



**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 user is greeted with "Good afternoon, Antoinette Deleon!". A navigation bar contains several tabs: "Me", "My Client Groups", "Benefits Administration", "Receivables", "General Accounting", "Budgetary Control", and "My Enterprise". Below this, the "QUICK ACTIONS" section lists: "Year-End Documents", "Personal Details", "Document Records", "Identification Info", and "Contact Info". The "APPS" section features a grid of application tiles: "Directory", "Pay", "Time and Absences", "Career and Performance" (circled in red), "Personal Information", "Benefits", and "Roles and Delegations". A "Show More" link is located at the bottom left of the apps grid.

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 Non-Unit and Grant 2022-2023 appears as the Review Period and click on the link for the Non-Unit and Grant Evaluation 2022-2023.

Review Period 

Performance Documents

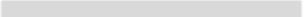
[Non-Unit and Grant Evaluation 2022-2023](#) 

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

Click **Edit** to enter the Non-Unit Overall Summary. This should include a recap of the job duties overall and significant accomplishments over the last 18 months.

TCNJ Oracle Cloud

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 Calculated Rating With Great Frequency (28)
---	---

Employee Comments

[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

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

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



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] [Link Icon] [Undo Icon] [Redo Icon] [Color Icon]

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

Evaluate

Employee Calculated Rating
With Great Frequency (28)

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 2022-2023 performance year and the goals for the FY24 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

