

Non-Unit Employee Performance Evaluation Process

Non-Unit Performance Evaluation Process

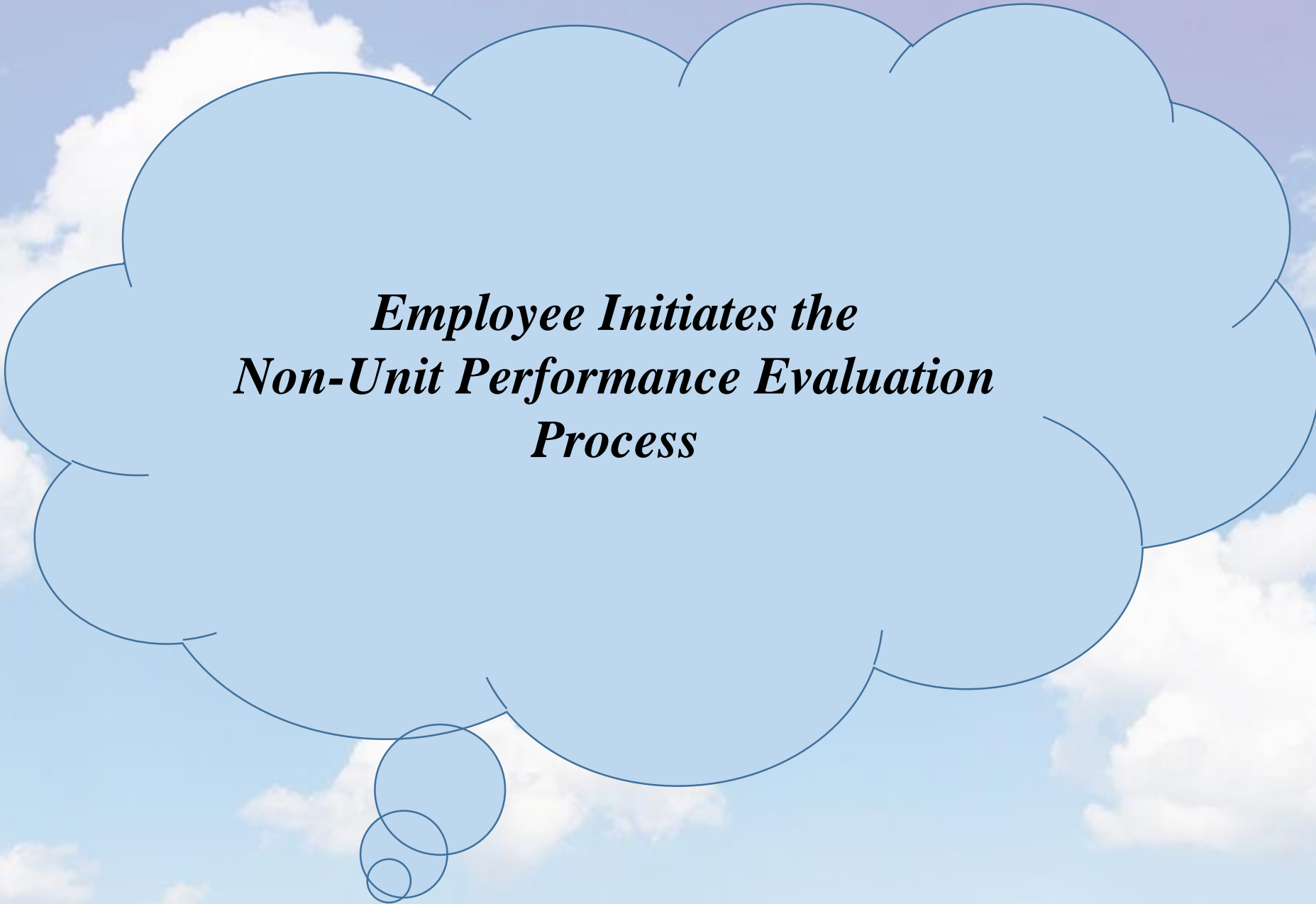


Learn Performance Evaluation Navigation

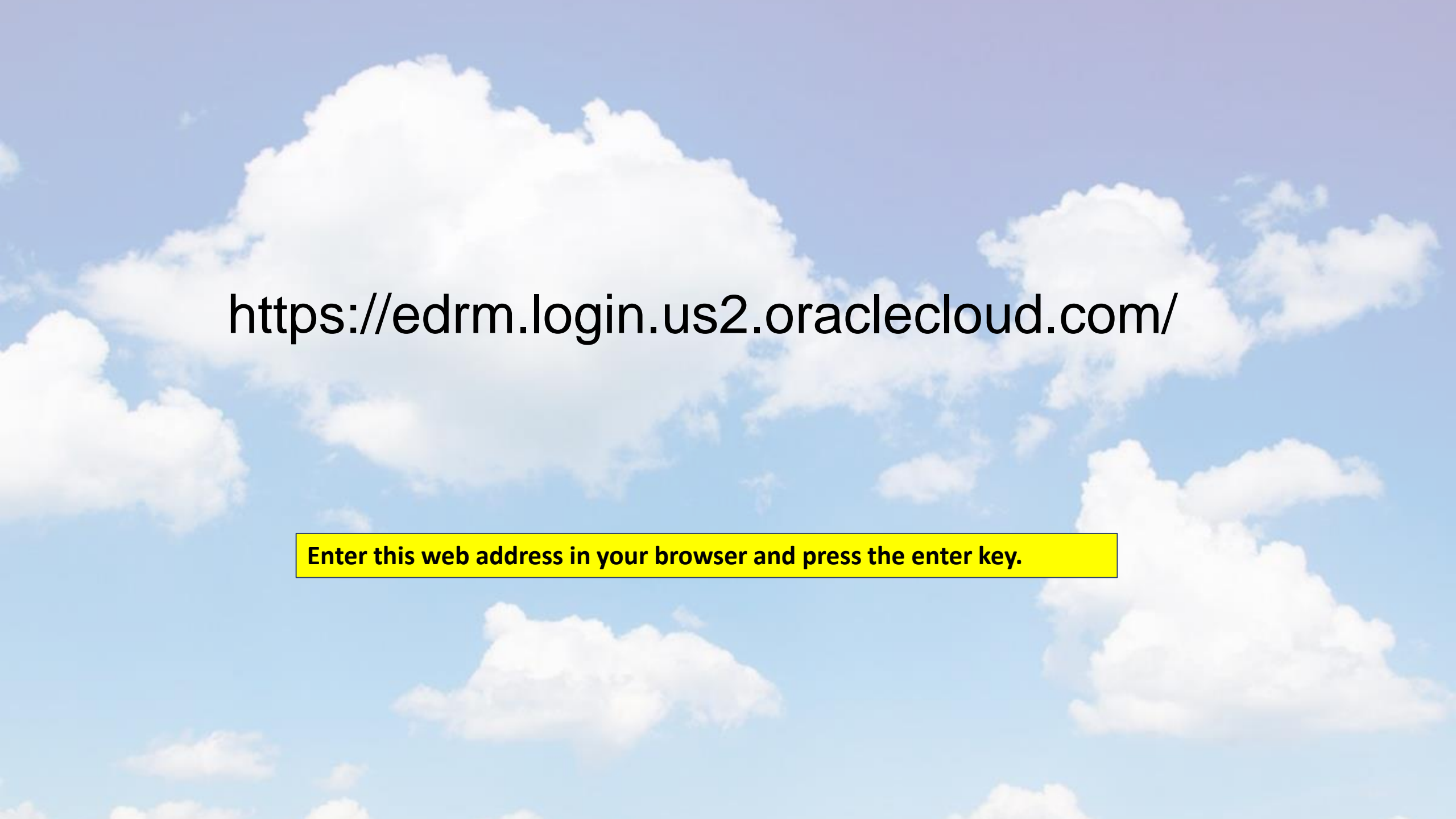
Become Familiar with Process Steps

View Electronic Interactions Between Employee and the Supervisor

During this session we will demonstrate the non unit performance evaluation completion steps.



***Employee Initiates the
Non-Unit Performance Evaluation
Process***



<https://edrm.login.us2.oraclecloud.com/>

Enter this web address in your browser and press the enter key.



SIGN IN ORACLE APPLICATIONS CLOUD

Company Single Sign-On

or

User ID

Password

[Forgot Password](#)

Sign In

English

This is where you will land.

Click the “Company Single Sign-On” box.

ORACLE®



SIGN IN ORACLE APPLICATIONS CLOUD

Company Single Sign-On

or

lyonsc

.....

[Forgot Password](#)

Sign In

English

ORACLE

**Type the same user name and password used to log on to your TCNJ email.
This also known as your “single sign on”.**

Press “Sign in”.

Welcome, Cynthia Bishop-Lyons



You have a new home page!

Open it with the home icon or the company logo.
You can continue to access this page by selecting the **My Dashboard** item in the navigation menu.

This is where you will land.

Click the “home”






icon found at the upper right side of the screen.

Good morning, Cynthia Bishop-Lyons!

Me My Team My Client Groups Benefits Administration Budgetary Control Tools Others

QUICK ACTIONS

-  Personal Details
-  Document Records
-  Identification Info
-  Contact Info
-  Family and Emergency Contacts

Show More

APPS

 Directory	 Pay	 Time and Absences	 Career and Performance	 Personal Information
 Benefits	 Web Clock	 Roles and Delegations	+	

You will land here. You are the person whose performance is being evaluated.

You should see that the “Me” option is underscored. Next, click the “Career and Performance” tile.



Dismiss

Dismiss

Dismiss

Dismiss



Cynthia Bishop-Lyons



Skills and Qualifications

Build your talent profile by adding skills and qualifications.



Performance

View performance documents and complete related tasks.



Career Development

View details about your development plan, career interest, and career exploration.



Feedback

View or request feedback about yourself.

From this screen we will navigate to your performance details by selecting the Performance option.

ORACLE

Home

4

Performance

Show More

CB

Performance
Cynthia Bishop-Lyons

Review Period

Academic Year

Check-Ins

+ Add

There's nothing here so far.

Anytime Documents

Current

There's nothing here so far.

Select the review period. Non-unit performance evaluations are on a calendar year review period.

