



AFT Professional Staff

Evaluation Only

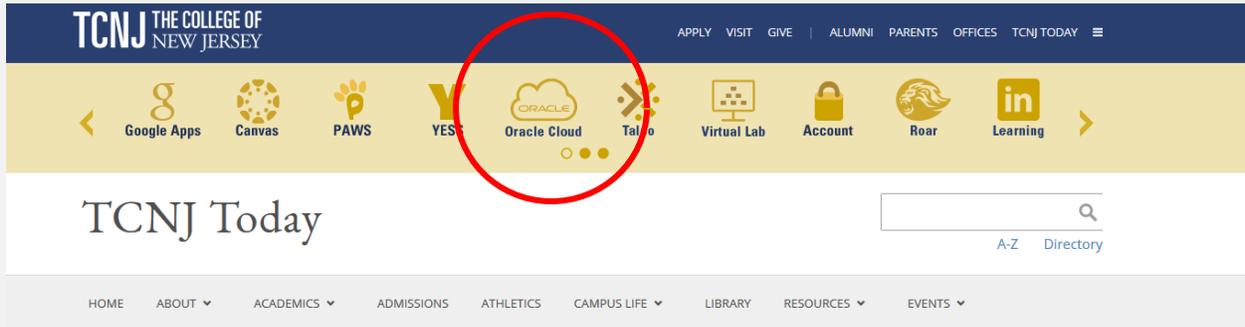
Performance Evaluation

Completion Steps

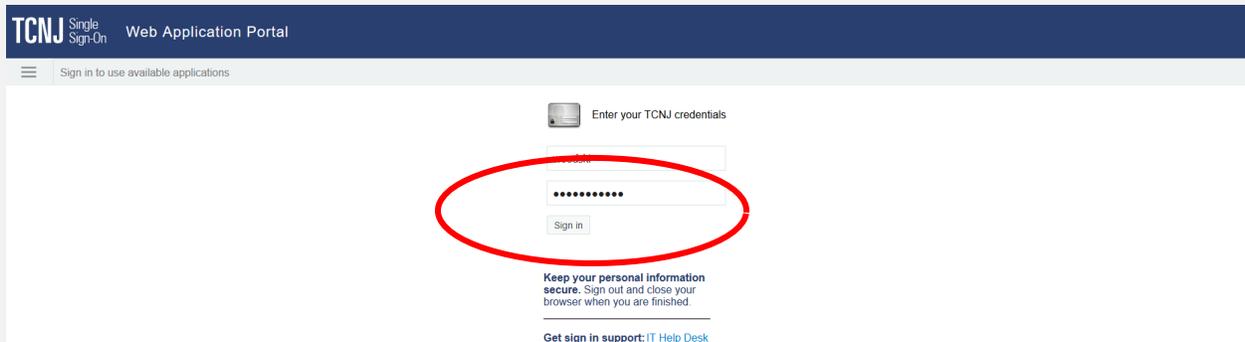
(Employee Is Not Up for Re-appointment)



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



Employee Being Evaluated enters their username and password





Employee navigates to Me > My Career and Performance

Good morning, Melanie Daum!

Me My Client Groups General Accounting Budgetary Control My Enterprise Tools Others

QUICK ACTIONS

PERSONAL DETAILS

DOCUMENT RECORDS

IDENTIFICATION INFO

CONTACT INFO

FAMILY AND EMERGENCY CONTACTS

SHOW MORE

THINGS TO FINISH

Assigned to Me
0

Created by Me
0

You have no open notifications.

MD
Melanie Daum

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

Business Title

Review Period

Performance Documents

[AFT Staff Review Only](#)

Kimberly Woods

Current Task

Task Completion

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

[Development Goals](#)

0 Development Goals

[AFT Competencies](#)

18 AFT Competencies



For this cycle, the Add button will be used:

Development Goals

+ Add

Actions

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 Staff Review Only Kimberly Woods

Current Task
Worker Self-Evaluation

Task Completion
1 / 7

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 Evaluate

0 of 1 commented

AFT Questionnaire Evaluate

AFT Competencies Evaluate

0 of 18 rated | 0 of 18 commented

Employee Calculated Rating

0 (0.00)

TCNJ Oracle Cloud

MD Evaluate Topic Development Goals Melanie Daum

Save and Close Cancel

Rate and Comment

1 Evaluate the included development goals.

Sort By Last Updated - Latest to Oldest

Goal One
Develop an implementation plan for student entries

Employee Comments

Tahona 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 | |
|--|---|
| Development Goals 0 of 1 commented | <input type="button" value="Evaluate"/> |
| AFT Questionnaire | <input type="button" value="Evaluate"/> |
| AFT Competencies 0 of 18 rated 0 of 18 commented Employee Calculated Rating 0 (0.00) | <input type="button" value="Evaluate"/> |

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

The screenshot shows the 'Rate and Comment' interface for 'A1. Performance of General Duties #1'. The interface includes a header with 'TCNJ Oracle Cloud' and 'Evaluate Topic AFT Competencies' for user 'Melanie Daum'. A 'Save and Close' button is circled in red. The main content area shows a 'Rate and Comment' form with a 'Sort By' dropdown set to 'Competency Name - A to Z'. The form includes a 'Weight' of 10%, an 'Employee Proficiency Level' dropdown set to '2', and an 'Employee Comments' text area containing the text 'Good work as always'. A status bar at the bottom indicates 'Paragraph: 1, Words: 4, Characters (with HTML): 20'.



