

Performance Appraisal Process for Approvers

Prepared by: Department of Human Resources



NOTIFICATIONS

Each step of the process will generate two notifications:

1. Worklist Notifications:

- **Approvers:** Use the **Worklist** notification to access the appraisal to approve it, reject it or request additional information about the appraisal
- **Main Appraiser:** Access the appraisal through **Manager Direct Access then Performance Appraisal Process** then by clicking on the **yellow pencil icon** to update the appraisal (*or use the trash can icon to delete a rejected appraisal*)
- **Employees:** Use **ONLY** the **yellow pencil icon in Employee Direct Access - My Appraisals** to access the appraisal to review the appraisal details, attachments and to provide their own feedback to the appraisal

2. Email Notifications:

- Email notifications now work with the appraisal system like other Oracle-generated notifications
- You can now approve, reject or request information via the email notification
- If you use the email notification the appraisal will now be updated with the action in the Oracle Performance Appraisal (OPA) system



Approving a Performance Appraisal

Worklist				
				Full List
Switch User				
Subject	Sent ▼	Due	From	Type
Appraisal for Higgins, Terri (proposed by Tate, Becky)	31-Jan-2013	31-Jan-2014	Tate, Becky	HR
Leave of Absence for Stewart, Collin	30-Jan-2013	30-Jan-2014	Stewart, Collin	HR

2

1. Log into Oracle HRMS
2. Click once on the Worklist message hyperlink
3. Review the "Overall Ratings, Comments and Upcoming Goals"
4. Open and review any attachments
5. Add any appropriate comments in the "Response" open text box
6. Click once on the "Approve" button

NOTES:

1. *The approval process follows the authority hierarchy for each department. And, an approval is required of each person in the approval hierarchy.*
2. *The notification will be closed and the next approver in the hierarchy will receive a notification in his/her Worklist*



Approving a Performance Appraisal: Steps 5-8

Appraisal for Higgins, Terri (proposed by Tate, Becky) Worklist for Reid, Paula

6

From **Tate, Becky**
To **Reid, Paula**
Sent **31-Jan-2013 09:38:21**
ID **5139682**

Attachments [Comments Higgins FY13](#), [Goals Higgins FY13](#) **4**

3 **Overall Rating, Comments and Upcoming Goals**

Overall Rating **3-Acceptable**
Comments and Upcoming Goals **Completes work assignment levels throughout the organization and operations in addition to responsibilities.**
Goals: Complete a review/review of the JOBS@Work system upgrade assigned.
Appraisee Feedback

Action History

Sequence Name	Action	Date	Notes
1	Tate, Becky Submit	30-Jan-2013	Comments include feedback from previous supervisor. Please call me
2	Reid, Paula Pending	31-Jan-2013	

Response

Note **5**

[Return to Worklist](#) **6**

- 3. Review the "Overall Ratings, Comments and Upcoming Goals"
- 4. Open and review any attachments (click once on the attachment and it will open in a new window)
- 5. Add any appropriate comments in the "Response" open text box
- 6. Click once on the "Approve" button – Note: The Approve button is located at the top and bottom of the page



Rejecting a Performance Appraisal

Worklist				
<input type="button" value="Switch User"/>				
Subject	Sent ▼	Due	From	Type
Appraisal for Higgins, Terri (proposed by Tate, Becky)	31-Jan-2013	31-Jan-2014	Tate, Becky	HR
Leave of Absence for Stewart, Collin	30-Jan-2013	30-Jan-2014	Stewart, Collin	HR

NOTE: Rejected appraisals are returned to the Main Appraiser **immediately**.

