



**Completing an AFT Professional Staff Performance
Evaluation in the HCM Cloud**

This training module provides step-by-step instructions on how to complete the AFT Staff Review for the performance cycle for Academic Year 2022- 2023

The TCNJ Oracle Cloud allows for the employee being evaluated, their manager and their next level manager to view and interact with the tool at different stages in the process. There are four portions of the AFT Staff Evaluation that must be completed. They include:

1. Goals
2. Competencies
3. A questionnaire and
4. An overall summary

The steps in the process are as follows:

1. Employee documents goals for the period being reviewed.
2. Employee completes a self evaluation of their goals and competencies.
3. Manager evaluates the progress of goals and competencies for the employee, and completes the questionnaire.
4. Manager submits the form to the next level manager.
5. Next level manager approves the document or sends it back for revision.
6. After approval is complete, the document is shared with the employee.
7. Employee and manager provide final feedback (if any).

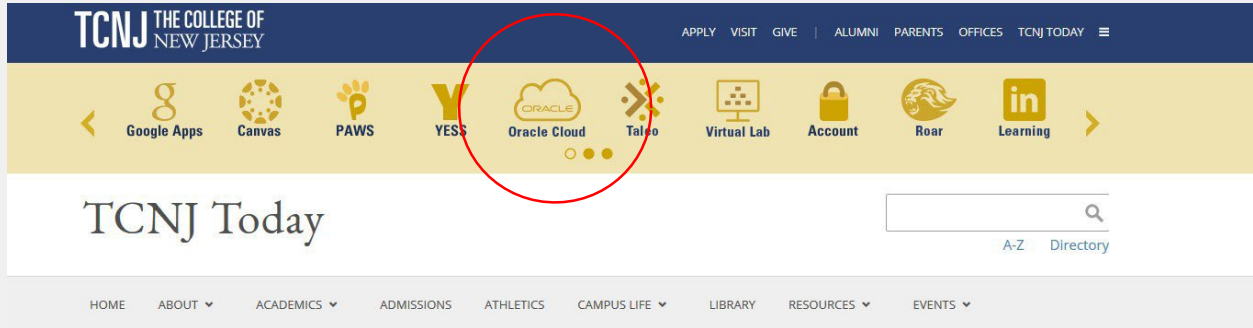
AFT Staff Employee activity is highlighted in yellow.

Manager Activity is highlighted in green.

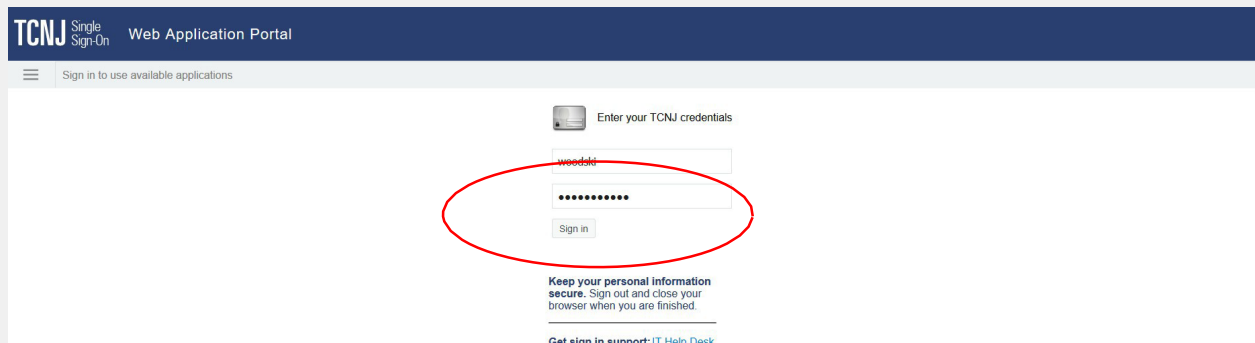
Next Level Manager Activity is in orange.

Step 1: The employee documents the goals for the period being reviewed.

On TCNJ Today, the employee clicks the Oracle Cloud icon...

