



Human Resources

Division of Administration
& Finance

2022 ePerformance Evaluation

EMPLOYEE SELF EVALUATION GUIDE

UH Human Resources - Compensation

Select the Performance Module

ORACLE

▼ Employee Self Service

Time

Payroll & Compensation

My Personal Info

Benefits Summary

Performance

Next Due Date 04/06/2018

Total Rewards

[No Title]

FY17 Total Rewards

Training

Miscellaneous

Approvals

3

TRAM Workcenter

My Campus Account

The Performance module automatically opens up to your "Current Documents"
Select the displayed box; this will open your current ePerformance document so that you can complete your Self Evaluation.

Employee Self Service

Performance

Daisy Duck

Adminstr, Business, Asst

My Current Documents

1

My Historical Documents

Evaluations of Others

0

Historical Evaluations of Others

My Current Documents

Document Type	Document Status	Period Begin / Period End	Next Due Date
Performance Document	Evaluation in Progress	01/01/2018 12/31/2018	02/05/2019

In the Steps and Tasks pane, you can see where your document is at in the process and what steps and tasks are still needed.
The document automatically opens up to the phase it's currently in.

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Performance Process

Steps and Tasks

Daisy Duck

Performance Document

01/01/2018 - 12/31/2018

Overview

Establish Performance Criteria

Due Date 04/06/2018

Complete Self Evaluation

Due Date 12/01/2018

Update and Complete

Review Manager Evaluation

Due Date 02/05/2019

Performance Document

Self-Evaluation - Update and Complete

Daisy Duck

Job Title Adminstr, Business, Asst

Document Type Performance Document

Template UH Staff Performance

Status Evaluation in Progress

Manager Angelica Pickles

Period 01/01/2018 - 12/31/2018

Document ID 38622

Due Date 12/01/2018

Employee Data

Employee ID 0086140

Department H0155

Years of Service 21 Years

Years in Job 1 Years

Business Services

3 Months

7 Months

Rating History

Enter ratings and comments for each section where applicable. To save changes made to the evaluation select the Save button. When finished updating the evaluation, select the Complete button to make the document available to your manager.

Long Format

Calculate All Ratings

Goals

Responsibilities

Competencies

Overall

Section 1 - Employee Goals

You'll need to go through each of the sections below to assign a rating and enter comments on the individual items.
Please note that Sections 3 and 4 are both located on the Competencies Tab

<u>TAB</u>	<u>Section To Be Completed</u>
GOALS	Section 1 - Employee Goals
RESPONSIBILITIES	Section 2 - Responsibilities
COMPETENCIES	Section 3 - Competencies
COMPETENCIES	Section 4 – Customer Service

Performance Process

Steps and Tasks

Daisy Duck

Performance Document

01/01/2018 - 12/31/2018

Overview

Establish Performance Criteria

Due Date 04/06/2018

Complete Self Evaluation

Due Date 12/01/2018

Update and Complete

Review Manager Evaluation

Due Date 02/05/2019

Performance Document

Self-Evaluation - Update and Complete

Print

Notify

Export

Daisy Duck

Job Title Admnstr, Business, Asst

Document Type Performance Document

Template UH Staff Performance

Status Evaluation in Progress

Manager Angelica Pickles

Period 01/01/2018 - 12/31/2018

Document ID 38622

Due Date 12/01/2018

Employee Data

Employee ID 0086140

Department H0155

Business Services

Years of Service 21 Years

3 Months

Years in Job 1 Years

7 Months

Rating History

Enter ratings and comments for each section where applicable. To save changes made to the evaluation select the Save button. When finished updating the evaluation, select the Complete button to make the document available to your manager.

Long Format

Calculate All Ratings

Goals

Responsibilities

Competencies

Overall

Section 1 - Employee Goals

Enter ratings and comments for each goal listed below, if applicable.

Select the Goals Tab
The items will be condensed, click "Expand" to expand all items

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Save | Complete

Self-Evaluation - Update and Complete

Print | Notify | Export

GoalsResponsibilitiesCompetenciesOverall

Section 1 - Employee Goals

Enter ratings and comments for each goal listed below, if applicable.

ExpandCollapse

Goal 1: GOAL 1

Description : Employee adds SMART goal here.

Employee Measurement : Employee can include how they'll be measured on the SMART goal they've established.

