

# Performance Appraisal Process for Employees



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Prepared by: Department of Human Resources

# What's Covered Here...

Overview of the performance appraisal process

Employee's role in the process

Using the HRMS/Oracle performance appraisal module:

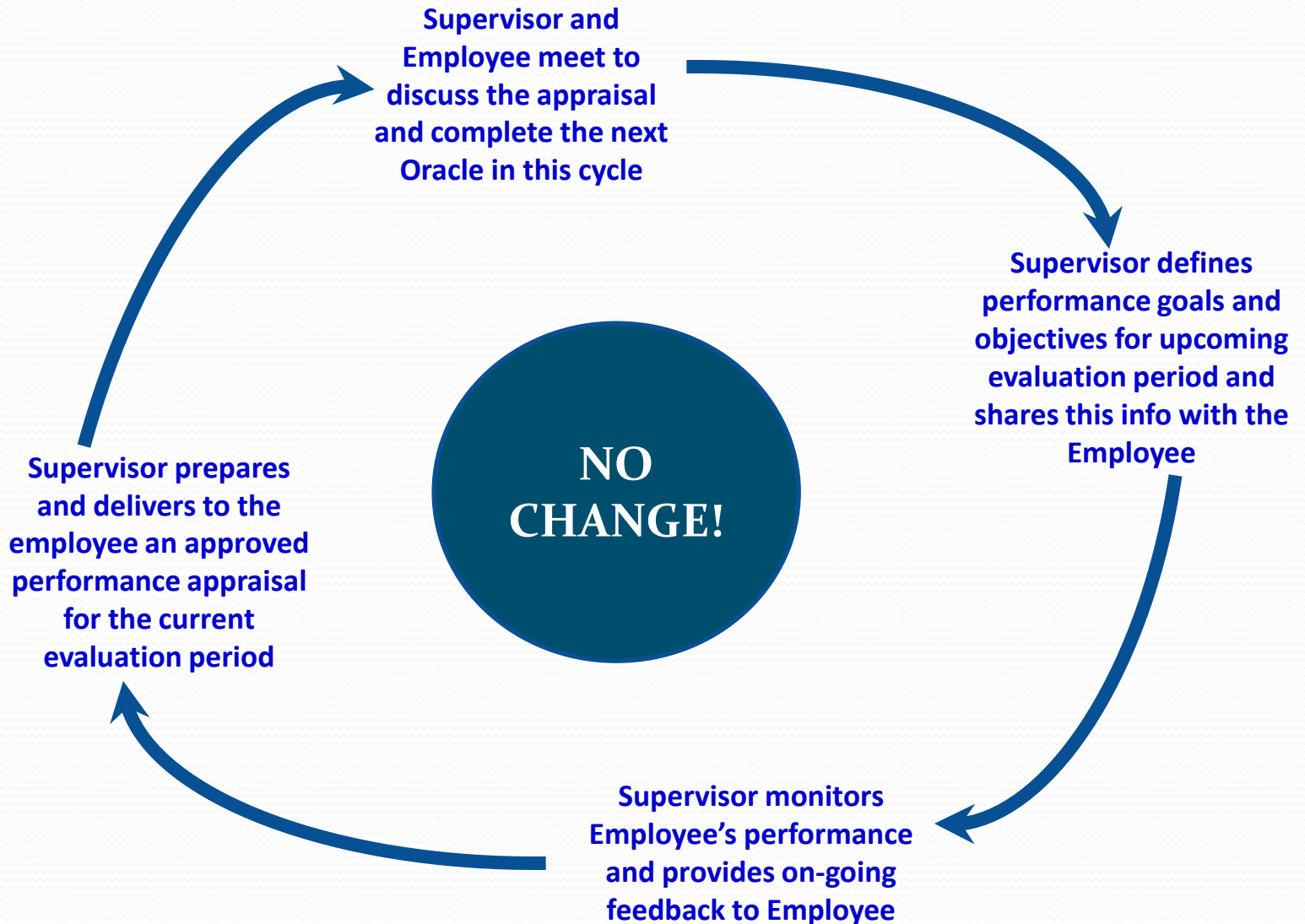
- Logging in
- Accessing the appraisal
- Reviewing the appraisal
- Reviewing an attachment
- Requesting more information about an appraisal
- Completing the performance appraisal
- Providing feedback on the appraisal
- Adding an attachment to the appraisal

