



**AFT Professional Staff Performance Evaluation  
Completion Steps  
For Multi-Year Reappointments**



On the TCNJ Today site, click the Oracle Cloud icon.

The navigation bar of the TCNJ Today website. It features the TCNJ logo on the left and a menu of icons on the right. The icons include Google Apps, Canvas, PAWS, YES, Oracle Cloud (circled in red), Tallo, Virtual Lab, Account, Roar, and Learning. Below the icons is a search bar and a navigation menu with links like HOME, ABOUT, ACADEMICS, ADMISSIONS, ATHLETICS, CAMPUS LIFE, LIBRARY, RESOURCES, and EVENTS.

Employee Being Evaluated enters their username and password

The login page of the TCNJ Single Sign-On Web Application Portal. It features a header with the TCNJ logo and the text "Web Application Portal". Below the header is a sign-in form with a title "Enter your TCNJ credentials". The form includes a username field, a password field (circled in red), and a "Sign In" button. Below the form is a security notice: "Keep your personal information secure. Sign out and close your browser when you are finished." and a link to "Get sign in support: IT Help Desk".



## Employee navigates to Me > My Career and Performance

TCNJ Oracle Cloud

Good morning, Antoinette Deleon!

Me My Client Groups Benefits Administration Receivables General Accounting Budgetary Control My Enterprise >

QUICK ACTIONS

APPS

- Personal Details
- Document Records
- Identification Info
- Contact Info
- Family and Emergency Contacts

Directory Pay Time and Absences **Career and Performance** Personal Information

Benefits Roles and Delegations

Show More

Things to Finish

Assigned to Me 0

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< Career and Performance

Antoinette Deleon

- Skills and Qualifications**  
Build your talent profile by adding skills and qualifications.
- Performance**  
View performance documents and complete related tasks.
- Career Development**  
View details about your development plan, career interest, and career exploration.
- Feedback**  
View or request feedback about yourself.



Next the employee enters their goals for the period which ended on August 31

Review Period

---

### Performance Documents

[AFT Appointment/Reappointment Evaluation](#) Stephen Gall ...

[Manage Participant Feedback](#)

Task Completion 0 / 7

**Current Task**  
Set Goals

**All Tasks**

- Set Goals
- Worker Self-Evaluation
- Manager Evaluation of Workers
- First Approval
- Share Performance Document
- Provide Final Feedback
- Provide Final Feedback

---

### Evaluation Topics

0 Development Goals

[AFT Competencies](#)  
18 AFT Competencies

For this cycle, the Add button will be used:

### Development Goals

Sort By Latest to Oldest

There's nothing here so far.



## Basic Info

\*Goal Name

Goal One

Description

Develop an implementation plan for student entries

\*Status

Not started

Target Completion Date

mm/dd/yyyy

\*Start Date

08/27/2021

Source

Worker

Success Criteria

Font 2 B I U

Paragraphs: 0, Words: 0, Characters (with HTML): 0

Once entry is complete, press the Save and Close button

Add Goal  
Melanie Daum

Save and Close

Cancel

Then repeat the steps again to add additional goals. Once all goals have been entered, use the < icon to move out of the goal entry section:

< MD Development Goals  
Melanie Daum

Next, press the submit button at the upper right.

Set Goals: AFT Staff Review Only  
Melanie Daum

Print

Submit

You will now proceed with the self evaluation



## Performance Documents

All

AFT Appointment/Reappointment Evaluation

Stephen Gall

Manage Participant Feedback

Task Completion

1 / 7

Current Task

Worker Self-Evaluation

All Tasks

- Set Goals
- Worker Self-Evaluation
- Manager Evaluation of Workers
- First Approval
- Share Performance Document
- Provide Final Feedback
- Provide Final Feedback

First, evaluate the goals.

## Evaluation Topics

Development Goals

0 of 1 commented

Evaluate

AFT Questionnaire

Evaluate

AFT Competencies

0 of 18 rated | 0 of 18 commented

Employee Calculated Rating

0 (0.00)

Evaluate

TCNJ  
Grade Cloud

MD

Evaluate Topic Development Goals  
Melanie Daum

Home Star Print MD

Save and Close

Cancel

### Rate and Comment

Evaluate the included development goals.

Sort By Last Updated - Latest to Oldest

#### Goal One

Develop an implementation plan for student entries

Employee Comments

Tahoma 2 B I U

Built plan and delivered it.