Employee Rating0.00

Employee Comments

Writing Tools

Created By Daisy Duck06/11/2018 2:38PM

Goal 2: GOAL 2

Description : Manager adds SMART goal here.

Employee Measurement : Manager can include how they'll be measuring the employee on the SMART goal they've established.

Employee Rating0.00

Employee Comments

Writing Tools

Created By Angelica Pickles06/11/2018 2:52PM

Click the drop down arrow to assign a rating for this individual goal.

- 1 - Needs Improvement
- 2 - Generally Meets Expectations
- 3 - Achieved Expectations
- 4 - Exceeds Expectations

*See Rating Definitions on Last Page of Manual.

Enter your comments (if any) for this individual goal in the Employee Comments box.

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Goals

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Competencies

Overall

Section 1 - Employee Goals

Enter ratings and comments for each goal listed below, if applicable.

Expand | Collapse

Goal 1: GOAL 1

Description : Employee adds SMART goal here.

Employee Measurement : Employee can include how they'll be measured on the SMART goal they've established.

Employee Rating

0.00

Employee Comments

Writing Tools

1-Needs Improvement

2-Generally Meets Expectations

3-Achieved Expectations

4-Exceeds Expectations

I met this SMART goal by completing the goal by the established deadline.

Once you're done with this goal rating and employee comment, continue these same steps for each remaining item (Goal 2, Goal 3, etc..).

Once you've finished rating each Goal, select the Calculator icon in the Goals Summary section.
This will calculate the ratings assigned for each Goal and display the "Goals Summary Employee Rating".

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Self-Evaluation - Update and Complete

Save | Complete

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▼ Goal 2: GOAL 2

Description : Manager adds SMART goal here.

Employee Measurement : Manager can include how they'll be measuring the employee on the SMART goal they've established.

Employee Rating [4-Exceeds Expectations ▾] 4.00

Employee Comments

Writing Tools

I exceeded this SMART goal by completing the goal before the established deadline.

Created By Angelica Pickles 06/11/2018 2:52PM

Goals Summary

Summary Weight 20 % (not less than 10%)

Employee Rating 0.00

Employee Comments

Created By Krista McElroy 06/11/2018 1:41:50PM

Last Modified By Angelica Pickles 06/11/2018 3:05:15PM

You can also include additional overall comments for your Goals section as a whole.

Goals Summary

Summary Weight20 %

(not less than 10%)

Employee Rating3-Achieved Expectations3.50

Employee Comments

Font

Size

Employee can enter additional comments regarding the goals that were set for them if they'd like.

Audit History

Created By Krista McElroy06/11/2018 1:41:50PM

Last Modified By Angelica Pickles06/11/2018 3:05:15PM

Below is an example of the Goals Section with all Ratings and Comments entered.

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Goal 1: GOAL 1

Description : Employee adds SMART goal here.

Employee Measurement : Employee can include how they'll be measured on the SMART goal they've established.

Employee Rating

3-Achieved Expectations

3.00

Employee Comments

Writing Tools

I met this SMART goal by completing the goal by the established deadline.

Created By

Daisy Duck

06/11/2018 2:38PM

Goal 2: GOAL 2

Description : Manager adds SMART goal here.

Employee Measurement : Manager can include how they'll be measuring the employee on the SMART goal they've established.

Employee Rating

4-Exceeds Expectations

4.00

Employee Comments

Writing Tools

I exceeded this SMART goal by completing the goal before the established deadline.

Created By

Angelica Pickles

06/11/2018 2:52PM

Goals Summary

Summary Weight

20 %

(not less than 10%)

Employee Rating

3-Achieved Expectations

3.50

Employee Comments

Writing Tools

Once you've finished with the GOALS section select "SAVE" in the top right hand corner of your document.
Once you've clicked SAVE, a green check mark and a note will reflect "You have successfully saved your evaluation."

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Daisy Duck



Job TitleAdmnstr, Business, Asst

Document TypePerformance Document

TemplateUH Staff Performance

StatusEvaluation in Progress

ManagerAngelica Pickles

Period01/01/2018 - 12/31/2018

Document ID38622

Due Date12/01/2018

Employee Data

Employee ID0086140

DepartmentH0155Business Services

Years of Service21 Years3 Months

Years in Job1 Years7 Months

Rating History

✔ You have successfully saved your evaluation.

