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**.

The screenshot shows a vertical list of five steps in a performance management process. Each step is preceded by a dropdown arrow and a red dot. The first step, 'Define Criteria', is highlighted with a yellow background and has a red dot. The second step, 'Checkpoint 1', has a grey dot. The third step, 'Finalize Criteria', has a grey dot. The fourth step, 'Review Self Evaluation', has a grey dot. The fifth step, 'Complete Manager Evaluation', has a red dot and a red arrow pointing to it from the right. The entire list is enclosed in a red rectangular border.

- Define Criteria**
Due Date 10/05/2020
Update and Approve
- Checkpoint 1
Due Date 12/01/2020
Update and Share
Review with Employee
- Finalize Criteria
Due Date 02/01/2021
Update and Complete
- Review Self Evaluation
Due Date 03/01/2021
View
- Complete Manager Evaluation** ←
Due Date 06/30/2021
Update and Share
Pending Acknowledgement

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”.

The screenshot shows the bottom navigation bar of the application. It features a dark red header with icons for home, search, help, and refresh. Below the header, there are two buttons: 'Save' and 'Approve'. The 'Approve' button is highlighted with a red rectangular box. At the bottom of the screen, there are three icons with labels: 'Print', 'Notify', and 'Export'.