



Office of Human Resources

144 Graff Main Hall
 1725 State Street
 La Crosse, WI 54601
 608.785.8013
hrinfo@uwlax.edu
www.uwlax.edu/human-resources

Performance Management Process Guide

The ePerformance Management tool provides employees with online, 24/7 access to their Performance Evaluation records. In addition, the ePerformance tool provides an interactive way in which the supervisor and employee can communicate, establish goals (if appropriate), and review the annual performance of the employee.

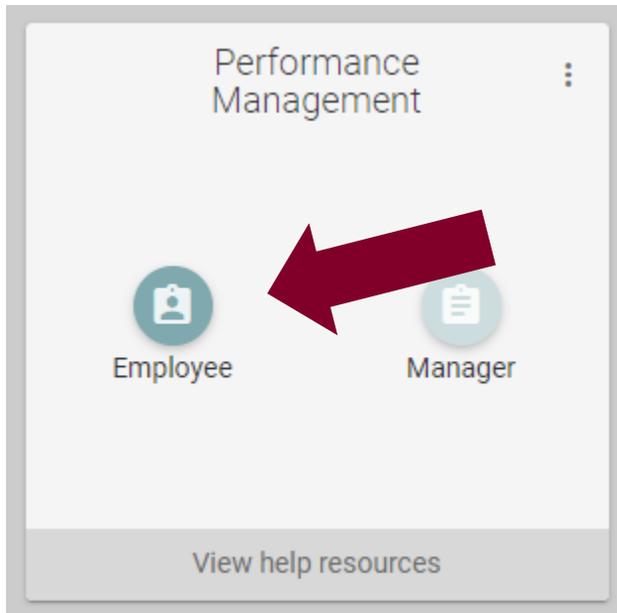
Unless directed otherwise, the only step in this process that you will need to be engaged is the final, manager evaluation; however, you will receive email notifications reminding you of each step.

Steps in the ePerformance Process

Title	Description	Email Sent	Due Date	Requirement
Define Criteria	The first step in the process to establish new goals for the new fiscal year.	Before September 1 of each year.	October 1 of each year.	Not required.
Check point	The second step is a six-month check point to provide feedback on the employee's performance to date.	Before November 1 of each year.	December 1 of each year.	Not required.
Finalize Criteria	At this stage, the employee and supervisor should finalize the goals for the year.	Before February 1 of each year.	February 1 of each year.	Not required.
Employee self-evaluation	This step allows the employee to describe to the supervisor how they believe their performance has been throughout the year.	Before March 1 of each year.	March 1 of each year.	Not required.
Complete manager evaluation	This is the final step in the process. This stage is the formal, final evaluation for the employee.	On or around June 30 of each year.	Before June 30 of each year.	Required.
Employee acknowledgement	Once the employee and supervisor have met and reviewed the evaluation the employee must acknowledge.	Email sent after the manager has completed the evaluation.	Before June 30 of each year.	Required.

Accessing the ePerformance module

To access the ePerformance module, you can log into the MyUW Portal at <http://my.wisconsin.edu>. Once you have logged in, locate the **Performance Management** tile, and click on “Employee”



Review and Acknowledge your Evaluation

When your supervisor has completed the evaluation, you will receive an email notification. Log into the ePerformance module. Review your evaluation and click on the “Employee Acknowledge” tab.

1. Enter your ratings and comments for each applicable section and save. When you have finished, meet with the employee to discuss your review.
2. If adding attachments, they must be in .pdf format. If you add attachments, they will be available to your employee.
3. Select the Share with Employee button to send the document to the employee for their acknowledgement. This can be done before or after you meet with the employee to discuss your review.
4. Please allow the employee and participants (if applicable) the opportunity to complete their evaluations before selecting the Share with Employee button.
5. Tip sheets on how to use the Performance Management tool and additional help resources can be found at [Performance Management Help](#).
6. The completed evaluation and all attachments will be added to the employee's Personnel File.

Calculate All Ratings | Cancel Evaluation

Goals | Competencies | Development - Growth | Mandatory Training | Overall Summary | Employee Acknowledge

Section 1 - Employee Goals

Expand | Collapse

Goal 1: test 1

You will be asked to acknowledge the form. Click “SAVE” located in the upper right corner of the screen to complete the process.