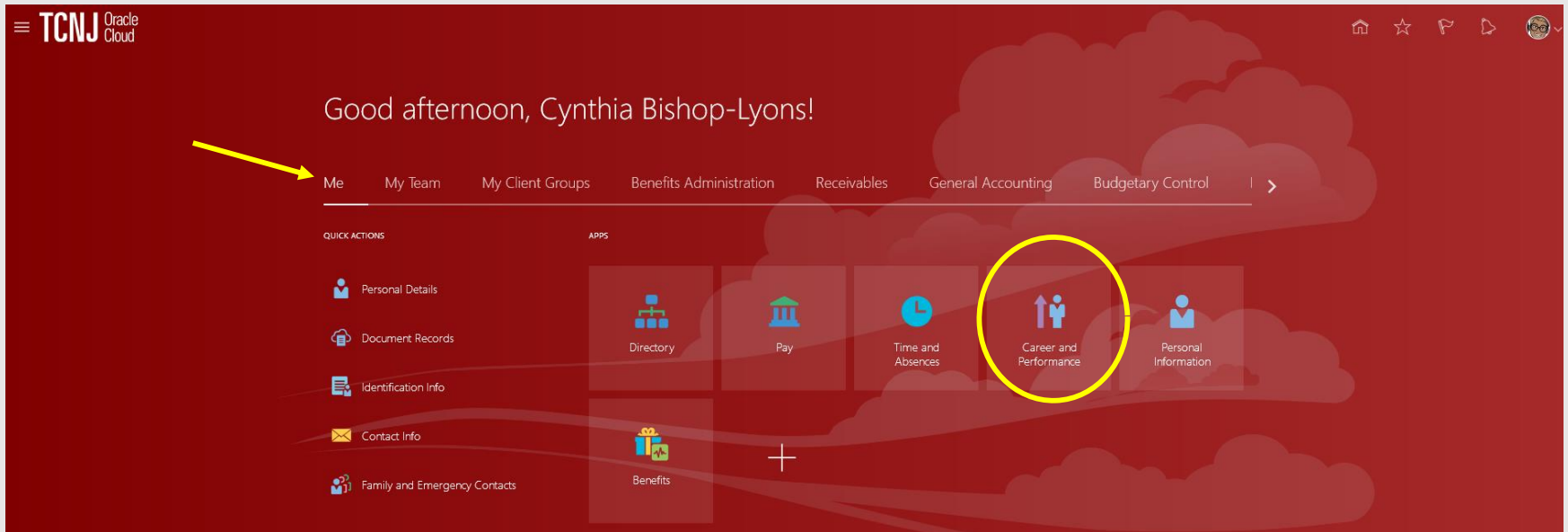




How to Complete a Non-unit Performance Evaluation in the Oracle HCM Cloud

To begin the evaluation process, the individual whose performance is being assessed completes a self evaluation.

1. Log in with your username and password.
2. Confirm that the ME icon is underscored.
3. Click the Career and Performance title.



Before You Go Further...

While navigating in the module, to return to a prior screen, click the backward arrow in the module.

NO!

YES!

The screenshot shows a web browser window with the URL `https://edrm.fa.us2.oraclecloud.com/hcmUI/faces/FndOverview?_af=...`. The page title is "Career and Performance - Oracle Cloud". The page content includes a header with the "TCNJ Oracle Cloud" logo and a navigation bar with a back arrow. Below the navigation bar is a banner image of people walking in front of a building, with a circular profile picture of Kimberly Woods. The main content area has two cards: "Skills and Qualifications" and "Performance".

Should you inadvertently click the back arrow in the browser, you will be taken to this screen. Click the back arrow a second time and you will typically be redirected by to your page in cloud.

Error 403--Forbidden

From RFC 2068 Hypertext Transfer Protocol -- HTTP/1.1:

10.4.4 403 Forbidden

The server understood the request, but is refusing to fulfill it. Authorization will not help and the request SHOULD NOT be repeated. If the request method was not HEAD and the server wishes to make public why the request has not been fulfilled, it SHOULD describe the reason for the refusal in the entity. This status code is commonly used when the server does not wish to reveal exactly why the request has been refused, or when no other response is applicable.

1. Click the Performance tile.

The screenshot shows the 'Career and Performance' dashboard for Cynthia Bishop-Lyons. The dashboard features a header with the TCNJ Oracle Cloud logo and navigation icons. Below the header, the user's name 'Cynthia Bishop-Lyons' is displayed next to a profile picture. The main content area contains four tiles: 'Skills and Qualifications', 'Performance', 'Career Development', and 'Feedback'. The 'Performance' tile is highlighted with a red circle and a red arrow pointing to it, indicating the first step in the process.

TCNJ Oracle Cloud

Home Star Flag Share Profile

< Career and Performance

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.

1. Click the **Evaluate** box next to Non-Unit Competencies.

TCNJ Oracle Cloud

Complete Self-Evaluation: Non-Unit Review
Cynthia Bishop-Lyons

Print Submit

Review and evaluate the contents of each section of the evaluation. Click submit when you're done.

Document Details

Non-Unit Overall Summary

Employee Rating
☆☆☆

Employee Comments

Show Performance Rating Descriptions

Employee Calculated Rating
☆☆☆ (0)