ORACLE

Performance
Cynthia Bishop-Lyons

Review Period: Calendar Year

Check-Ins

Performance Documents

Current

Non-Unit Evaluation

By Kimberly Woods

Current Task

Complete Self-Evaluation

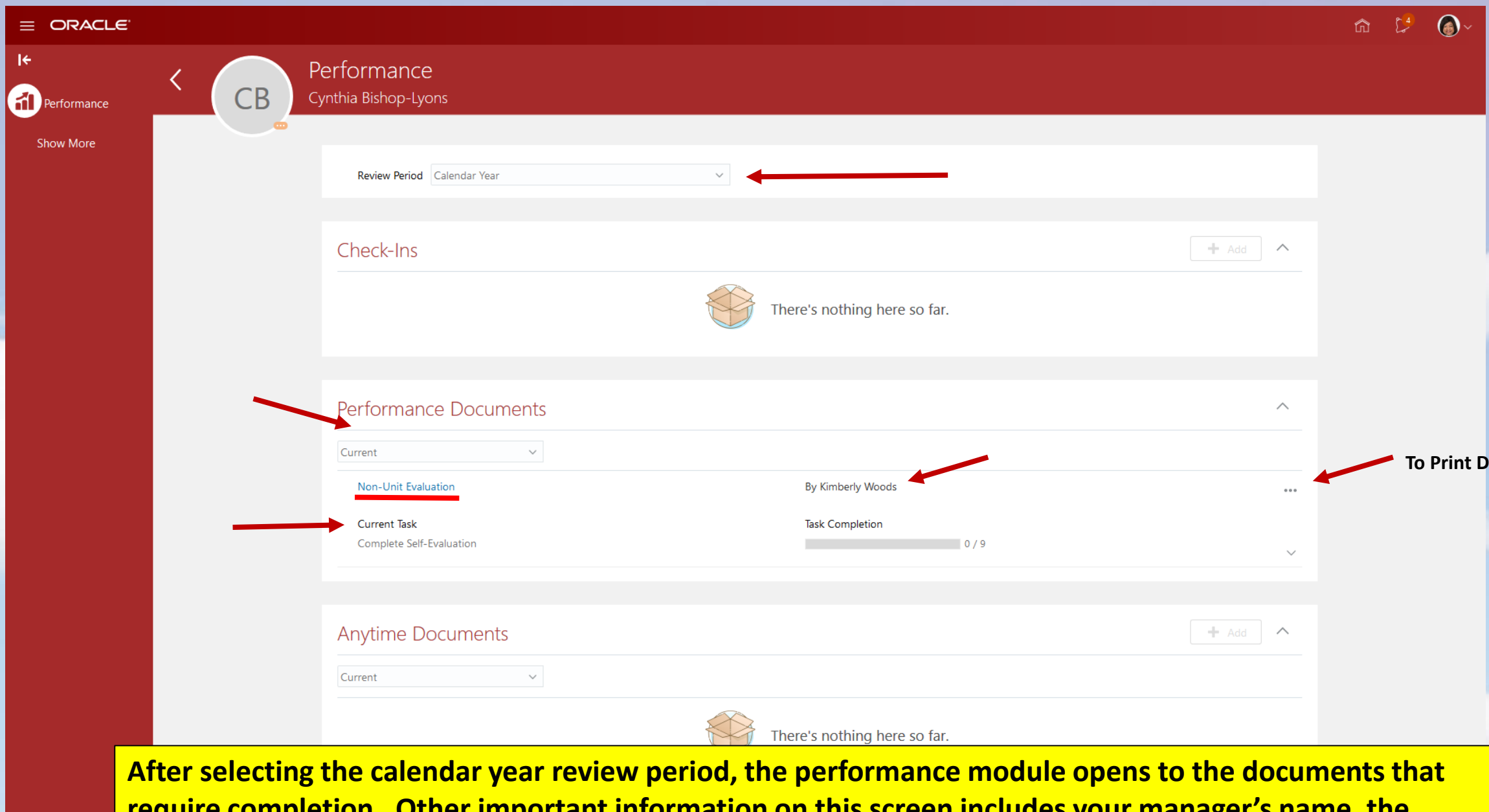
Task Completion

0 / 9


Anytime Documents




Current


To Print Document



After selecting the calendar year review period, the performance module opens to the documents that require completion. Other important information on this screen includes your manager's name, the current task that is required and how much of the task has already been completed.








Performance

Show More



CB

Worker Self-Evaluation: Non-Unit Evaluation

Cynthia Bishop-Lyons

Document Details

Performance Document Name
Non-Unit Evaluation

From Date
01/01/2019

Evaluated By
Woods, Kimberly

To Date
12/31/2020

Review Period
Calendar Year

Non-Unit Overall Summary

[Show Performance Rating Descriptions](#)

Evaluation Topics

Non-Unit Competencies
100% of total evaluation weight

View

Non-Unit Questionnaire

View

Attachments

Performance
Evaluation
Details are
Here

Highlighted on this screen are the performance rating descriptions, non unit competencies and the non-unit questionnaire. All sections will need to be completed prior to the evaluation being submitted to your manager.

ORACLE

Home

4

Performance

Show More

<

CB

Worker Self-Evaluation: Non-Unit Evaluation
Cynthia Bishop-Lyons

Non-Unit Overall Summary

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.

Evaluation Topics

Non-Unit Competencies
100% of total evaluation weight

View

Non-Unit Questionnaire

View

Attachments

Here are performance rating descriptions.



Complete Self-Evaluation: Non-Unit Evaluation

Cynthia Bishop-Lyons

Submit

Document Details

Non-Unit Overall Summary

Save

Cancel

Employee Rating



Employee Calculated Rating



Employee Comments



Evaluation Topics



Review and evaluate the contents of each topic included in the evaluation.

Non-Unit Competencies

100% of total evaluation weight

0 of 7 rated | 0 of 7 commented

Employee Rating



Employee Calculated Rating



Non-Unit Questionnaire

To assess your overall performance, click the edit button and a dialog box opens. Once you have completed this task, click save.



Complete Self-Evaluation: Non-Unit Evaluation

Cynthia Bishop-Lyons

[Submit](#)

Document Details

Non-Unit Overall Summary

[Edit](#)

Employee Rating



Employee Calculated Rating



Employee Comments

I had four major goals for the 2019 performance year. I achieved each of them on time and on budget and received positive feedback from my clients. In addition to achieving my individual goals, I worked closely, collaboratively and in partnership with other business units including IT, institutional advancement and the school of education to strategically and proactively address employee relations, recruitment and professional development objectives. Based upon my outcomes and the cross functional feedback I received, I have rated my overall performance as exceeds expectations.

[Show Performance Rating Descriptions](#)

Evaluation Topics



Review and evaluate the contents of each topic included in the evaluation.

Non-Unit Competencies

100% of total evaluation weight

0 of 7 rated | 0 of 7 commented

[Evaluate](#)

Employee Rating



Employee Calculated Rating







Non-Unit Questionnaire


[Evaluate](#)

Attachments



Here is an example of an employee's overall performance summary.





Performance

Show More



Worker Self-Evaluation: Non-Unit Evaluation
Cynthia Bishop-Lyons

Document Details

Performance Document Name
Non-Unit Evaluation

From Date
01/01/2019

Evaluated By
Woods, Kimberly

To Date
12/31/2020

Review Period
Calendar Year

Non-Unit Overall Summary

[Show Performance Rating Descriptions](#)

Evaluation Topics

Non-Unit Competencies
100% of total evaluation weight

View

Non-Unit Questionnaire

View

Attachments

In order to view the competencies click the “view” box.

