

## ePERFORMANCE 2022 OVERVIEW

A performance evaluation is an important tool for keeping communication flowing between teams. Periodic evaluation is a chance for managers and employees to review the recent past and discuss expectations moving forward. It also serves as an opportunity to set goals, both as individuals and as teams.

### What is ePerformance?

ePerformance is UH's automated evaluation process for benefits-eligible employees. The process supports an on-going dialogue between managers and direct reports throughout the evaluation period. The document is pre-loaded with the employee's job description/responsibilities, goals, UH initiatives and competencies. The document is electronically routed, via PeopleSoft, until finalized and becomes part of the employee's electronic personnel file.

### ePerformance Timeline

#### March 2022 - Goals and Criteria

Employees entered their performance goals and managers completed the performance criteria section in the PeopleSoft Performance module.

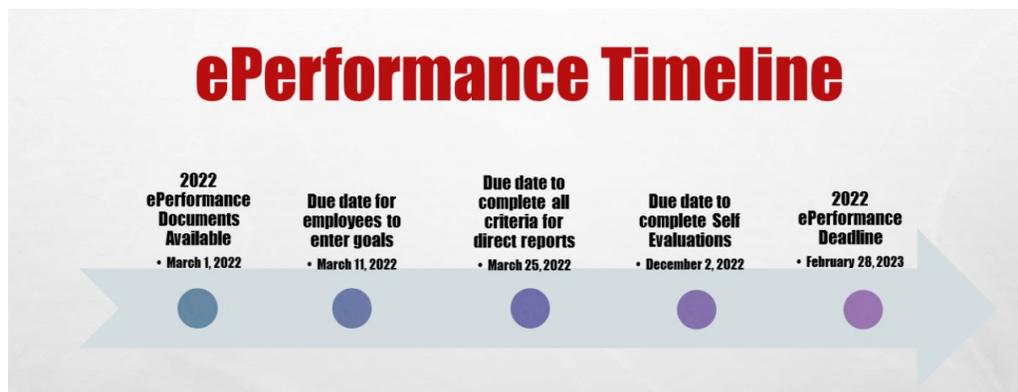
#### November 2022 – Self Evaluations

Employees have until December 2, 2022, to complete their Self Evaluation. This is an opportunity for employees to self-reflect and consider what their strengths and weaknesses are, self-assessments are not only important to growth as an employee but as a person. By critiquing their own work and behavior, employees can gain insight that helps them improve.

#### February 2023 – Completing Evaluation

Managers will review the employee's self-evaluation, complete their evaluation and submit the document for review and approval by the senior manager. Once approved, managers will schedule a review meeting with the employee.

Employees will have the opportunity to add comments to the ePerformance document prior to acknowledging the review meeting was held. The document is then finalized and added to the employee's electronic personnel file. The deadline to complete this process is February 28, 2023.



## **ePerformance Resources**

To assist you with the ePerformance process, the following guides can be found on the UH Human Resources website <https://www.uh.edu/human-resources/compensation/eperformance/>

- ePerformance Training Guides
- Flow Charts
- Quick Guides
- Ratings and Attachments
- ePerformance Reports
- Competencies and Customer Service