Paragraphs: 1. Words: 5. Characters (with HTML): 28

Show Additional Info



Next, evaluate your competencies, ensuring you have rated and commented on them all. NOTE: There is nothing for you to do at this time with the AFT Questionnaire:

Evaluation Topics

<b>Development Goals</b> 0 of 1 commented	Evaluate
<b>AFT Questionnaire</b>	Evaluate
<b>AFT Competencies</b> 0 of 18 rated   0 of 18 commented Employee Calculated Rating 0 (0.00)	Evaluate

Once you have completed your entries, press the save and close button:

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Evaluate Topic AFT Competencies  
Melanie Daum

Save and Close

Rate and Comment

Evaluate the included competencies.

Sort By Competency Name - A to Z

A1. Performance of General Duties #1  
1. Completion of major duties specified in job description.  
Weight  
10 %  
Employee Proficiency Level  
2

Employee Comments

Paragraph 1: 1 Words, 4 Characters (with HTML): 20

Show Additional Info

A2. Performance of General Duties #2



Next, fill in the employee comments section in the AFT Overall Summary:

AFT Overall Summary Edit

Employee Calculated Rating  
2 (2.40)

Employee Comments

[Show Additional Info](#)

AFT Overall Summary Save Cancel

Employee Calculated Rating  
2 (2.40)

Employee Comments

Tahoma 2 B I U

I enjoyed working with Kimberly at the college this past year.

Paragraphs: 1, Words: 11, Characters (with HTML): 62



Since this is a reappointment year, the employee has the opportunity to select a peer to provide feedback on their performance. To do this, we will use the manage participant feedback option.

Performance Documents

All

AFT Appointment/Reappointment Evaluation

Stephen Gall

Manage Participant Feedback

Task Completion

1 / 7

Current Task

Worker Self-Evaluation

All Tasks

- Set Goals
- Worker Self-Evaluation
- Manager Evaluation of Workers
- First Approval
- Share Performance Document
- Provide Final Feedback
- Provide Final Feedback

Click the Add button at the top of the Participants section

Participants

+ Add

There's nothing here so far.

Use the dropdown box next to Add Person. You can look them up by a part of their name or their userId

Select Participants

Add Person Select a value

Kimberly Woods  
Associate Vice President for Strategic Human Resources & CHRO

Participant

Select the save and close button at the upper right hand corner

Add Participants

Save and Close Cancel

The participant appears on the following page. When the manager has their turn to work on the review, they will be able to contact the requested participant for the feedback



Participants + Add ^

Actions Sort By Participant Last Name - A to Z

---

 Kimberly Woods  
Participant | Selected By Antoinette Deleon

Lastly, click the submit button. This will make the review available to your manager.

TCNJ Oracle Cloud Home Star Mail MD

<  Worker Self-Evaluation: AFT Staff Review Only  
Melanie Daum Print Submit

Next the manager does their part of the evaluation. Manager navigates to My Team > Performance  
Manager navigates to My Team > Performance

Me My Team My Client Groups Benefits Administration Receivables General Accounting Budgetary Control

QUICK ACTIONS APPS

Team Time Cards  
Team Change Requests  
Employment Info  
Change Legal Employer Dashboard  
Identification Info

My Team Performance Career Overview **Performance** Taleo Recruiting

Show More

Before beginning the evaluation, the manager should determine if the employee has requested the peer review and, if agreed, request the reviewer (participant) to request they reply with feedback.



**AFT Appointment/Reappointment Evaluation**  
Antoinette Deleon  
HR Generalist

0 of 1 participants responded

**Current Task**

Manager Evaluation of Workers

**Task Completion**

2 / 7

**All Tasks**

- Set Goals
- Worker Self-Evaluation
- Manager Evaluation of Workers
- First Approval
- Share Performance Document
- Provide Final Feedback
- Provide Final Feedback

Click the check box and Send Request:

Participants

+ Add



Actions

Sort By Participant Last Name - A to Z



Add Question

Change Role

**Send Request**

Resend Request

Lock

Unlock

Reopen

Delete

Participant

Fill in a due date for the feedback and hit the submit button

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Send Request



Submit

Cancel

Details

Participants

Kimberly Wood

Due

12/03/2021

Message to Participants



## Now the manager evaluates the goals

 **AFT Appointment/Reappointment Evaluation**  
Antoinette Deleon  
HR Generalist

0 of 1 participants responded

Current Task: Manager Evaluation of Workers  
Task Completion: 2 / 7

All Tasks

- Set Goals
- Worker Self-Evaluation
- Manager Evaluation of Workers
- First Approval
- Share Performance Document
- Provide Final Feedback
- Provide Final Feedback

### Evaluation Topics

- Development Goals**  
0 of 1 commented
- AFT Questionnaire**
- AFT Competencies**  
0 of 18 rated | 0 of 18 commented

Manager Calculated Rating: 0 (0.00)      Employee Calculated Rating: 3 (2.50)

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Evaluate Topic Development Goals  
Antoinette Deleon

### Rate and Comment

Evaluate the included development goals.

