



Performance Management

Oracle HCM End User Guide


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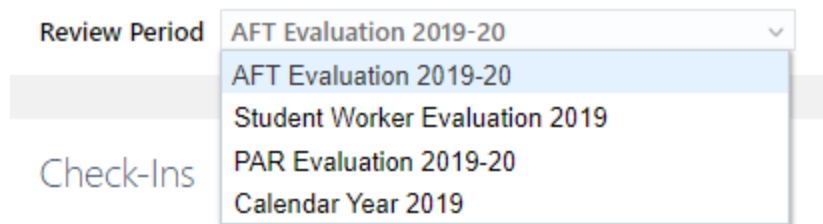
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NON-UNIT EVALUATION

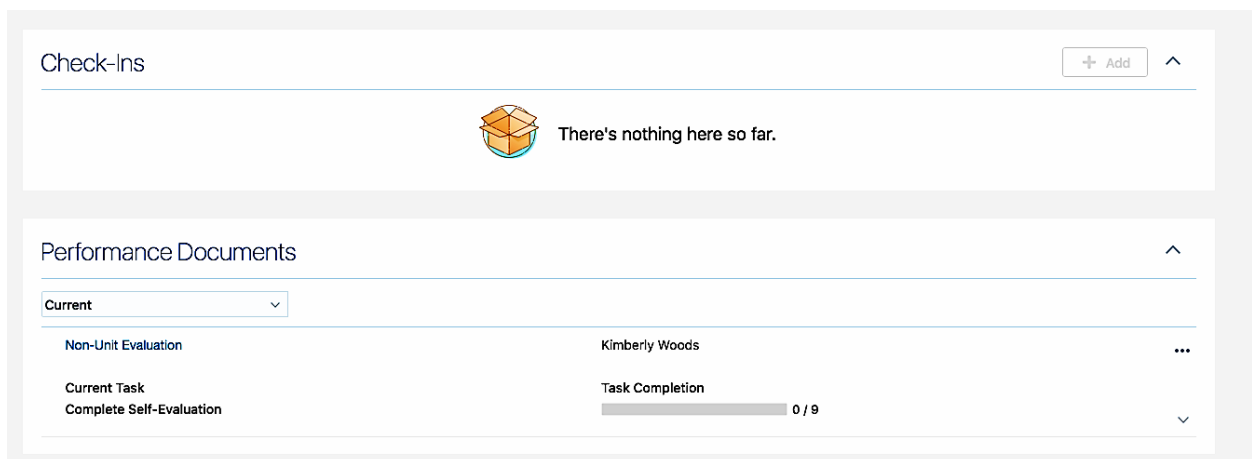
Below are the procedures to complete a Non-Unit Evaluation. The steps are listed in the order required to successfully complete an evaluation.

A. Employee completes Self-Evaluation

1. Sign into system
2. Click  in top left corner
3. Under the **ME** section, Click on **CAREER & PERFORMANCE**
 - Click the **PERFORMANCE** tile.
 - Change Review Period by clicking on the dropdown and selecting Calendar Year ####.



- Under Performance Documents, click the gray dropdown arrow and select **CURRENT**.
- Click on **NON-UNIT EVALUATION** link. The Performance Document will open.



4. Rate Competencies

- Click Show Performance Rating Descriptions link to review before completing. The descriptions will expand.

Document Details

Non-Unit Overall Summary

Employee Rating: ☆☆☆

Employee Calculated Rating: ☆☆☆ (0.00)

Employee Comments

[Hide Performance Rating Descriptions](#)

☆☆☆ | Does Not Meet Expectations
Does not meet expectations and role requirements defined in the Job Description on a consistent basis (more than 50% of work hours). Requires more than the expected level of supervision. Exhibits consistent (i.e., one or more documented actions per month) inappropriate work behavior while interacting with peers and/or management.

☆☆☆ | Meets Expectations
Meets and occasionally exceeds expectations and role requirements defined in the Job Description on a consistent basis (more than 50% of work hours). Demonstrates willingness to collaborate with peers, managers, students, and customers consistently.

☆☆☆ | Exceeds Expectations
Significantly and consistently (more than 50% of work hours) exceeds expectations and role requirements defined in the Job Description. Demonstrates exceptional depth and breadth of knowledge. Highly recognized by others within the College community. Demonstrates role model behavior for other supervisors/staff to emulate.