Helpful Tips

Additional Resources



# Overview of the Performance Appraisal Process



# Overview of the Performance Appraisal Process

## **NOTE for FY20 ONLY:**

**The annual appraisal is for the prior fiscal year (FY20: June 22, 2019 through June 19, 2020) and must be completed by May 22, 2020.**

**A completed appraisal includes:**

- **Creating the appraisal**
- **Obtaining all the necessary approvals**
- **Employee's review of and comments (if desired) in the online appraisal and completing the online process (submit)**
- **The face-to-face discussion.**

**Reminder:**

***Completion of the online appraisal process does not indicate your agreement with the appraisal, it simply indicates the appraisal was shared with you.***



# Employee's Role in the Process

- **Oracle 1:** Use the HRMS/Oracle system to access and review the performance appraisal
- **Oracle 2:** Add your comments to the online appraisal and complete the online appraisal process
- **Oracle 3:** Meet with your supervisor to discuss the appraisal and past performance, performance standards and expectations and future goals. Forward any employee attachments to HR /Terri Higgins

## Note - NO changes from the previous process:

- You may meet with the supervisor to discuss the appraisal after you review it and prior to completing the online process
- You may add your comments to the permanent appraisal record
- You may add a document to the permanent appraisal record
- Your participation in the online process does not indicate your agreement with the appraisal, just that the appraisal was shared with you



# Using the updated HRMS/Oracle Performance Appraisal Module



# Logging into the Performance Appraisal System

Log into HRMS/Oracle the same way you do to access your timesheet and submit leave requests:

- [employees.henrico.us](https://employees.henrico.us)

- Choose Permanent status (full-time or part-time)

- Choose "from work" or "from home"

- Enter your user name and password

- (same log in used for entering time and leave requests)*

- Click once on "Employee Direct Access" responsibility

- Click once on "My Appraisals"

*From this point you will be able to directly access your appraisals  
(current and previous)*



# Logging into the Performance Appraisal System

\*User Name   
(example: michael.james.smith)

\*Password   
(example: A123456b)

Accessibility

Log in using same username and password  
*(same log in used for entering time and leave requests)*

Click once on Employee Direct Access

Click once on “My Appraisals”

**NOTE**

**Always access your appraisals through My Appraisals**

Subject	Due From	Type
Your appraisal has been completed. Please provide feedback.	27-13	Tate, Becky HR
✓TIP Vacation Rules - Request		auto-respond to
✓TIP Worklist Access - Special		act upon your notifications.





# Accessing the Performance Appraisal

NOTE: If you access the appraisal through the Worklist

The screenshot shows a web application interface. On the left is a navigation menu with the following items: Employee Direct Access, Employee Directory, Leave of Absence, My Worklist, My Appraisals, Time Entry, Personal Information Review and Update, My Benefits, Salary Related, Professional Growth, My Past (before 12/20/2008), and Learning. On the right is a 'Worklist' section with a 'Full List' button. Below the button is a table with columns: Subject, Sent, Due From, and Type. The first row contains the text 'Your appraisal has been completed. Please review and provide feedback.', '27-Jan-2013', 'Tate, Becky', and 'HR'. Below the table are two tips: 'TIP Vacation Rules - Redirect or auto-respond to notifications.' and 'TIP Worklist Access - Specify which users can view and act upon your notifications.'

**The OK button only closes the notification – it does NOT complete the appraisal.**  
**To complete the appraisal use the back button to go to My Appraisals**

The screenshot shows a notification window titled 'Information'. The message reads: 'This notification may require a response. Your appraisal has been completed. Please review and provide feedback.' Below the message is the sender information: 'From: Tate, Becky; To: Higgins, Terri; Sent: 27-Jan-2013 01:15:20; ID: 5116677'. There are two 'OK' buttons and two 'Request Information' buttons. At the bottom left is a 'Return to Worklist' link. At the bottom center are links for 'Home', 'Logout', 'Preferences', and 'Help'. At the bottom left is a 'Privacy Statement' link. At the bottom right is the copyright notice: 'Copyright (c) 2006, Oracle. All rights reserved.'