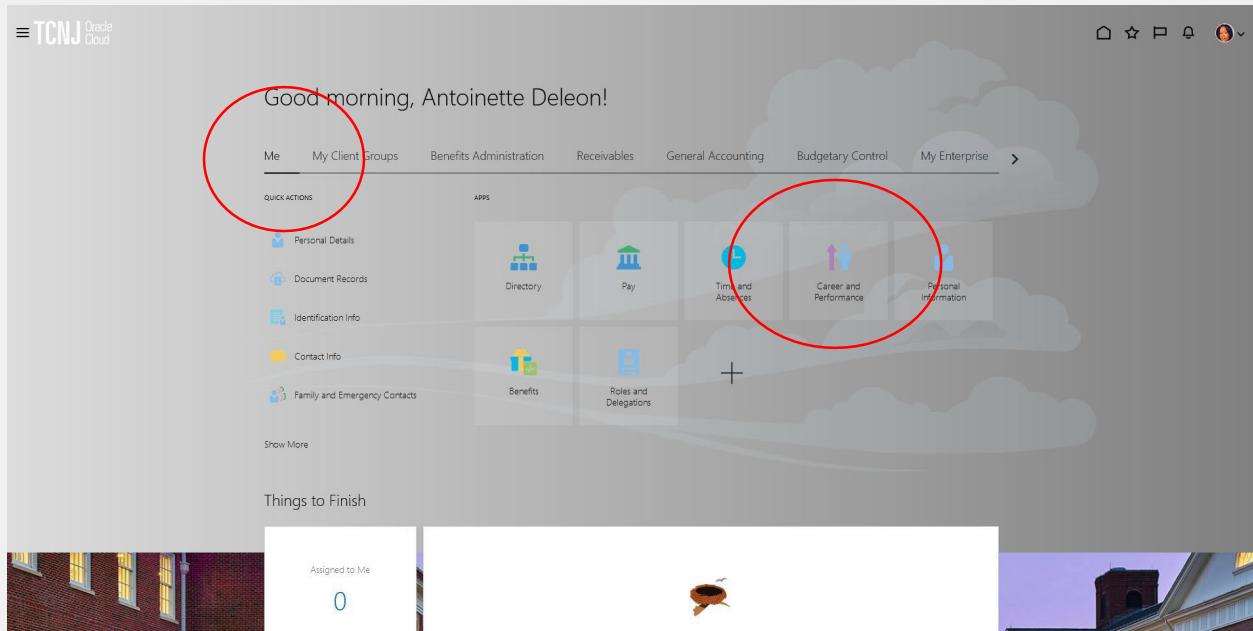


...and enters their single-sign-on id and password.

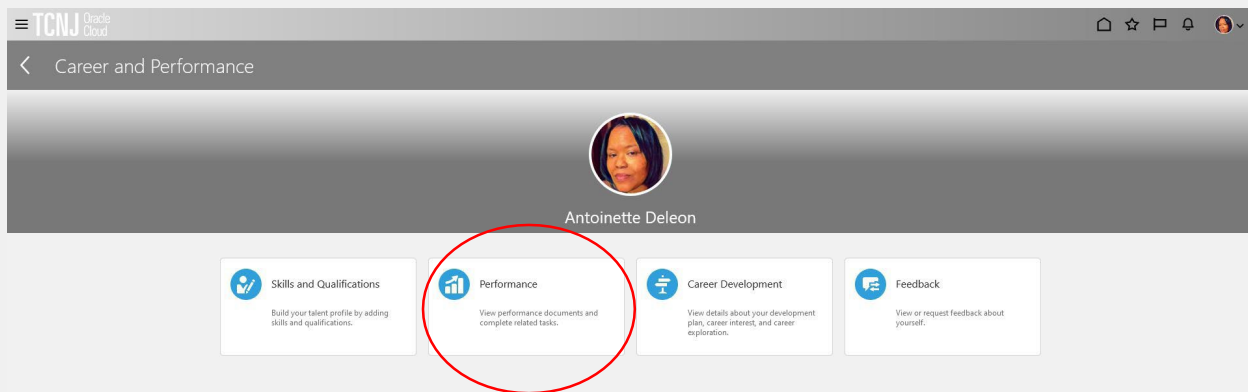


Step 1: The employee documents the goals for the period being reviewed (continued)

Next, the employee navigates to "Me" and "Career and Performance"...



...and then clicks "Performance."



