



**How to Complete a Non-unit Performance Evaluation
in the Oracle HCM Cloud**

To begin the evaluation process, the individual whose performance is being assessed completes a self evaluation.

1. Log in with your username and password.
2. Confirm that the ME tab is selected.
3. Click the Career and Performance title.

The screenshot displays the Oracle Cloud HCM user interface. At the top left, the logo for TCNJ Oracle Cloud is visible. The top right corner contains navigation icons for home, favorites, a list, notifications, and a user profile. The main content area features a personalized greeting: "Good afternoon, Antoinette Deleon!". Below the greeting is a horizontal navigation bar with tabs for "Me", "My Client Groups", "Benefits Administration", "Receivables", "General Accounting", "Budgetary Control", and "My Enterprise". Underneath the navigation bar, there are two sections: "QUICK ACTIONS" on the left and "APPS" on the right. The "QUICK ACTIONS" section lists: Year-End Documents, Personal Details, Document Records, Identification Info, and Contact Info. The "APPS" section is a grid of application tiles: Directory, Pay, Time and Absences, Career and Performance (highlighted with a red circle), Personal Information, Benefits, and Roles and Delegations. A plus sign is located at the bottom right of the app grid. A "Show More" link is positioned at the bottom left of the interface.

Click the Performance tile.

< 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.

Confirm that **Calendar Year 2021** appears as the Review Period and click on the link for the **Non-Unit Review**

Review Period



Performance Documents



[Non-Unit Review](#)

Stephen Gall



Current Task

Worker Self-Evaluation

Task Completion

 0 / 6

All Tasks

- Worker Self-Evaluation
- Manager Evaluation of Workers
- Share Performance Document
- Share Performance Document
- Confirm Review Meeting Held
- Confirm Review Meeting Held

1. Click the **Evaluate** box next to Non-Unit Competencies.

Worker Self-Evaluation: Non-Unit Review
Antoinette Deleon

Document Details

Non-Unit Overall Summary Edit

Employee Rating Employee Calculated Rating

Employee Comments

[Show Additional Info](#)

Evaluation Topics

Non-Unit Competencies
0 of 7 rated | 0 of 7 commented
Employee Rating Employee Calculated Rating

Employee Comments

Evaluate

Non-Unit Diversity and Performance Questionnaire Evaluate

Attachments

After rating each competency, you will click the **Save and Close** button and the form will update with an overall rating and performance score.



Evaluate Topic Non-Unit Competencies

Antoinette Deleon

Save and Close

Cancel

Rate and Comment

i Evaluate the included competencies.

Sort By Competency Name-A to Z

Accountability

While addressing job-related responsibilities, confirms established processes are followed. Accomplishes job related task and goals by adhering to policies and procedures. Accepts responsibility for actions and engages in appropriate behavior to address work-related issues associated with job. Expectations Behaviors: - Demonstrates ability to notify others of his/her actions that may conflict with TCNJ processes - Takes responsibility for work products, services, and results; does not shift blame on others - Confirms measures to assess college, unit, department, program or project effectiveness - Monitors goals and objectives in a systematic, timely manner and takes necessary action to address areas of concern - Encourages others to take ownership of work products, services, and results


Employee Rating

With Great Frequency

Employee Comments

Tahoma 2 B I U [List Icons]

Notice that an Employee Rating is calculated on the basis of the competency evaluation.

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

Worker Self-Evaluation: Non-Unit Review

Antoinette Deleon

Print

Non-Unit Overall Summary

 Edit



Employee Rating
With Great Frequency

Employee Comments

Employee Calculated Rating
With Great Frequency (28)

[Show Additional Info](#)

Evaluation Topics



[Non-Unit Competencies](#)
7 of 7 rated | 7 of 7 commented
Employee Rating
With Great Frequency

Employee Comments

Employee Calculated Rating
With Great Frequency (28)

Evaluate

Click the Non-Unit Diversity and Performance Questionnaire **Evaluate** button.