Lastly, 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

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

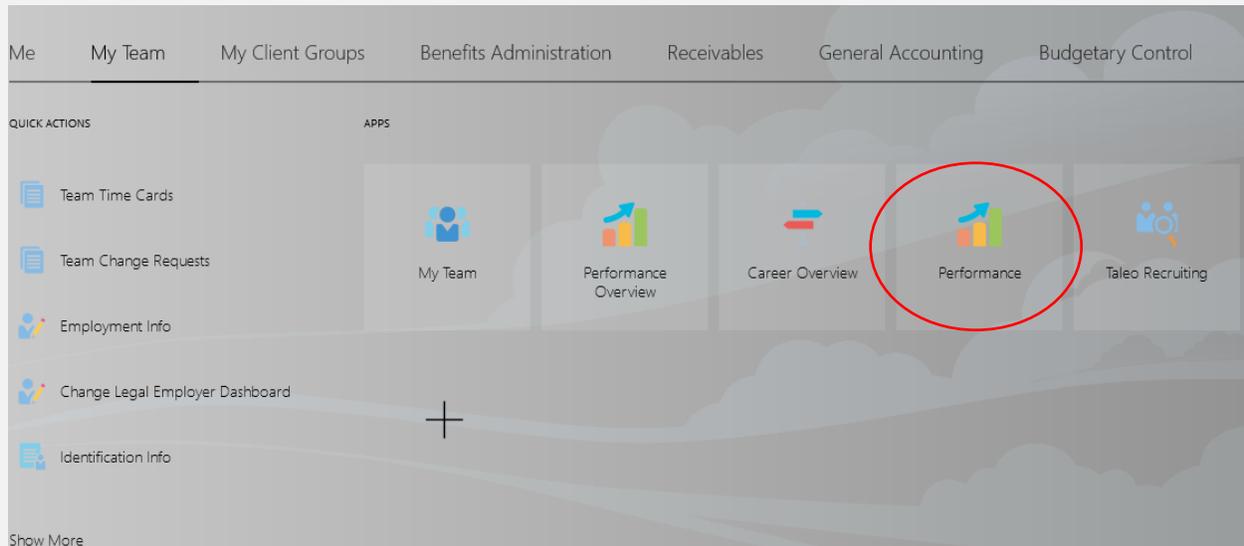
TCNJ Oracle Cloud Print Submit

Worker Self-Evaluation: AFT Staff Review Only
Melanie Daum

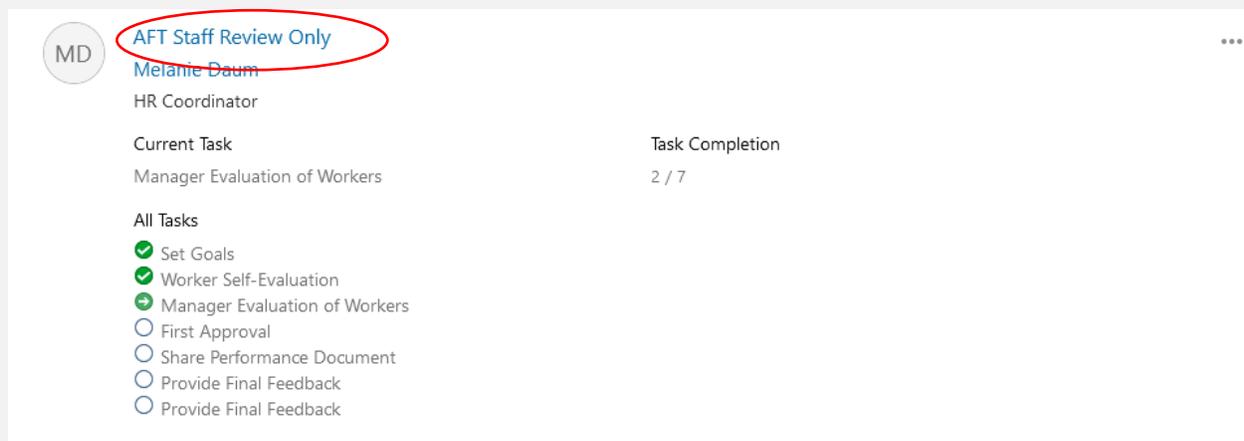
MD



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



And now enters into the review for the specific employee.





First, the goals are reviewed:

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

Document Details

AFT Overall Summary

Manager Calculated Rating
0 (0.00)

Employee Calculated Rating
2 (2.40)

Manager Comments

Employee Comments

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

[Show Additional Info](#)

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)

Employee Calculated Rating
2 (2.40)

Evaluate

Attachments

TCNJ Oracle Cloud

MD

Evaluate Topic Development Goals
Melanie Daum



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

Manager Comments

Tahoma 2 B I U

Plan was really well delivered. We received great feedback!