Step 1: The employee documents their goals for the period being reviewed (continued)

The employee selects the time frame for their goals for the period that ended on August 31, 20223 by clicking “AFT Staff Performance Evaluation AY 22-23.”

Performance Documents

All

AFT Staff Performance Evaluation AY 22-23

Stephen Gall

Manage Participant Feedback

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

Task Completion

0 / 7

.... selects “Goals.”

Evaluation Topics

Goals

0 of 1 commented

Evaluate

AFT Questionnaire

Evaluate

AFT Competencies

18 of 18 rated | 18 of 18 commented

Employee Calculated Rating

3 (2.65)

Evaluate

...and then clicks “Add.”

Goals

+ Add

Actions

Sort By Latest to Oldest

Goal Two

Build out a filing plan

Status

Not started

Goal One

Develop an implementation plan for student entries

Status

Not started

Step 1: The employee documents the goals for the period being reviewed (continued)

Here the employee enters their first goal.

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
10/12/2022

Source
Worker

Success Criteria

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

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

Once the employee being evaluated completes the first goal, they press “Save and Close”

Add Goal
Antoinette Deleon

Save and Close Cancel

Basic Info

*Goal Name

Description

*Status
Not started

Target Completion Date
mm/dd/yyyy

*Start Date
10/15/2022

Source
Worker

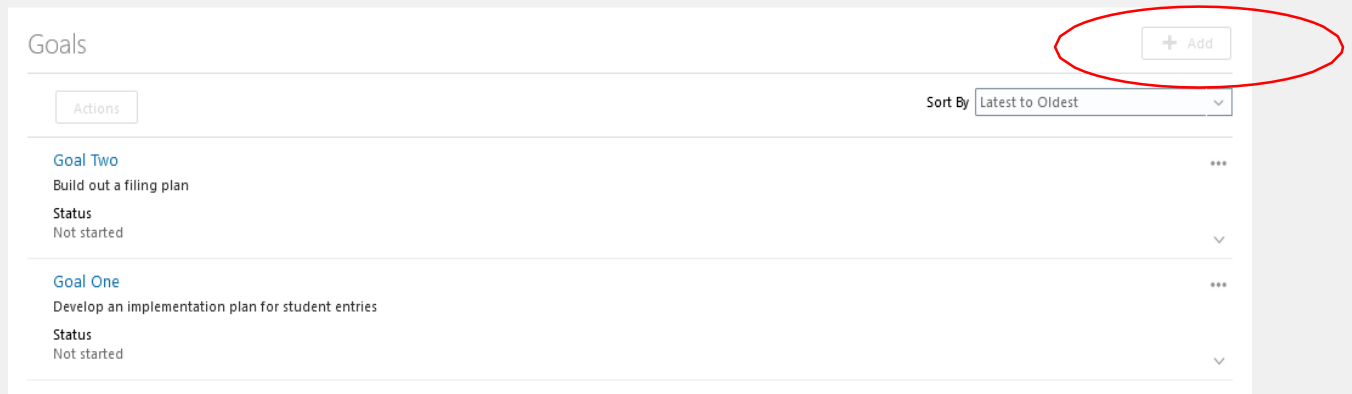
Success Criteria

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

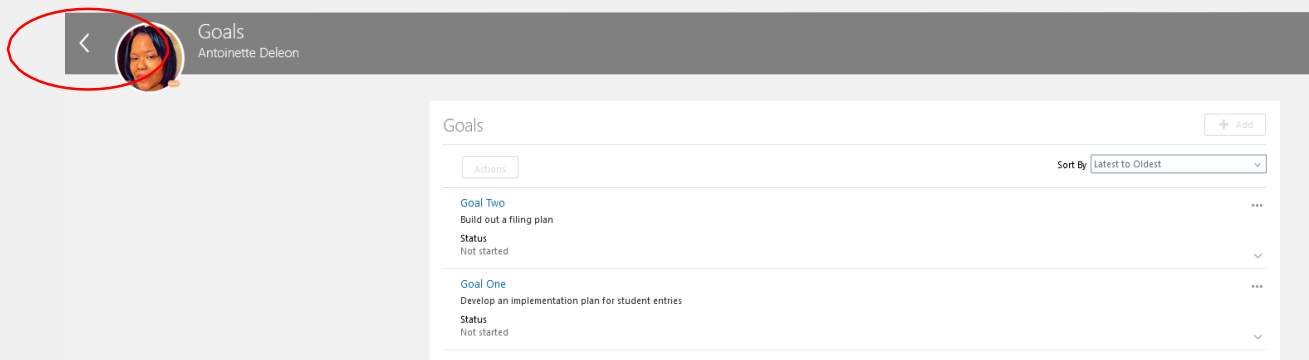
Paragraphs: 0, Words: 0, Characters (with HTML): 0