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Performance

Show More

CB

Non-Unit Competencies

Cynthia Bishop-Lyons

View Evaluation

View Weights

Non-Unit Competencies

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 %

Cooperation

Establishes and maintains effective working relationships within the College/Unit and with supporting College/Units; makes suggestions to improve efficiency and effectiveness of the work team; demonstrates flexibility and willingness to assist by taking difficult or challenging tasks or projects. Expected Behaviors: - Maintains a positive approach, works cooperatively with others as a team - Demonstrates a constructive response to criticism - Works with other college, units, and/or departments to resolve issues - Assists others in completing their tasks as needed

Weight

11 %

TCNJ competencies may be found in the Cloud.

Customer Service

Is dedicated to listening and meeting internal and external customers' expectations and needs; responds to the Customer in a timely manner; and demonstrates respect for all individuals regardless of their background, culture, or organizational level. Expected Behaviors: - Addresses customer requests in a professional, positive, and effective manner - Demonstrates respect for all employees - Assists customers with their needs in a positive and timely manner - Understands internal and external customer needs

Weight

11 %

Essential Job Functions

Expected Behaviors: - Demonstrates the knowledge and skills necessary to perform the job - Performs responsibilities in accordance with job description, procedures, and policies - Acts as a resource person (if necessary) upon whom others rely for assistance - Understands the expectations of the job and remains current regarding new developments in areas of responsibility - Demonstrates skills necessary to meet job requirements

Weight

22 %

Integrity

Instills mutual trust and confidence; creates a culture that fosters high standards of ethics; is consistent and follows-through; and demonstrates a sense of college responsibility and commitment towards the TCNJ Core Beliefs: Knowledge, Access, Openness, Excellence, and Collaboration. Expected Behaviors: - Upholds the TCNJ Core Beliefs: Knowledge, Access, Openness, Excellence, and Collaboration - Behaves ethically through responsible use of time and TCNJ property - Behaves in a fair and ethical manner towards others - Follows through on professional commitments

Weight

11 %

Work Quality

Expected Behaviors: - Completes assignments in a thorough, accurate, and timely manner achieving defined outcomes - Prioritizes responsibilities based upon changing needs of the college/unit - Meets established goals successfully - Exhibits concern for the goals and needs of the department and others that depend on services or work - Handles multiple tasks and uses work time effectively to maximize personal productivity - Delivers high quality work product with fewer errors

Weight

23 %

More TCNJ competencies are here.



Complete Self-Evaluation: Non-Unit Evaluation

Cynthia Bishop-Lyons

[Submit](#)

Document Details



Non-Unit Overall Summary

[Edit](#)

Employee Rating



Employee Calculated Rating



Employee Comments

[Show Performance Rating Descriptions](#)

Evaluation Topics



Review and evaluate the contents of each topic included in the evaluation.



Non-Unit Competencies

100% of total evaluation weight

0 of 7 rated | 0 of 7 commented

Employee Rating



Employee Calculated Rating



Non-Unit Questionnaire

[Evaluate](#)[Evaluate](#)[Attachments](#)

To view and evaluate your own performance click the “evaluate” square.



Evaluate Non-Unit Competencies

Cynthia Bishop-Lyons

Save and Close

Cancel

[Show Proficiency Level Descriptions](#)

Essential Job Functions

Expected Behaviors: - Demonstrates the knowledge and skills necessary to perform the job - Performs responsibilities in accordance with job description, procedures, and policies - Acts as a resource person (if necessary) upon whom others rely for assistance - Understands the expectations of the job and remains current regarding new developments in areas of responsibility - Demonstrates skills necessary to meet job requirements

Weight

22 %

Employee Proficiency Level

★★★★★ | Always

Employee Comments

Tahoma

2

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I love my job and am exceptionally adept at fulfilling every essential function in my job description.

[Show Proficiency Level Descriptions](#)

Integrity

Instills mutual trust and confidence; creates a culture that fosters high standards of ethics; is consistent and follows-through; and demonstrates a sense of college responsibility and commitment towards the TCNJ Core Beliefs: Knowledge, Access, Openness, Excellence, and Collaboration. Expected Behaviors: - Upholds the TCNJ Core Beliefs: Knowledge, Access, Openness, Excellence, and Collaboration - Behaves ethically through responsible use of time and TCNJ property - Behaves in a fair and ethical manner towards others - Follows through on professional commitments

Weight

11 %

Employee Proficiency Level

★★★★★ | Always

Employee Comments

Tahoma

2

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Employee evaluates each competency, accomplishments and results. They also provide a self rating for each of the nine items.



Complete Self-Evaluation: Non-Unit Evaluation

Cynthia Bishop-Lyons

[Submit](#)

Document Details



Non-Unit Overall Summary

[Edit](#)

Employee Rating



Employee Calculated Rating



Employee Comments

[Show Performance Rating Descriptions](#)

Evaluation Topics



Review and evaluate the contents of each topic included in the evaluation.

Non-Unit Competencies

100% of total evaluation weight

0 of 7 rated | 0 of 7 commented

[Evaluate](#)

Employee Rating



Employee Calculated Rating



Non-Unit Questionnaire




[Evaluate](#)

Attachments



To open and evaluate the non-unit questionnaire, click the “evaluate” square.

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Performance

Show More

CB

Questionnaire

Bishop-Lyons, Cynthia

Employee Questionnaire

Please respond to the following questions:

Diversity Goals

Diversity is maximizing the opportunity to take advantage of rich backgrounds and abilities of all employees by recognizing and valuing differences, seeking inclusiveness, and considering and honoring different points of view. Diversity also means practicing mutual respect for qualities and experiences that are different from our own.