Evaluation Topics



Non-Unit Competencies

7 of 7 rated | 7 of 7 commented

Employee Rating

With Great Frequency

Employee Comments

Employee Calculated Rating

With Great Frequency (28)

Evaluate



Non-Unit Diversity and Performance Questionnaire

Evaluate

Enter the outcomes for the 2021 performance year and the goals for the 2022 performance year. There are four questions in total. When you are complete with all entries, press **Save and Close**



Questionnaire

Antoinette Deleon

Save and Close

Cancel

My Questionnaire

Please respond to the following questions:

Diversity Goals Planning

Diversity is maximizing the opportunity to take advantage of rich backgrounds and abilities of all employees by recognizing and valuing differences, seeking inclusiveness, and considering and honoring different points of view. Diversity also means practicing mutual respect for qualities and experiences that are different from our own.

Expected Behaviors:

- Treat members of your team in a respectful and professional manner.
- Create meaningful opportunities for team members to interact and enhance greater understanding and appreciation for each other.
- Regard, recognize, and value differences in the needs and viewpoints of others.
- Ensure that work teams reflect a variety of perspectives, understanding that diverse teams create more dynamic outcomes.
- Engage in broad recruitment efforts to facilitate diversity of hiring.
- Take advantage of the rich backgrounds and diverse talents of TCNJ staff.
- Attend presentations focusing on topics about intercultural understanding and appreciation.
- Pursue community engagement opportunities.
- Program development impacting diverse communities.
- Develop or participate in multicultural networking opportunities.

Please identify two (2) specific action items that you will implement during this evaluation period that reflect your commitment to diversity.

Font 2 B I U [List Icons]

1. Attend diversity conference

2. Read three books about LGBTQ experiences in the US.

Click **Edit** to enter the Non-Unit Overall Summary.

Worker Self-Evaluation: Non-Unit Review

Antoinette Deleon

Print Submit



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

Document Details

Non-Unit Overall Summary

 Edit

Employee Rating
With Great Frequency
Employee Comments

Employee Calculated Rating
With Great Frequency (28)

[Show Additional Info](#)

Evaluation Topics

Non-Unit Competencies
7 of 7 rated | 7 of 7 commented

Employee Rating
With Great Frequency

Employee Calculated Rating
With Great Frequency (28)

Evaluate








On this page, enter overall comments about your performance during the period. When complete, press the **Save** button.

Non-Unit Overall Summary

Employee Rating
With Great Frequency

Employee Calculated Rating
With Great Frequency (28)

Employee Comments

Font 2 B I U       

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

Employee entry is now complete. Press the **Submit** button to begin the manager evaluation.



Worker Self-Evaluation: Non-Unit Review

Antoinette Deleon

Print

Submit

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

Document Details



Non-Unit Overall Summary

Edit



Employee Rating

With Great Frequency

Employee Calculated Rating

With Great Frequency (28)

Employee Comments

Overall a challenging but rewarding year.

[Show Additional Info](#)