- Under Evaluation Topics, click Non-Unit Competencies to review before completing. The descriptions will expand.

Non-Unit Competencies

[+ Add](#)


[Actions](#)

Accountability ✕
While addressing job-related responsibilities, confirms established processes are followed. Accomplishes job related task and goals by adhering to policies and procedures. Accepts responsibility for actions and engages in appropriate behavior to address work-related issues associated with job. Expectations Behaviors: - Demonstrates ability to notify others of his/her actions that may conflict with TCNJ processes - Takes responsibility for work products, services, and results; does not shift blame on others - Confirms measures to assess college, unit, department, program or project effectiveness - Monitors goals and objectives in a systematic, timely manner and takes necessary action to address areas of concern - Encourages others to take ownership of work products, services, and results
Weight
11 %

Communication ✕
Expresses ideas and information in a written and/or oral manner effectively; facilitates an open exchange of ideas and fosters an atmosphere of open communication; shares information and resources with others as appropriate in a timely manner. Expected Behaviors: - Presents verbal expression in a clear, positive, and appropriate manner - Presents grammatically correct written material - Follows up as appropriate to ensure understanding - Adapts communication for target audience
Weight
11 %

- Click the **EVALUATE** button to the right of the Non-Unit Competencies. Each competency will have its own description, rating scale, and a comment box. You must rate each competency and provide a comment. The screen below will show a message indicating the competencies are ready for you to evaluate.
 - NOTE: If there are more than 10 competencies, click Load More Items at the bottom of the competencies section to view all of them.

Rate and Comment

 Evaluate the included competencies.

Accountability

While addressing job-related responsibilities, confirms established processes are followed. Accomplishes job related task and goals by adhering to policies and procedures. Accepts responsibility for actions and engages in appropriate behavior to address work-related issues associated with job. Expectations Behaviors: - Demonstrates ability to notify others of his/her actions that may conflict with TCNJ processes - Takes responsibility for work products, services, and results; does not shift blame on others - Confirms measures to assess college, unit, department, program or project effectiveness - Monitors goals and objectives in a systematic, timely manner and takes necessary action to address areas of concern - Encourages others to take ownership of work products, services, and results

Weight

11 %

Employee Proficiency Level

☆☆☆☆☆ 

Employee Comments

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[Show Proficiency Level Descriptions](#)

- Click on the **SHOW PROFICIENCY LEVEL DESCRIPTIONS** link, for an explanation of the rating model (see picture below).

Hide Proficiency Level Descriptions

☆☆☆☆☆ | Never

Does not meet expectations and role requirements defined in the Job Description on a consistent basis (more than 50% of work hours). Requires more than the expected level of supervision. Exhibits consistent (i.e., one or more documented actions per month) inappropriate work behavior while interacting with peers and/or management.

☆☆☆☆☆ | Rarely

Does not meet expectations and role requirements defined in the Job Description on a consistent basis (more than 50% of work hours). Requires more than the expected level of supervision. Exhibits consistent (i.e., one or more documented actions per month) inappropriate work behavior while interacting with peers and/or management.

☆☆☆☆☆ | Sometimes

Meets and occasionally exceeds expectations and role requirements defined in the Job Description on a consistent basis (more than 50% of work hours). Demonstrates willingness to collaborate with peers, managers, students, and customers consistently.

☆☆☆☆☆ | Usually


Meets and occasionally exceeds expectations and role requirements defined in the Job Description on a consistent basis (more than 50% of work hours). Demonstrates willingness to collaborate with peers, managers, students, and customers consistently.

☆☆☆☆☆ | Often

Significantly and consistently (more than 50% of work hours) exceeds expectations and role requirements defined in the Job Description. Demonstrates exceptional depth and breadth of knowledge. Highly recognized by others within the College community. Demonstrates role model behavior for other supervisors/staff to emulate


☆☆☆☆☆ | Always

Significantly and consistently (more than 50% of work hours) exceeds expectations and role requirements defined in the Job Description. Demonstrates exceptional depth and breadth of knowledge. Highly recognized by others within the College community. Demonstrates role model behavior for other supervisors/staff to emulate.

