

Performance Appraisals Reject Appraisal Process



01-Mar-22

Prepared by: Department of Human Resources

Reject Appraisal Process - APPROVER

Subject	Appraiser	Type
Appraisal for Higgins, Terri (proposed by Tate, Becky)	Becky	HR
Leave of Absence for Stewart, Collin	t,	HR

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

1. Log into Oracle HRMS
2. Click once on the work list 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 (supervisor) 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.*



Reject Appraisal Process - Approver

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 assigned as requested alllevels throughout the organization. departments and operations in addito and compensation responsibilities. Goals: Complete a review/reivision of a Complete JOBS@Work system upgrade 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 h
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.**



Reject Appraisal Process – Main Appraiser



Rejected appraisal is returned **immediately to supervisor** (main appraiser)

- Get a Worklist and email notification – can NOT use to access the appraisal

Worklist				
				Full List
Switch User				
Subject	Sent	Due	From	Type
Reid, Paula rejected your Appraisal changes for Higgins, Terri	31-Jan-2013		SYSADMIN	HR
Appraisal for Higgins, Terri (forwarded to Reid, Paula)	31-Jan-2013		SYSADMIN	HR

IF THE CHANGES ARE IN THE RATING OR COMMENTS:

- Access the appraisal via Manager Direct, Performance Appraisal Process, and then click once on the yellow pencil icon

Main Appraiser	Appraisee	Appraisal Date	Status	Appraise	Delete
Tate, Becky	Higgins, Terri	30-Jan-2013	Ongoing with Main Appraiser		

The appraisal will open in a new window.



Reject Appraisal Process

Click once on the Update Appraisal button

Main Appraiser Review

Employee Name **Higgins, Terri** Employee Number **20045461**
Organization Email Address hiq11@co.henrico.va.us Department **G_Human Resources**
Manager **Tate, Becky** Position **G.0110.00028.001.Senior Human Resources Analyst**

Setup Details

An editable version of the appraisal will open for review and edits – scroll through the page

Check the Setup details and correct if necessary

Setup Details

field Initiator **Tate, Becky** * Appraisal Date
* Period Start Date (example: 31-Jan-2013) Extended Appraisal Date
* Period End Date Assignment Number **20045461**
* Template **G_Annual Appraisal for Employees**
* Main Appraiser **Tate, Becky**

If you selected the wrong appraisal type, click on the button and follow the instructions

Check the Rating and Comments/Goals and make any necessary changes/corrections

* Overall Rating

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

After all changes/corrections have been made, click on the Continue button and follow the original process for review and submitting the appraisal





Reject Appraisal Process

IF THE CHANGES ARE IN THE ATTACHMENTS:

Attachments can NOT be changed, added or deleted in a rejected appraisal

- Access the appraisal via Manager Direct, Performance Appraisal Process, and then click once on the trash can (delete) icon

Main Appraiser	Appraisee	Appraisal Date	Status	Appraisee	Delete
Tate, Becky	Higgins, Terri	30-Jan-2013	Ongoing with Main Appraiser		

Standard Appraisal [Click here to Create NEW Appraisal!](#)

- Confirm the delete on the warning page – click the Yes button.
- Click once on the Create here to Create NEW Appraisal! Button.
- Follow the process to create a new appraisal.
- **NOTE:** You 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 (e.g. from 16-Mar-2016 to 15-Mar-2016).



Reject Appraisal Process

Additional Rejected Appraisal Tips...

- If a rejected appraisal can be revised in the Overall Rating or Overall Comments/Goals section you 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, you 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:** You 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 (e.g. from 16-Mar-2016 to 15-Mar-2016).



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 available via Employee Portal – Permanent Full-time Government Employees – Supervisors:**

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

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