Expected Behaviors:

- Treat members of your team in a respectful and professional manner.
- Create meaningful opportunities for team members to interact and enhance greater understanding and appreciation for each other.
- Regard, recognize, and value differences in the needs and viewpoints of others.
- Ensure that work teams reflect a variety of perspectives, understanding that diverse teams create more dynamic outcomes.
- Engage in broad recruitment efforts to facilitate diversity of hiring.
- Take advantage of the rich backgrounds and diverse talents of TCNJ staff.
- Attend presentations focusing on topics about intercultural understanding and appreciation.
- Pursue community engagement opportunities.
- Program development impacting diverse communities.
- Develop or participate in multicultural networking opportunities.

Please identify two (2) specific action items that you will implement during this evaluation period that reflect your commitment to diversity.

Performance Goals

In the space provided, document the job related goals you target for achievement in the next fiscal year (e.g. before the next annual performance review.) All goals need to be in support of (and linked to) The College/Unit overall objectives.

This is the Employee Questionnaire. Each employee is required to indicate performance against 2019 goals and to submit at least three future goals related to diversity and inclusion. Each employee is required to document performance for the 2019 year, and to identify three to five performance goals for the next performance (2020) year.

My Questionnaire

Save

Cancel



Questionnaire
Bishop-Lyons, Cynthia








University Goals

* Diversity is maximizing the opportunity to take advantage of rich backgrounds and abilities of all employees by recognizing and valuing differences, seeking inclusiveness, and considering and honoring different points of view. Diversity also means practicing mutual respect for qualities and experiences that are different from our own.

Expected Behaviors:

- Treat members of your team in a respectful and professional manner.
- Create meaningful opportunities for team members to interact and enhance greater understanding and appreciation for each other.
- Regard, recognize, and value differences in the needs and viewpoints of others.
- Ensure that work teams reflect a variety of perspectives, understanding that diverse teams create more dynamic outcomes.
- Engage in broad recruitment efforts to facilitate diversity of hiring.
- Take advantage of the rich backgrounds and diverse talents of TCNJ staff.
- Attend presentations focusing on topics about intercultural understanding and appreciation.
- Pursue community engagement opportunities.
- Program development impacting diverse communities.
- Develop or participate in multicultural networking opportunities.

Please identify two (2) specific action items that you will implement during this evaluation period that reflect your commitment to diversity.








Font 2 B I U       

1. Initiated wellness programs and events with varied and diverse audiences in mind.
2. Participated with student affairs in the annual student wellness event.
3. Participated in the toxic male aggression, domestic violence, stalking and end rape culture event.

[Show Attachments](#)

Performance Goals

* In the space provided, document the job related goals you target for achievement in the next fiscal year (e.g. before the next annual performance review.) All goals need to be in support of (and linked to) The College/Unit overall objectives.

Font 2 B I U       

1. Increase participation in wellness events by 10% year over year.
2. Work with division of diversity and inclusion to craft interventions that blend healthy lifestyle (wellness) with diversity and inclusion programs.
3. Enhance knowledge benefits staff of health, welfare and retirement plans and programs.

[Show Attachments](#)

Here is an example of diversity and performance goals.



Provide Final Feedback: Non-Unit Evaluation

Cynthia Bishop-Lyons



Information

Provide any final feedback comments on your evaluation

[Yes](#)

Document Details

Non-Unit Overall Summary

Manager Rating

★ ★ ☆ | Meets Expectations

Employee Rating

★ ★ ★ | Exceeds Expectations

Manager Comments

She is great

Employee Comments

I had four major goals for the 2019 performance year. I achieved each of them on time and on budget and received positive feedback from my clients. In addition to achieving my individual goals, I worked closely, collaboratively and in partnership with other business units including IT, institutional advancement and the school of education to strategically and proactively address employee relations, recruitment and professional development objectives. Based upon my outcomes and the cross functional feedback I received, I have rated my overall performance as exceeds expectations.

[Show Performance Rating Descriptions](#)

Manager Calculated Rating

★ ★ ☆ | Meets Expectations (2.38)

Employee Calculated Rating

★ ★ ★ | Exceeds Expectations (3.00)

Evaluation Topics

Non-Unit Competencies

100% of total evaluation weight

7 of 7 rated | 7 of 7 commented

Manager Rating

★ ★ ★ ★ ☆ | Exceeds Expectations

Employee Rating

★ ★ ★ ★ ★ | Exceptional Performance

Manager Calculated Rating

★ ★ ★ ★ ☆ | Exceeds Expectations (3.98)

Employee Calculated Rating

★ ★ ★ ★ ★ | Exceptional Performance (5.00)

Non-Unit Questionnaire

[View](#)

Final Feedback

Employee Comments

After completing competency and goal outcomes, and entering goals for the 2020 performance year, should you wish to, you may include additional feedback.



Provide Final Feedback

Cynthia Bishop-Lyons

Save and Close

Submit

Cancel

Comments

Worker Comments

Tahoma

2

B**I****U**

I feel honored to be a part of the TCNJ community and I look forward to doing my part in support of TCNJ's strategic initiatives and goals.

You may save and close the document if you intend to return to it later, you may submit the document to your supervisor, or you may do both, save and close, then submit the document for manager review.

Good morning, Cynthia Bishop-Lyons!

Me My Team My Client Groups Benefits Administration Budgetary Control Tools Others

ORACLE

Home 2 CB

QUICK ACTIONS

APPS

- Personal Details
- Document Records
- Identification Info
- Contact Info
- Family and Emergency Contacts