- In the Summary section, click **CALCULATE** located on the right side of the box, and the overall rating will automatically calculate the exact rating.
- When finished, scroll to the top and click **SAVE** and **CLOSE** to return to the Non-Unit Competencies page.
- Click the system  back arrow to return to the Self Evaluation page. You will see # of # rated'.
- If you click submit before completing the Questionnaire, you will get a warning and then an error message as the questionnaire must be completed before submission.
- Continue to Step B.

B. Complete the Non-Unit Questionnaire – Goals for New Year

1. On the Self Evaluation page

- Under Evaluation Topics, click **EVALUATE** to the right of Non-Unit Questionnaire.
- Click **EDIT** and complete all of the applicable questions using the textbox.
- NOTE: the blue asterisk * next to each question signifies a required field.
- When finished completing the Questionnaire section, scroll up to the top of the page, click **SAVE** in the top right-hand corner. *If you try to save without entering text you will get an error message.*
- Click the HCM system  back arrow to return to the Self Evaluation page. If you click the browser back arrow, it will exit you from the system.
- **ATTACH DOCUMENTS** you believe will support your scores.
- When the self-evaluation, questionnaire and attachments are done, the Non-Unit questionnaire is completed.

2. Review and Submit

In the Non-Unit Overall Summary section:

- If desired, leave a comment on your overall performance. Click Edit.'
- Click **SAVE**.
- Click **SUBMIT** in top right corner.
- Click **YES** in the warning popup to send the evaluation to your manager. The Overall Summary and Rating was successfully filled out *when the buttons to the right show View instead of Edit*. Your self-evaluation is complete.

3. Sign out


C. Manager conducts evaluation of Non-Unit Employee

1. Manager receives email notification that Employee completed self-evaluation.

- Click on link in the email


2. OR Manager checks for notification in the system

To check for notifications:


- Click on the  in the top right-hand corner.
- Click **More Details**. A popup will show a link to the pending evaluation.
- Click on the notification **Self-evaluation for [Employee] ... was completed**. Another popup will give you the link to the employee's evaluation.
- Click the blue **Go to performance document** link.

3. Rate Competencies

- Click **Show Performance Rating Descriptions** to review before completing. The descriptions will expand.

- Under Evaluation Topics, click **Non-Unit Competencies** to review before completing. The descriptions will expand.
- Click the **Evaluate** button to the right of the Non-Unit Competencies.
- If you click on the **Show Proficiency Level Descriptions**. They will explain the rating model. Each competency will have its own description, rating scale, and a comment box. You must rate each competency and provide a comment.
 - NOTE: If there are more than 10 competencies, click Load More Items at the bottom of the competencies section to view all of them.
- In the Summary section, click the **Calculate** button on the right side of the box, and the overall rating will automatically calculate with the exact rating.
- When finished, scroll to the top and click **Save and Close** to return to the Non-Unit Competencies page.
- Click the  on the top left to return to the Self Evaluation page. You will see # of # rated.
- If you click submit at this point, you will get a warning first then an error message if you have not completed the questionnaire.

4. Complete the Questionnaire

- In the Manager Evaluation page, click the **Evaluate** button to the right of the Non-Unit Questionnaire.
- Click **Edit** and respond to all of the questions using the textbox below each one.
 - NOTE: a **blue asterisk *** is next to each question. This signifies that a response is required.
- When finished filling out the Questionnaire section, scroll up to the top of the page, click **Save** in the top right-hand corner. If you try to save without entering text you will get an error message.
- Click the system back arrow  to return to the Self Evaluation page. The Non-Unit questionnaire is completed.
 - NOTE: If you click the browser back arrow, it will exit you from the system.

5. Review Overall Rating and Comments


- In the Non-Unit Overall Summary section, click **Edit**. If desired, leave a comment on the employee's overall performance.
- Click **Save** and then **Submit**.
- Enter any comments and then **Submit** again to send the evaluation for approval. Attach any files as needed. The Overall Summary and Rating was successfully filled out. Manager evaluation is complete.

6. Sign out

D. Next Level Manager Approval

1. Sign into system

2. Check the  for notifications

- Click on the  in the top right-hand corner. You will see list of actions due.
- Click on the notification **Approval Required for [Employee]**. You will see a window pop up with the manager's evaluation and comments.
- Review the manager's evaluation and comments. You can approve or reject the evaluation at this point.
- By scrolling to the top, click the appropriate button. Both actions will result in the requisition being forwarded to the manager. You are required to submit a comment.

