 This Quick start guide will give you the basic instructions needed to complete the tasks in the ePerformance module that are only assigned to you the employee. Although there is a total of six (6) steps in the ePerformance plan, you are only responsible for two (2) of them and they are outlined below. For more in-depth instruction, please refer to the EHRA Employee Guide.

**Step 1. Logging In**

ePerformance

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1. You can access your ePerformance review at any time using the link below. Log into SpartanTalent at (<https://spartantalent.uncg.edu/hr/sessions/new>) by using your UNCG log in credentials.
2. Once logged into the module, click on the three blue dots in the upper left-hand corner of your screen and choose ePerformance. This will take you to your home page and ‘Your Action Items’

**Step 2. Employee Acknowledgement of Plan (Task 3) July 1-December 31**

1. At your home page under ‘Your Action Items’ select ‘Employee Acknowledgement of Plan’.

2. Enter any comments in the comment box at the bottom of your screen.

3. Once comments have been entered (optional) clicking ‘Acknowledge’ will complete the task and move it to the next step in the process.

4. The task is now completed.

**Step 3. Employee Acknowledgement of Appraisal (Task 6) May 1- June 30**

1. At your home page from ‘Your Action Items’ select ‘Employee Acknowledgement of Appraisal’.
2. Enter comments in the comment box at the bottom of your screen.
3. Once comments have been entered (optional) clicking ‘Acknowledge’ will complete the task and complete the Annual Appraisal process.
4. The task is now completed.

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https://hrs.uncg.edu/Performance\_Management/Documentation/

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