Sort By: Last Updated - Latest to Oldest

**goal 1**  
Develop written procedures for entering a new employee in Oracle Cloud

Manager Comments

Tahoma | 2 | B I U |

End result was excellent.

Paragraphs: 1, Words: 4, Characters (with HTML): 25

Employee Comments  
Written procedures were completed.

Show Additional Info



Then the questionnaire is completed:

Evaluation Topics ^

---

**Development Goals**  
0 of 1 commented Evaluate

---

**AFT Questionnaire** Evaluate

---

**AFT Competencies**  
0 of 18 rated | 0 of 18 commented Evaluate

Manager Calculated Rating Employee Calculated Rating  
0 (0.00) 3 (2.50)



### My Questionnaire

Please respond to the following questions:

#### AFT Evaluation Questionnaire

- List up to 7 major duties.
  - Specify percentage of time for each job function.
  - Describe each major function in terms of what the employee does, how it is done, and why it is done.
  - Avoid percentages of time below 5%.

Font 12 B I U [List] [Link] [Image] [Undo] [Redo]

1. Prepare profiles (70%)
2. Answer employee questions (25%)
3. Send daily file to state (5%)

Paragraphs: 3, Words: 13, Characters (with HTML): 132

- List a minimum of three (3) major objectives to have been completed within the current evaluation period to substantively enhance the range or quality of services within the department, improve operational procedures, and/or increase staff efficiency.

Font 12 B I U [List] [Link] [Image] [Undo] [Redo]

1. RAID completed
2. Presidents cabinet meetings
3. Facilitation of onboarding.

Paragraphs: 3, Words: 8, Characters (with HTML): 111

- List and describe a minimum of three (3) major objectives to be completed in the upcoming evaluation period to substantively enhance the range or quality of services within the department, improve operational procedures, and/or increase staff efficiency.

Font 12 B I U [List] [Link] [Image] [Undo] [Redo]

1. Oracle implementatin
2. Enrollment reconciliation
3. Archiving

Paragraphs: 3, Words: 5, Characters (with HTML): 99

#### AFT Reappointment

Is this employee up for reappointment this evaluation cycle?  
Yes

Would you recommend this employee for reappointment?  
Recommended

Show Attachments

### Participant Stephen Gall - Participant

Please respond to the following questions:

#### AFT Evaluation Questionnaire

Each AFT professional staff member who is eligible for a multi-year appointment or reappointment contract may be evaluated by employees who serve in a regular and continuing functional working relationship with the employee. Employees serving in a functional working relationship shall be those identified by the immediate supervisor of the employee being evaluated, after consultation with the employee. The employee's supervisor shall request that the peer evaluator provide a written appraisal of the employee's ability, performance, contributions and potential for growth. Please complete the written appraisal.

Great work!

Show Attachments



Next, the competencies are evaluated.

Evaluation Topics

Development Goals 0 of 1 commented	Evaluate
AFT Questionnaire	Evaluate
AFT Competencies 0 of 18 rated   0 of 18 commented Manager Calculated Rating 0 (0.00)	Evaluate

Employee Calculated Rating  
3 (2.50)

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Evaluate Topic AFT Competencies  
Antoinette Deleon

Save and Close    Cancel

Rate and Comment

Evaluate the included competencies.

Sort By: Competency Name - A to Z

A1. Performance of General Duties #1  
1. Completion of major duties specified in job description.  
Weight: 10 %

Manager Proficiency Level: 3      Employee Proficiency Level: 2

Manager Comments: Well done.

Employee Comments: example

Show Additional Info

At this point, the manager should wait until the feedback from the peer review is provided. This status can be determined by looking at the task status page of the evaluation. If the participant has not responded, this will be reflected as 0 out of 1 participants responded.