Evaluation Topics



Non-Unit Competencies

7 of 7 rated | 7 of 7 commented

Employee Rating

With Great Frequency

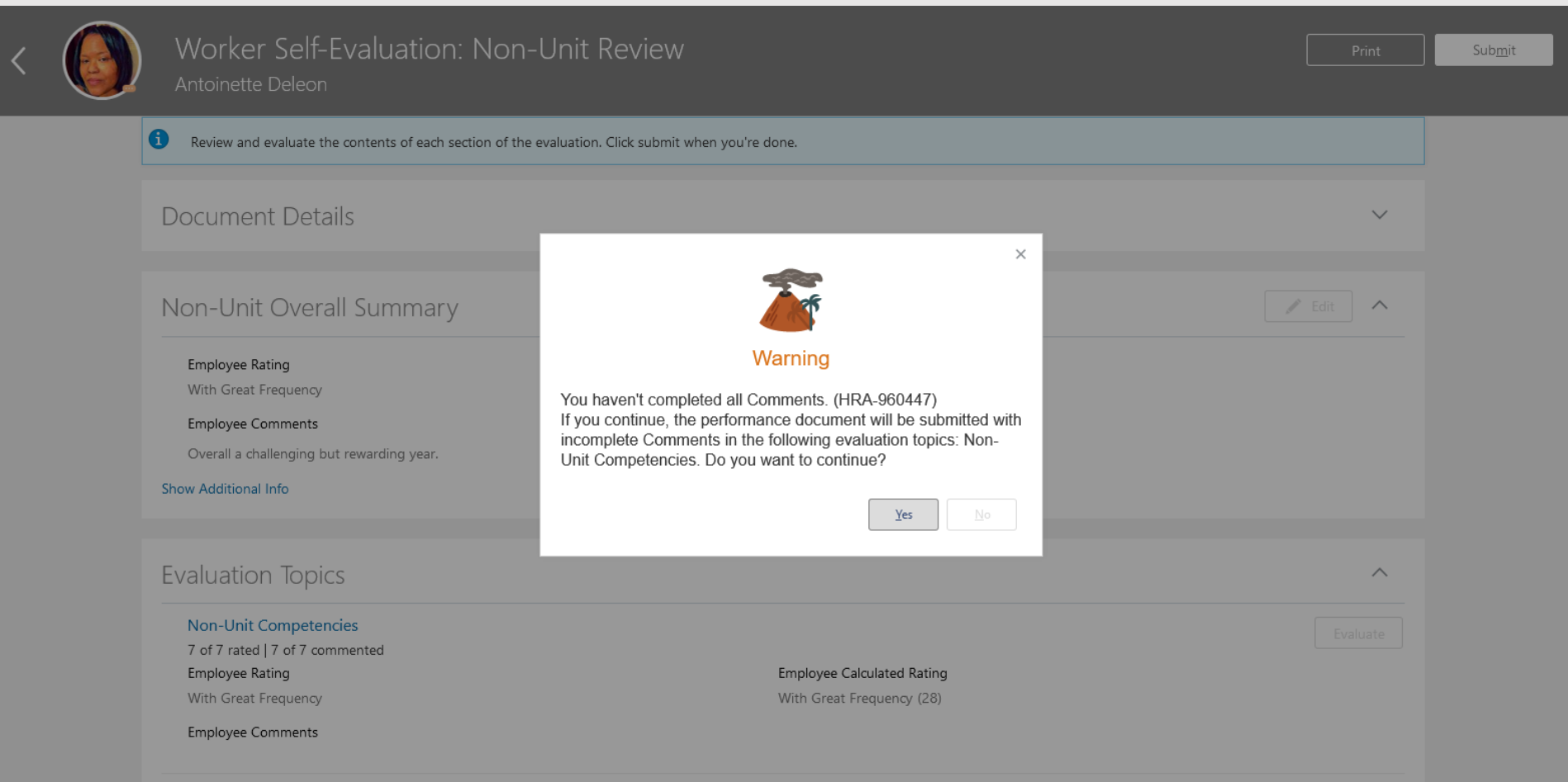
Employee Calculated Rating

With Great Frequency (28)

Employee Comments

Evaluate

If you have not completed entries for all sections, you may receive a warning message as below. Review the details of the message, and if you would like to make updates, press the **No** button on the popup and update the document. If you wish to not make further entries, press the **Yes** button.



The screenshot shows a web application interface for a "Worker Self-Evaluation: Non-Unit Review" for Antoinette Deleon. The interface includes a navigation bar with a back arrow, a profile picture, and buttons for "Print" and "Submit". A blue information banner at the top states: "Review and evaluate the contents of each section of the evaluation. Click submit when you're done." The main content area is divided into sections: "Document Details", "Non-Unit Overall Summary", and "Evaluation Topics". The "Non-Unit Overall Summary" section shows an "Employee Rating" of "With Great Frequency" and "Employee Comments" stating "Overall a challenging but rewarding year." The "Evaluation Topics" section shows "Non-Unit Competencies" with a rating of "With Great Frequency" and an "Employee Calculated Rating" of "With Great Frequency (28)". A modal popup window is centered on the screen, featuring a volcano icon and the text: "Warning: You haven't completed all Comments. (HRA-960447) If you continue, the performance document will be submitted with incomplete Comments in the following evaluation topics: Non-Unit Competencies. Do you want to continue?" The popup has "Yes" and "No" buttons at the bottom.

Worker Self-Evaluation: Non-Unit Review
Antoinette Deleon

Print Submit

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

Document Details

Non-Unit Overall Summary

Employee Rating
With Great Frequency

Employee Comments
Overall a challenging but rewarding year.

Show Additional Info

Evaluation Topics

Non-Unit Competencies
7 of 7 rated | 7 of 7 commented

Employee Rating
With Great Frequency

Employee Comments

Employee Calculated Rating
With Great Frequency (28)

Evaluate

Warning

You haven't completed all Comments. (HRA-960447)
If you continue, the performance document will be submitted with incomplete Comments in the following evaluation topics: Non-Unit Competencies. Do you want to continue?

