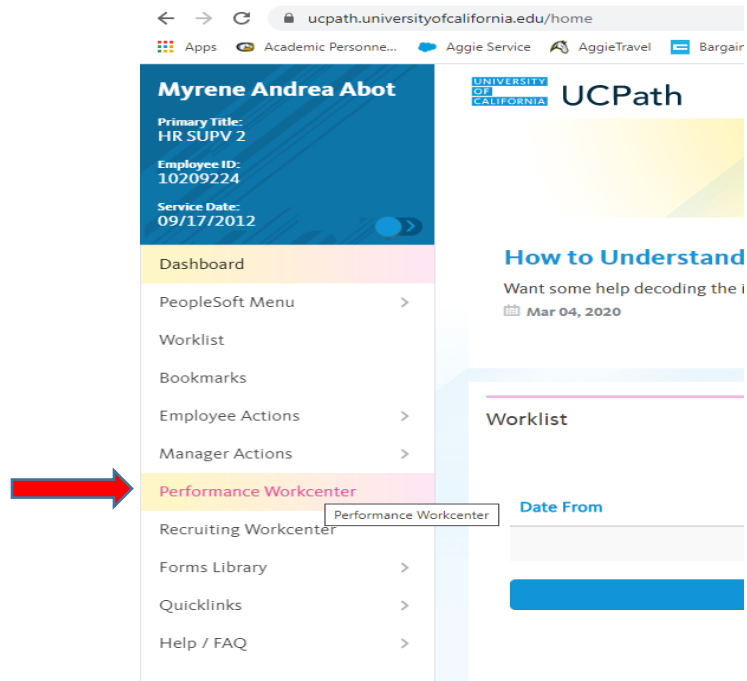
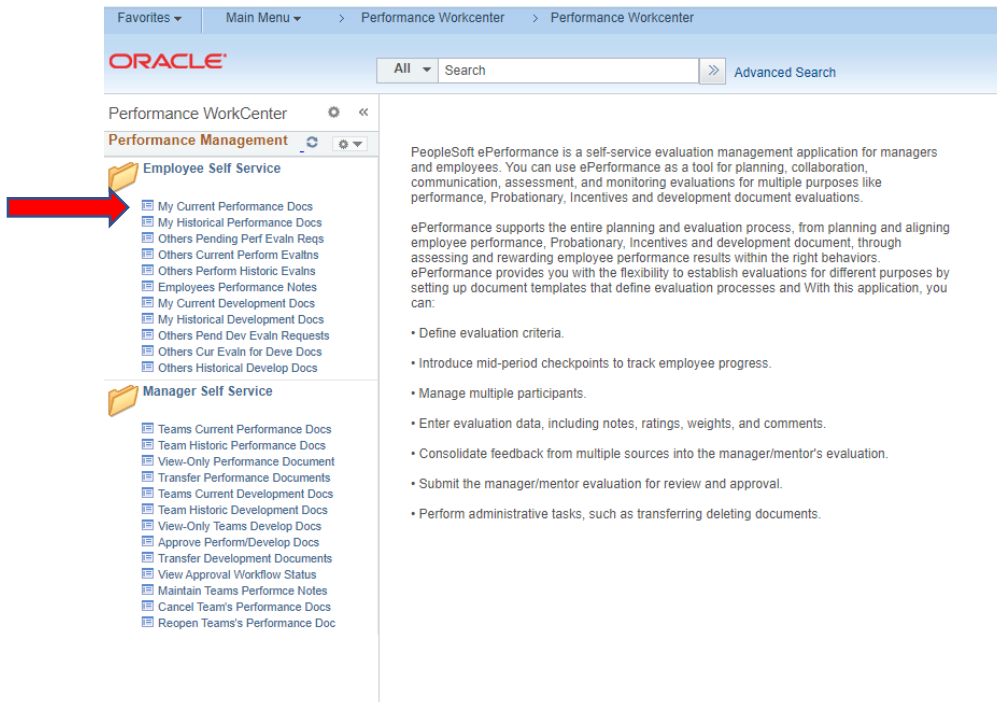


EPerformance – Step by Step Guide - Staff

1. Log into [UCPATH](#).
2. From your dashboard, click on Performance Workcenter.



3. Under Employee Self Service, click on My Current Performance Docs



- From here, click on the UCD Campus Staff Appraisal to open your Self Evaluation Document.

The screenshot shows the Oracle Performance Workcenter interface. The breadcrumb trail is: Favorites > Main Menu > Performance Workcenter > Document Selection. The page title is 'Current Performance Documents' for Myrene Andrea Abot. Below the title, it says 'Listed are your current performance documents.' A table titled 'Performance Documents' contains the following data:

Employee ID	Document Type	Document Status	Business Unit	Period Begin	Period End
	UCD Campus Staff Appraisal	Evaluation in Progress	DVCMP	05/01/2019	04/30/2020

A red arrow points to the 'UCD Campus Staff Appraisal' document in the table.

- Welcome! You are now ready to start your Self-Evaluation Document

The screenshot shows the Oracle Performance Workcenter interface for the 'UCD Campus Staff Appraisal' document. The page title is 'Self-Evaluation - Update and Complete' for Myrene Andrea Abot. The page includes a 'Steps and Tasks' sidebar with the following items:

- Myrene Andrea Abot
UCD Campus Staff Appraisal
05/01/2019 - 04/30/2020
Overview
- Complete Self Evaluation
Due Date 04/03/2020
Update and Complete
- Review Manager Evaluation
Due Date 06/12/2020

The main content area includes a 'Long Format' section with tabs for 'Empl Self-Evaluation', 'Future Goals', and 'Employee Comments'. The 'Empl Self-Evaluation' tab is selected, showing 'Section 1 - Employee Self-Evaluation'. The description for this section is: 'The employee details their achievements during the appraisal period.' Below the description is a text area for 'Employee Comments'.