Enter ratings and comments for each section where applicable. To save changes made to the evaluation select the Save button. When finished updating the evaluation, select the Complete button to make the document available to your manager.

Long Format | Calculate All Ratings

GoalsResponsibilitiesCompetenciesOverall

Section 1 - Employee Goals

Enter ratings and comments for each goal listed below, if applicable.

Expand | Collapse

Goal 1: GOAL 1

Description : Employee adds SMART goal here.

Employee Measurement : Employee can include how they'll be measured on the SMART goal they've established.

Employee Rating3-Achieved Expectations3.00

Employee Comments

FontSizeB I U

I met this SMART goal by completing the goal by the established deadline.

Now that you've evaluated all of your Goals, you're ready to complete Section 2 - Responsibilities.

Select the "Responsibilities" Tab.
The items will be condensed, click "Expand" to expand all items

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Self-Evaluation - Update and Complete

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Daisy Duck

Job Title

Admnstr, Business, Asst

Document Type

Performance Document

Template

UH Staff Performance

Status

Evaluation in Progress

Manager

Angelica Pickles

Period

01/01/2018 - 12/31/2018

Document ID

38622

Due Date

12/01/2018

Employee Data

Employee ID

0086140

Department

H0155

Business Services

Years of Service

21 Years

3 Months

Years in Job

1 Years

7 Months

Rating History

You have successfully saved your evaluation.

Enter ratings and comments for each section where applicable. To save changes made to the evaluation select the Save button. When finished updating the evaluation, select the Complete button to make the document available to your manager.

Long Format | Calculate All Ratings

Goals

Responsibilities

Competencies

Overall

Section 2 - Responsibilities

Enter ratings and comments for each responsibility listed below, if applicable.

Expand

Collapse

Responsibility 1: Business Administration- Duty

Responsibility 2: Business Administration- Duty

Responsibility 3: Business Administration- Duty

Responsibility 4: Admnstr, Business, Asst- Summary

Responsibilities Summary

Summary Weight

40 %

(not less than 40%)

Employee Rating

0.00

Employee Comments

Writing Tools

Font

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Repeat the same process as you did in Section 1 - Goals.

Enter a Rating for each Responsibility.

Enter a comment (if needed) in each Responsibilities "Employee Comment" section.

Select "SAVE" in the top right hand corner of your document.

Once you've clicked SAVE, a green check mark and a note will reflect "You have successfully saved your evaluation."

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Section 2 - Responsibilities

Enter ratings and comments for each responsibility listed below, if applicable.

Expand | Collapse

Responsibility 1: Business Administration- Duty

Description : Trains and provides guidance to departmental staff regarding the use of university forms and the application of university and college policies and procedures.

Employee Rating

3-Achieved Expectations

3.00

Employee Comments

Writing Tools

Employee can enter a comment here for this Responsibility rating.

Created By Profile 06/11/2018 1:41PM

Responsibility 2: Business Administration- Duty

Description : Assists department staff with personnel issues and maintains personnel files.

Employee Rating

4-Exceeds Expectations

4.00

Employee Comments

Writing Tools

Employee can enter a comment here for this Responsibility rating.

Created By Profile 06/11/2018 1:41PM

Responsibility 3: Business Administration- Duty

Description : Provides financial accountability and ensures compliance with State and university guidelines by functioning as certifying signature authority.

Once you've entered Ratings and/or Comments for each individual Responsibility, select "Collapse".
The individual Responsibilities will condense.
Select the Calculator icon in the Responsibilities Summary section.
This will calculate the ratings assigned for each Responsibility and display the "Responsibilities Summary Employee Rating".

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▼Employee Data

Employee ID 0086140

Department H0155

Business Services

Years of Service 21 Years

3 Months

Years in Job 1 Years

7 Months

Rating History

✔ You have successfully saved your evaluation.

Enter ratings and comments for each section where applicable. To save changes made to the evaluation select the Save button. When finished updating the evaluation, select the Complete button to make the document available to your manager.

Long Format | Calculate All Ratings

Goals | Responsibilities | Competencies | Overall

▼Section 2 - Responsibilities

Enter ratings and comments for each responsibility listed below, if applicable.