Yes No

You have now submitted the document up to your manager for approval. This is confirmed by looking at the green circle next to the Manager Evaluation of Worker task. Tasks with a check mark are complete, whereas those with a horizontal arrow are in process.

Performance Documents

All

Non-Unit Review

Stephen Gall

Current Task

Manager Evaluation of Workers

Task Completion

 1 / 6

All Tasks

- Worker Self-Evaluation
- Manager Evaluation of Workers
- Share Performance Document
- Share Performance Document
- Confirm Review Meeting Held
- Confirm Review Meeting Held



The employee's self evaluation has been forwarded to the manager. The manager will view the employee's self assessment and will complete the evaluation.

1. Log in with your username and password
2. Confirm that the **My Team** icon is underscored
3. Click the Performance title.

The screenshot displays the Oracle Cloud dashboard for a user named Stephen Gall. The top navigation bar includes 'Me', 'My Team', 'My Client Groups', 'Contract Management', 'General Accounting', 'Budgetary Control', and 'Cash Management'. The 'My Team' option is circled in red with an orange arrow pointing to it. Below the navigation bar, there are 'QUICK ACTIONS' (Team Time Cards, Team Change Requests) and 'APPS' (My Team, Performance Overview, Career Overview, Performance). The 'Performance' app tile is circled in red with an orange arrow pointing to it. At the bottom, there are two notification cards: 'Assigned to Me' and 'Created by Me', both showing a count of 0. A larger notification card on the right says 'You have no open notifications.' with a nest icon.

Confirm that Calendar Year 2021 appears in the dropdown box. All employees in this cycle will appear. Workers ready for the manager to review appear with a horizontal arrow in the green box next to the Manager Evaluation of Workers task.

Review Period

Performance Documents

[Hide Filters](#)

Saved Search Sort By

Filters [Reset](#)

[Expand All](#) | [Collapse All](#)

^ Employees [Clear](#)

All Evaluatees

[Directs Only](#)

^ Document Type [Clear](#)

Standard

Anytime

Non-Unit Review
Antoinette Deleon
HR Generalist

Current Task
Manager Evaluation of Workers

Task Completion
1 / 6

Manager Rating
Not Rated Yet

Employee Rating
With Great Frequency

All Tasks

- Worker Self-Evaluation
- Manager Evaluation of Workers
- Share Performance Document
- Share Performance Document
- Confirm Review Meeting Held
- Confirm Review Meeting Held

Click the **Non-Unit Review** link.

Review Period

Performance Documents

[Hide Filters](#)

Saved Search Sort By

Filters [Reset](#)

[Expand All](#) | [Collapse All](#)

^ Employees [Clear](#)

All Evaluatees

[Directs Only](#)

^ Document Type [Clear](#)

Standard

Anytime

Non-Unit Review

[Antoinette Deleon](#)

HR Generalist

Current Task
Manager Evaluation of Workers

Manager Rating
Not Rated Yet

All Tasks

- Worker Self-Evaluation
- Manager Evaluation of Workers
- Share Performance Document
- Share Performance Document
- Confirm Review Meeting Held
- Confirm Review Meeting Held

Task Completion
1 / 6

Employee Rating
With Great Frequency

...

The manager will **Evaluate** the Non-Unit Competencies.

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

Document Details ▼

Non-Unit Overall Summary Edit ▲

Manager Rating	Manager Calculated Rating
Employee Rating	Never (0)
With Great Frequency	Employee Calculated Rating
Manager Comments	With Great Frequency (28)
Employee Comments	
Overall a challenging but rewarding year.	

[Show Additional Info](#)

Evaluation Topics ▲

Non-Unit Competencies
0 of 7 rated | 0 of 7 commented

Manager Rating	Manager Calculated Rating
Employee Rating	Never (0)
With Great Frequency	Employee Calculated Rating
	With Great Frequency (28)

Evaluate

Once all competencies are evaluated, click **Save and Close**.

Rate and Comment

i Evaluate the included competencies.

