

ePerformance

Frequently Asked Questions for Peer Reviewers

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1. Overview

What is ePerformance?

ePerformance is UPMC's online performance evaluation process accessible to employees in My HUB. ePerformance emphasizes performance management as an ongoing process, rather than a single, annual event, and reflects the process as a shared responsibility between manager and employee.

Completing the performance evaluation online is a step-by-step process in which employees and managers will have specific tasks to complete. Employees may have different tasks in the process depending on their role in the ePerformance process. [Roles and Definitions in ePerformance](#)

How do employees access the ePerformance process?

ePerformance is accessible to employees on the View Performance Review Information page in the My Profile section of the Human Resources tab. My HUB alerts and notifications prompt managers and employees at key points in the process. Employees can track the progress of reviews they are completing and in which they are participating.

What additional information is available?

Additional [resources](#) are available to assist in understanding and completing the ePerformance process. Employees are encouraged to review this information prior to beginning the new review process. The ePerformance [checklist](#) provides an overview of the steps the manager and employee will complete in the process. The [Peer Reviewer Step-by-Step Guide](#) provides a detailed view of the steps in ePerformance the peer reviewer will complete.

What is a peer reviewer?

In ePerformance, a peer reviewer is a person the manager or designee nominates to evaluate an employee's performance; typically a co-worker, team member, or project participant. A Peer (Values/Duties/Goals) can evaluate the employee on Systemwide values, job responsibilities, and goals. A Peer (Values and Duties) can evaluate the employee on values and job responsibilities, but not goals. A Peer (Values Only) can evaluate the employee on Systemwide values, but not job responsibilities or goals. The peer reviewer is responsible for completing the appropriate sections of the evaluation and submitting it to the manager or designee.

1. Overview (continued)

What is the difference between a Peer (Values/Duties/Goals), Peer (Values and Duties), and Peer (Values Only) review?

Peer (Values/Duties/Goals): Has the ability to evaluate the system-wide values, job responsibilities, and goals. For example, if an employee transferred from another department, the previous manager would have knowledge of all aspects of the employee's performance. Note: The manager or designee is still responsible for completing the review.

Peer (Values and Duties): Has the ability to evaluate the employee's system-wide values and job responsibilities, but not goals. For example, a co-worker might have knowledge of the employee's system-wide values and job responsibilities, but not the employee's goals.

Peer (Values Only): Has the ability to evaluate the employee's system-wide values only.

What is the purpose of a peer review?

The purpose of a peer review is to provide a manager with additional information about an employee's performance. This additional information will assist the manager in effectively assessing the employee's performance.

Is completing a peer review required?

All peer reviews are optional. An employee nominated to complete a peer evaluation can accept or decline the request.

Can the employee being evaluated by a peer see the reviewer's comments?

The contents of a peer review are not viewable by the employee under review. Only the employee's manager will see the peer evaluation after it is completed.

2. Alerts and Notification

How will an employee be notified to complete a peer review?

An employee who is nominated to complete a peer review will receive a My HUB alert and an automatic email notification.

What should an employee do after receiving a notification to complete a peer review?

The peer reviewer will first accept or decline the nomination to complete a review. Completing a peer review is optional and the peer reviewer can either accept or decline the nomination from the manager. The peer reviewer will respond to the nomination online through My HUB. To respond to a nomination to complete a peer review, select View Performance Review Information in the My Profile section of the Human Resources tab; then select Peer Review Requests on the Employee Performance Evaluations Home page. Responding to the nomination will let the manager know whether you will or will not complete the review.

Where will the peer find the peer review to complete?

The peer review is completed online through My HUB. Peer reviewers who complete this process will access the online document by selecting View Performance Review Information in the My Profile section of the Human Resources tab; then selecting Peer Review Requests on the Employee Performance Evaluations Home page.

Does a peer need to notify the manager that a review has been completed?

The peer reviewer does not need to directly contact the manager who requested the peer review. The manager is able to monitor the progress of reviews from peers and will be notified if a request is not accepted, and if accepted, when it has been completed. It is a good idea to communicate with the manager about when the review should be completed so that the manager can complete the employee's evaluation on time. In addition, the [ePerformance Checklist](#) provides guidance regarding the timeline for completing the review.

3. Completing the Review

I am in the Peer Reviews to Complete section and it says that I do not have any current peer evaluations to complete. I should have one available to complete. Why is it not visible?

The first step in a peer evaluation is to click on the Peer Review Requests link to accept or decline the nomination. Once you have accepted the request, that evaluation will appear in the Peer Reviews to Complete section.

If you have already accepted the nomination and still do not see the evaluation listed, then check “Peer Reviews that you have completed” to see if you have already submitted your evaluation to the manager. Contact the manager if you have additional feedback to provide.

Contact the manager if you still do not see the evaluation. Perhaps you have not yet been nominated by the manager through My HUB to complete the evaluation.

Are there required sections in the peer evaluation that must be completed?

The peer evaluation is optional. You can provide as much or as little as you wish. There are no requirements or minimum number of sections to complete. You also can check with the manager for additional information about which sections would be most appropriate to complete.

What does the online form look like?

The online form that a peer reviewer completes contains the performance criteria which the employee is to be evaluated. Depending on the type of peer review, the Systemwide Values, Goals, and Job Responsibilities, will be made available on the evaluation. The reviewer will be able to evaluate the employee on each criterion by selecting a performance rating. In addition, comments can be entered at the end of each section.

What will happen with the peer reviewer’s evaluation after it is completed?

After completing the evaluation, the peer reviewer will be prompted to finalize and complete the document. Once this step is completed, the manager will receive notification and will be able to review the evaluation by the peer reviewer.

Will the peer reviewer be able to review the evaluation they have completed?

Yes. Peer reviewers will be able to see all of the evaluations they have completed. Documents completed in ePerformance are maintained online in the HR system. Peer reviewers can see the reviews they have completed in My HUB from the “Peer Reviews you have completed” link on the Employee Performance Management Home page.