Evaluation Topics

Non-Unit Competencies
0 of 7 rated | 0 of 7 commented

Employee Rating
☆☆☆☆☆☆

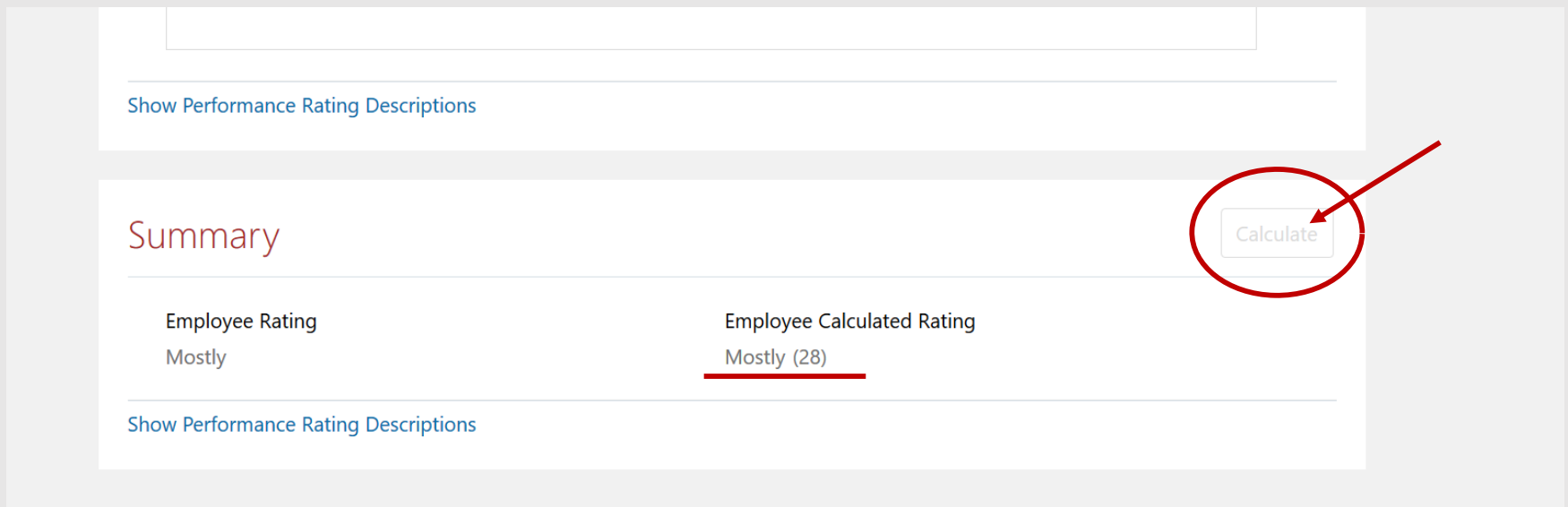
Employee Calculated Rating
☆☆☆☆☆☆ (0)

Non-Unit Diversity and Performance Questionnaire

Attachments

Evaluate


1. After rating each competency, you will click the **Calculate** button and the form will update with an overall rating and performance score.
2. After calculating, click submit at the top right side of the screen.



The screenshot shows a web form with a 'Summary' section. At the top of this section is a 'Calculate' button, which is circled in red with a red arrow pointing to it. Below the button, the form displays two columns of data: 'Employee Rating' with the value 'Mostly' and 'Employee Calculated Rating' with the value 'Mostly (28)'. The calculated rating is underlined in red. There are two links labeled 'Show Performance Rating Descriptions' on the page.

Employee Rating	Employee Calculated Rating
Mostly	<u>Mostly (28)</u>

1. Once all competencies have been rated and you have calculated the a score, click **Save and Close**.
2. Once you click save and close, the prior performance screen will display.



Evaluate Topic Non-Unit Competencies
Cynthia Bishop-Lyons

Save and CloseCancel

Show Additional Info

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

Employee Rating

Always

Employee Comments

Tahoma2BBIUListTableLinkUndoRedo

comments

Show Additional Info

Integrity

1. Click the Non-Unit Diversity and Performance Questionnaire **Evaluate** button.

The screenshot displays the TCMJ Oracle Cloud interface. The top navigation bar is dark red with the TCMJ Oracle Cloud logo on the left and navigation icons on the right. Below the navigation bar, the page title is 'Complete Self-Evaluation: Non-Unit Review' for 'Cynthia Bishop-Lyons'. There are 'Print' and 'Submit' buttons in the top right corner. The main content area is divided into several sections:

- Document Details**: A section with a dropdown arrow.
- Non-Unit Overall Summary**: A section with an 'Edit' button and an upward arrow. It contains a table with the following data:

Employee Rating	Employee Calculated Rating
Mostly	Mostly (28)

Below the table is a link for 'Employee Comments' and a link to 'Show Performance Rating Descriptions'.
- Evaluation Topics**: A section with an upward arrow. It contains a table with the following data:

Non-Unit Competencies	Employee Rating	Employee Calculated Rating
7 of 7 rated 7 of 7 commented	Mostly	Mostly (28)

Below the table is a link for 'Non-Unit Diversity and Performance Questionnaire' which is underlined. To the right of the table is an 'Evaluate' button. A red circle and arrow highlight this 'Evaluate' button.
- Attachments**: A section with a dropdown arrow.

1. Enter the outcomes for the 2020 performance year and the goals for the 2021 performance year.

TCNJ Oracle Cloud

My Questionnaire

Questionnaire
Bishop-Lyons, Cynthia

Save and Close Cancel

* 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 [Rich Text Editor Icons]

goals and objectives for the 2021 performance cycle

1. Below is an illustration of the text field where future diversity goals are entered.

The screenshot shows a web interface for a questionnaire. At the top, there is a dark red header with the TCNJ Oracle Cloud logo on the left and navigation icons on the right. Below the header, a lighter red bar contains a user profile icon and the text "Questionnaire" and "Bishop-Lyons, Cynthia". On the right side of this bar are two buttons: "Save and Close" and "Cancel".

The main content area is white and contains the following text:

Please respond to the following questions:

Diversity Goals Planning

* 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.

Below this text is a text input area with a rich text editor toolbar. The toolbar includes options for font color, background color, bold, italic, underline, bulleted list, numbered list, link, unlink, undo, redo, and insert. The text input area contains the following text:

future goals

#1

#2

A red circle is drawn around the text input area, and a red arrow points to the "future goals" text.

At the bottom left of the input area, there is a link that says "Show All Comments".

1. Illustration of screen for outcomes and achievements relative to 2020 diversity goals and performance goals.

Diversity Goals Review and Outcomes

* Please document the extent to which the diversity goals set at the beginning of the prior year were achieved.