3. For reviewing the **both** Employee's Self Evaluation and Manager's Evaluation

- Prior to approving or rejecting, in the popup, a message will show that your approval is required.
- Scroll down to **Related Links** section.
- Click the link **View Performance Document**. A popup will show the evaluation.
- Scroll down to **Evaluation Topics** section.
- Click **View** for each document you wish to review.
- When finished reviewing, scroll to the top and click the **Details**.
- On the next screen click the **Approve** button.
- Enter in comment, then click **Submit**.
- The Performance Document is returned to the evaluation screen but the document is now approved and returned to the Manager.
 - NOTE: If you want to reject the evaluation, it will be returned to the Manager for changes. You are required to enter a comment for the rejection. The employee does not see the rejection. Manager will have to resubmit for higher level approval.

4. Sign out

E. Higher level manager(s) approve(s) the evaluation


Contact HR.

F. Manager shares evaluation with employee

1. Sign into system

2. Go to the Navigator

Under the My Team section, Click **Performance**.

- Make sure the review period is **Calendar Year ####**. The Evaluate Performance page is displayed.
- Above the Employee's name, click **Non-Unit Evaluation**.
- In the [Employee]: Non-Unit Evaluation page, review the Overall Summary. To see the Competencies and Questionnaire sections click the **View** button to the right of the sections.
- Click **Share and Release** in the top right corner. The comment section here is not required.
- To share with the employee, click **Submit** in top right corner.
- All the way in the top right corner of the page (above the top row of icons), click on your  to generate the Settings and Actions drop down.

3. Sign out

G. Employee acknowledges evaluation

1. Sign into system

2. Click for notifications

- In the pop up click **Go to Performance Document** link
- You will see an Information message. You can **Acknowledge** here, or if you prefer to review your evaluation, click the view buttons under Evaluation Topics.
- Acknowledge by scrolling up to the top and click **Acknowledge Document**.
- A comments box will appear. At this point, it is not required to enter in a comment.
- Click **Submit** in the top right corner.

3. Sign out

H. Manager confirms a review meeting was held

1. Sign into system

2. Click for notifications

3. Click the action item with **FYI: Employee Acknowledged Evaluation**

- A popup opens. Click **Go To Performance Document** Link
- You will see an Information message. Click **Indicate Meeting Held**.



Information

Select the date of the review meeting.

Indicate Meeting Held

- Enter Meeting date.
- Click **Submit** in top right corner. The document is sent to the employee for confirmation.

4. Sign out

1. Employee confirms the review meeting was held & sends Final Feedback

1. Sign into system



2. Click for notification

- Click action item **FYI: Review Meeting Held**
- A pop up shows a meeting was held. Click **Go to Performance Document** link.

Review Meeting Held for Non-Unit Evaluation

Dismiss

Ed

Non-Unit Evaluation

Kimberly Woods indicated the performance evaluation review meeting for the performance document Non-Unit Evaluation was held on 10/23/2019.

[Go to performance document: Non-Unit Evaluation](#)


- You will see an Information message.



Information

Confirm you attended the review meeting for the evaluation. Meeting date: 10/23/2019

Acknowledge Meeting

- Click **Acknowledge Meeting**. You will be taken to the Career & Performance page.
- Click the  on the top left and stay signed in as the Employee for the next step.

3. Go to Navigator

- Click on **Me**
- Click on **Career & Performance**
- Click on **Non-Unit Evaluation** in the Performance Documents box. The Employee Final Feedback page is displayed.
- On the Employee Final Feedback page, click **Yes** to provide any sort of final feedback related to your performance evaluation in the text box.
- At the top of the page, click **Submit**.

- In the Warning popup, click **Yes**.
- Now it is time for the Manager to provide final feedback.


4. Sign out

J. Manager provides Final Feedback

1. Sign into system

2. Go to the  Navigator

- Under the My Team section, click **Performance**. Make sure the review period is **Calendar Year ####**. The Evaluate Performance page will display.
- Above the Employee's name to evaluate, click **Non-Unit Evaluation**.
- To provide final feedback, click **Yes** in the top right. The Final Feedback page is opened.



Information








Provide any final feedback comments on the employees evaluation.