Directory Pay Time and Absences Career and Performance Personal Information

Benefits Web Clock Roles and Delegations

Show More

Things to Finish

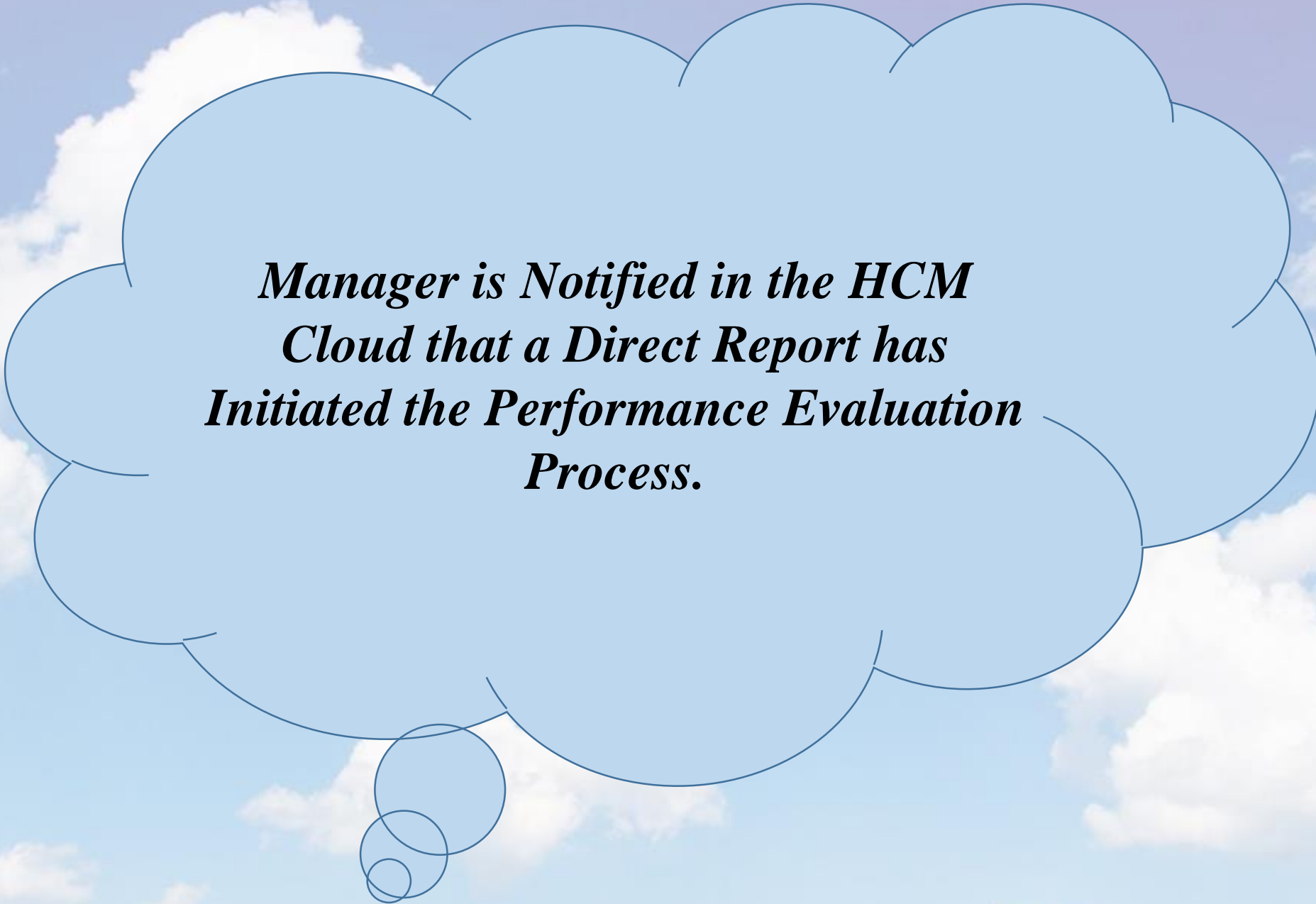
Assigned to Me 2

Created by Me 0

2 days ago FYI Non-Unit Evaluation Was Completed Kimberly Woods Dismiss

2 days ago FYI Non-Unit Evaluation was evaluated by Kimberly Woods Kimberly Woods Dismiss

Notification that to employee that document was submitted and evaluated by the manager.



***Manager is Notified in the HCM
Cloud that a Direct Report has
Initiated the Performance Evaluation
Process.***

Welcome

edrm-dev1.fa.us2.oraclecloud.com/fscmUI/faces/AtkHomePageWelcome?_adf.no-new-window-redirect=true&_adf.ctrl-state=2c6d1bwl_v_5&_afLoop=7219911061330047&_afWindowMode=2&_afWindowId=null&_afFS=16&_afMT=screen&_afMFw=192...

ORACLE

Welcome, Kimberly Woods

You have a new home page!

Open it with the home icon or the company logo. You can continue to access this page by selecting the My Dashboard item in the navigation menu.

Pending Notifications

Enter search terms

FYI: Self-Evaluation for Cynthia Bishop-Lyons in Non-Unit Evaluation Was Completed 26 minutes ago
Cynthia Bishop-Lyons

FYI: Self-Evaluation for Jonathan Cochran in Non-Unit Evaluation Was Completed 1 week ago
Jonathan Cochran

FYI: Termination for Yvonne Catino, 212364 (2019-12-20) 1 week ago
Kimberly Woods

Approved: Termination for Yvonne Catino, 212364 (2019-12-20) 1 week ago
Kimberly Woods

Manager logs on to the HCM Cloud and is notified of outstanding actions.

Type here to search

11:15 AM
Friday
1/24/2020

The screenshot displays the Oracle HCM Cloud user interface. The main window shows a notification titled "Self-Evaluation for Cynthia Bishop-Lyons in Non-Unit Evaluation Was Completed". A red arrow points from this notification to a detailed view of the notification, which shows a list of performance evaluations for review. The detailed view includes a search bar and a list of evaluations with columns for the employee name, evaluation type, and date. The background shows the Oracle HCM Cloud home page with a welcome message to Kimberly Woods.

Self-Evaluation for Cynthia Bishop-Lyons in Non-Unit Evaluation Was Completed

Non-Unit Evaluation
Cynthia Bishop-Lyons completed the self-evaluation in the performance document Non-Unit Evaluation.
[Go to performance document: Non-Unit Evaluation](#)

Performance Evaluations

Performance Evaluation	Date
Performance Evaluation for Jonathan Cochran in Non-Unit Evaluation Was Completed	1 week ago
Performance Evaluation for Yvonne Catino, 212364 (2019-2020)	1 week ago
Performance Evaluation for Yvonne Catino, 212364	1 week ago

A click on one of the notifications reveals that there are performance evaluations to be reviewed.