Sort By Competency Name-A to Z

Accountability
When addressing job-related responsibilities, confirms established processes are followed. Accomplishes job related task and goals by adhering to policies and procedures. Accepts responsibility for actions and engages in appropriate behavior to address work-related issues associated with job. Expectations Behaviors: - Demonstrates ability to notify others of his/her actions that may conflict with TCNJ processes - Takes responsibility for work products, services, and results; does not shift blame on others - Confirms measures to assess college, unit, department, program or project effectiveness - Monitors goals and objectives in a systematic, timely manner and takes necessary action to address areas of concern - Encourages others to take ownership of work products, services, and results

Manager Rating Always
Employee Rating With Great Frequency

Manager Comments

Tahoma 2 B I U [List] [Link] [Image] [Undo] [Redo] [Delete]

Demonstrated full ownership of Project X.

Paragraphs: 1, Words: 6, Characters (with HTML): 41

Employee Comments

Evaluate the Non-Unit and Performance Questionnaire.



Manager Evaluation of Workers: Non-Unit Review
Antoinette Deleon

Print

Submit

Manager Rating

With Great Frequency

Employee Rating

With Great Frequency

Manager Comments

Employee Comments

Overall a challenging but rewarding year.

[Show Additional Info](#)

Manager Calculated Rating

With Great Frequency (28)

Employee Calculated Rating

With Great Frequency (28)

Evaluation Topics



Non-Unit Competencies

7 of 7 rated | 1 of 7 commented

Evaluate

Manager Rating

With Great Frequency

Manager Calculated Rating

With Great Frequency (28)

Employee Rating

With Great Frequency

Employee Calculated Rating

With Great Frequency (28)

Manager Comments

Employee Comments

Non-Unit Diversity and Performance Questionnaire

Evaluate

Attachments



1. Enter diversity and performance goals for the 2022 performance cycle (two questions).
2. Enter diversity and performance outcomes for the 2021 performance year (two questions).

Note that the employee's survey is available for viewing at the bottom of the page. Press the down area to open it for viewing.

Employee Questionnaire

3. When you have completed your entries, click **Save and Close**.

Oracle Cloud

Questionnaire
Antoinette DeLeon

My Questionnaire

Please respond to the following questions:

Diversity Goals Planning

Diversity is maximizing the opportunity to take advantage of rich backgrounds and abilities of all employees by recognizing and valuing differences, seeking inclusiveness, and considering and honoring different points of view. Diversity also means practicing mutual respect for qualities and experiences that are different from our own.

Expected Behaviors:

- Treat members of your team in a respectful and professional manner.
- Create meaningful opportunities for team members to interact and enhance greater understanding and appreciation for each other.
- Regard, recognize, and value differences in the needs and viewpoints of others.
- Ensure that work teams reflect a variety of perspectives, understanding that diverse teams create more dynamic outcomes.
- Engage in broad recruitment efforts to facilitate diversity of hiring.
- Take advantage of the rich backgrounds and diverse talents of TCNJ staff.
- Attend presentations focusing on topics about intercultural understanding and appreciation.
- Pursue community engagement opportunities.
- Program development impacting diverse communities.
- Develop or participate in multicultural networking opportunities.

Please identify two (2) specific action items that you will implement during this evaluation period that reflect your commitment to diversity.

Font 2 B I U [List Icons] [Undo/Redo Icons]

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

Click **Edit** to open the summary screen.



Manager Evaluation of Workers: Non-Unit Review

Antoinette Deleon

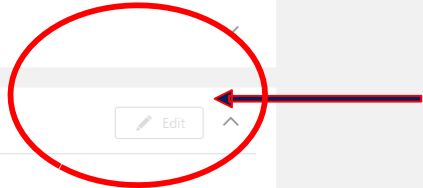
Print

Submit

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

Document Details

Non-Unit Overall Summary



Manager Rating With Great Frequency	Manager Calculated Rating With Great Frequency (28)
Employee Rating With Great Frequency	Employee Calculated Rating With Great Frequency (28)
Manager Comments	
Employee Comments Overall a challenging but rewarding year.	

[Show Additional Info](#)

Evaluation Topics

Non-Unit Competencies 7 of 7 rated | 1 of 7 commented Evaluate

Manager Rating With Great Frequency	Manager Calculated Rating With Great Frequency (28)
Employee Rating With Great Frequency	Employee Calculated Rating With Great Frequency (28)


1. Enter comments to summarize the performance results for the year.
2. Click **Save**

Non-Unit Overall Summary

Manager Rating
With Great Frequency

Employee Rating
With Great Frequency

Manager Comments

Tahoma 2 B I U 

Another great year!