Yes

- Click **Yes**. Provide any sort of final feedback related to the performance evaluation in the Comment box.

Comments

Manager Comments

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Employee Comments


- In the top right corner, click **Submit**. You successfully completed Final Feedback form. The performance document is complete and employee will receive notification.

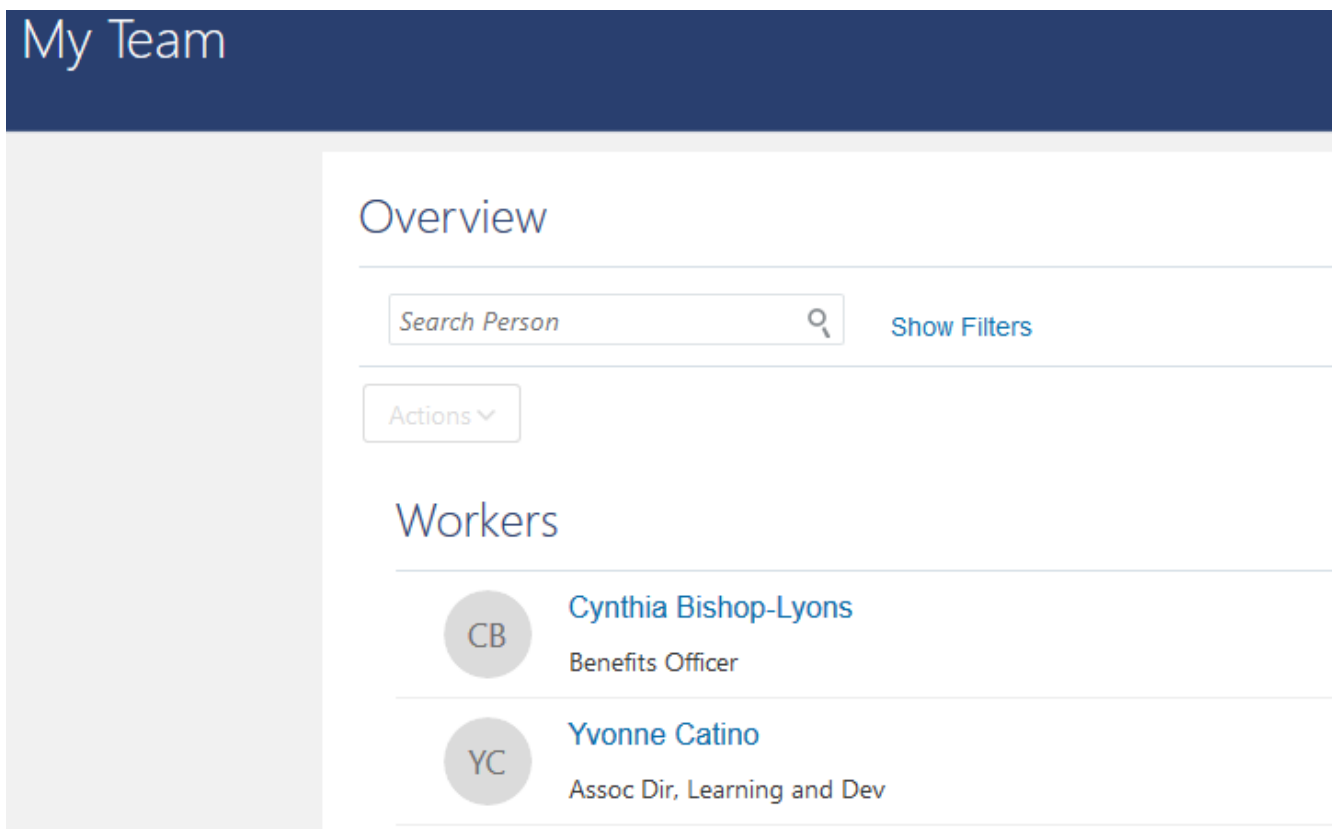
3. Sign out

PERFORMANCE IMPROVEMENT PLAN (PIP)

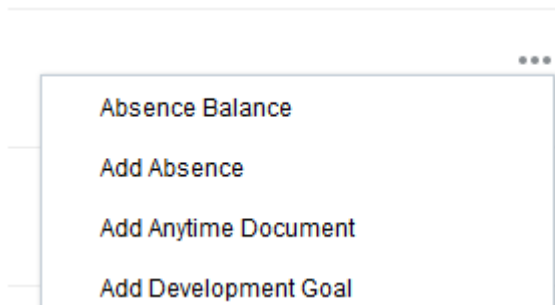
Below are the procedures to complete a Performance Improvement Plan. They are listed in the order required to successfully complete a PIP.

