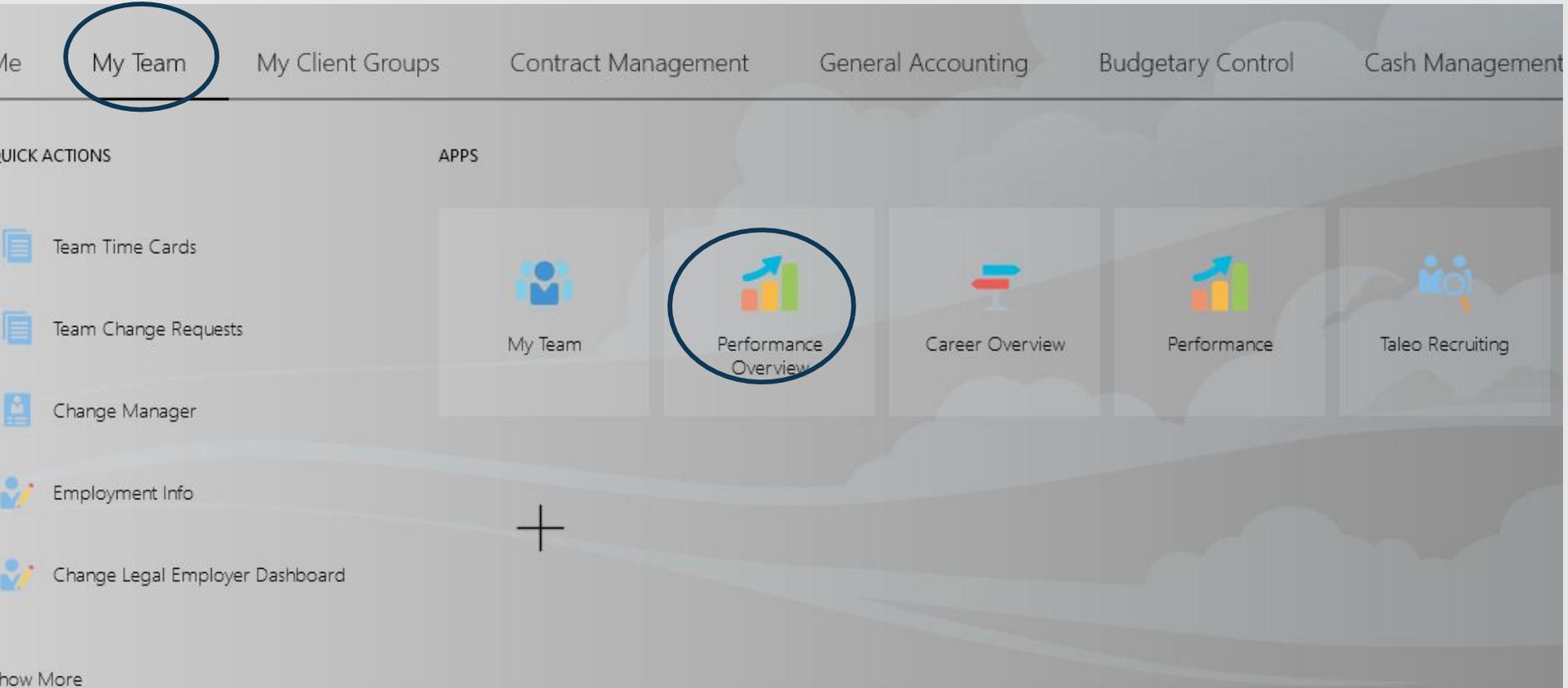




Approving A Performance Document in Oracle Cloud

This document captures how to do an approval of a performance document in Oracle. While the example shown is for a PAR, the same basic navigational steps are used for the Non-Unit and AFT Staff reviews as well, allowing for differences in the structure of the reviews themselves.

Approver signs onto Oracle and navigates to the My Team tab. Approver selects the Performance Overview tile.



The approver selects the Show Filters link

The screenshot shows the Oracle Cloud interface for 'Goals and Performance Overview'. At the top, there is a navigation bar with the TCNJ Oracle Cloud logo and user profile 'JC'. Below the navigation bar, the page title is 'Goals and Performance Overview'. A 'Review Period' dropdown menu is set to 'Academic Year 20-21'. The main content area is titled 'My Team' and contains a search bar with the placeholder text 'Search Person'. To the right of the search bar is a blue link labeled 'Show Filters', which is circled in blue. Below the search bar is an 'Add Performance Goal' button. On the right side of the 'My Team' section, there is a 'Sort By' dropdown menu set to 'Name ascending'.

Next the All Reports selection is made.