Font 2 B I U

Outcomes for 2020 performance cycle

Show Attachments

Performance Goals Review and Outcomes

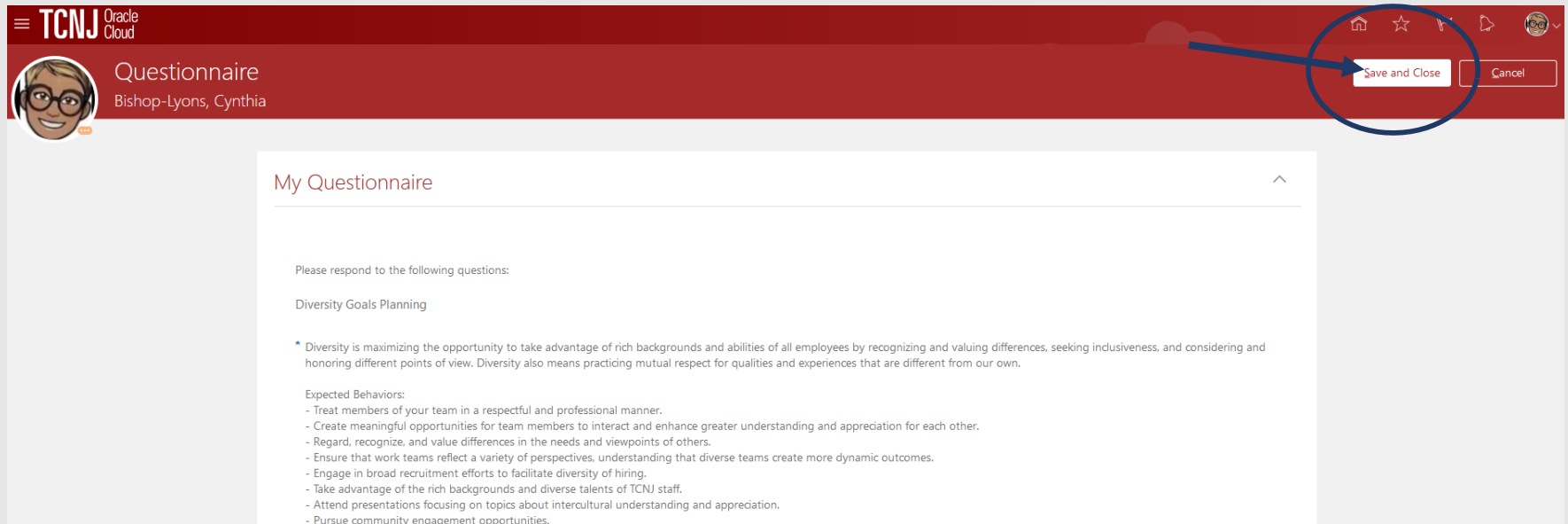
* Please document the extent to which the performance goals set at the beginning of the prior year were achieved

Font 2 B I U

Outcomes for 2020 performance cycle

Show Attachments

1. Once 2020 outcomes and 2021 performance and diversity goals are entered click **Save and Close**.



TCNJ Oracle Cloud

Questionnaire
Bishop-Lyons, Cynthia

My Questionnaire

Please respond to the following questions:

Diversity Goals Planning

- 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.

Save and Close Cancel

1. Click **Edit** to enter the Non-Unit Overall Summary.

TCNJ Oracle Cloud

< Complete Self-Evaluation: Non-Unit Review Cynthia Bishop-Lyons

Print Submit

Document Details

Non-Unit Overall Summary

Employee Rating
Mostly

Employee Comments

[Show Performance Rating Descriptions](#)

Employee Calculated Rating
Mostly (28)

Non-Unit Competencies
7 of 7 rated | 7 of 7 commented

Employee Rating
Mostly

Employee Calculated Rating
Mostly (28)

Non-Unit Diversity and Performance Questionnaire

Attachments

1. Overall summary screen

Employee Comments

Tahoma2BBIUListListGlobeLinkUndoRedo

comments

[Show Additional Info](#)

Summary

Calculate

Employee Rating

With Great Frequency

Employee Calculated Rating

With Great Frequency (28)



Employee Comments

Tahoma2BBIUListListGlobeLinkUndoRedo

comments


[Show Additional Info](#)


1. Click **Edit**



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

PrintSubmit


 Review and evaluate the contents of each section of the evaluation. Click submit when you're done.

Document Details 



Non-Unit Overall Summary

Employee Rating With Great Frequency	Employee Calculated Rating With Great Frequency (28)
Employee Comments	

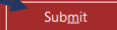
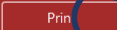
[Show Additional Info](#)




1. Enter and **Save** your overall assessment of performance outcomes and results for the year. Following, click **Submit**.



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



 Review and evaluate the contents of each section of the evaluation. Click submit when you're done.

Document Details

Non-Unit Overall Summary

Employee Rating
With Great Frequency

Employee Calculated Rating
With Great Frequency (28)

Employee Comments

Font 2 B I U

Save

Cancel

1. After clicking submit, Cloud returns you to this screen and the self-evaluation is forwarded to the employee's manager.

The screenshot shows the Oracle Cloud Performance Documents interface. At the top, there is a red header bar with the TCNJ Oracle Cloud logo on the left and navigation icons on the right. Below the header, the user's profile is displayed: Cynthia Bishop-Lyons. The main content area is titled "Performance Documents" and includes a "Review Period" dropdown set to "Calendar Year 2020". Below this, there is a "Current" dropdown and a "Non-Unit Review" section for Kimberly Woods. The "Current Task" is "Manager Evaluation of Workers". A "Task Completion" progress bar shows 1 / 6. A list of "All Tasks" is shown, with "Worker Self-Evaluation" and "Manager Evaluation of Workers" marked as completed with green checkmarks. A blue circle and an arrow highlight the "Manager Evaluation of Workers" task.