Paragraphs: 1, Words: 3, Characters (with HTML): 19

Employee Comments

Overall a challenging but rewarding year.

Manager Calculated Rating
With Great Frequency (28)

Employee Calculated Rating
With Great Frequency (28)

Save Cancel

Click **Submit**



Manager Evaluation of Workers: Non-Unit Review

Antoinette Deleon

[Print](#) [Submit](#)

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

Document Details ▼

Non-Unit Overall Summary Edit ^

Manager Rating With Great Frequency	Manager Calculated Rating With Great Frequency (28)
Employee Rating With Great Frequency	Employee Calculated Rating With Great Frequency (28)
Manager Comments Another great year!	
Employee Comments Overall a challenging but rewarding year.	

[Show Additional Info](#)

Evaluation Topics ^

Non-Unit Competencies 7 of 7 rated 1 of 7 commented		Evaluate
Manager Rating With Great Frequency	Manager Calculated Rating With Great Frequency (28)	
Employee Rating	Employee Calculated Rating	

You are now taken out of the document. Notice how there is now a horizontal arrow next to the Share Performance Document task. Press the **Non-Unit Review** link to return to the document.



[Non-Unit Review](#) ←

Antoinette Deleon

HR Generalist

Current Task

Share Performance Document

Manager Rating

With Great Frequency

Task Completion

2 / 6

Employee Rating

With Great Frequency

All Tasks

- Worker Self-Evaluation
- Manager Evaluation of Workers
- Share Performance Document ←
- Share Performance Document
- Confirm Review Meeting Held
- Confirm Review Meeting Held

The manager should now share and release the document. When released, the document will be visible to the employee. Press the light **Share and Release** button.



Information

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

Share and Retain

Share and Release

The manager has the option to put additional comments in the box that appears after sharing the document. Whether or not comments are filled it, press **Submit**



Share and Release
Antoinette Deleon

Submit

Cancel

Comments

Rich text editor toolbar with options: Font, size 2, Bold (B), Italic (I), Underline (U), Bulleted list, Numbered list, Link, Unlink, Undo, Redo, and a color picker. Below the toolbar is a large empty text area for comments.

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

The completed evaluation is now available for the employee to review. The employee now enters Oracle to view the document.

1. Confirm that the **ME** icon is underscored.
2. Click the **Career and Performance** title.

TCNJ Oracle Cloud

Good afternoon, Antoinette Deleon!

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

QUICK ACTIONS

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

APPS

- Directory
- Pay
- Time and Absences
- Career and Performance**
- Personal Information
- Benefits
- Roles and Delegations

Show More

Click the Performance tile.

< 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.

Click the **Non-Unit Review** link.

Performance Documents

All

[Non-Unit Review](#)

With Great Frequency | By Stephen Gall

Current Task

Share Performance Document


Task Completion

 3 / 6

All Tasks

- Worker Self-Evaluation
- Manager Evaluation of Workers
- Share Performance Document
- Share Performance Document
- Confirm Review Meeting Held
- Confirm Review Meeting Held

The employee is able to view the updated performance evaluation, including the overall summary, the competencies, and the questionnaire. When complete, press the **Acknowledge Document** button at the top.

 **Information**
Review the evaluation details shared by your manager and acknowledge receipt.

[Acknowledge Document](#)

Document Details ^

Non-Unit Overall Summary ^

Manager Rating With Great Frequency	Manager Calculated Rating With Great Frequency (28)
Employee Rating With Great Frequency	Employee Calculated Rating With Great Frequency (28)
Manager Comments Another great year!	
Employee Comments Overall a challenging but rewarding year.	

[Show Additional Info](#)

Evaluation Topics ^

[Non-Unit Competencies](#) View
7 of 7 rated | 7 of 7 commented

Manager Rating With Great Frequency	Manager Calculated Rating With Great Frequency (28)
Employee Rating With Great Frequency	Employee Calculated Rating With Great Frequency (28)
Manager Comments	
Employee Comments	

[Non-Unit Diversity and Performance Questionnaire](#) View

Attachments ^

The employee has the option to put additional comments in the box that appears after acknowledge the document. Whether or not comments are filled it, press **Submit**

Refreshed from PROD on January 29.