A. Manager creates the Performance Improvement document

1. Sign into system
2. Click  in top left corner
3. In the side popup, click on **My Team** section, that will expand choices. Click on **My Team** again. The My Team Performance page is displayed with Manager's Employees.
 - On the My Team Performance page, there should be a list of employees under Workers.



- If the Employee you are evaluating does not appear, then in the Search Person box, type in name of your assigned Employee and click Search.
- Once you have located your employee, click the **three dots** to the right of their name. When the options appear, click **Add Anytime Document**.



- NOTE: the Performance Improvement Plan is an Anytime document, meaning a Manager can create a PIP for an employee at any time during the year.
- On the Add Anytime Document page, select **Calendar Year ####** for Review Period.

Add Anytime Document

Review Period <input type="text" value="Calendar Year 2019"/>	*From Date <input type="text" value="01/01/2019"/>
*Performance Document Name <input type="text" value="Performance Improvement Plan"/>	*To Date <input type="text" value="12/31/2019"/>
Description <input type="text"/>	*Performance Document Manager <input type="text" value="Kimberly Woods"/>

- Click on **Performance Document Name** and select **Performance Improvement Plan**.
- Completing the Description field is optional.
- ***From Date:** Auto-populates to start date of document period, however it can be changed if the PIP is used off cycle.
- ***To Date:** Auto-populates to end date of document period, but can be changed.
 - NOTE: These dates are used to capture the PIP length.
- *Performance Document Manager: Auto-populates to primary Manager/line manager in the system. **Do not change unless instructed by HR.**
- Click **Save and Close**. The Performance Improvement Document is successfully created. You will be returned to the My Team page.


4. Locate and fill out PIP

- Locate the employee you are evaluating. Click on the Employee's name to launch the Employment Info page.

Assignment

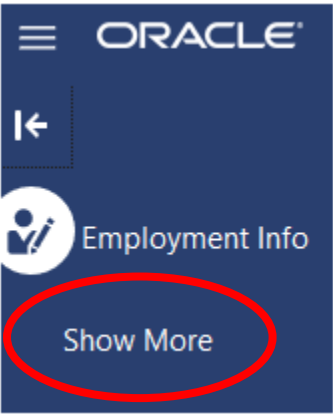
Legal Employer The College of New Jersey	Department Office of Human Resources
Business Unit TCNJ	Grade Non Unit 12 Month Grade F
Job AssocDir BusFinOperOcc	Location Administrative Services Building - Human Resources
Business Title Assoc Dir, Learning and Dev	Person Number 212364

Managers

	Kimberly Woods Director, Human Resources	Line manager
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Employment History

- On the left hand side of the page, click **Show More**.



- Click **Performance**.



- In the next screen, next to Review Period, select **Calendar Year ####**.
- Under Anytime Documents, click **Performance Improvement Plan**.

Anytime Documents

Current

[Performance Improvement Plan](#)

By Kimberly Woods

Current Task

Task Completion

Detail Reasons for Performance Improvement Plan

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- On the Detail Reasons and Plan for Performance Improvement page, click Evaluate to the right of the PIP Questionnaire.
- On the My Questionnaire page, on the right side Click Edit. The asterisks * indicate required questions.
- Answer each of the mandatory questions.

My Questionnaire

Please respond to the following questions:

Performance Improvement Plan Questionnaire

*Please list employees performance deficiencies, including the most immediate concerns for the employee. Do not exceed 4 areas of concern.

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[Show Attachments](#)

- When finished, scroll up to the top of the page, click **Save** in the top right-hand corner.
- Click the  to return to the Detail Reasons page. The improvement plan for the employee is properly explained and saved.

5. Submitting the PIP for approval


- Feel free to add any attachments, and once finished with the PIP click **Submit** in the top right corner.
- At the bottom of the page you will see Anytime Documents section. You will see a message telling you to Submit again. Click **Submit**.
- Finally, add any other comments and click **Submit** once more.
- Now the Manager has submitted the proposed plan to HR for approval.

