



Performance Appraisal Instructions, Tips and Resources

Appraisers and Approvers

FY21 Annual Appraisals must be completed by May 20, 2022

Action	Instructions	Notes
Logging In	<ul style="list-style-type: none"> Access Oracle HRMS via Employee Portal: employees.henrico.us Log in using the same User Name and Password that you use for time entry and approving leave requests Click once on the “Manager Direct Access” responsibility Click once on “Performance Appraisal Process” 	<ul style="list-style-type: none"> Prior to logging in, make sure you have completed all preliminary steps in the performance appraisal process and have written overall comments (and any goals) in a Word document – remember to save the document
Starting an appraisal on an employee (Step 1 of 3)	<ul style="list-style-type: none"> Scroll down to the default “Standard Appraisal” field (do <u>not</u> change) Click on “Click here to Create NEW Appraisal!” button Choose an employee from the people hierarchy – CLICK ONCE on the “Action” icon Enter the appraisal process start date (see “Notes” column) Enter the appraisal process end date (see “Notes” column) Choose the correct appraisal template for the type of appraisal you are completing: 1) Click once on the flashlight 2) Click once on the “Go” button to return a list of templates 3) Click once on the “Quick Select” icon next to the correct template If – and only if – you are doing an appraisal for an employee and you will be extending the appraisal period, enter the last day of the extended period (e.g. extending appraisal period for 6 pay periods – enter the last day of that 6th pay period) Click once on the “Next” button 	<ul style="list-style-type: none"> For an annual appraisal, enter current fiscal year start date as 19-Jun-2021 and the end date as 17-Jun-2022 For an annual/probationary appraisal, enter the start date as the employee’s date of hire and the end date as the end of the current fiscal year For a probationary appraisal, enter the 12-month probationary period start (date of hire into the position) and end date (12-months after hire date) For an interim or extended appraisal, enter the start date and the end date of the time period being reviewed If rating an Employee “Needs Improvement” or “Unacceptable” you MUST enter an extended date
Appraising an employee (Step 2 of 3)	<ul style="list-style-type: none"> Select the performance rating from the drop down list of values in the “Overall Rating” field (<i>Click once on the drop down arrow</i>) Enter (or copy/paste) comments on the employee’s performance and any goals in the “Overall Comments/Upcoming Goals” field Once all your comments and goals are added, review carefully, then click once on the “Next” button 	<ul style="list-style-type: none"> The competencies used for rating employee’s performance are listed above the overall rating section - Click once on the “i” bubble for additional information about behavioral anchors for each competency The five rating choices have not changed
Creating the appraisal (Step 3 of 3)	<ul style="list-style-type: none"> Carefully review the comments and goals in the “Create Standard Appraisal: Review” summary page in Step 3 of 3 If you need to make changes, click once on the “Back” button If the entries are correct, click once on the “Apply” button to merge the data you entered with the template and get a “Confirmation” view of the appraisal for final consideration To make a change, click once on the “Update Appraisal” button, make the change, then click once on the “Continue” button and then click once on the “Apply” button To proceed with obtaining the necessary approvals, click once on the “Give Final Ratings” button to get one more look at an editable version Review carefully for any cut and paste errors (e.g. gobbly gook characters), correct any errors, then click once on “Continue” button On the next “Give Final Ratings: Review” page: <ul style="list-style-type: none"> Review list of Approvers and confirm hierarchy is correct To add an approver (e.g. previous supervisor) click once on the blue plus sign icon to start the process – NOTE – you MUST click on the “Add” button to insert the Adhoc Approver into the list. SEE NOTES >>> To add a comment to the approvers key in the open text box (e.g. Call me at 555-5555 with any questions) To add an attachment that will be available to all participants: Click once on the “Add” button in the “Additional Information” section near the bottom of the appraisal to start the attachment process (<i>same process as adding an attachment to an email</i>) SEE NOTES >>>>>>>>>>>>>>>>>>>>>> Click on the “Submit” button to submit the appraisal for the necessary approvals then click once on the “Yes” to continue submitting the appraisal for approval 	<ul style="list-style-type: none"> Add Adhoc Approver: <ul style="list-style-type: none"> Click once on the blue plus sign icon Click once on the magnifying glass icon Enter the last name of the Adhoc Approver followed by the % wildcard in the “Approver” open text box Click once on the “Go” button for list of names Click once on the “Quick Select” icon next to the correct name to select the approver Choose where (who) the Adhoc Approver should be added before (insertion point) Click once on “CLICK HERE TO ADD ADHOC APPROVER” button CRITICAL: If you add multiple approvers, and added an approver incorrectly, you must delete all Adhoc Approvers in numeric order then re-add them into the hierarchy Adding Attachments –click on the Add button: <ul style="list-style-type: none"> Use the default add option “Desktop File/Text/URL” Enter brief title of the document Click once on the “File” button Click once on the “Browse” button and navigate to the document Double click on the document and then click once on the “Apply” button Confirmation will appear at the top of the page. Repeat for multiple attachments. Press the F5 key if a button does not respond and then click the button again. F5 refreshes the page.
Approver Hierarchy Access Appraisals	<ul style="list-style-type: none"> Access HRMS via Employee Portal: http://employees.henrico.us/govt-ft/ Log in using the same User Name and Password that you use for time entry and approving leave requests Click on the appraisal notification hyperlink in Worklist Review the “Overall Ratings, Comments and Upcoming Goals” section 	<ul style="list-style-type: none"> The approval process follows the authority hierarchy for each department Approval is required of each person in the approval hierarchy. Only approved appraisals are shared with the employee.



