 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 Supervisor. Although there is a total of six (6) steps in the ePerformance plan, you as an Immediate Supervisor are only responsible for five (5) of the steps and they are outlined below. For more in depth instruction, please refer to the EHRA Supervisor Guide.

 **Step 1. Logging In**

 ePerformance

 EHRA Supervisor Quick Start Guide

1. You can access the ePerformance cycle 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. Supervisor Creates Plan (Task 1) July 1- December 31**

1. At your home page under ‘Your Action Items’ select ‘Supervisor Creates Plan’ for selected employee.
2. Enter Individual goals (minimum of 3 no more than 5) and Developmental goals (minimum of 1). After goals are entered click ‘Complete’
3. The task is now complete.

 **Step 3. Plan Review Meeting (Task 2) July 1-December 31**

1. At your home page under ‘Your Action Items’ select ‘Plan Review Meeting’ for selected employee.
2. After you have had your sit-down conversation with your employee and expectations have been made clear, choose the ‘Complete’ button on your screen.
3. The task is now complete.

 **Step 4. Supervisor Appraisal (Task 4) May 1-June 30**

1. At your home page under ‘Your Action Items’ select ‘Supervisor Appraisal’ for selected employee.
2. Enter ratings for Individual and Development goals. If you enter any rating other than ‘Meets Expectations’, you will need to enter comments in the boxes below the rating to support it. You may also attach any documents to support the rating.
3. After all ratings and comments are entered click ‘Complete’ to finish the process.
4. The task is now complete.

 **Step 5. Appraisal Meeting (Task 5) May 1- June 30**

1. At your home page under ‘Your Action Items’ select ‘Appraisal Meeting’ for selected employee.

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

1. After you have had your appraisal discussion with your employee, if changes are required, clicking ‘Return’ will send the appraisal back to step four (4) for revisions.
2. If no changes are required and you have had the appraisal discussion with the employee click ‘Acknowledge’. This will affirm that you have met with your employee.
3. The task is now complete