Expand

Collapse

▶ Responsibility 1: Business Administration- Duty

▶ Responsibility 2: Business Administration- Duty

▶ Responsibility 3: Business Administration- Duty

▶ Responsibility 4: Admnstr, Business, Asst- Summary

Responsibilities Summary

Summary Weight 40 % (not less than 40%)

Employee Rating 0.00

Employee Comments

Writing Tools

▼Audit History

Created By Kristi McElroy 06/11/2019 1:41:50PM



You can also include additional overall comments for your Responsibilities section as a whole.

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Employee Data

Employee ID 0086140

Department H0155Business Services

Years of Service 21 Years3 Months

Years in Job 1 Years7 Months

Rating History

✔ You have successfully saved your evaluation.

Enter ratings and comments for each section where applicable. To save changes made to the evaluation select the Save button. When finished updating the evaluation, select the Complete button to make the document available to your manager.

Long Format | Calculate All Ratings

Goals | Responsibilities | Competencies | Overall

Section 2 - Responsibilities

Enter ratings and comments for each responsibility listed below, if applicable.

Expand | Collapse

Responsibility 1: Business Administration- Duty

Responsibility 2: Business Administration- Duty

Responsibility 3: Business Administration- Duty

Responsibility 4: Admnstr, Business, Asst- Summary

Responsibilities Summary

Summary Weight 40 % (not less than 40%)

Employee Rating 3-Achieved Expectations 3.50

Employee Comments

Writing Tools

Font Size B I U | | A- A-

Employee can enter a comment here for the overall Responsibility Summary Rating.

Audit History

Once you've finished with the RESPONSIBILITIES section select "SAVE" in the top right hand corner of your document.
Once you've clicked SAVE, a green check mark and a note will reflect "You have successfully saved your evaluation."

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Employee Data

Employee ID 0086140

Department H0155Business Services

Years of Service 21 Years3 Months

Years in Job 1 Years7 Months

Rating History

✔ You have successfully saved your evaluation.

Enter ratings and comments for each section where applicable. To save changes made to the evaluation select the Save button. When finished updating the evaluation, select the Complete button to make the document available to your manager.

Long Format | Calculate All Ratings

GoalsResponsibilitiesCompetenciesOverall

Section 2 - Responsibilities

Enter ratings and comments for each responsibility listed below, if applicable.

Expand | Collapse

Responsibility 1: Business Administration- Duty

Responsibilities Summary

Summary Weight 40 % (not less than 40%)

Employee Rating 3-Achieved Expectations 3.50

Employee Comments

Writing Tools

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Employee can enter a comment here for the overall Responsibility Summary Rating.

Now that you've evaluated all of your Responsibilities, you're ready to complete Section 3 Competencies and Section 4 Customer Service. Both of these Sections are located on the "Competencies" Tab.

Select the "Competencies" Tab.
The items will be condensed, click "Expand" in each Section (Competencies / Customer Service) to expand all items.

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✔ You have successfully saved your evaluation.

Enter ratings and comments for each section where applicable. To save changes made to the evaluation select the Save button. When finished updating the evaluation, select the Complete button to make the document available to your manager.

Long Format | Calculate All Ratings

Goals | Responsibilities | Competencies | Overall

▼ Section 3 - Competencies

Enter ratings and comments for each competency and behavior listed below, if applicable.

▼ Expand | ► Collapse

► Competency 1: Knowledge and Skills

► Competency 2: Planning & Organizing

Competencies Summary

Summary Weight 20 % (not less than 10%)

Employee Rating 0.00

Employee Comments

Writing Tools

▼ Section 4 - Customer Service

▼ Expand | ► Collapse

► Responsiveness

► Knowledge of Work

Customer Service Summary

Summary Weight 20 % (not less than 10%)

Employee Rating 0.00

Employee Comments

Repeat the same process as you did in Section 1 - Goals and Section 2 - Responsibilities.

SECTION 3 - COMPETENCIES

Enter a Rating for each Competency item.

Enter a comment (if needed) in each Competencies "Employee Comment" section.

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Goals | Responsibilities | Competencies | Overall

▼ Section 3 - Competencies

Enter ratings and comments for each competency and behavior listed below, if applicable.

▼ Expand | ► Collapse

▼ Competency 1: Knowledge and Skills

Description : Having achieved a satisfactory level of technical and professional skill or knowledge in position-related areas; keeping up with current developments and trends in areas of expertise.

Employee Rating3-Achieved Expectations3.00

Employee Comments

Writing Tools

Employee can enter a comment here for this Competency rating.