# Accessing the Performance Appraisal

- 1 From Employee Direct Access, My Appraisals  
Click once on the yellow pencil icon “Update”

**Appraisals of Higgins, Terri**

Initiator	Appraisal Date	Main Appraiser	Details	Update
Tate, Becky	27-Jan-2013	Tate, Becky		

**Completed Appraisals**

Note that the search is case insensitive

Initiator

Last Name, Title, First Name

Appraisal Date

(example: 27-Jan-2013)

Initiator	Appraisal Date	Period Start Date	Period End Date	Details
Roberts, Alicia	07-May-2012	18-Jun-2011	15-Jun-2012	
Roberts, Alicia	03-May-2011	19-Jun-2010	17-Jun-2011	
Roberts, Alicia	30-Apr-2010	20-Jun-2009	18-Jun-2010	
Roberts, Alicia	25-Feb-2010	19-Jun-2008	21-Jun-2009	

Appraisals Performance Management Home Logout Preferences Help

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- \* Clicking once on the yellow pencil icon launches the appraisal



# Reviewing the Performance Appraisal

## Review the information in each section of the appraisal:

1. Appraisal Review: Confirm information is correct
2. Setup Details: Confirm information is correct including the start/end dates under review and type of appraisal
3. Competencies: Confirm the correct competencies (employee or supervisor) were used to evaluate performance to current behavioral anchors

## Read and consider the “Overall Ratings, Comments and Upcoming Goals” section and any attachments:

4. Overall Rating
5. The comments on past performance and upcoming goals
6. Open, read and consider any attachments



# Reviewing the Performance Appraisal

1 Appraisal Review

2 Setup Details

3 Competencies

4 Overall Rating

5 Comments and Upcoming Goals

6 Attachments

The screenshot shows a web-based performance appraisal review interface. It is titled "Appraisal Review" and includes navigation buttons: "Back", "Provide Overall Feedback", and "Printable Page".

**1 Appraisal Review:** Employee Name: Higgins, Terri; Organization Email Address: [hig11@co.henrico.va.us](mailto:hig11@co.henrico.va.us); Manager: Tate, Becky. Employee Number: 20045461; Department: G\_Human Resources; Position: G.0110.00028.001.Senior Human Resources Analyst.

**2 Setup Details:** Initiator: Tate, Becky; Appraisal Process Start Date: 16-Jun-2012; Appraisal Process End Date: 14-Jun-2013; Template: G\_Annual Appraisal for Employees. Main Appraiser: Tate, Becky; Appraisal Date: 26-Jan-2013; Extended Appraisal Date: (blank).

**3 Competencies:** A table with columns "Competency" and "Details". The "Competency" column lists: Communication -- All Employees, Functional Expertise -- All Employees, Leading and Influencing -- All Employees, Managing and Transferring Knowledge -- All Employees, Personal Accountability -- All Employees, Results Driven -- All Employees, Serving Customers -- All Employees, Technological Literacy -- All Employees, and Understanding the Business of Henrico County -- All Employees.

**4 Overall Rating, Comments and Upcoming Goals:** Overall Rating: 3-Acceptable. Comments and Upcoming Goals: Comments are in 2 attachments.

**5 Comments and Upcoming Goals:** A callout bubble points to the "Comments and Upcoming Goals" field, containing the text: "Comments on past performance and any upcoming goals will be included here".

**6 Attachments:** A table with columns "File Name" and "CLICK HERE TO VIEW ATTACHMENT". It lists: "FY13 Comments Higgins.docx" with link "FY13 Comments Higgins.docx", and "FY13 Goals Higgins.docx" with link "FY13 Goals Higgins.docx".

**Participants:** A table with columns "Full Name", "Participation Type", "Last Notified Date", and "Date Completed". It lists: "Tate, Becky" as "Main Appraiser" with "Last Notified Date" 27-Jan-2013 and "Date Completed" 27-Jan-2013.

A callout box at the bottom points to the "Provide Overall Feedback" button, containing the text: "Click on the 'Provide Overall Feedback' button to add your comments and to complete (submit) the online appraisal".