Good morning, Kimberly Woods!

Me My Team My Client Groups Benefits Administration Receivables Payables Budgetary Control My Enterpri >

ORACLE



Change Manager

Transfer

Promote

Employment Info

Change Assignment

Show More



My Team



Performance Overview



Career Overview



Performance



Users and Roles



Things to Finish

Assigned to Me

3

Created by Me

1

51 seconds ago



FYI

Performance Document Non-Unit Evaluation for Jonathan Cochran...

Kimberly Woods

Dismiss

1 week ago



FYI

Self-Evaluation for Jonathan Cochran in Non-Unit Evaluation Was Completed

Jonathan Cochran

Dismiss

Performance Overview

Review Period

Academic Year



My Team

[Show Filters](#)Actions 

Sort By

Name ascending

**Newton Adkins**

Pooled Cont Human Resources

Last Updated Performance Rating

Contingent worker



Completed Goals

0/0

**Cynthia Bishop-Lyons**

Associate Director, Benefits

Last Updated Performance Rating

 4 Directs, 4 Total

Completed Goals

0/0



Manager selects employee and opens performance evaluation documents.

Review Period Calendar Year

Performance
Cynthia Bishop-Lyons

Performance Documents

Current

Non-Unit Evaluation

Kimberly Woods



Current Task

Manager Evaluation of Workers

Task Completion



Anytime Documents

+ AddCurrent

There's nothing here so far.

Participant Feedback for Others

Pending

Status of the performance process may be viewed.

Review Period Calendar Year

< CB Performance
Cynthia Bishop-Lyons

Performance Documents

Current

Non-Unit Evaluation

Kimberly Woods

Current Task

Manager Evaluation of Workers

Task Completion

1 / 9

All Tasks

- ☒ Complete Self-Evaluation
- ☒ Manager Evaluation of Workers
- ☐ Approval
- ☐ Share Performance Document
- ☐ Acknowledge Performance Document
- ☐ Confirm Review Meeting Held
- ☐ Confirm Review Meeting Held
- ☐ Provide Final Feedback
- ☐ Provide Final Feedback

Status of the performance process may be viewed.

Manager's task completion may be viewed.

Document Details

Non-Unit Overall Summary

Manager Rating



Employee Rating



| Exceeds Expectations

Manager Comments

Employee Comments

I had four major goals for the 2019 performance year. I achieved each of them on time and on budget and received positive feedback from my clients. In addition to achieving my individual goals, I worked closely, collaboratively and in partnership with other business units including IT, institutional advancement and the school of education to strategically and proactively address employee relations, recruitment and professional development objectives. Based upon my outcomes and the cross functional feedback I received, I have rated my overall performance as exceeds expectations.

Evaluation Topics

- Review and evaluate the contents of each topic included in the evaluation.

Manager reviews employees self assessment and begins the performance evaluation process.



Performance

Show More

CB

Evaluate Non-Unit Competencies

Cynthia Bishop-Lyons

Save and Close

Cancel

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 %

Manager Proficiency Level

★★★★★ | Always

Employee Proficiency Level

★★★★★ | Always

Manager Comments

Tahoma 2 **B** **I** **U**       

Cynthia is so accountable

Employee Comments

Accountability is my middle name!



Manager Evaluation of Workers: Non-Unit Evaluation

Cynthia Bishop-Lyons

[Edit Weights](#)[Submit](#)

Manager Comments

She is great

Employee Comments

I had four major goals for the 2019 performance year. I achieved each of them on time and on budget and received positive feedback from my clients. In addition to achieving my individual goals, I worked closely, collaboratively and in partnership with other business units including IT, institutional advancement and the school of education to strategically and proactively address employee relations, recruitment and professional development objectives. Based upon my outcomes and the cross functional feedback I received, I have rated my overall performance as exceeds expectations.

[Show Performance Rating Descriptions](#)

Evaluation Topics



Review and evaluate the contents of e

Non-Unit Competencies

100% of total evaluation weight
7 of 7 rated | 7 of 7 commented

Manager Rating

★★★★☆ | Exceeds Expectations

Employee Rating

★★★★★ | Exceptional Performance

Non-Unit Questionnaire



Error

You must respond to all the required questions. (HRT-975114)

[OK](#)

★★★★☆ | Exceeds Expectations (3.98)

Employee Calculated Rating

★★★★★ | Exceptional Performance (5.00)

[Evaluate](#)[Evaluate](#)

Attachments

An error message appears if the manager fails to complete all steps in the evaluation process.

ORACLE

Questionnaire

Bishop-Lyons, Cynthia

Public Info

Goals

Skills and Qualifications

Career Development

Performance

Feedback

Succession Planning

Talent Ratings

Personal Details

Contact Info

Identification Info

Family and Emergency Contacts

Document Records

Employment Info

Payslips

Manage Personal Payment Methods

Payment Methods

Compensation

My Questionnaire

SaveCancel

Please respond to the following questions:

Diversity Goals

* Diversity is maximizing the opportunity to take advantage of rich backgrounds and abilities of all employees by recognizing and valuing differences, seeking inclusiveness, and considering and honoring different points of view. Diversity also means practicing mutual respect for qualities and experiences that are different from our own.

Expected Behaviors:

- Treat members of your team in a respectful and professional manner.
- Create meaningful opportunities for team members to interact and enhance greater understanding and appreciation for each other.
- Regard, recognize, and value differences in the needs and viewpoints of others.
- Ensure that work teams reflect a variety of perspectives, understanding that diverse teams create more dynamic outcomes.
- Engage in broad recruitment efforts to facilitate diversity of hiring.
- Take advantage of the rich backgrounds and diverse talents of TCNJ staff.
- Attend presentations focusing on topics about intercultural understanding and appreciation.
- Pursue community engagement opportunities.
- Program development impacting diverse communities.
- Develop or participate in multicultural networking opportunities.

