



2018-2019 ePerformance Key steps for staff and managers at the end-of-cycle

As a staff member:

1. Log into [inspira](#) and review your goals.
2. Complete your self-evaluation.
3. Submit your self-evaluation to your First Reporting Officer in [inspira](#).

The self-evaluation is your opportunity to highlight work-related achievements and any development activities you have completed.

Should you need technical assistance in [inspira](#), the ePerformance user guide is available [online](#).

As a manager:

1. Review the goals assigned to your staff.
2. Create a list of achievements and areas for development. Remember that feedback should be given in a manner that will help improve performance. It is most effective when concrete examples are used and when it relates to a specific goal or event. It is particularly powerful to reinforce what the employee did well as well as to identify what can be improved in the future.
3. Invite your supervisee to a face-to-face meeting.
4. During the discussion, recognize the work done and, if needed, highlight any areas of development in a constructive manner.
5. Ask about learning and development aspirations and offer support.
6. After the meeting, log into [inspira](#) and submit your evaluation to the Second Reporting Officer. Remember to ensure that all subsequent sign-offs have been completed by 30 June.