Step 1: The employee documents the goals for the period being reviewed (continued)

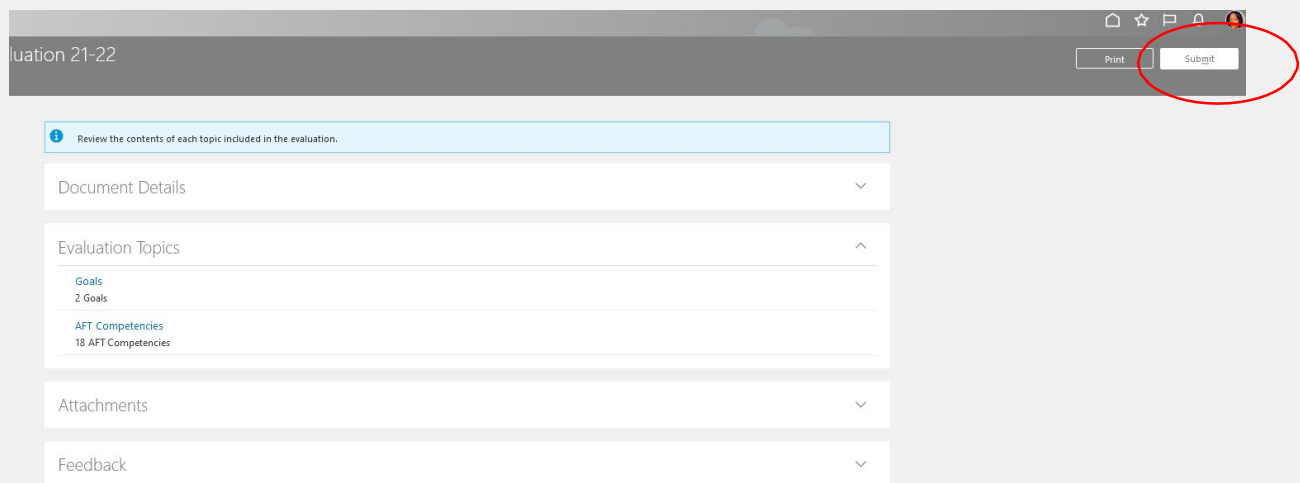
The employee is returned to the prior page and clicks “Add” to add another goal.



Once all goals have been entered, the employee clicks the back arrow in the top left to exit the goal entry section.

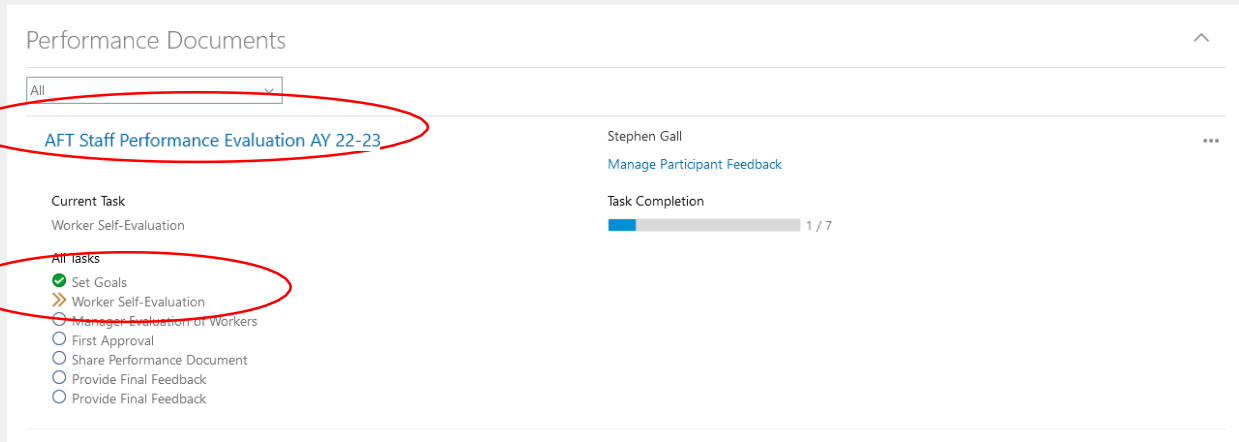


After all the goals have been entered, the employee clicks “Submit.”