2

1. Log into Oracle HRMS
2. Click once on the Worklist message hyperlink
3. Review the "Overall Ratings, Comments and Upcoming Goals"
4. Open and review any attachments
5. Add any appropriate comments in the "Response" open text box
6. Click once on the "Reject" button at the bottom of the page

NOTES:

1. *The rejected appraisal is stopped at this point and returned to the Main Appraiser for revision.*
2. *The notification will be closed and the Main Appraiser will receive a notification in his/her Worklist immediately.*
3. *Conversations regarding the rejection can be held "off line."*
4. *Revised appraisals must be resubmitted back through the approval hierarchy.*



Rejecting a Performance Appraisal: Steps 5-8

HTST Cloned 12/07 > 6 Worklist for Reid, Paula

Appraisal for Higgins, Terri (proposed by Tate, Becky)

From Tate, Becky
To Reid, Paula
Sent 31-Jan-2013 09:38:21
ID 5139682

Attachments [Comments Higgins FY13](#), [Goals Higgins FY13](#) 4

3 Overall Rating, Comments and Upcoming Goals

Overall Rating **3-Acceptable**
Comments and Upcoming Goals Completes work assignments as required at all levels throughout the organization. Manages resources and operations in addition to managing administrative responsibilities.
Goals: Complete a review/revision of the JOBS@Work system upgrade with Paula assigned.

Appraisee Feedback

Action History

Sequence	Name	Action	Date	Notes
1	Tate, Becky	Submit	30-Jan-2013	Comments include feedback from previous supervisor. Please call me if you have any questions.
2	Reid, Paula	Pending	31-Jan-2013	

Response

Note 5

[Return to Worklist](#)

6

3. Review the "Overall Ratings, Comments and Upcoming Goals"
4. Open and review any attachments
5. Add any appropriate comments in the "Response" open text box
6. Click once on the "Reject" button. Note: The Reject button is located at the top and bottom of the page

NOTE: Rejected appraisals are returned to the Main Appraiser **immediately.**



Rejecting a Performance Appraisal: Steps 5-8

Rejected Appraisal Notes...

- If a rejected appraisal can be revised in the Overall Rating or Overall Comments/Goals section the supervisor can revise the existing appraisal by clicking on the **yellow pencil icon** and then the Update Appraisal button.
- If a rejected appraisal requires revisions or changes, additional attachments, or an attachment needs to be deleted, the supervisor must delete the rejected appraisal using the **trash can** (delete) icon.
 - Make the changes to the attachments and save the documents.
 - Then create a new appraisal and add the revised/new attachments.
- **NOTE:** A supervisor can NOT recreate an appraisal for an employee with the same dates/types of appraisal. If you need to create a new appraisal, change the * Appraisal Date to one day prior.



Requesting More Information About An Appraisal

1. Log into Oracle HRMS
2. Click once on the Worklist message hyperlink
3. Click once on the "Request More Information" button
4. The "Request More Information" screen will open
5. Choose the workflow participant using the drop down list (*any previous approver*) to request the additional information
6. Enter a brief appropriate note in the "Information Requested" open text box
7. Click once on the "Submit" button
8. The workflow participant will receive a notification in his/her Worklist

Notes:

- The information request is a two-person online dialogue that becomes visible to all approvers and a part of the work flow record
- The approval process is delayed while the online requests and responses are exchanged via the Worklist. Approver has "ownership" of appraisal.
- If the request/response necessitates a revision to the appraisal, the appraisal must be rejected by the approver. The appraisal is immediately returned to the Main Appraiser for revision. Access the appraisal for revision through "Manager Direct Access," "Performance Appraisal Process" "Update Appraisal" yellow pencil icon



Requesting More Information About An Appraisal

HTST Cloned 12/07 > Worklist for Reid, Paula

Appraisal for Higgins, Terri (proposed by Tate, Becky)

From **Tate, Becky** Attachments [Comments Higgins FY13](#), [Goals Higgins FY13](#)
 To **Reid, Paula**

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New Window

Request Information: Appraisal for Higgins, Terri (proposed by Tate, Becky)

* Indicates required field

IP

You must select who to request information from.
 If you do NOT make a selection, the default is the previous approver.

