

ePerformance Quick Guide

Completing a Manager Evaluation

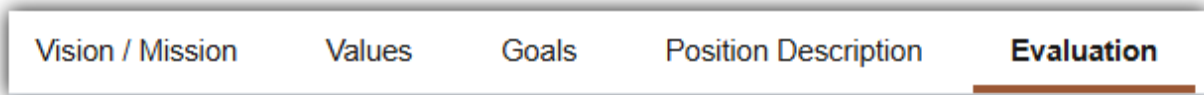
How do I access ePerformance?

MyCWU > Manager Tab > ePerformance Folder > Current Documents > Click Employee Name

Note: Be sure to select the document for the correct performance period.

Steps to Complete the Evaluation

1) Click Evaluation Tab



2) Consider and enter strengths

- Click arrow to expand Strengths section
- Read your Employee's Comments (from their Self Evaluation)
- Reflect on your Employee's Strengths from the past year and enter your comments
- Click Save

3) Consider and enter opportunities

- Click arrow to expand Opportunities section
- Read your Employee's Comments (from their Self Evaluation)
- Reflect on your Employee Opportunities for growth and enter your comments
- Click Save

4) Enter any additional notes in the Evaluation Summary and Save

5) Share with Employee

- Click Share with Employee (or wait until after conversation) to click Share with Employee
- Click Confirm (once shared)

6) Acknowledgement Step

- After sharing, your employee will be prompted (via email and within the system) to Acknowledge the Evaluation
- If you are stuck on this step, send a reminder or Override Acknowledgement

7) Submit for Approval

- Click Submit for Approval (in left margin and again in upper right corner)
- Click Confirm

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Tips to Prepare for a Meaningful Conversation

- **Let the conversation guide you** – Every employee is different. Focus on what matters most to them and their role.
- **Start with strengths** – Recognizing what's working builds trust and makes growth conversations more productive.
- **One area at a time** – It's okay to focus on one strength and one opportunity if that feels more meaningful than listing several.
- **Be specific and kind** – Clear, respectful feedback helps employees understand how to grow.