TCNJ Oracle Cloud

< Cynthia Bishop-Lyons

Review Period: Calendar Year 2020

Performance Documents

Current

Non-Unit Review

Kimberly Woods

Current Task: Manager Evaluation of Workers

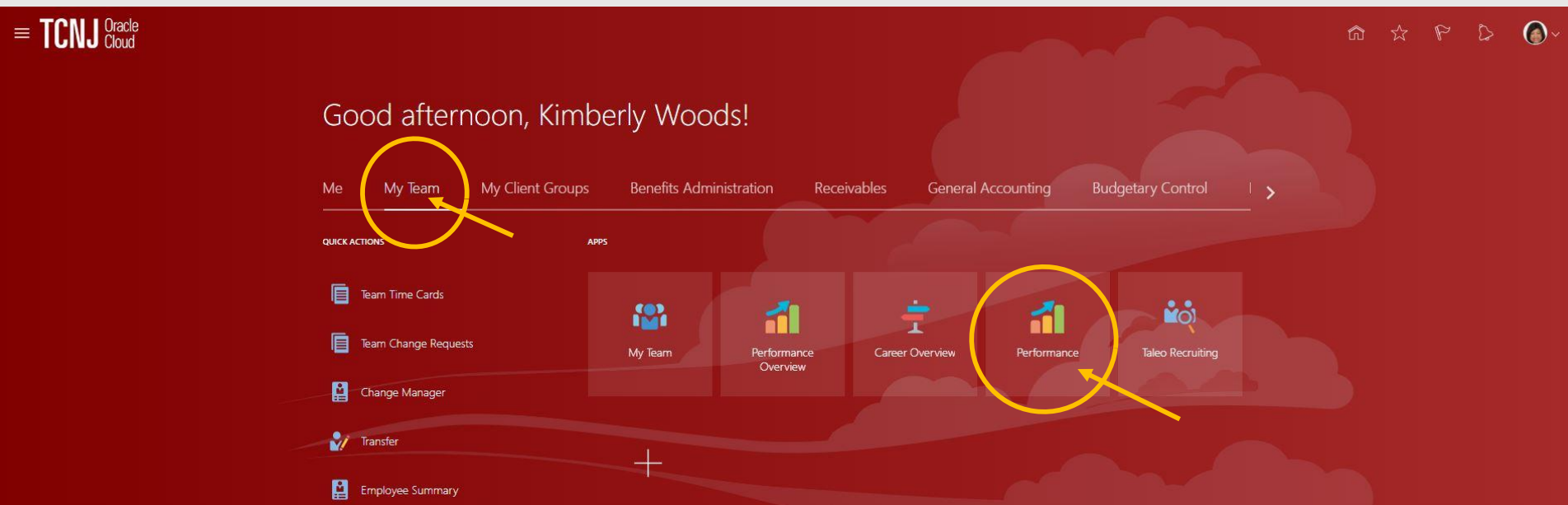
Task Completion: 1 / 6

All Tasks

- ☒ Worker Self-Evaluation
- ☒ Manager Evaluation of Workers
- ☐ Share Performance Document
- ☐ Share Performance Document
- ☐ Confirm Review Meeting Held
- ☐ Confirm Review Meeting Held

The employee's self evaluation has been forwarded to the manager. The manager will view the employee's self assessment and will complete the evaluation.

1. Log in with your username and password
2. Confirm that the **My Team** icon is underscored
3. Click the Performance title.



1. Click the down arrow next to Review Period.
2. Select Calendar Year 2020. All employees who have submitted a self evaluation will appear.

TCMJ Oracle Cloud

< Evaluate Performance

Review Period: Interim PAR 2021

Interim PAR 2021

Calendar Year 2020

Performance Document: Final PAR 2020

Calendar Year

Search Person

Hide Filters

Saved Search

Sort By: End Date - Latest to Oldest

Filters: Reset

PAR Interim - Non Supervisory

Antoinette DeLeon

HR Generalist

- ## ← Evaluate Performance

Hide Filters

Saved Search

Sort By End Date - Latest to Oldest

ManagerViewFacetedSe

Save

Filters

Reset

Expand All

Collapse All

Employees

Clear

All Evaluatees

Directs Only


Document Type

Clear

☒ Standard

☐ Anytime

Tasks



Non-Unit Review

Cynthia Bishop-Lyons

Associate Director, Benefits

Current Task

Manager Evaluation of Workers

Manager Rating

Not Rated Yet

All Tasks

☒ Worker Self-Evaluation
 ☒ Manager Evaluation of Workers
 ☐ Share Performance Document
 ☐ Share Performance Document
 ☐ Confirm Review Meeting Held
 ☐ Confirm Review Meeting Held



Task Completion

1 / 6

Employee Rating

With Great Frequency


1. The manager will **Evaluate** the Non-Unit Competencies.



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

Print

Submit

 Review and evaluate the contents of each section of the evaluation. Click submit when you're done.

Document Details

Non-Unit Overall Summary

Manager Rating

Employee Rating

With Great Frequency

Manager Comments

Employee Comments

comments

Show Additional Info

Manager Calculated Rating

Never (0)

Employee Calculated Rating

With Great Frequency (28)

Evaluation Topics

Non-Unit Competencies

0 of 7 rated | 0 of 7 commented

Manager Rating

Employee Rating

With Great Frequency

Manager Comments

Manager Calculated Rating


Never (0)

Employee Calculated Rating

With Great Frequency (28)

Evaluate

1. Once all competencies are evaluated, click **Save and Close**.



Evaluate Topic Non-Unit Competencies
Cynthia Bishop-Lyons

Save and Close

Cancel

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

Manager Rating

Always

Employee Rating

With Great Frequency

Manager Comments

Tahoma 12 B I U

comment

Employee Comments

comments

Show Additional Info

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; share 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

Manager Rating

Occasionally

Employee Rating

With Great Frequency



Manager Comments

Tahoma 12 B I U

comment

1. You will return to this screen.

2. **Evaluate** the Non-Unit and Performance Questionnaire.



Manager Evaluation of Workers: Non-Unit Review

Cynthia Bishop-Lyons

Print

Submit

Non-Unit Overall Summary

Manager Rating

With Great Frequency

Employee Rating

With Great Frequency

Manager Comments

Employee Comments

comments

[Show Additional Info](#)

Manager Calculated Rating

With Great Frequency (28)

Employee Calculated Rating

With Great Frequency (28)

Evaluation Topics

Non-Unit Competencies

7 of 7 rated | 7 of 7 commented

Manager Rating

With Great Frequency

Employee Rating

With Great Frequency

Manager Comments

comment

Employee Comments

comments

Manager Calculated Rating

With Great Frequency (28)

Employee Calculated Rating

With Great Frequency (28)

Evaluate

Non-Unit Diversity and Performance Questionnaire

Evaluate

1. Enter diversity and performance outcomes for the 2020 performance year.
2. Enter diversity and performance goals for the 2021 performance cycle.
3. Click **Save and Close**.

Questionnaire
Bishop-Lyons, Cynthia

Save and Close Cancel

comments

Show Attachments

Diversity Goals Review and Outcomes

* Please document the extent to which the diversity goals set at the beginning of the prior year were achieved.