Paragraphs: 1, Words: 9, Characters (with HTML): 64

Employee Comments
Built plan and delivered it.

[Show Additional Info](#)



Then the questionnaire is completed:

Evaluation Topics

| | |
|---|----------|
| Development Goals 1 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: 2 (2.40)

TCNJ Oracle Cloud

Questionnaire
Melanie Daum

Save and Close

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%.

1. Filing
2. Student questions
3. NEO participation

Paragraph: 3, Words: 5, Characters (with HTML): 83

- 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.

Next, the competencies are evaluated. Please ensure that there is a rating and a comment for each competency.

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)



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 | Employee Proficiency Level |
| 2 | 2 |

Manager Comments

Tahoma 12 B I U

Great work

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

Employee Comments
Good work as always.

[Show Additional Info](#)

Lastly, complete the overall summary, adding any comments.

AFT Overall Summary

Edit ^

Manager Calculated Rating
2 (2.30)

Employee Calculated Rating
2 (2.40)

Manager Comments

Employee Comments

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

[Show Additional Info](#)



AFT Overall Summary

Manager Calculated Rating
2 (2.30)

Employee Calculated Rating
2 (2.40)

Save

Cancel

Manager Comments

Tahoma 2 B I U [List Icons] [Undo] [Redo]

Great working with Melanie again this year and I look forward to the next year also!

Paragraphs: 1, Words: 16, Characters (with HTML): 84

Employee Comments

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

Hit the submit button on the following page.

Manager Evaluation of Workers: AFT Staff Review Only
Melanie Daum

Print

Submit

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

Submit the evaluation for approval.

Submit

MD AFT Staff Review Only
Melanie Daum
HR Coordinator

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.

⚠ Approval in progress. [See how it's going.](#)



AFT Staff Review Only
Melanie Daum
HR Coordinator



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

All Tasks

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

Melanie Daum

Performance Document Approval Requested

AFT Staff Review Only

Your approval is requested for the performance document AFT Staff Review Only for Melanie Daum.

Assignee James A. Felton III

From Kimberly Woods

Manager Overall Ratings

Manager Overall Comments Great working with Melanie again this year and I look forward to the next year also!

Review Period Academic Year 20-21

Performance Document Start Date 09/01/2020

Performance Document End Date 08/31/2021

Approval History

[Hide Detail](#)

- Assigned to James A. Felton III 08/27/2021 11:24 AM
- Submitted by Kimberly Woods 08/27/2021 11:24 AM

[Go to performance document: AFT Staff Review Only](#)



The next level manager approves the evaluation by navigating to their worklist. Multiple approvals will be done by management up to and including the cabinet member in charge of the division. Once all approvals are complete, the manager then returns to the review for the employee, and see that it is now in the Share Performance Document task

MD AFT Staff Review Only
Melanie Daum
HR Coordinator

Current Task: Share Performance Document Task Completion: 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 (2.30) | Employee Calculated Rating 2 (2.40) |
|---------------------------------------|--|

Manager Comments
Great working with Melanie again this year and I look forward to the next year also!

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

[Show Additional Info](#)



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

TCNJ Oracle Cloud

Share and Release
Melanie Daum

MD

Submit Cancel

Comments

Font 2 B I U

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

TCNJ Oracle Cloud

Share and Release
Antoinette Deleon

Submit Cancel

Comments

Font 2 B I U

Paragraphs: 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** 1 of 1 participants responded
Antoinette Deleon
HR Generalist

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.

TCNJ Oracle Cloud Home Star Print Bell Profile

 Provide Final Feedback: AFT Appointment/Reappointment Evaluation
Antoinette Deleon

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

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](#)



Comments

Employee Comments

Tahoma 2 B I U [Rich Text Editor Icons]

Thank you for providing me helpful feedback.

Paragraphs: 1, Words: 7, Characters (with HTML): 41

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

 **AFT Appointment/Reappointment Evaluation** ...

Antoinette Deleon 1 of 1 participants responded

HR Generalist

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

TCNJ Oracle Cloud

Provide Final Feedback: AFT Appointment/Reappointment Evaluation
Antoinette DeLeon

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

| | |
|--|---|
| Manager Calculated Rating 2 (2.15) | 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](#)

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



Save and Close

Submit

Cancel

Comments

Manager Comments

Tahoma - 12 - B I U | [Rich Text Editor Icons]

Great year!

Paragraphs: 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 [Search Icon] Hide Filters

Saved Search

ManagerViewFacetedSea [Save]



AFT Appointment/Reappointment Evaluation
Antoinette Deleon
HR Generalist

Sort By: End Date - Latest to Oldest

Filters [Reset]

Expand All | Collapse All

Employees [Clear]

All Evaluatees

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

Cancelled



Questions about completing the Evaluation Only AFT Performance Evaluation process should be directed to galls@tcnj.edu.