TCNJ Oracle Cloud



Share Performance Document
Antoinette Deleon

Submit Cancel

Comments

Font 2 B I U [bulleted list] [numbered list] [link] [unlink] [undo] [redo] [insert link]

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

The evaluation is now returned to the manager. The manager should schedule a review meeting with the employee to review the document. This is done outside of Oracle. Once the meeting is held, the manager will document the performance discussion taking place.

1. Log in with your username and password
2. Confirm that the **My Team** icon is underscored
3. Click the Performance title.

The screenshot displays the Oracle Cloud user interface. At the top left, the logo reads "TCNJ Oracle Cloud". The main header area says "Good afternoon, Stephen Gall!". Below this, a navigation bar includes "Me", "My Team", "My Client Groups", "Contract Management", "General Accounting", "Budgetary Control", and "Cash Management". The "My Team" option is circled in red with an orange arrow pointing to it. Below the navigation bar, there are "QUICK ACTIONS" (Team Time Cards, Team Change Requests) and "APPS" (My Team, Performance Overview, Career Overview, Performance). The "Performance" app icon is circled in red with an orange arrow pointing to it. At the bottom, there are two notification cards: "Assigned to Me" with a count of 0, and "Created by Me" with a count of 0. A larger notification card in the center says "You have no open notifications." with a nest icon.

Confirm that Calendar Year 2021 appears in the dropdown box. All employees in this cycle will appear. Workers ready for the manager to capture the performance discussion date will appear with a horizontal arrow in the green box next to the first Confirm Review Meeting Held task.

Search Person Hide Filters

Saved Search Sort By End Date - Latest to Oldest

ManagerViewFacetedSea

Filters Reset

Expand All | Collapse All

^ Employees Clear

All Evaluatees
Directs Only

^ Document Type Clear

Standard
 Anytime

Non-Unit Review
Antoinette Deleon
HR Generalist

Current Task	Task Completion
Confirm Review Meeting Held	4 / 6
Manager Rating	Employee Rating
With Great Frequency	With Great Frequency
All Tasks	
<input checked="" type="checkbox"/> Worker Self-Evaluation	
<input checked="" type="checkbox"/> Manager Evaluation of Workers	
<input checked="" type="checkbox"/> Share Performance Document	
<input checked="" type="checkbox"/> Share Performance Document	
<input checked="" type="checkbox"/> Confirm Review Meeting Held	
<input type="checkbox"/> Confirm Review Meeting Held	

The manager clicks the **Non-Unit Review** link.

Search Person Hide Filters

Saved Search Sort By End Date - Latest to Oldest

ManagerViewFacetedSea

Filters

^ Employees


All Evaluatees


Directs Only

^ Document Type

Standard

Anytime



Non-Unit Review
Antoinette Deleon 

HR Generalist

Current Task	Task Completion
Confirm Review Meeting Held	4 / 6
Manager Rating	Employee Rating
With Great Frequency	With Great Frequency

All Tasks

- Worker Self-Evaluation
- Manager Evaluation of Workers
- Share Performance Document
- Share Performance Document
- Confirm Review Meeting Held
- Confirm Review Meeting Held

The manager then clicks the **Indicate Meeting Held** link.



Information

Select the date of the review meeting.



Manager enters the date the performance evaluation meeting occurred and then clicks the **Submit** button.

TCNJ Oracle Cloud

Confirm Review Meeting Held
Antoinette Deleon

Submit Cancel

Details

*Meeting Held Date
02/01/2022

The employee now enters Oracle to confirm they attended the review meeting.

1. Confirm that the **ME** icon is underscored.
2. Click the **Career and Performance** title.

TCNJ Oracle Cloud

Good afternoon, Antoinette Deleon!

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

QUICK ACTIONS

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

APPS

- Directory
- Pay
- Time and Absences
- Career and Performance**
- Personal Information
- Benefits
- Roles and Delegations

Show More

Click the Performance tile.

< 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.

Employee clicks the **Non-Unit Review** link.