### AFT Appointment/Reappointment Evaluation

Antoinette Deleon

HR Generalist

0 of 1 participants responded

Current Task

Manager Evaluation of Workers

Task Completion

2 / 7

All Tasks

- Set Goals
- Worker Self-Evaluation
- Manager Evaluation of Workers
- First Approval
- Share Performance Document
- Provide Final Feedback
- Provide Final Feedback

**NOTE: It is important to wait until the participant responds before submitting the form up to the next level manager or the feedback will not be able to be provided.**

**When the feedback is complete, the page will state 1 out of 1 participants responded:**



### AFT Appointment/Reappointment Evaluation

Antoinette Deleon

HR Generalist

1 of 1 participants responded

Current Task

Manager Evaluation of Workers

Task Completion

2 / 7

All Tasks

- Set Goals
- Worker Self-Evaluation
- Manager Evaluation of Workers
- First Approval
- Share Performance Document
- Provide Final Feedback
- Provide Final Feedback

**With feedback now complete, the manager should navigate into the review and hit the submit button at the upper right.**



**Review and evaluate the contents of each section of the evaluation. Click submit when you're done.**

Document Details

AFT Overall Summary Edit

Manager Calculated Rating 2 (2.30)	Employee Calculated Rating 3 (2.50)
Manager Comments A very good job overall.	
Employee Comments	

Show Additional Info

Evaluation Topics

- Development Goals  
1 of 1 commented Evaluate
- AFT Questionnaire Evaluate
- AFT Competencies  
18 of 18 rated | 18 of 18 commented  
Manager Calculated Rating: 2 (2.30) | Employee Calculated Rating: 3 (2.50) Evaluate

And then the submit button on the following page. Comments to the next level manager are optional.

**Submit the evaluation for approval.** Submit

**AFT Appointment/Reappointment Evaluation**  
Antoinette Deleon 1 of 1 participants responded

HR Generalist

Current Task: First Approval | Task Completion: 3 / 7

All Tasks

- Set Goals
- Worker Self-Evaluation
- Manager Evaluation of Workers
- First Approval
- Share Performance Document
- Provide Final Feedback
- Provide Final Feedback

The manager is then informed that the changes are submitted for approval to the next level manager. If they leave the page and return, in a few moments it will show a link for how to check the progress. The reviews will be approved by management up to and including the cabinet member in charge of the division.



Approval in progress. See how it's going.



### AFT Appointment/Reappointment Evaluation

Antoinette Deleon

HR Generalist

1 of 1 participants responded



Current Task

First Approval

Task Completion

3 / 7

#### All Tasks

- Set Goals
- Worker Self-Evaluation
- Manager Evaluation of Workers
- First Approval
- Share Performance Document
- Provide Final Feedback
- Provide Final Feedback



## Antoinette Deleon Performance Document Approval Requested

AFT Appointment/Reappointment Evaluation

Your approval is requested for the performance document AFT Appointment/Reappointment Evaluation for Antoinette Deleon.

Assignee James A. Felton III

From Kimberly Woods

Manager Overall Ratings

Manager Overall Comments A very good job overall.

Review Period Academic Year 20-21

Performance Document Start Date 09/01/2020

Performance Document End Date 08/31/2021

Approval History

[Show Detail](#)

[Go to performance document: AFT Appointment/Reappointment Evaluation](#)

The next level manager approves the evaluation by navigating to their worklist.

The manager then returns to the review for the employee, and see that it is now in the Share Performance Document task

### AFT Appointment/Reappointment Evaluation

Antoinette Deleon

1 of 1 participants responded

HR Generalist

Current Task

Task Completion

Share Performance Document

4 / 7

All Tasks

- Set Goals
- Worker Self-Evaluation
- Manager Evaluation of Workers
- First Approval
- Share Performance Document
- Provide Final Feedback
- Provide Final Feedback



The manager selects the Share and Release button (not the Share and Retain button)



### Information

Share the evaluation for employee review. Retain control or release to progress to the next task.

Share and Retain

Share and Release

### Document Details

### AFT Overall Summary

Manager Calculated Rating

2 (1.75)

Manager Comments

Employee Comments

[Show Additional Info](#)

Employee Calculated Rating

2 (2.05)

If desired the manager can make comments to the employee before hitting the submit button to release the review to the employee

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Share and Release  
Antoinette Deleon



Submit

Cancel

### Comments

Rich text editor with toolbar (Font, Size, Bold, Italic, Underline, Bulleted List, Numbered List, Link, Unlink, Undo, Redo) and a text area. Status bar at the bottom: Paragraph: 0, Words: 0, Characters (with HTML): 0



The employee now has the opportunity to review the document (including all comments and questionnaires) and to provide any final feedback to the manager.