Font 2 B I U

comments

Show Attachments

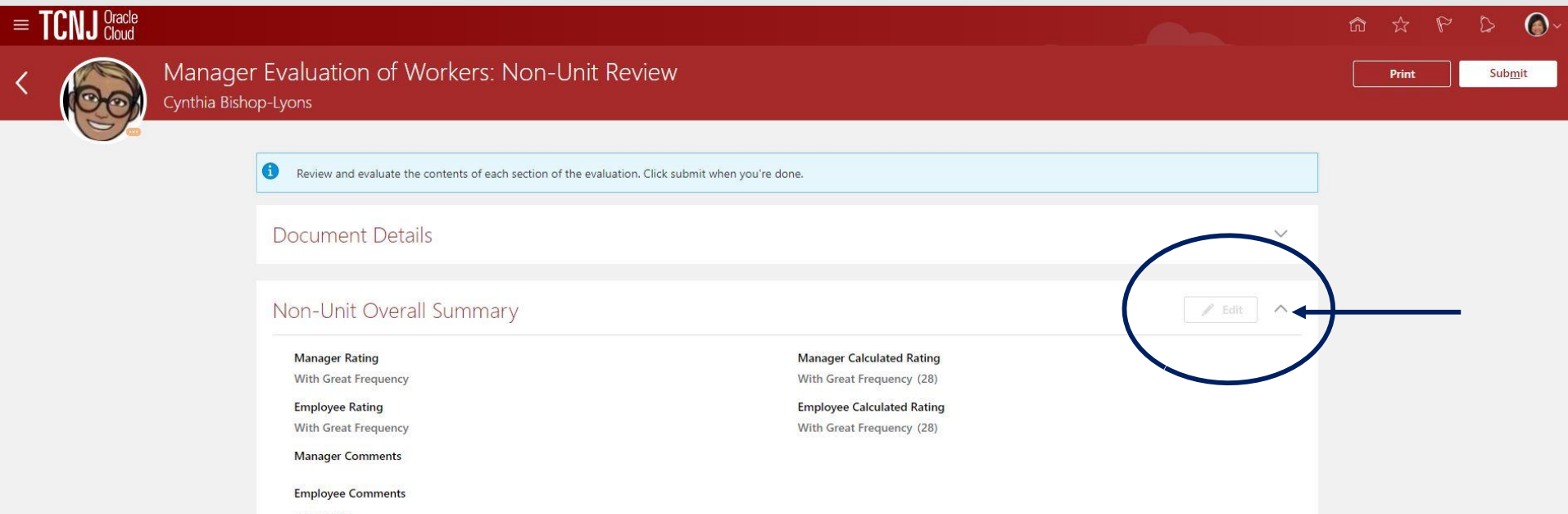
Performance Goals Review and Outcomes

* Please document the extent to which the performance goals set at the beginning of the prior year were achieved


Font 2 B I U

comments


1. Click **Edit** to open the summary screen.



TCNJ Oracle Cloud

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



Print Submit

 Review and evaluate the contents of each section of the evaluation. Click submit when you're done.

Document Details

Non-Unit Overall Summary

Manager Rating With Great Frequency	Manager Calculated Rating With Great Frequency (28)
Employee Rating With Great Frequency	Employee Calculated Rating With Great Frequency (28)
Manager Comments	
Employee Comments	

1. Enter comments to summarize the performance results for the year.
2. Click **Save**
3. Click **Submit**

TCNJ Oracle Cloud

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

Print Submit

Review and evaluate the contents of each section of the evaluation. Click submit when you're done.

Document Details

Non-Unit Overall Summary



Manager Rating
With Great Frequency

Manager Calculated Rating
With Great Frequency (28)

Employee Rating
With Great Frequency

Employee Calculated Rating
With Great Frequency (28)

Manager Comments

Tahoma 2 B I U  

comments

1. The manager can share and retain the document, which means that the employee can view but not make entries on the document.
2. Alternately, the manager can share and release the document. When released, the employee is able to enter additional comments.
3. Once shared, the document will be visible to the employee.

TCNJ Oracle Cloud

Share Performance Document: Non-Unit Review
Cynthia Bishop-Lyons

Information
Share the evaluation for employee review. Retain control or release to the next task.

Share and Retain or **Share and Release**

Document Details

Non-Unit Overall Summary

Manager Rating With Great Frequency	Manager Calculated Rating With Great Frequency (28)
Employee Rating With Great Frequency	Employee Calculated Rating With Great Frequency (28)
Manager Comments comments	
Employee Comments comments	

[Show Additional Info](#)

1. The employee is able to view the performance evaluation.
2. Confirm that the **ME** icon is underscored.
3. Click the **Career and Performance** title.





1. Click the **Performance** tile.

TCNJ Oracle Cloud

Home Star Flag Bell Profile


< Career and Performance


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.

1. Click the **Non-Unit Review** link.

The screenshot shows the Oracle Cloud interface for the 'Performance' section of Cynthia Bishop-Lyons. At the top, the 'Review Period' is set to 'Calendar Year 2020'. Below this, the 'Performance Documents' section is visible. A dropdown menu is set to 'Current', and the 'Non-Unit Review' link is highlighted with a blue circle and an arrow. To the right, the document 'With Great Frequency | By Kimberly Woods' is shown with a 'Task Completion' progress bar at 3 / 6. Below the document, a list of 'All Tasks' is displayed, including 'Worker Self-Evaluation', 'Manager Evaluation of Workers', 'Share Performance Document', 'Confirm Review Meeting Held', and 'Confirm Review Meeting Held'.

TCNJ Oracle Cloud

Performance
Cynthia Bishop-Lyons

Review Period: Calendar Year 2020

Performance Documents

Current

Non-Unit Review

With Great Frequency | By Kimberly Woods


Task Completion: 3 / 6

All Tasks

- ✓ Worker Self-Evaluation
- ✓ Manager Evaluation of Workers
- ✓ Share Performance Document
- Share Performance Document
- Confirm Review Meeting Held
- Confirm Review Meeting Held

1. The employee is able to view the updated performance evaluation.

Document Details

<  Worker Self-Evaluation: Non-Unit Review
Cynthia Bishop-Lyons Print

Manager Rating With Great Frequency	Manager Calculated Rating With Great Frequency (28)
Employee Rating With Great Frequency	Employee Calculated Rating With Great Frequency (28)
Manager Comments comments	
Employee Comments comments	
Show Additional Info	

Evaluation Topics

Non-Unit Competencies 7 of 7 rated 7 of 7 commented Employee Rating With Great Frequency Employee Comments comments	Employee Calculated Rating With Great Frequency (28)
Non-Unit Diversity and Performance Questionnaire	

[View](#)

[View](#)