Created By Angelica Pickles06/11/2018 2:56PM

▼ Competency 2: Planning & Organizing

Description : Establishing courses of action for self and others to ensure that work is completed efficiently.

Employee Rating4-Exceeds Expectations4.00

Employee Comments

Writing Tools

Employee can enter a comment here for this Competency rating.

Created By Angelica Pickles06/11/2018 2:56PM

Competencies Summary

Summary Weight20 % (not less than 10%)

Once you've entered Ratings and/or Comments for each individual Competency, select "Collapse".

The individual Competencies will condense.

Select the Calculator icon in the Competencies Summary section.

This will calculate the ratings assigned for each Competency and display the "Competencies Summary Employee Rating".

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Performance Document

Save | Complete

Self-Evaluation - Update and Complete

Print | Notify | Export

Employee ID 0086140

Department H0155

Years of Service 21 Years

Years in Job 1 Years

Rating History

Business Services

3 Months

7 Months

✔ You have successfully saved your evaluation.

Enter ratings and comments for each section where applicable. To save changes made to the evaluation select the Save button. When finished updating the evaluation, select the Complete button to make the document available to your manager.

Long Format | Calculate All Ratings

Goals

Responsibilities

Competencies

Overall

Section 3 - Competencies

Enter ratings and comments for each competency and behavior listed below, if applicable.

Expand

Collapse

Competency 1: Knowledge and Skills

Competency 2: Planning & Organizing

Competencies Summary

Summary Weight 20 % (not less than 10%)

Employee Rating 3-Achieved Expectations 3.50

Calculator icon

Employee Comments

Writing Tools

Font Size Bold Italic Underline Bulleted List Numbered List Link Unlink

Employee can enter a comment here for the overall Competencies Summary Rating.

SECTION 4 - CUSTOMER SERVICE

Enter a Rating for each Customer Service item.

Enter a comment (if needed) in each Customer Service "Employee Comment" section.

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Performance Document

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Section 4 - Customer Service

Expand | Collapse

Responsiveness

Description : Responsiveness - the ability to build and maintain customer satisfaction through providing timely responses to inquiries, assignments and other deliverables.

Employee Rating

3-Achieved Expectations ▾

3.00

Employee Comments

Writing Tools

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Employee can enter a comment here for this Customer Service Rating.

Created By Angelica Pickles 06/11/2018 2:57PM

Knowledge of Work

Description : Knowledge of work - the individual is well versed in his/her own expertise as the position requires them to be.

Employee Rating

3-Achieved Expectations ▾

3.00

Employee Comments

Writing Tools

Font

Size

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A-

A-

Employee can enter a comment here for this Customer Service Rating.

Created By Angelica Pickles 06/11/2018 2:57PM

Customer Service Summary

Summary Weight

20 %

(not less than 10%)

Employee Rating

0.00

Once you've entered Ratings and/or Comments for each individual Customer Service item, select "Collapse".
The individual Customer Service items will condense.
Select the Calculator icon in the Customer Service Summary section.
This will calculate the ratings assigned for each Customer Service item and display the "Customer Service Summary Employee Rating".

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Performance Document

SaveComplete

Self-Evaluation - Update and Complete

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You have successfully saved your evaluation.

Enter ratings and comments for each section where applicable. To save changes made to the evaluation select the Save button. When finished updating the evaluation, select the Complete button to make the document available to your manager.

Long FormatCalculate All Ratings

GoalsResponsibilitiesCompetenciesOverall

Section 3 - Competencies

Enter ratings and comments for each competency and behavior listed below, if applicable.

ExpandCollapse

Competency 1: Knowledge and Skills

Competency 2: Planning & Organizing

Competencies Summary

Summary Weight20 % (not less than 10%)

Employee Rating0.00

Employee Comments

Writing Tools

Section 4 - Customer Service

ExpandCollapse

Responsiveness

Knowledge of Work

Customer Service Summary

Summary Weight20 % (not less than 10%)

Employee Rating3-Achieved Expectations3.00

Employee Comments

Writing Tools

Employee can enter a comment here for the overall Customer Service Summary Rating.

Select "SAVE" in the top right hand corner of your document.
Once you've clicked SAVE, a green check mark and a note will reflect "You have successfully saved your evaluation."