Performance Documents



All

[Non-Unit Review](#)



With Great Frequency | By Stephen Gall



Current Task

Confirm Review Meeting Held

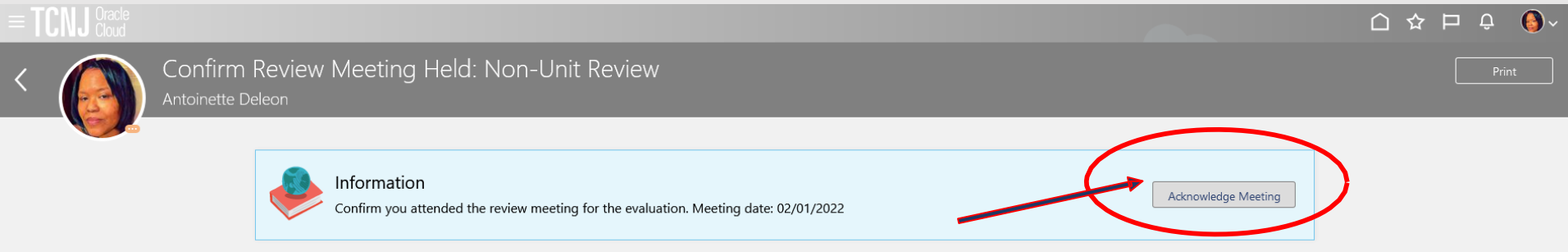
Task Completion



All Tasks

- ✔ Worker Self-Evaluation
- ✔ Manager Evaluation of Workers
- ✔ Share Performance Document
- ✔ Share Performance Document
- ✔ Confirm Review Meeting Held
- ➔ Confirm Review Meeting Held

Employee clicks **Acknowledge Meeting**. Once the meeting has taken place and is acknowledged by the employee, this performance evaluation is complete.



The screenshot displays the Oracle Cloud interface. At the top left, the logo for TCNJ Oracle Cloud is visible. The main header area shows a back arrow, a profile picture of Antoinette Deleon, and the title "Confirm Review Meeting Held: Non-Unit Review". A "Print" button is located in the top right corner. Below the header, a light blue information box contains a globe icon, the heading "Information", and the text "Confirm you attended the review meeting for the evaluation. Meeting date: 02/01/2022". A red circle highlights the "Acknowledge Meeting" button, with a red arrow pointing to it from the left.

The employee's evaluation is now complete. If the manager wants to view the document, they will need to perform additional navigation.

1. Log in with your username and password
2. Confirm that the **My Team** icon is underscored
3. Click the Performance title.

The screenshot displays the Oracle Cloud dashboard for a user named Stephen Gall. The dashboard includes a navigation bar with the following items: Me, My Team, My Client Groups, Contract Management, General Accounting, Budgetary Control, and Cash Management. The 'My Team' item is circled in red, and an orange arrow points to it. Below the navigation bar, there are sections for 'QUICK ACTIONS' (Team Time Cards, Team Change Requests) and 'APPS' (My Team, Performance Overview, Career Overview, Performance). The 'Performance' app icon is circled in red, and an orange arrow points to it. At the bottom of the dashboard, there are two notification cards: 'Assigned to Me' with a count of 0, and 'Created by Me' with a count of 0. A larger notification card in the center says 'You have no open notifications.' The background of the dashboard features a cloud pattern and a building image at the bottom.

Navigate to the bottom Document Status area and click on **Completed**

Review Period

Performance Documents

[Hide Filters](#)

Saved Search

Sort By



No results found.

Check your search criteria.

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

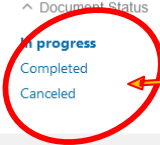
Suspended

^ Document Status [Clear](#)

In progress

Completed

Canceled



Now the review appears and can be viewed as it was when still in progress.



Performance Documents

Search Person Hide Filters

Saved Search: ManagerViewFacetedSea Sort By: End Date - Latest to Oldest

Filters:

- Expand All | Collapse All
- Employees
- All Evaluatees**
 - Directs Only
- Document Type
 - Standard
 - Anytime
- Tasks
 - Assigned to me
- Assignment Type
 - Nonprimary
 - Primary
- Assignment Status

	Non-Unit Review  Antoinette Deleon HR Generalist	Manager Rating With Great Frequency	Employee Rating With Great Frequency
---	---	---	--

Questions?

Email

Steve Gall: galls@tcnj.edu