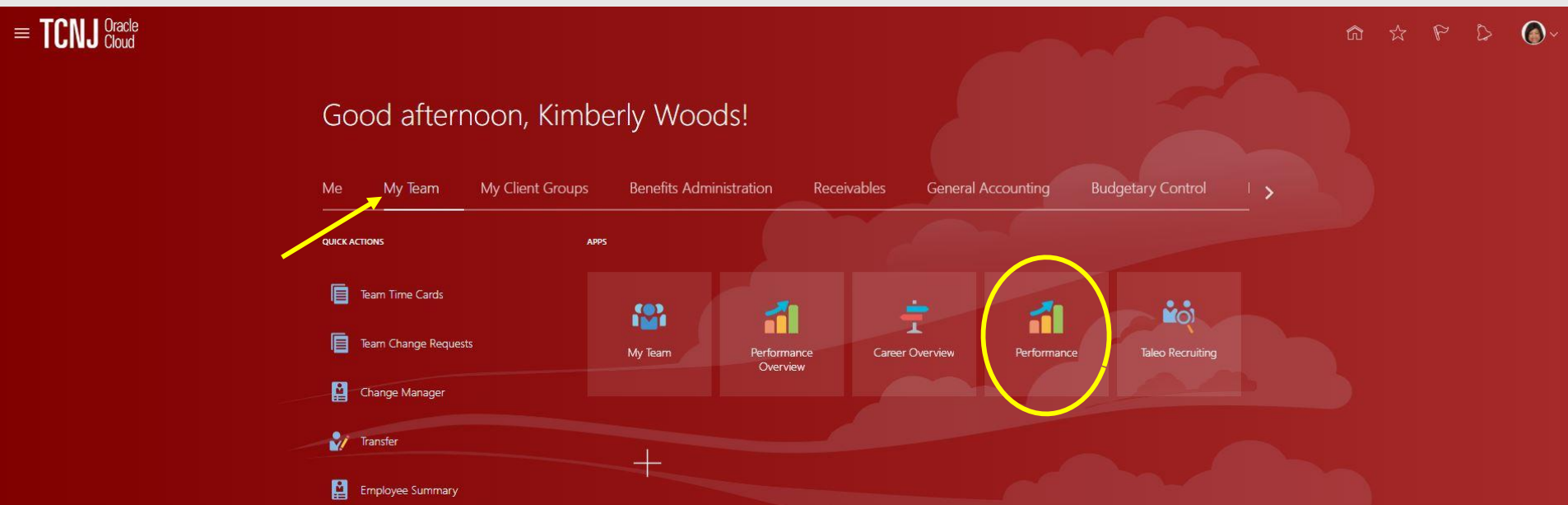
1. After reading the evaluation, the employee clicks **Acknowledge Document**.
2. The document is returned to the manager.

The screenshot shows the Oracle Cloud interface for a performance review. The header bar is red and contains the TCNJ Oracle Cloud logo on the left, navigation icons (home, star, flag, bell, user) on the right, and a 'Print' button. Below the header, the page title is 'Share Performance Document: Non-Unit Review' by Cynthia Bishop-Lyons. The main content area has a light blue 'Information' box with a book icon and the text 'Review the evaluation details shared by your manager and acknowledge receipt.' Inside this box, the 'Acknowledge Document' button is circled in blue, with a blue arrow pointing to it. Below the information box are two expandable sections: 'Document Details' (collapsed) and 'Non-Unit Overall Summary' (expanded). The 'Non-Unit Overall Summary' section displays a table with ratings and comments.

Manager Rating	Manager Calculated Rating
With Great Frequency	With Great Frequency (28)
Employee Rating	Employee Calculated Rating
With Great Frequency	With Great Frequency (28)
Manager Comments	
comments	
Employee Comments	
comments	

[Show Additional Info](#)

1. The manager confirms that the **My Team** icon is underscored.
2. Click the Performance title.



1. Click the down arrow next to Review Period.
2. Select Calendar Year 2020. All employees who have submitted a self evaluation will appear.

TCMJ Oracle Cloud

< Evaluate Performance

Review Period: Interim PAR 2021

Performance Document: Final PAR 2020

Search Person: [HIDE FILTERS](#)

Saved Search: [Save](#)

Sort By: End Date - Latest to Oldest

Filters: [Reset](#) [Settings](#)

PAR Interim - Non Supervisory
Antoinette Deleon
HR Generalist

1. The manager clicks the **Non-Unit Review** link.

TCNJ Oracle Cloud

Evaluate Performance

Review Period: Calendar Year 2020

Performance Documents

Search Person Hide Filters

Saved Search: ManagerViewFacetedSe Save Sort By: End Date - Latest to Oldest

Filters: Expand All Collapse All



Employees Clear

All Evaluatees

Directs Only

Document Type: Standard Anytime Clear

Tasks

 **Non-Unit Review** 

Cynthia Bishop-Lyons
Associate Director, Benefits

Current Task
Share Performance Document

Manager Rating
With Great Frequency

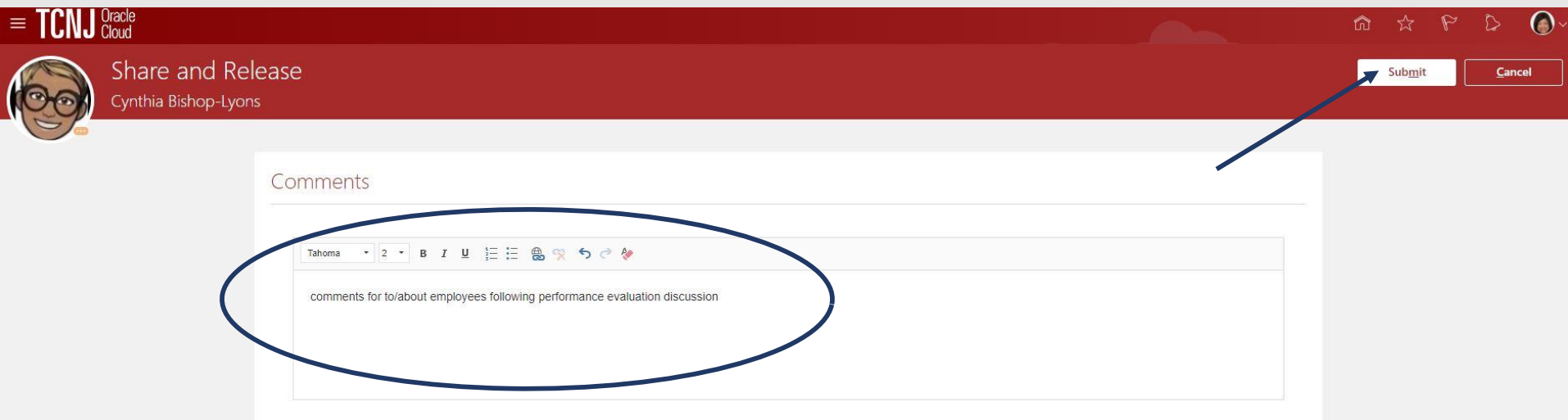
All Tasks

- ☒ Worker Self-Evaluation
- ☒ Manager Evaluation of Workers
- ☒ Share Performance Document
- ☐ Share Performance Document
- ☐ Confirm Review Meeting Held
- ☐ Confirm Review Meeting Held

Task Completion
2 / 6

Employee Rating
With Great Frequency

1. ...and enter comments. Click **Submit**.










