UCC E-Performance Quick User Guide

Step 1: Login using your UCC email address and password

Step 2: To begin your review click on My Review

Step 3: Chose a time and date for your review meeting. This will be shared with your reviewer to confirm their attendance

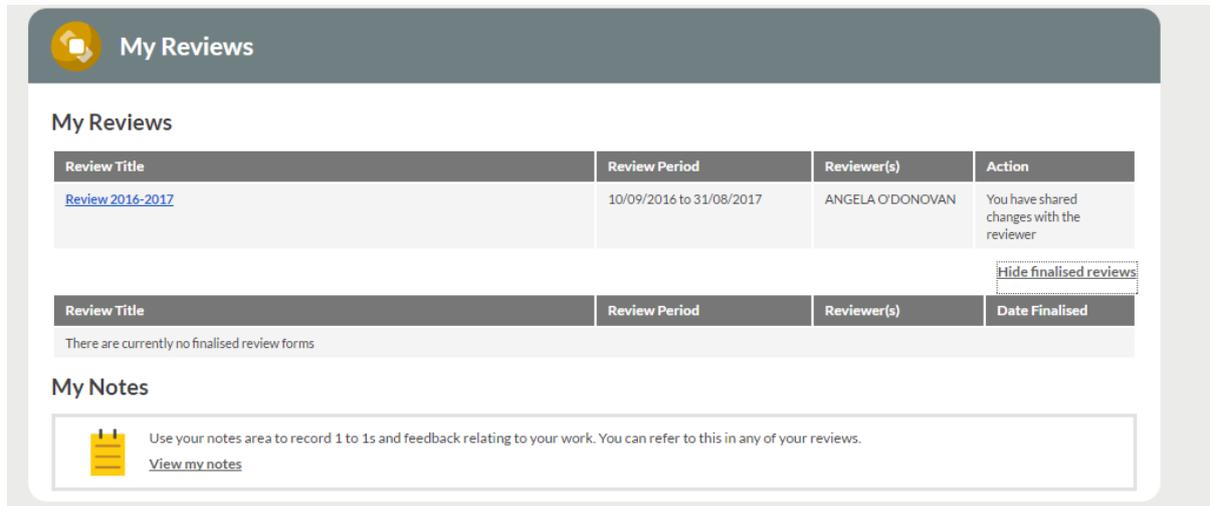**Step 4:** Fill in Part 1 of the form and then 'Share' the form with your reviewer. This will form the basis of your discussion in the Review Meeting

Step 5: After the meeting fill in Part 2 of the form. This forms a record of your review meeting. Share with reviewer

| Introduction | Part 1 | Part 2 | Reviewer & Staff Member Comments |

Part 2

Section 1 - Performance Discussion & Planning - PDR Meeting

Agreed record of review discussion (for review at next PDR meeting)

Agreed summary record of progress and performance for the period reviewed. Identify, where relevant any obstacles / militating circumstances impacting on the achievement of objectives from the last review:

Objectives agreed for the next review period:

Developmental Needs and Support Required:

Name of additional meeting attendees (if applicable)

You have made changes since you last shared this form. To allow your reviewer to view these changes, please click share and close again
Share and close

Step 6: There is an additional option to add any additional comments to the end of the form

| Introduction | Part 1 | Part 2 | Reviewer & Staff Member Comments |

Reviewer & Staff Member Comments

Reviewer Comments (optional)

Reviewer to complete.

Staff Member Comments (optional)

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You have made changes since you last shared this form. To allow your reviewer to view these changes, please click share and close again
Share and close

Save   Save and close

Step 7: Once both the reviewer and reviewee are happy with the contents of the form it can be saved and finalised. When you finalise your review form the content is locked and can no longer be changed. You can continue to view your finalised forms under 'My Reviews'