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. There is a total of (6) six steps in the appraisal process. The immediate supervisor is only responsible for (2) two, the next-level is responsible for (2) and the employee is responsible for (2). You may opt to add an additional step(s) if you choose to give your employee off-cycle feedback or assign an employee self-appraisal. Detailed instructions on completing appraisals can be found [HERE](https://hrs.uncg.edu/Performance_Management/).

 **Step 1. Logging In**

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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) May 15 – July 15**

1. At your home page under ‘Your Action Items’ select ‘Supervisor Creates Plan’.
2. Enter the Institutional Goals (must equal 50%), Individual Goals (at least 3 and must equal 50%) and a Talent Development Goal and click ‘Next’
3. After goals are entered click ‘Complete’ to send the task to the Next-Level Supervisor
4. The task is now complete.

 **Step 3. Next-Level Supervisor Approval (Task 2) May 15 – July 15**

1. At your home page under ‘Your Action Items’ select ‘Next-Level Supervisor Approval’ for the employee under the item tab.
2. If all goals have been entered correctly and the weights are 100%, you can approve it at the bottom of your screen or via the blue ‘Action’ button near the top right of the page. Once approved the step will move back to the immediate supervisor for the next step in the process.
3. If you need to send the plan back for revision you will select the ‘Return’ option. If you return the plan, you need to provide comments in the box at the bottom of the screen explaining why you are sending the plan back for revision.
4. If approved the task is now complete.

 **Step 4. Supervisor Appraisal (Task 4) March 1 – April 30**

1. At your home page under ‘Your Action Items’ select ‘Supervisor Appraisal’ for selected employee.
2. Enter ratings for Individual and Institutional 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. Your may also attach any documents to support the rating.
3. After all ratings and comments are entered click ‘Complete’ to send the task to the Next-Level Supervisor.
4. The task is now complete.



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

1. At your home page under ‘Your Action Items’ select ‘Next-Level Supervisor Approves Appraisal’ for selected employee.

 **Step 5. Next Level Supervisor Approves Appraisal (Task 5) March 1 – April 30**

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1. Ensure that the Appraisal is consistent and unbiased for the position. If changes are required, click ‘Return’ to send the Appraisal back to the Immediate Supervisor for revisions. If returned, comments must be entered to explain why revisions are required.
2. If no changes are required click ‘Approve’
3. Your task is now complete.

 **Step 6. Mid-Year Check-In (Optional)**

1. At your home page on the right side of your screen you will find several grey boxes. Select the ‘Off-cycle, Mid-Year, or Self Appraisals’ link. When the new drop-down appears, select ‘Invite User who will provide additional feedback’
2. Type in the name of the SUPERVISOR who will provide the feedback for the employee, once you find the name in the list provided, place a checkmark next to the name and click ‘save’ and then go ‘home’.
3. At your home page under ‘Your Action Items’ select ‘Off Cycle/Peer Feedback’ for selected employee.
4. Select the review type from the drop-down menu (Off Cycle, Self-Appraisal, Transfer, Probationary, Other) and enter any comments about the employee’s progress in the comment box.
5. Once all comments are entered and you are satisfied click ‘complete’ and it will move to the employee for acknowledgement.
6. The task is now complete.



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