Please identify two (2) specific action items that you will implement during this evaluation period that reflect your commitment to diversity.

Font2BBIU

Excellent diversity goals were established.

Show Attachments

Performance Goals

* In the space provided, document the job related goals you target for achievement in the next fiscal year (e.g. before the next annual performance review.) All goals need to be in support of (and linked to) The College/Unit overall objectives.

Font2BBIU

Performance goals same as employee self-evaluation

Manager evaluates employee's performance

Document Details



Non-Unit Overall Summary

Edit



Manager Rating

★ ★ ☆ | Meets Expectations

Manager Calculated Rating

★ ★ ☆ | Meets Expectations (2.38)

Employee Rating

Employee Calculated Rating



Manager Evaluation of Workers: Non-Unit Evaluation
Cynthia Bishop-Lyons

Edit Weights

Sub

I had four major goals for the 2019 performance year. I achieved each of them on time and on budget and received positive feedback from my clients. In addition to achieving my individual goals, I worked closely, collaboratively and in partnership with other business units including IT, institutional advancement and the school of education to strategically and proactively address employee relations, recruitment and professional development objectives. Based upon my outcomes and the cross functional feedback I received, I have rated my overall performance as exceeds expectations.

Show Performance Rating Descriptions

Evaluation Topics



Review and evaluate the contents of each topic included in the evaluation.

Non-Unit Competencies

100% of total evaluation weight

7 of 7 rated | 7 of 7 commented

Evaluate

Manager Rating

★ ★ ★ ★ ☆ | Exceeds Expectations

Manager Calculated Rating

★ ★ ★ ★ ☆ | Exceeds Expectations (3.98)

Employee Rating

★ ★ ★ ★ ★ | Exceptional Performance

Employee Calculated Rating

★ ★ ★ ★ ★ | Exceptional Performance (5.00)

Non-Unit Questionnaire

Evaluate

Attachments



All competencies have been evaluated



Manager Evaluation of Workers: Non-Unit Evaluation

Cynthia Bishop-Lyons



Edit Weights

Submit

Document Details



Non-Unit Overall Summary

Edit



Manager Rating

★ ★ ☆ | Meets Expectations

Employee Rating

★ ★ ★ | Exceeds Expectations

Manager Comments

She is great

Employee Comments

I had four major goals for the 2019 performance year. I achieved each of them on time and on budget and received positive feedback from my clients. In addition to achieving my individual goals, I worked closely, collaboratively and in partnership with other business units including IT, institutional advancement and the school of education to strategically and proactively address employee relations, recruitment and professional development objectives. Based upon my outcomes and the cross functional feedback I received, I have rated my overall performance as exceeds expectations.

[Show Performance Rating Descriptions](#)

Manager Calculated Rating

★ ★ ☆ | Meets Expectations (2.38)

Employee Calculated Rating

★ ★ ★ | Exceeds Expectations (3.00)

Performance evaluation document is submitted for second level approval.

Evaluate Performance

Review Period Calendar Year

Performance Documents

[Show Filters](#)

Sort By Date - New to Old

JC

Non-Unit Evaluation

Jonathan Cochran

Senior Associate Director

Current Task

Manager Evaluation of Workers

Manager Rating

☆☆☆

Task Completion

1 / 9

Employee Rating

☆☆☆

...

 We are submitting your changes for approval.

CB

Non-Unit Evaluation

Cynthia Bishop-Lyons

Associate Director, Benefits

Current Task

Approval

Manager Rating

☆☆☆

Task Completion

2 / 9

Employee Rating

☆☆☆

...

Review Period Calendar Year

< Evaluate Performance

  [Show Filters](#)Sort By Date - New to Old

JC

Non-Unit Evaluation

Jonathan Cochran

Senior Associate Director

Current Task

Manager Evaluation of Workers

Manager Rating

☆☆☆

Task Completion

1 / 9

Employee Rating

☆☆☆



We are submitting your changes for approval.

CB

Non-Unit Evaluation

Cynthia Bishop-Lyons

Associate Director, Benefits

Current Task

Approval

Manager Rating

☆☆☆

Task Completion

2 / 9

Employee Rating

☆☆☆

All Tasks

- ☒ Complete Self-Evaluation
- ☒ Manager Evaluation of Workers
- ☒ Approval
- ☐ Share Performance Document
- ☐ Acknowledge Performance Document
- ☐ Confirm Review Meeting Held
- ☐ Confirm Review Meeting Held
- ☐ Provide Final Feedback
- ☐ Provide Final Feedback

Good morning, Kimberly Woods!

Me My Team My Client Groups Benefits Administration Receivables Payables Budgetary Control My Enterprise >

QUICK ACTIONS

- Personal Details
- Document Records
- Identification Info
- Contact Info
- Family and Emergency Contacts

Show More

APPS

Directory

Pay

Time and Absences

Career and Performance

Personal Information

Benefits

Web Clock

Roles and Delegations

Things to Finish

Assigned to Me

3

Created by Me

1

22 minutes ago

FYI

Performance Document Non-Unit Evaluation for Jonathan Cochran...

Kimberly Woods

Dismiss

1 week ago

FYI

Self-Evaluation for Jonathan Cochran in Non-Unit Evaluation Was Completed

Jonathan Cochran

Dismiss

Performance Evaluation Next Steps

Electronic Performance Evaluation Form is Routed to Division Vice President via Cloud

Approved: Document is Routed to Manager

Not Approved: Discussion Takes Place and Changes are Made

Employee is Notified in HCM Cloud that Documents are Pending

Employee and Manager Schedule Meeting to Discuss Performance Outcomes

Once Document is Approved in Cloud it is Retained in HCM Cloud.

Both Employee and Manager have access to review the Document at a later Date.



Submit questions to: woodski@tcnj or join the Office of Human Resources for Performance Evaluation Process Labs as indicated on the learning calendar.