6. Sign out of your profile.

B. HR Specialist approves PIP

1. Sign into system

2. Check the for notifications

- Click on the  in the top right-hand corner. You will see list of actions due.
 - NOTE: make sure your pop up blocker allows permissions for all popups.
- Click on the notification **Action Required: Approval required for [Employee]**. Click the **Performance Document link** to view.

Approval Required for the Performance Document Performance Improvement Plan for '

▲ Details

Assignee TCNJ Performance Group Application Role

From Kimberly Woods

Assigned Date 10/28/2019 10:56 AM

Task Number 201717

Worker Name Yvonne Catino

Performance Document Performance Improvement Plan

▲ Recommended Actions

▲ Related Links

[View Performance Document Performance Improvement Plan](#)

3. Review and approve PIP



- Open the **View Performance Document** link under Related Links to view the entire evaluation with the Manager's comments of the Employee.
- Add comments by clicking the + next to the Comments section
- When finished reviewing, click the **Approve** button in the top right corner.
 - NOTE: In the top right corner, if you click Actions, you see you can the following actions: Request Information, Reassign, Escalate, Suspend, Save.
- The Performance Improvement document is approved and returned to the Manager.

4. Sign out

C. Manager shares PIP



1. Sign into system

2. Check the for notifications



- Click on the  in the top right-hand corner. You will see list of actions due.
 - NOTE: make sure your pop up blocker allows permissions for all popups.
- Click on the notification **Approval required for [Employee]**. The PIP is open for review.
- Now, go to the Navigator 
- Under the My Team section, click **My Team**.

- Click on the Employee's name to launch the Employment Info page.
 - On the left hand side of the page, click **Show More** then click **Performance**.
 - Next to Review Period, select **Calendar Year ####**.
 - Under Anytime Documents, click **Performance Improvement Plan**. The My Manager Evaluations Team Performance page is displayed.
3. In the Share Performance: Performance Improvement Plan page
- Review the PIP section page to ensure that the plan is ready to be shared.
 - If there is an edit you realize you must make before sharing with the employee.
 - NOTE: making edits will resend the document through the approval workflow.
 - To share with the employee, click Share and Release. The Performance Document is reviewed thoroughly and shared with the employee.
4. Sign out




D. Employee acknowledges Performance Improvement Plan

1. Sign into system
2. Check the  for notifications
- Click on the  in the top right-hand corner. You will see list of actions due.
 - NOTE: make sure your pop up blocker allows permissions for all popups.
 - Click **Performance Improvement Plan was evaluated by [Manager]**.
 - Click the link under Performance Improvement Plan. The Performance Improvement Plan page is displayed.
3. In the [Employee]: Performance Improvement page:
- Review the questions affiliated with the Performance Improvement Plan and look over the Manager's comments.
 - NOTE: Even after meeting with your Manager and making edits, if there is edit you realize you must make before acknowledging the PIP because the Manager needs to contact HR in order to move back a task.
 - Once ready to acknowledge the document, click the **Acknowledge Document** button.
 - On the Acknowledge Performance Document page, enter in any comments to send with notification to the Manager.
 - Click **Submit**. The Performance Document is reviewed thoroughly and the employee successfully acknowledges the document.
4. Sign out


E. Manager confirms Performance Improvement Review Meeting is held

1. Sign into system
2. Check the  for notifications
 - Click on the  in the top right-hand corner. You will see list of actions due.
 - NOTE: make sure your pop up blocker allows permissions for all popups.
 - Click **Performance Improvement Plan** notification from the employee acknowledging the document.
 - Click the link under Performance Improvement Plan. The Confirm Review Meeting page is displayed.
3. Confirm review meeting
 - After reviewing, click **Indicate Meeting Held**.
 - Either type in or click on the Calendar icon in order to set the date the performance review meeting was held.
 - Click **Submit**. The Review meeting date is successfully recorded.
4. Sign out

F. Employee confirms Performance Improvement Review Meeting is held

1. Sign into system
2. Check the  for notifications
 - Click on the  in the top right-hand corner. You will see list of actions due.
 - NOTE: make sure your pop up blocker allows permissions for all popups.
 - Click the **Review Meeting Held for Performance Improvement Plan** notification.
 - Click the link under Performance Improvement Plan. The Confirm Review Meeting page is displayed.
3. Confirm review meeting
 - After reviewing, click **Acknowledge Meeting**. The Performance Document is acknowledged.
4. Click on the  in the top right-hand corner of the system. This is to refresh the page and make sure changes are accounted for.