Favorites ▾Main Menu ▾

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Performance Document

Self-Evaluation - Update and Complete

Daisy Duck



Job TitleAdminstr, Business, Asst

Document TypePerformance Document

TemplateUH Staff Performance

StatusEvaluation in Progress

ManagerAngelica Pickles

Period01/01/2018 - 12/31/2018

Document ID38622

Due Date12/01/2018

Employee Data

Employee ID0086140

DepartmentH0155Business Services

Years of Service21 Years3 Months

Years in Job1 Years7 Months

Rating History

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Enter ratings and comments for each section where applicable. To save changes made to the evaluation select the Save button. When finished updating the evaluation, select the Complete button to make the document available to your manager.

Long Format | Calculate All Ratings

Goals | Responsibilities | Competencies | Overall

Section 3 - Competencies

Enter ratings and comments for each competency and behavior listed below, if applicable.

Expand | Collapse

Competency 1: Knowledge and Skills

Competency 2: Planning & Organizing

Competencies Summary

Summary Weight20 % (not less than 10%)

Employee Rating3-Achieved Expectations 3.50

Employee Comments

Writing Tools

Employee can enter a comment here for the overall Competencies Summary Rating.

You've now evaluated all of your Goals, Responsibilities, Competencies and Customer Service items.
Now select the "Overall" Tab.
This is where your Overall Performance Review Rating will be.

Click the "Calculate All Ratings" blue icon to calculate your Overall Employee Rating.
You can also include additional overall comments for your overall Performance Review.

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Performance Document

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Self-Evaluation - Update and Complete

Print | Notify | Export

Daisy Duck

Job Title

Admnstr, Business, Asst

Document Type

Performance Document

Template

UH Staff Performance

Status

Evaluation in Progress

Manager

Angelica Pickles

Period

01/01/2018 - 12/31/2018

Document ID

38622

Due Date

12/01/2018

Employee Data

Employee ID

0086140

Department

H0155

Years of Service

21 Years

Years in Job

1 Years

Business Services

3 Months

7 Months

Rating History

You have successfully saved your evaluation.

Enter ratings and comments for each section where applicable. To save changes made to the evaluation select the Save button. When finished updating the evaluation, select the Complete button to make the document available to your manager.

Long Format | Calculate All Ratings

Goals | Responsibilities | Competencies | Overall

Section 5 - Overall Summary

Employee Rating

3-Achieved Expectations

3.40

Employee Comments

Font | Size | B | I | U | | | A- | A+

Employee can enter a comment here

Audit History

Created By

Krista McElroy

Last Modified By

Angelica Pickles

06/11/2018 1:41:50PM

06/11/2018 3:18:34PM

Select "SAVE" in the top right hand corner of your document.
Once you've clicked SAVE, a green check mark and a note will reflect "You have successfully saved your evaluation."

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Performance Document

Self-Evaluation - Update and Complete

Daisy Duck



Job Title

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Years of Service

21 Years

3 Months

Years in Job

1 Years

7 Months

Rating History

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Enter ratings and comments for each section where applicable. To save changes made to the evaluation select the Save button. When finished updating the evaluation, select the Complete button to make the document available to your manager.

Long Format | Calculate All Ratings

Goals | Responsibilities | Competencies | Overall

BEFORE FINALIZING YOUR SELF EVALUATION, ENSURE YOU'VE ENTERED RATINGS FOR EACH ITEM IN EACH SECTION.

<u>TAB</u>	<u>Section</u>
GOALS	Section 1 - Employee Goals
RESPONSIBILITIES	Section 2 - Responsibilities
COMPETENCIES	Section 3 - Competencies
COMPETENCIES	Section 4 - Customer Service

Now that you've completed your Self Evaluation and verified all items had ratings, you're ready to finalize your Self Evaluation.

Select "Complete" in the top right hand corner of your document next to Save.

Once you select Complete, you'll be re-directed to a confirmation page.

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Performance Document

Save

Complete

Self-Evaluation - Update and Complete

Print

Notify

Export

Daisy Duck



Job Title

Admnstr, Business, Asst

Document Type

Performance Document

Template

UH Staff Performance

Status

Evaluation in Progress

Manager

Angelica Pickles

Period

01/01/2018 - 12/31/2018

Document ID

38622

Due Date

12/01/2018

Employee Data

Employee ID

0086140

Department

H0155

Business Services

Years of Service

21 Years

3 Months

Years in Job

1 Years

7 Months

Rating History

You have successfully saved your evaluation.