AFT Appointment/Reappointment Evaluation  
Antoinette Deleon  
HR Generalist

1 of 1 participants responded

Current Task: Provide Final Feedback  
Task Completion: 5 / 7

All Tasks

- Set Goals
- Worker Self-Evaluation
- Manager Evaluation of Workers
- First Approval
- Share Performance Document
- Provide Final Feedback
- Provide Final Feedback

They have the ability to print the review using the Print button at the upper right. Once they click on the Continue button and the Submit button on the following page, it goes back to the manager for final comment.

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Provide Final Feedback: AFT Appointment/Reappointment Evaluation  
Antoinette Deleon

Print

Information  
Review the performance document and continue to provide any final feedback comments on your evaluation.

Continue

Document Details

AFT Overall Summary

Employee Calculated Rating  
2 (2.40)

Manager Comments  
I enjoyed working with Antoinette at the college this past year.

Employee Comments  
I enjoyed working with Kimberly at the college this past year.

Show Additional Info



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Provide Final Feedback  
Antoinette Deleon

Save and Close Submit Cancel

Comments

Employee Comments

Thank you for providing me helpful feedback.

Paragraphs: 1, Words: 7, Characters (with HTML): 44

The manager feedback step is the final step in the process.

**AFT Appointment/Reappointment Evaluation**

Antoinette Deleon  
HR Generalist

1 of 1 participants responded

Current Task: Provide Final Feedback  
Task Completion: 6 / 7

All Tasks

- Set Goals
- Worker Self-Evaluation
- Manager Evaluation of Workers
- First Approval
- Share Performance Document
- Provide Final Feedback
- Provide Final Feedback

The final feedback from the employee can be viewed at the bottom of the form. The manager can print out the document if desired, or simply push the Continue button and subsequent Submit button to move the process to the final step



Print

**Information**  
Review the performance document and continue to provide any final feedback comments on the employee's evaluation. Continue

Document Details

AFT Overall Summary

<b>Manager Calculated Rating</b> 2 (2.15)	<b>Employee Calculated Rating</b> 2 (2.40)
<b>Manager Comments</b> I enjoyed working with Antoinette at the college this past year.	
<b>Employee Comments</b> I enjoyed working with Kimberly at the college this past year.	

[Show Additional Info](#)

Evaluation Topics

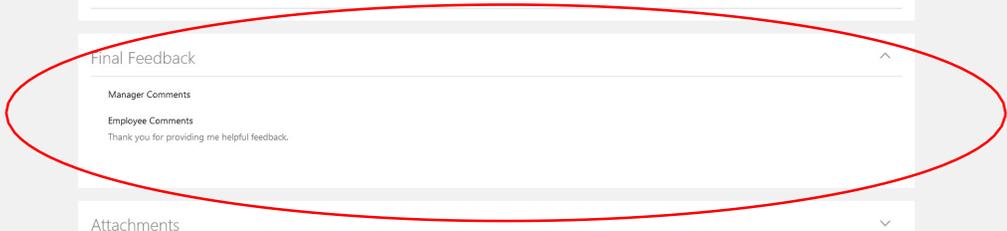
- Development Goals**  
2 of 2 commented View
- AFT Questionnaire** View
- AFT Competencies**  
18 of 18 rated | 18 of 18 commented  
**Manager Calculated Rating** 2 (2.15) **Employee Calculated Rating** 2 (2.40) View

Final Feedback

**Manager Comments**

**Employee Comments**  
Thank you for providing me helpful feedback.

Attachments





TCNJ Oracle Cloud



Provide Final Feedback  
Antoinette Deleon

Save and Close Submit Cancel

### Comments

#### Manager Comments

Tahoma 2 B I U

Great year!

Paragraph: 1, Words: 2, Characters (with HTML): 11

#### Employee Comments

Thank you for providing me helpful feedback.

It then moves to completed status. It can be viewed by changing the document status.



Review Period: Academic Year 20-21

### Performance Documents

Search Person

Hide Filters

Saved Search

ManagerViewFacetedSea Save

Sort By: End Date - Latest to Oldest



**AFT Appointment/Reappointment Evaluation**  
Antoinette Deleon  
HR Generalist

Filters

Reset

Expand All Collapse All

Employees Clear

**All Evaluators**

Directs Only

Document Type Clear

Standard

Anytime

Tasks

Assigned to me

Assignment Type Clear

Nonprimary

Primary

Assignment Status Clear

Active

Inactive

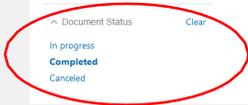
Suspended

Document Status Clear

In progress

**Completed**

Canceled





Questions about completing the AFT Reappointment Cycle Performance Evaluation process should be directed to [galls@tcnj.edu](mailto:galls@tcnj.edu).