# Reviewing an Attachment to the Appraisal

Click once on the hyperlink and you will get a new window asking if you want to open or save document

The screenshot shows a web application interface for reviewing attachments. The main content area has a section titled "Overall Rating, Comments and Upcoming Goals" with a sub-section "Comments and Upcoming Goals". Below this is a table with two columns: "File Name" and "CLICK HERE TO VIEW ATTACHMENT". The table lists two files: "FY13 Comments Higgins.docx" and "FY13 Goals Higgins.docx". A blue oval highlights the text "Click on a hyperlink to access an attachment" with an arrow pointing to the "CLICK HERE TO VIEW ATTACHMENT" column header. A "File Download" dialog box is overlaid on the right side of the screen, titled "Do you want to open or save this file?". It displays the file name "FY13\_Comments\_Higgins.docx", type "Microsoft Office Word Document, 9.71KB", and source "uit447.govt.hcg.local". The dialog has three buttons: "Open", "Save", and "Cancel". A blue arrow points from the "Open" button to a text box that says "Click the Open button to view attachment --- OR --- Click Save to save a copy of the attachment". At the bottom of the page, there are three buttons: "Back", "Provide Overall Feedback", and "Printable Page".

**Click on a hyperlink to access an attachment**

**Click the Open button to view attachment  
--- OR ---  
Click Save to save a copy of the attachment**



# Requesting More Information

If you have questions or would like to discuss the appraisal BEFORE you provide comments and complete the online appraisal process:

1. Access the appraisal via the Worklist notification (use the Back button)
2. Click once on the Request Information button
3. A new window will open. Type your request in the Information Requested box
4. The request will default send to your supervisor
5. Click once on the Submit button

**Request Information: Your appraisal has been completed. Please review and provide feedback.**

\* Indicates required field

**TIP**  
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

[Return to Worklist](#)

Cancel Submit



# Completing the Appraisal

After the appraisal has been reviewed...

## Two options for completing the online process:

**OPTION 1:** You agree with the appraisal and do **not** want to add comments

- Click once on the “Provide Overall Feedback” button



- Click once on the “Submit” button



- The online appraisal will be completed and archived
- The system will send a notification to the supervisor advising him/her to schedule a face-to-face meeting with you to discuss the appraisal including performance standards and any upcoming goals

### NOTES for FY20 ONLY:

The annual appraisal is for the current fiscal year (FY20: June 22, 2019 through June 19, 2020) and **must** be completed by **May 22, 2020**.



# Completing the Appraisal

Options for completing the process continued:

## OPTION 2: You want to add your feedback or make a comment

1. Click once on the “Provide Overall Feedback” and two open text boxes will become available.
2. Add your comments (*up to 2000 characters – including spaces*) to the “Feedback and Overall Rating” box.
3. If you need to add a message to the Main Appraiser (supervisor), enter the message (*up to 2000 characters – including spaces*) in the “Notification Message for Main Appraiser” open text box.
4. When you are done, click once on “Submit” button.
5. After clicking "Submit", the appraisal is complete and archived in the system.
6. The system will send any notification message entered to the Main Appraiser (supervisor).
7. The system will also send a notification to the supervisor advising him/her to schedule a meeting with the employee to discuss the appraisal including performance standards and any upcoming goals face-to-face.

### NOTES for FY20 ONLY:

The annual appraisal is for the current fiscal year (FY20: June 22, 2019 through June 19, 2020) and **must be completed by May 22, 2020.**





# Completing the Appraisal:

## Option 2: Providing Feedback on the Appraisal

**Provide Overall Feedback**

✓ **TIP** I have reviewed this performance appraisal. I understand that my completion of the electronic performance appraisal does not necessarily indicate agreement with the appraisal.

- Your feedback is not required. However, it is recommended that you provide feedback.
- Each message box below has a 2000 character limit that includes all spaces.
- There is **NO** spell check for the message boxes.
- The appraisal is **NOT** complete until you click on the **SUBMIT** button.

**Feedback on Overall Rating**

Add your comments (*up to 2000 characters*) to the “Feedback and Overall Rating” open text box **2**

**Notification Message for Main Appraiser**

Add your comments (*up to 2000 characters*) to the “Notification Message for Main Appraiser” open text box **3**

✓ **TIP** I have reviewed this performance appraisal. I understand that my completion of the electronic performance appraisal does not necessarily indicate agreement with the appraisal.

### NOTES:

After clicking once on “Submit” button the appraisal is complete and will be archived in the system.