Enter ratings and comments for each section where applicable. To save changes made to the evaluation select the Save button. When finished updating the evaluation, select the Complete button to make the document available to your manager.

Long Format

Calculate All Ratings

Goals

Responsibilities

Competencies

Overall

Section 5 - Overall Summary

Employee Rating

3-Achieved Expectations

3.40

Employee Comments

Font

Size

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Once you select Complete, you'll be re-directed to a confirmation page.
Select "Confirm" to finalize the document.

Worklist

HR92SBX - Home

Sign out

Notification

NavBar

Complete Evaluation

You have almost finalized your self evaluation. If you have no further entries select confirm to complete this evaluation and send it to your manager for review.

Confirm

Cancel

Once you selected Complete, you'll see a confirmation message letting you know that you successfully completed your Self Evaluation.

Worklist

HR92SBX - Home

Sign out

Notification

NavBar

Performance Document

Return to Current Documents

Confirmation - Document Completed

✔ You have successfully completed your evaluation.

Select "Return to Current Documents".

Worklist

HR92SBX - Home

Sign out

Notification

NavBar

Performance Document

Confirmation - Document Completed

Return to Current Document

You have successfully completed your evaluation.

You've now completed your Self Evaluation.

Favorites

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Personalize Page

Current Performance Documents

Daisy Duck

Listed are your current performance documents.

Performance Documents

Personalize

Find

First

1 of 1

Last

If you want to view your completed Self Evaluation, Select the displayed box to open your document.

Favorites ▾Main Menu ▾

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Current Performance Documents

Daisy Duck

Listed are your current performance documents.

Performance Documents							
PersonalizeFindFindFirst1 of 1Last							
Employee ID	Document Type	Document Status	Period Begin	Period End	Job Title	Next Due Date	Manager
0086140	Performance Document	Evaluation in Progress	01/01/2018	12/31/2018	Admnstr, Business, Asst	02/05/2019	Angelica Pickles

In the Steps and Tasks pane, you'll see a green check mark next to Complete Self Evaluation. You'll also see a status on your document that shows "The document status is Completed".

Favorites ▾Main Menu ▾

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Performance Process

Steps and Tasks

Daisy Duck

Performance Document

01/01/2018 - 12/31/2018

Overview

Establish Performance Criteria

Due Date 04/06/2018

Complete Self Evaluation

Due Date 12/01/2018

View

Review Manager Evaluation

Due Date 02/05/2019

Performance Document

Self-Evaluation - Completed

Print

Notify

Export

Daisy Duck

Job Title Admnstr, Business, Asst

Manager Angelica Pickles

Document Type Performance Document

Period 01/01/2018 - 12/31/2018

Template UH Staff Performance

Document ID 38622

Status Completed

Due Date 12/01/2018

Employee Data

Employee ID 0086140

Department H0155

Business Services

Years of Service 21 Years

3 Months

Years in Job 1 Years

7 Months

Rating History

The document status is Completed.

Long Format

Goals

Responsibilities

Competencies

Overall

RATING DEFINITIONS

1 - Needs Improvement (1.0 - 1.79)	Does not meet departmental performance expectations on a consistent basis. Does not consistently demonstrate the knowledge, skills, and abilities required to perform the job. Meets some of the minimum position requirements. Performance may be uneven or inconsistent and must be improved. Immediate and sustained improvement is needed. A performance improvement plan is required.
2 - Generally Meets Expectations (1.80 - 2.79)	Does not meet departmental performance expectations on a consistent basis. Does not consistently demonstrate the knowledge, skills, and abilities required to perform the job. Meets some of the minimum position requirements. Performance may be uneven or inconsistent and must be improved. Immediate and sustained improvement is needed. A performance improvement plan is required.
3 - Achieved Expectations (2.80 - 3.79)	Meets established departmental performance expectations. Demonstrates the knowledge, skills and abilities that result in the effective performance of the position required. Meets deadlines. Frequently exceeds in one or more established job expectations.
4 - Exceeds Expectations (3.80 - 4.0)	Consistently exceeds departmental performance to a degree that is obvious to supervisor, customers, and peers. Consistently excels in demonstrating the knowledge, skills, and abilities that result in the effective performance of the position requirements. Consistently serves as a role model to others. Truly outstanding level of contribution (well beyond position requirements) during the entire performance period.