The screenshot shows the Oracle Cloud interface for 'Goals and Performance Overview' after the 'Show Filters' link was clicked. The 'Review Period' dropdown menu remains set to 'Academic Year 20-21'. The 'My Team' section now displays a list of team members. The first team member is 'Dilan Avci', with a circular profile picture containing the initials 'DA'. Below the team member's name, there are several links: 'Human Resources Recruiting Coordinator', 'Last Updated Performance Rating', 'Performance Documents', and 'Performance Goals'. The 'All reports' link is circled in blue. To the left of the team member list, there is a 'Filters' section with a 'Reset' button and a gear icon. Below the 'Filters' section, there are links for 'Expand All', 'Collapse All', and 'Clear'. The 'Sort By' dropdown menu remains set to 'Name ascending'.

The Search box is used to locate the employee needing approval. The link above the employee's name is selected.

TCNJ Oracle Cloud

Goals and Performance Overview

Review Period: Academic Year 20-21

My Team

Deleon x Hide Filters

Filters Add Performance Goal

Sort By: Name ascending

Expand All | Collapse All

^ Display

All reports

Direct reports

^ Manager Type

Antoinette Deleon
HR Generalist

Last Updated Performance Rating

Performance Documents

AFT Staff Review Only

Check-In

Performance Goals

Anytime Documents

0 created

Using the dropdown box, select the Review Period relating to the document needing to be reviewed.

TCNJ Oracle Cloud

Performance
Antoinette Deleon

Review Period

- PAR 2022
- PAR 2022
- Academic Year 20 21
- PAR 2021
- Final PAR 2020

Click on the See Details link in the cream colored box indicating approval required.

Review Period PAR 2022

Performance Documents

All

! Your approval is required. [See details.](#)

PAR Interim - Non Supervisory 2022 Successful | By Stephen Gall

Current Task Approval Task Completion 2 / 9

To review the document itself, the approver navigates to the bottom and click on the link titled Go to performance document.



PAR Interim - Non Supervisory 2022
Antoinette Deleon

Approve Reject

⚠ Approval in Progress

Antoinette Deleon Performance Document Approval Requested PAR Interim - Non Supervisory 2022

Your approval is requested for the performance document PAR Interim - Non Supervisory 2022 for Antoinette Deleon.

Assignee Jonathan Cochran

From Stephen Gall

Manager Overall Ratings Successful

Manager Overall Comments

Review Period PAR 2022

Performance Document Start Date 07/01/2021

Performance Document End Date 06/30/2022

Approval History

[Show Detail](#)

[Go to performance document: PAR Interim - Non Supervisory 2022](#)

A second browser tab opens up and the approver can view the various aspects of the review by clicking the view buttons. When review is complete, approver should return to the original tab.

TCNJ Oracle Cloud

Approval: PAR Interim - Non Supervisory 2022
Antoinette Deleon

Print

⚠ Your approval is required. [See details.](#)

Document Details

PAR Overall Summary

Manager Rating Successful	Manager Calculated Rating Successful (29)
Manager Comments	

[Show Additional Info](#)

Evaluation Topics

- Goals
3 of 3 commented [View](#)
- PAR Non Supervisory Competencies
13 of 13 rated | 9 of 13 commented
Manager Rating: Successful
Manager Calculated Rating: Successful (29) [View](#)
- PAR Questionnaire [View](#)

Attachments

On this page, the approver either clicks the Approve tab or the Reject tab.

TCNJ Oracle Cloud

Home Star Flag Bell JC

< PAR Interim - Non Supervisory 2022
Antoinette Deleon

Approval in Progress

Antoinette Deleon
Performance Document Approval Requested
PAR Interim - Non Supervisory 2022

Your approval is requested for the performance document PAR Interim - Non Supervisory 2022 for Antoinette Deleon.

Assignee Jonathan Cochran
From Stephen Gall
Manager Overall Ratings Successful
Manager Overall Comments
Review Period PAR 2022
Performance Document Start Date 07/01/2021
Performance Document End Date 06/30/2022

Approval History
[Show Detail](#)

[Go to performance document: PAR Interim - Non Supervisory 2022](#)

Approve Reject

The approver enters optional comments and presses Submit for the approval or rejection.

Refreshed from PROD on 02 December. Next refresh scheduled for 29 Jan 2022.



PAR Interim - Non Supervisory 2022
Antoinette Deleon

Submit Cancel

Comments

[Large empty text input field for comments]

Attachments

Drag files here or click to add attachment

- Performance
- Show More

If the document was Approved, the approver is returned to the previous page. and approval is complete (as noted by the green checkbox next to the approval step)

Performance Documents ^

All ▾

PAR Interim - Non Supervisory 2022 Successful | By Stephen Gall ...

Current Task Task Completion

Share Performance Document 

All Tasks

- Set Goals
- Manager Evaluation of Workers 
- Approval

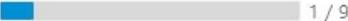
If the document was Rejected, the approver is returned to the previous page. and the document is returned for updating by the manager (as noted by the green horizontal arrow next to the approval step)

Performance Documents ^

All ▾

PAR Interim - Non Supervisory 2022 Successful | By Stephen Gall ...

Current Task Task Completion

Manager Evaluation of Workers 

All Tasks

- Set Goals
- Manager Evaluation of Workers 

Questions regarding this process should be submitted to galls@tcnj.edu