The system will also send any notification message entered to the Main Appraiser (supervisor).

And, the system will send a notification to the supervisor advising him/her to schedule a meeting with the employee to discuss the appraisal including performance standards and any upcoming goals face-to-face.



# Adding an Attachment to the Appraisal

Employees cannot add an attachment directly into the online performance appraisal.

**However, an attachment can be added to an employee's official personnel file in HR along with a copy of the online appraisal.**

**Add a comment in the Feedback on Overall Rating text box indicating there are additional attachments to the appraisal. For example:**

**See employee's attachments in official personnel file in HR .**

You can have any number of additional documents (attachments) added to the permanent appraisal record by sharing copies of the documents with your supervisor and discussing them.

**AND...** You or your supervisor **must forward copies to Human Resources Attention Terri Higgins** to have them added to your official personnel file.



# Discussing the Appraisal

## IMPORTANT NOTES:

The online appraisal process does **NOT** replace the face-to-face meeting between the employee and his/her supervisor. The face-to-face meeting is a two-way dialogue that is required to fully discuss the employee's past performance, performance standards/expectations and any upcoming goals.

The face-to-face discussion takes place after the employee reviews the online appraisal and can happen either before or after the employee completes the online appraisal process.

The employee still has an opportunity to provide his/her feedback/comments regarding the appraisal using the "Provide Overall Feedback" button/option and that feedback/comments becomes a permanent part of the online appraisal.

## NOTES for FY20 ONLY:

The annual appraisal is for the current fiscal year (FY20: June 22, 2019 through June 19, 2020) and **must be completed by May 22, 2020.**

*(A completed appraisal includes the following Oracles: created, approved, reviewed/commented on and completed online by employee and the face-to-face discussion between the employee and supervisor).*



# Completed Appraisals

Completed appraisals are always available to you.

To access your previous appraisals:

- Log into HRMS/Oracle the same way you do to access your timesheet and submit leave requests: [employees.henrico.us](http://employees.henrico.us) and follow prompts to permanent status (full-time or part-time) then choose "from work" or "from home"
- Enter your user name and password (*same log in used for entering time/leave requests*)
- Click once on "Employee Direct Access" responsibility
- Click once on "My Appraisals"
- Scroll to the bottom of the page to the "Completed Appraisals" section
- Click once on the square blue "Details" icon and the appraisal will open

Note that the search is case insensitive

Initiator

Last Name, Title, First Name

Appraisal Date

(example: 27-Jan-2013)

Initiator	Appraisal Date	Period Start Date	Period End Date	Details
Roberts, Alicia	07-May-2012	18-Jun-2011	15-Jun-2012	
Roberts, Alicia	03-May-2011	19-Jun-2010	17-Jun-2011	
Roberts, Alicia	30-Apr-2010	20-Jun-2009	18-Jun-2010	
Roberts, Alicia	25-Feb-2010	19-Jun-2008	21-Jun-2009	

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# Helpful Tips

## Additional Notes About the Process:

- Current appraisals should only be accessed via Employee Direct Access, My Appraisals using the yellow pencil icon.
- You can include a comment up to 2,000 characters long within the online electronic appraisal itself that will be a permanent part of the appraisal.
- Your completion of the online appraisal process does not indicate your agreement with the appraisal, it simply indicates the appraisal was shared with you.
- The official version of the appraisal is the electronic version which captures all the required approvers' electronic signatures/date stamps.
- A printable page is available for reference by clicking once on the "Printable Page" button – the printable page is not the official appraisal.
- You can have additional documents added to the permanent appraisal record by sharing copies with your supervisor and forwarding copies to Human Resources Attention Terri Higgins (*note attachment in your comments*).



# Additional Resources

- **Assistance with Appraisals:**

- Becky Simulcik: 501-4783

- **Technical Assistance:**

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

- **Online Resources available via:**

<http://employees.henrico.us/info/appraisals/>

Competencies – Definitions, Behavioral Anchors, Additional Information about Competencies

HR Performance Appraisal Web Site for the following:

Training Presentation (PowerPoint); Work flow diagrams and Things to Remember (training tips and points) and other appraisal-related materials

County Rules and Regulations



# Questions Anyone?

Please contact Human Resources  
if we can assist you with the appraisal process  
501-5241 or 501-7544 or 501-7513

