

Finalize Goals and Complete Year-End



Finalize Goals

Before completing comments and holding Year-End conversations, review all *Annual and Development Goals* and make any necessary changes to ensure all is up-to-date. Once everything is updated, your Manager will need to close this step by selecting the **Approve** button.

TIP: Be sure to check all spelling, grammar and content updates before completing this step. Once this process is complete, all information is "locked down" in the system and you will not be able to make any further adjustments to goal content.

1. If a review or re-refresh of the original goals is needed, click the **pencil icon** to update or modify any of the goals listed.
2. Be sure to **Save** all of your updates.

Always remember to Save (Top Right Hand Corner) after you Update (At the Bottom), and before Sharing.

Self-Evaluation

1. Expand each goal listed and add any specific comments related to each goal's Achievements in the text boxes provided including demonstrated Leadership Capabilities. There will also be a **Year End Comments Summary** text box that will appear at the bottom of the page where you can provide a summary of your achievements for the year.
2. Be sure to **Save** all of your updates, and then click the **Complete** button. A confirmation message will immediately appear once this button is clicked.

Google Chrome is the recommended browser to use with this program.

The Self-Evaluation step is now completed. At this stage your Manager will coordinate a **Year-End conversation** with you to review overall achievements for the year.

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Employee Acknowledgement

After your Year-End conversation, your Manager will complete their evaluation and request Acknowledgement from you. By completing this step, you will confirm that you have acknowledged the content in your document and that you have met with your Manager to discuss it together.

1. Your Rating and Manager Comments will be shared with you and you will receive a notification that your Manager is requesting Acknowledgment from you.
2. Review the information entered by your Manager. Once completed, click the **Acknowledge** button. A confirmation message will immediately appear once this button is clicked.

Once you have acknowledged the document, the Year-End process in ePerformance will be complete and your document will automatically move into the **Historical Documents** section in ePerformance.

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