1. Attend diversity conference

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

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

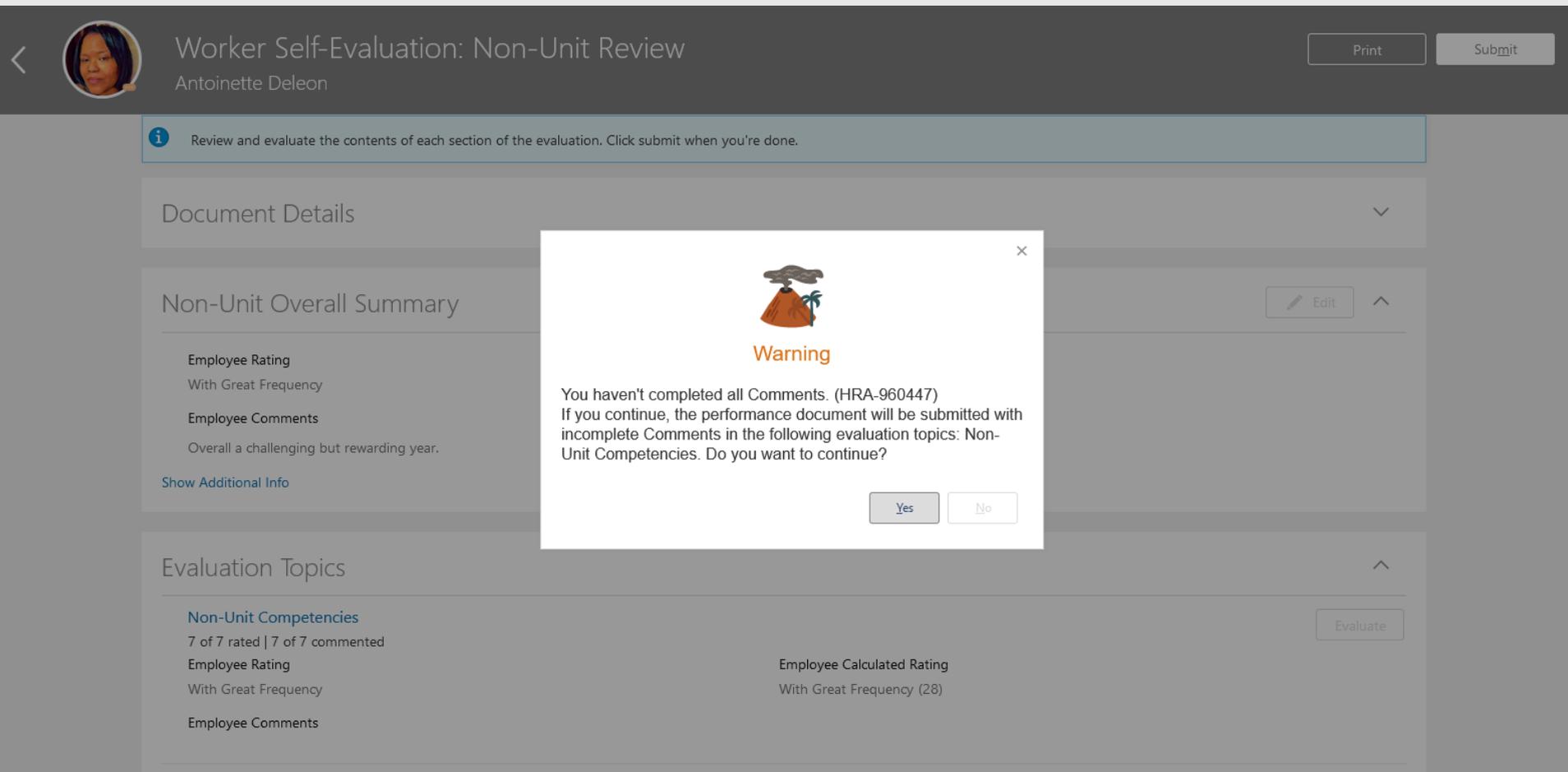
Employee Calculated Rating

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 interface for a "Worker Self-Evaluation: Non-Unit Review" for Antoinette Deleon. The interface includes a header 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 **orange chevron** are in process.

Performance Documents

All

Non-Unit and Grant Evaluation 2022-2023

Stephen Gall

Current Task

Manager Evaluation of Workers

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



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 the TCNJ Oracle Cloud logo, a home icon, a star icon, a flag icon, and a notification bell icon. The main content area features a greeting "Good afternoon, Stephen Gall!" and a navigation menu with options: Me, My Team (circled in red with an orange arrow pointing to it), My Client Groups, Contract Management, General Accounting, Budgetary Control, and Cash Management. Below the navigation menu, there are two sections: "QUICK ACTIONS" with links for "Team Time Cards" and "Team Change Requests", and "APPS" with tiles for "My Team", "Performance Overview", "Career Overview", and "Performance" (circled in red with an orange arrow pointing to it). At the bottom, there is a "Things to Finish" section with two cards: "Assigned to Me" showing 0 and "Created by Me" showing 0. A notification card on the right states "You have no open notifications." with a nest icon.

Confirm that **Non-Unit and Grant 2022-2023** 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.

Hide Filters



Actions ▾

Sort By End Date - Latest to Oldest ▾



Non-Unit and Grant Evaluation 2022-2023 

Antoinette Deleon

Human Resources Benefits Specialist

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 and Grant Evaluation 2022-2023** link.

[Non-Unit and Grant Evaluation 2022-2023](#)

[Antoinette Deleon](#)

Human Resources Benefits Specialist

Current Task

Manager Evaluation of Workers

Manager Rating

Not Rated Yet

Task Completion

1 / 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

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



Manager Evaluation of Workers: Non-Unit Review

Antoinette Deleon

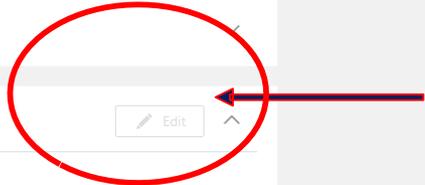
Print

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



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	
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

Nex, **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
	Never (0)
Employee Rating	Employee Calculated Rating
With Great Frequency	

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] [Help]

Demonstrated full ownership of Project X.

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

Employee Comments

Now **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 FY24 performance cycle (two questions).
2. Enter diversity and performance outcomes for the 2022-2023 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]

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

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 an **orange chevron** next to the Share Performance Document task. Press the **Non-Unit and Grant 2022-2023** link to return to the document.

