The Edison ePerformance
Step by Step Guide

Initiating the IPP

Enter Work Outcome Statements

- Rater (Supervisor) enters a minimum of (4-6) S.M.A.R.T. work outcome statements
- Rater must assign a weight to each work outcome
- Rater ensures that the appropriate competencies are included

Review Held

- Rater and employee discuss performance expectations and competencies

Acknowledged

- Employee acknowledges the review was held *Once current step is acknowledged the comment box becomes available for the rater and the employee for the next step*

Interim 1 & 2

Share with Manager

- Employee completes comments and shares with rater by the designated date *No one can view employee comments until employee clicks "Share with Manager"*

Share with Employee

- Rater enters comments for each work outcome statement and competency and shares with employee

Review Held

- Rater and employee discuss performance of work outcomes and demonstration of competencies

Complete

- Rater marks the interim review as complete
- Edison supplies one comment box for both Interim Reviews.

Annual

Employee Review Complete

- Employee enters final review comments and shares with manager by the designated date *No one can view employee comments until employee clicks "Share with Manager"*

Submit for Approval

- Rater enters final review comments for each work outcome statement and competency
- Rater assigns a rating for each work outcome statement and the system calculates the **overall** work outcome rating
- Rater assigns a rating for each competency and the system calculates the **overall** competency rating.
- The system generates the **Overall Final Rating**
- Rater submits to the reviewer for approval

More information is available on the Performance Management website.

Approved by Reviewer

- Reviewer checks ratings and comments and ensures documentation is thorough, specific, objective and fact-based, before approving. *Reviewer can deny document and send it back to rater*

Approved by Appt Authority

- Appointing Authority reviews and approves all Overall Final Ratings of *Exceptional* and *Unacceptable* for the agency

Request Acknowledgement

- Rater makes the document available for review to the employee, holds a discussion and requests acknowledgement from the employee

Acknowledged

- Employee acknowledges the review was held

Complete

- Performance document auto completes in Edison