* Request More Information From

Workflow Participant Tate, Becky
 Any User All Employees and Users

* Information Requested

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Worklist				
<input type="button" value="Full List"/>				
<input type="button" value="Switch User"/>				
Subject	Sent	Due	From	Type
More Information Requested: Appraisal for Higgins, Terri (proposed by Tate, Becky)	31-Jan-2013	31-Jan-2014	Reid, Paula	HR
Appraisal for Higgins, Terri (forwarded to Reid, Paula)	31-Jan-2013		SYSADMIN	HR
The appraisal of Higgins, Terri needs your attention as main appraiser.	30-Jan-2013		Tate, Becky	HR

Worklist Notification

Requests and related responses travel through Worklist Notification



Requesting More Information About An Appraisal

ADDITIONAL NOTES:

1. Requests and responses travel through Worklist Notification
2. All requests/responses are visible to all approvers and become part of the appraisal work flow record
3. If the request/response is satisfactory, the appraisal may be approved
4. An appraisal must be rejected by an approver if any revisions are required after the approval process has started

Responding to Request:

1. Click once on the Worklist notification
2. Type your response in the Response section Answer field

NOTE: Your response will be visible to all approvers (*not the employee*)

3. Click once on the Submit button

NOTE: Response will travel back to approver via the Worklist

More Information Requested: Appraisal for Higgins, Terri (proposed by Tate, Becky)

From Reid, Paula Attachments [Comments Higgins FY13](#), [Goals Higgins FY13](#)
To Tate, Becky
Sent 31-Jan-2013 09:38:21
ID 5139682

Overall Rating, Comments and Upcoming Goals

Overall Rating **3-Acceptable**
Comments and Upcoming Goals
Completes work assignments as requested. Works effectively with employees at all levels throughout the organization. Maintains considerable knowledge of departments and operations in addition to managing the classification and compensation responsibilities.
Goals: Complete a review/revision of all active authorized classification; Complete JOBS@Work system upgrade with People Admin; Work on special projects as assigned.

Appraisee Feedback

Action History

Sequence	Name	Action	Date	Notes
1	Tate, Becky	Submit	30-Jan-2013	Comments include feedback from previous supervisor. Please call me if you have any questions. 501-4783.
2	Tate, Becky	Pending	31-Jan-2013	
3	Reid, Paula	Question	31-Jan-2013	Did previous supervisor provide written feedback?

Response

User Reid, Paula has requested more information.
Question **Did previous supervisor provide written feedback?**
Answer Yes and I documented our phone call.

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[Return to Worklist](#)



Helpful Tips

Changing Approvers

- If you are sent an appraisal you should not receive (approve), add a comment advising the main appraiser of the error and reject the appraisal
- Online process uses the most current Oracle HRMS hierarchy
 - Have your gatekeeper submit an HR Action Form to make changes
- Vacation rules apply to the performance appraisal system



Helpful Tips

Using the correct Appraisal Template:

- **Annual Appraisal:** The normal evaluation, which covers approximately 26 pay periods.
- **Annual/Probationary Appraisal:** Single form used **ONLY** use this appraisal type for employees hired on or after **April 30th** of the previous calendar year through **June 30th** of the previous calendar year to complete both the probationary evaluation and the annual appraisal.
- **Probationary Appraisal:** USE THIS FORM ONLY IF THE EMPLOYEE HAS COMPLETED 12-MONTH OF SERVICE. This evaluation follows the initial 12-month period for a new hire in any position.
- **Extended Appraisal:** A follow-up evaluation given after an evaluation period has been extended.
- **Interim Appraisal:** An evaluation given at any point during an evaluation period (recommended but not required).



Additional Resources

- **Special Assistance with Appraisals:**

- Becky Simulcik: 501-4783

- **Technical Assistance:**

- Terri Higgins: 501-5241
- Tammy Parsley: 501-7544
- Kim Downer: 501-7513

- **Online Resources:**

<http://employees.henrico.us/info/supervisors/performance-appraisal/>

- * List of Competencies (including Behavioral Anchors)
- * Performance Appraisal Process (including training slides)
- * Workflow diagrams
- * Instructions and Tip Sheet
- * Training Points



Questions Anyone?

Please contact us if we can
assist you in the process

501-5241 or 501-7544 or 501-7513