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Approve the appraisal	<ul style="list-style-type: none"> Review rating, comments and any attachments Click once on the “Approve” button <p>Note: An approver can add a message/information to the appraisal by keying it into the open text box in the “Response” section <u>before</u> clicking once on the “Approve” button. Messages are only visible to the approvers during the approval process.</p>	<ul style="list-style-type: none"> After clicking on Approve, the appraisal is forwarded to the next approver in the list Notifications are sent to the supervisor’s (Main Appraiser) worklist throughout the process Email and worklist notification is sent to the next approver
Reject the appraisal	<ul style="list-style-type: none"> APPROVER: Click once on the “Reject” button: The appraisal is returned immediately back to the Main Appraiser’s “Performance Appraisal Process” responsibility with a yellow pencil icon for access MAIN APPRAISER: Access the rejected performance appraisal through the “Performance Appraisal Process” responsibility using the yellow pencil icon. Then click on the “Update Appraisal” button and make the necessary revisions. Re-submit for the necessary approvals. See Notes >>>>>>>>>> 	<ul style="list-style-type: none"> If changes are in the attachments: Delete the appraisal, revise the attachments before starting a new appraisal. Note: If you get an error message you may need to change the *Appraisal Date. If changes are in the comments text: Click on the “Update Appraisal” button and an editable appraisal opens. Edit the appraisal and resubmit. NOTE: You cannot change an attachment – appraisal must be deleted + recreated (see above)
Request Information	<ul style="list-style-type: none"> Click once on the “Request Information” button Choose the workflow participant from the drop down list (note: you can only select Approvers who have already reviewed the appraisal) Add a note to the “Information Requested” text box then click the “Submit” button “Request Information” initial request and related back/forth replies are sent to and accessed through the Worklist (More Information Requested:) 	<ul style="list-style-type: none"> To respond to a request, use the worklist notification. Enter your response in the “Answer” text box in the Response section then “Submit” This action is an online dialogue between the two parties only Once completed, the exchanges are visible to all the approvers within the hierarchy (not the employee)
Providing the appraisal to the employee	<ul style="list-style-type: none"> As soon as the Agency Head (e.g. Director, Chief) approves the appraisal, the appraisal is immediately transferred to the employee’s Worklist for the employee’s review and comment The supervisor (Main Appraiser) is notified via the Worklist 	<ul style="list-style-type: none"> Employee uses Employee Direct Access - My Appraisals to access appraisal The supervisor (Main Appraiser) must still meet one-on-one with the employee to discuss past performance and upcoming goals
Completing the process	<ul style="list-style-type: none"> Employee accesses the appraisal through “My Worklist” using the “Employee Direct Access” responsibility, reviews it + adds comments Employee clicks once on the “Submit” button. The online process is closed and the Main Appraiser receives a notification in “My Worklist” Supervisor schedules time to discuss the appraisal with employee 	<ul style="list-style-type: none"> One-on-one meeting with employee can take place after the employee reviews the approved appraisal and before the employee provides his/her comment and completes the process View completed appraisals for all employees in your hierarchy via “View Appraisals in People Hierarchy” button
TIPS		
Limits Attachment	<ul style="list-style-type: none"> Character limit of 2000 <i>characters (includes spaces)</i> Can attach multiple documents to the appraisal 	<ul style="list-style-type: none"> Name each attachment with the Fiscal Year (e.g. FY20) Employee’s name (e.g. Higgins) content (e.g. Goals)
Using the correct Appraisal Template:	Annual Appraisal: The normal evaluation, given annually, which covers approximately 26 pay periods	Probationary Appraisal: The evaluation following the initial 12-month period for a new hire in any position
	Annual/Probationary Appraisal: Single form used <u>only</u> for employees hired on or between 4-30-2021 and 6-18-2021 that have also completed 12-months of service – use/complete just this appraisal for both the probationary evaluation and the annual appraisal (serves as both in just one appraisal)	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) to provide formal feedback on an employee’s performance
Changing Hierarchy	<ul style="list-style-type: none"> Submit an Human Resources Action Form to HR– changes occur automatically in the system when they are keyed by HR 	<ul style="list-style-type: none"> The online process uses the most current HRMS hierarchy
Employee doesn’t have computer access	<ul style="list-style-type: none"> After all the necessary approvals have been received, the Main Appraiser prints the appraisal using the “Printable Page” option accessed through the “Performance Appraisal Process,” meets with the employee to discuss the appraisal, obtains the employee’s comments and signature, <u>then forwards the signed appraisal to HR</u> 	<ul style="list-style-type: none"> HR will close the online appraisal process and scan the printed appraisal into the employee’s official personnel file The Main Appraiser should provide the employee with a copy of the signed appraisal if the employee requests a copy
RESOURCES		
Additional Assistance	Special Assistance with Appraisals: <ul style="list-style-type: none"> Becky Simulcik: 501-4783 Bridget Cease: 501-4273 	Questions and Technical Assistance: <ul style="list-style-type: none"> Terri Higgins: 501-5241 or hig11@henrico.us Tammy Parsley: 501-7544 or par59@henrico.us Kim Downer: 501-7513 or dow017@henrico.us
Online Resources:	http://employees.henrico.us/info/supervisors/performance-appraisal/	