 [Non-Unit and Grant Evaluation 2022-2023](#) 

Antoinette Deleon
Human Resources Benefits Specialist

Current Task	Task Completion
Share Performance Document	2 / 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 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

Font 2 B I U [List Icons] [Link Icon] [Undo Icon] [Redo Icon] [Color Icon]

[Empty Text Area]

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 and Grant Evaluation 2022-2023** link.

Performance Documents

All

[Non-Unit and Grant Evaluation 2022-2023](#)

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



Comments

Font 2 B I U [List Icons] [Link Icon] [Undo Icon] [Redo Icon]

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 for TCNJ Oracle Cloud is visible. The main header area shows a personalized greeting: "Good afternoon, Stephen Gall!". Below this, a navigation bar contains several menu 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 two sections: "QUICK ACTIONS" and "APPS". The "QUICK ACTIONS" section lists "Team Time Cards" and "Team Change Requests". The "APPS" section features four tiles: "My Team", "Performance Overview", "Career Overview", and "Performance". The "Performance" tile is circled in red, and an orange arrow points to it. At the bottom of the interface, there are two white notification boxes. The left box shows "Assigned to Me" with a large blue "0" and "Created by Me" with a large blue "0". The right box features a nest icon and the text "You have no open notifications." The background of the interface is a light gray with a subtle cloud pattern. The bottom edge of the screenshot shows a blurred image of a brick building at night.

Confirm that **Non-Unit and Grant 2022-2023** 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 an **orange chevron** next to the first Confirm Review Meeting Held task.



Non-Unit and Grant Evaluation 2022-2023

Antoinette Deleon

Human Resources Benefits Specialist

Current Task

Confirm Review Meeting Held

Manager Rating

With Great Frequency

Task Completion

4 / 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 clicks the **Non-Unit and Grant 2022-2023** link.

 [Non-Unit and Grant Evaluation 2022-2023](#) 

Antoinette Deleon
Human Resources Benefits Specialist

Current Task Confirm Review Meeting Held	Task Completion 4 / 6
Manager Rating With Great Frequency	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 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 and Grant 2022-2023** link.

Performance Documents



All

[Non-Unit and Grant Evaluation 2022-2023](#)

With Great Frequency | By Stephen Gall



Current Task

Confirm Review Meeting Held

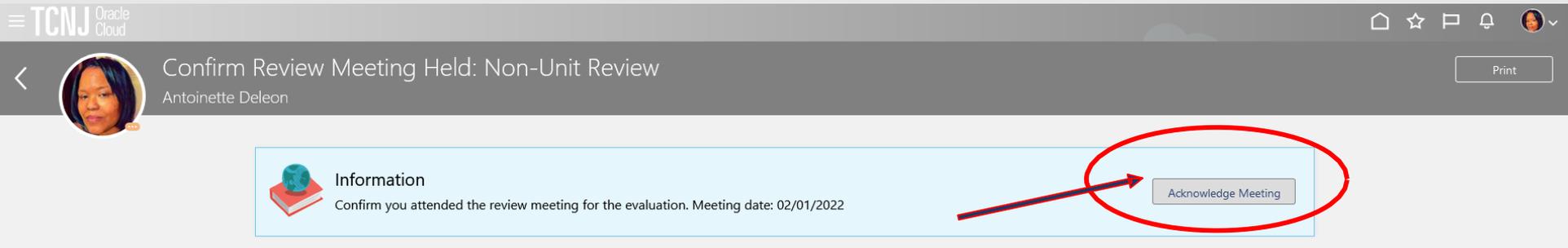
Task Completion

 5 / 6

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 graphic 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

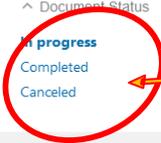
Suspended

^ 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: Save

Sort By: End Date - Latest to Oldest

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Standard
 Anytime

^ Tasks

Assigned to me

^ Assignment Type [Clear](#)

Nonprimary
 Primary

^ Assignment Status [Clear](#)

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

Questions?

If you have any questions related to the HCM Cloud processes associated with performance management, please contact **Steve Gall** at galls@tcnj.edu. For general inquiries regarding performance evaluations, timelines, or ratings, please contact **Cristi Cartwright** at cartwric@tcnj.edu.