TCNJ Oracle Cloud

Share and Release
Cynthia Bishop-Lyons

Submit Cancel

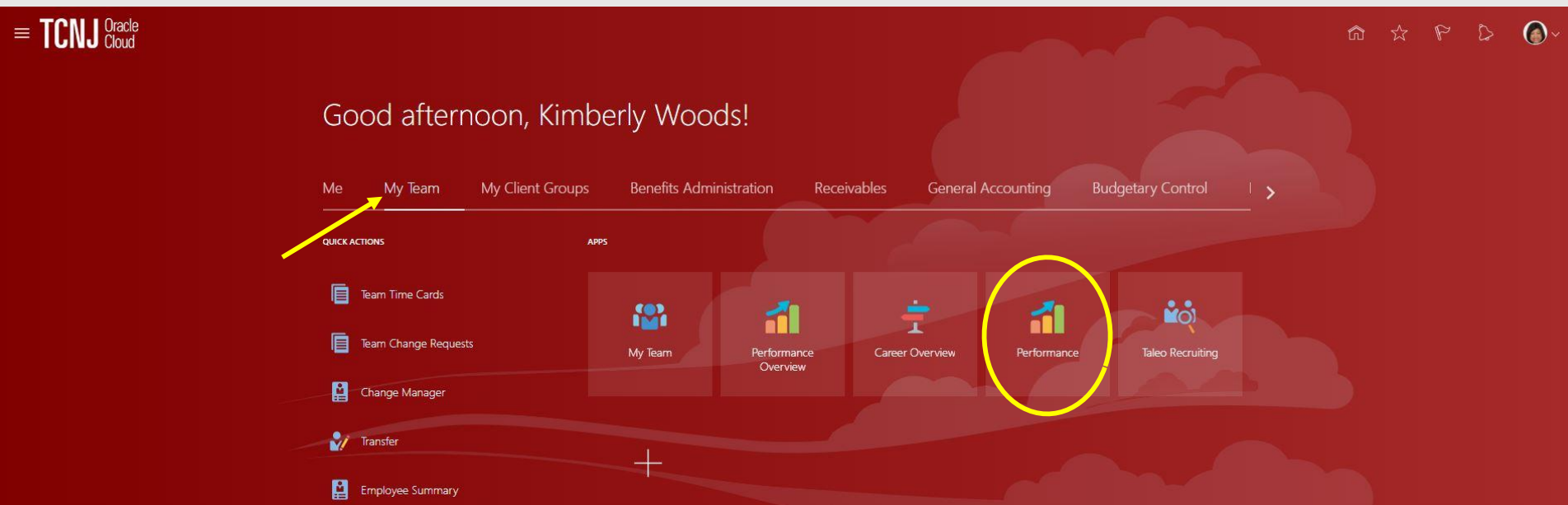
Comments

Tahoma 2 B I U       

comments for to/about employees following performance evaluation discussion

Manager Schedules the Annual Performance Evaluation Meeting with the Employee

1. Manager logs into the HCM Cloud.
2. The manager confirms that the **My Team** icon is underscored.
3. Click the **Performance** title.



1. Click the down arrow next to Review Period.
2. Select Calendar Year 2020. All employees who have submitted a self evaluation will appear.

TCMJ Oracle Cloud

< Evaluate Performance

Review Period: Interim PAR 2021

Performance Document: Final PAR 2020

Search Person: [HIDE FILTERS](#)

Saved Search: [Save](#)

Sort By: End Date - Latest to Oldest

Filters: [Reset](#) [Settings](#)

PAR Interim - Non Supervisory
Antoinette Deleon
HR Generalist

1. Manager clicks the **Non-Unit Review** link.

TCNJ Oracle Cloud

Evaluate Performance

Review Period: Calendar Year 2020

Performance Documents

Search Person Hide Filters

Saved Search: ManagerViewFacetedSe Sort By: End Date - Latest to Oldest

Filters:


Expand All | Collapse All

Employees

All Evaluatees

Directs Only

Document Type: ☒ Standard ☐ Anytime



Non-Unit Review

Cynthia Bishop Lyons
Associate Director, Benefits

Current Task
Confirm Review Meeting Held

Manager Rating
With Great Frequency

All Tasks

- ✓ Worker Self-Evaluation
- ✓ Manager Evaluation of Workers
- ✓ Share Performance Document
- ✓ Share Performance Document
- ✓ Confirm Review Meeting Held
- ✓ Confirm Review Meeting Held

Task Completion
5 / 6

Employee Rating
With Great Frequency

1. Manager will click, **Indicate Meeting Held**.

The screenshot shows the Oracle Cloud interface for a manager's review page. The header is red with the TCNJ Oracle Cloud logo on the left and navigation icons on the right. The main title is 'Confirm Review Meeting Held: Non-Unit Review' for Cynthia Bishop-Lyons. Below the header, there is a light blue 'Information' box with a globe icon and the text 'Select the date of the review meeting.' To the right of this box is a button labeled 'Indicate Meeting Held', which is circled in blue with an arrow pointing to it. Below the information box are two expandable sections: 'Document Details' and 'Non-Unit Overall Summary'. The 'Non-Unit Overall Summary' section is currently expanded, showing a table with ratings.

Manager Rating	Manager Calculated Rating
With Great Frequency	With Great Frequency (28)
Employee Rating	Employee Calculated Rating
With Great Frequency	With Great Frequency (28)

1. Manager enters the date the performance evaluation meeting occurred then click the **Submit** button.
2. The evaluation will be routed to the employee.