G. Manager adds check-in document with progress notes

1. Sign into system
2. Go to the Navigator 
 - Go to the My Team section, click **My Team**.
 - Under Workers, click on the name of the Employee for which you wish to create the Check-In for.
 - You will be taken to their Employment Info page, click on **Show More** on the left side of the page.
 - Select **Performance** from the dropdown that has appeared on the left side of the page.
 - Ensure the **Calendar Year ####** is selected for the Review Period. The Check-Ins page is displayed. Proceed to step H.


H. Manager creates and completes a check-In from template

1. Create the Check-In
 - Click **Add** on the Check-In area.
 - The Document Name, Manager and Date fields will autofill.
 - Click **Save**.
 - Select **Performance Improvement Check-in** (today's date) to open the Check-In. The Check-In is created and opened.
2. Complete Check-In
 - Notice the different areas to start a discussion: Questionnaire and General Discussion Topic.
 - Click the **gray arrow** next to Questionnaire for [Manager name].
 - Click the **Edit** button.
 - Respond to the Questionnaire questions and hit **Save**.
 - Next, click the **gray arrow** in the General Discussion Topics and click **Add**.
 - Type in a Discussion Topic Title, and hit **Save**.
 - Click on the **Discussion Topic's title**, and you will be taken into that specific discussion topic's page.
 - Click **Add** in the Notes section and write a note, then hit **Save**.
 - Click the sideways **gray arrow** in the top left corner to return to the Check-In homepage. The Check-In is completed.
3. Sign out

I. Manager provides Final Feedback on the PIP

1. Sign into system

2. Check the  for notifications

- Click on the  in the top right-hand corner. You will see list of actions due.
 - NOTE: make sure your pop up blocker allows permissions for all popups.
- Click the **[Employee] Provided Final Feedback** notification from the employee for the PIP.
- Click the link under Performance Improvement Plan. The final feedback page is displayed.

3. Provide feedback & submit

On the Final Feedback page:

- After reviewing, click **Yes** to provide any sort of final feedback related to your performance evaluation in the text box.
- At the top of the page, click **Submit**.
- The Performance Improvement Plan is now completed. The Performance Improvement Plan is successfully completed.

4. Sign out

J. Employee provides Final Feedback on the Performance Improvement Plan

1. Sign into system

2. Go to the Navigator 

- Go to the Me section, click **Career & Performance**.
- Click the **Performance** tile and make sure the **Calendar Year ####** is selected. The home page in Oracle Cloud is displayed.
- On your [Employee] Performance page, click on **Performance Improvement Plan** in the top left corner of the Anytime Documents box. The Final Feedback page is displayed.

3. Provide feedback & submit

On the Final Feedback page:

- After reviewing, click **Yes** to provide any sort of final feedback related to your performance evaluation in the text box.
- At the top of the page, click **Submit**.

- Now it is time for the Manager to provide final feedback. The employee's final feedback is successfully submitted.

4. Sign out

K. Employee updates performance improvement check-in document

1. Sign into system

2. Go to the Navigator



- Go to the Me section, click **Career & Performance**.
- Click **Performance**. Make sure the Review Period is **Calendar Year ####**.

3. On your Performance page under Check-Ins:

- Click on the **Performance Improvement Plan Check-in** [DATE]. The [Employee]: Performance Improvement Check-in page is displayed.

4. Complete the Check-In

- Notice the different areas to start a discussion: Questionnaire and General Discussion Topic.
- Click the **gray arrow** next to Questionnaire for [Employee name].
- Click the **Edit** button.
- Respond to the Questionnaire questions and hit **Save**.
- Click the **gray arrow** in the General Discussion Topics.
- Type in a Discussion Topic Title (or view the Topic the Manager created), and hit **Save**.
- Click on the **Discussion Topic's title**, and you will be taken into that specific discussion topic's page.
- Click **Add** in the Notes section and write a note, then hit **Save**.
- Click the sideways **gray arrow** in the top left corner to return to the Check-In homepage. The Check-In is completed.