The screenshot shows the Oracle Cloud interface for a 'Confirm Review Meeting Held' form. The header bar is red and contains the TCNJ Oracle Cloud logo on the left, a user profile picture, and navigation icons on the right. The main content area is white and contains a 'Details' section. In this section, there is a field labeled '*Meeting Held Date' with the value '02/01/2021' entered. To the right of this field is a calendar icon. At the top right of the form, there are two buttons: 'Submit' and 'Cancel'. Blue circles and arrows highlight the 'Submit' button and the 'Meeting Held Date' field, indicating the steps to complete the form.

TCNJ Oracle Cloud

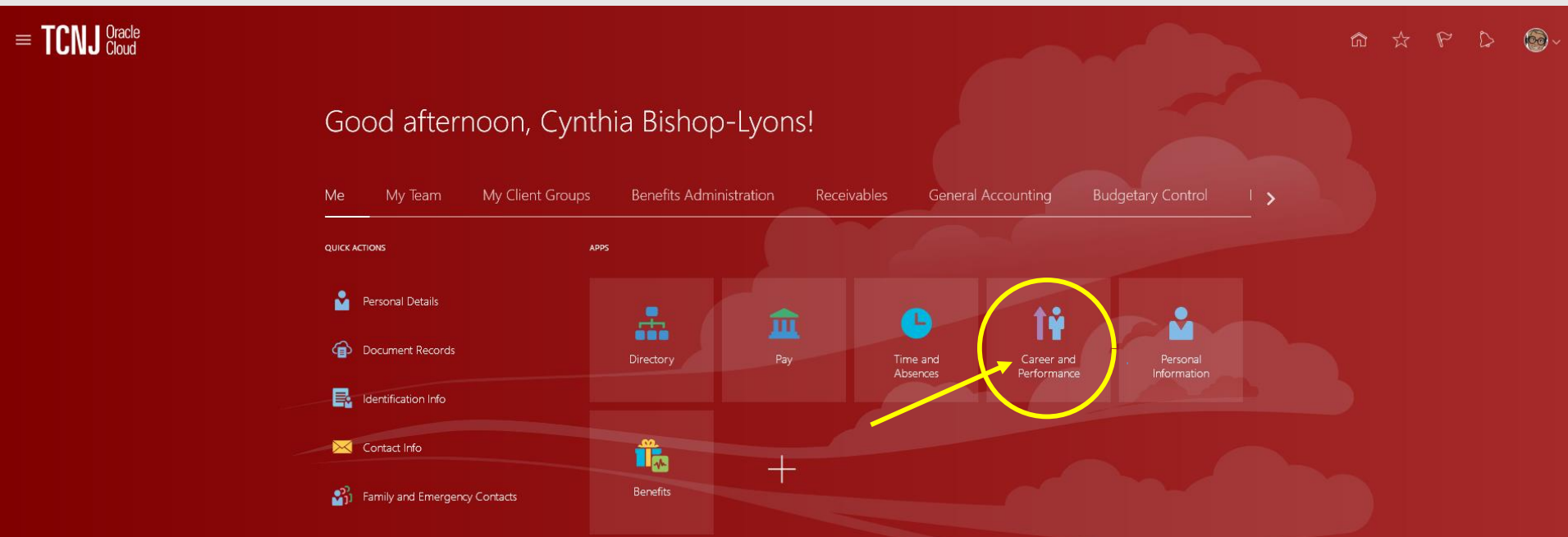
Confirm Review Meeting Held
Cynthia Bishop-Lyons

Details

*Meeting Held Date
02/01/2021

Submit Cancel

1. The employee is able to view the performance evaluation.
2. Confirm that the **ME** icon is underscored.
3. Click the **Career and Performance** title.





1. Click the **Performance** tile.

TCNJ Oracle Cloud

Home Star Flag Bell Profile


< Career and Performance


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.

1. Employee clicks the **Non-Unit Review** link.

The screenshot shows the Oracle Cloud interface for the 'Performance' section of Cynthia Bishop-Lyons. At the top, the 'TCNJ Oracle Cloud' logo is on the left, and navigation icons (home, star, flag, share, profile) are on the right. Below the header, the user's profile picture and name 'Cynthia Bishop-Lyons' are visible. The main content area is titled 'Performance Documents' and includes a 'Review Period' dropdown set to 'Calendar Year 2020'. A blue arrow points to the 'Non-Unit Review' link under the 'Current' tab. To the right of this link, it says 'With Great Frequency | By Kimberly Woods'. Below the link, there is a 'Current Task' section with 'Confirm Review Meeting Held' and a 'Task Completion' progress bar showing 5 out of 6 tasks completed. The 'All Tasks' list includes: Worker Self-Evaluation, Manager Evaluation of Workers, Share Performance Document, Confirm Review Meeting Held, and Confirm Review Meeting Held (repeated).

TCNJ Oracle Cloud

Performance
Cynthia Bishop-Lyons

Review Period: Calendar Year 2020

Performance Documents

Current

[Non-Unit Review](#) With Great Frequency | By Kimberly Woods



Current Task
Confirm Review Meeting Held

Task Completion
5 / 6

All Tasks


- ✓ Worker Self-Evaluation
- ✓ Manager Evaluation of Workers
- ✓ Share Performance Document
- ✓ Share Performance Document
- ✓ Confirm Review Meeting Held
- ✓ Confirm Review Meeting Held

1. Employee clicks **Acknowledge Meeting**. Once the meeting has taken place and is acknowledged by the employee, this performance evaluation is complete.



Confirm Review Meeting Held: Non-Unit Review
Cynthia Bishop-Lyons

Print



Information
Confirm you attended the review meeting for the evaluation. Meeting date: 02/01/2021

Acknowledge Meeting



Document Details

Non-Unit Overall Summary






Manager Rating With Great Frequency	Manager Calculated Rating With Great Frequency (28)
Employee Rating With Great Frequency	Employee Calculated Rating With Great Frequency (28)
Manager Comments comments	
Employee Comments comments	

Show Additional Info

****This performance evaluation is complete! ****



Performance
Cynthia Bishop-Lyons




Review Period

Calendar Year 2020

Performance Documents

Current

There's nothing here so far.

Questions?

Email

Steve: galls@tcnj.edu or
Kimberly: woodski@tcnj.edu