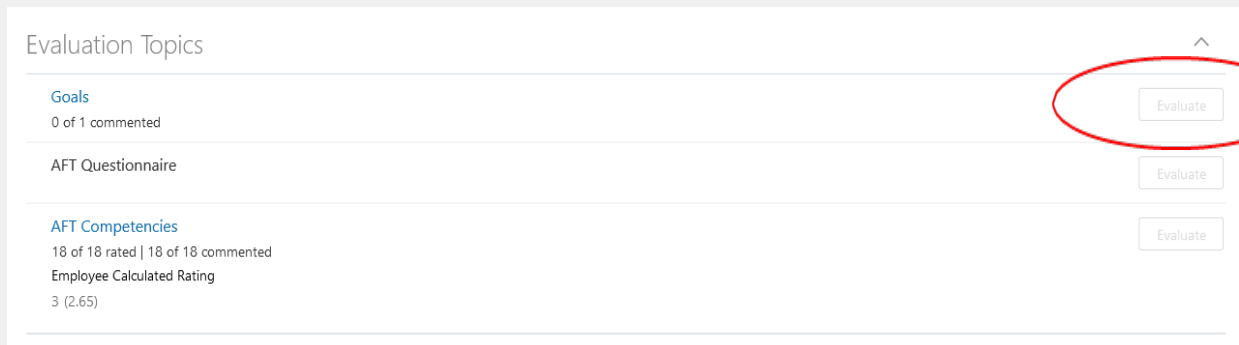
Step 2: Employee completes a self-evaluation of their goals and competencies (continued)

The arrow will appear next to “Worker Self Evaluation.” The employee clicks on “AFT Staff Performance Evaluation 22-23” again and it will lead them to their self evaluation.



The screenshot shows the 'Performance Documents' interface for Stephen Gall. A dropdown menu is set to 'All'. The main document title is 'AFT Staff Performance Evaluation AY 22-23'. Below this, the 'Current Task' is 'Worker Self-Evaluation'. A 'Task Completion' progress bar shows 1/7. A list of tasks is shown on the left, with 'Worker Self-Evaluation' highlighted by a red circle and a right-pointing arrow. Other tasks include 'Set Goals', 'Manager Evaluation of Workers', 'First Approval', 'Share Performance Document', and 'Provide Final Feedback'.


Now the employee scrolls down to “Evaluation Topics” and clicks “Evaluate” next to the goals.



The screenshot shows the 'Evaluation Topics' interface. It lists three categories: 'Goals' (0 of 1 commented), 'AFT Questionnaire', and 'AFT Competencies' (18 of 18 rated | 18 of 18 commented). Each category has an 'Evaluate' button to its right. The 'Evaluate' button for the 'Goals' category is circled in red.


Step 2: Employee completes a self-evaluation of their goals and competencies (continued)

The Employee can click “Document Details” to view and verify the employee “evaluated by” individual. This should be the employee’s manager. If it is not accurate, HR should be contacted at contact hr@tcnj.edu with corrected information. Click the arrow again to continue

Document Details Edit 

Performance Document Name AFT Staff Performance Evaluation AY 22-23	From Date 09/01/2021
Evaluated By Stephen Gall	To Date 08/31/2022
Review Period Academic Year 21-22	


Next are the sections called “AFT Overall Summary,” “Performance Rating Descriptions” and “Feedback Given to...” Click the down arrow next to “Performance Rating Descriptions.” (The “Feedback Given” section should be blank at this time in the performance review process.)


AFT Overall Summary Edit 

Employee Calculated Rating
3 (2.65)

Employee Comments
Always a blast working here!

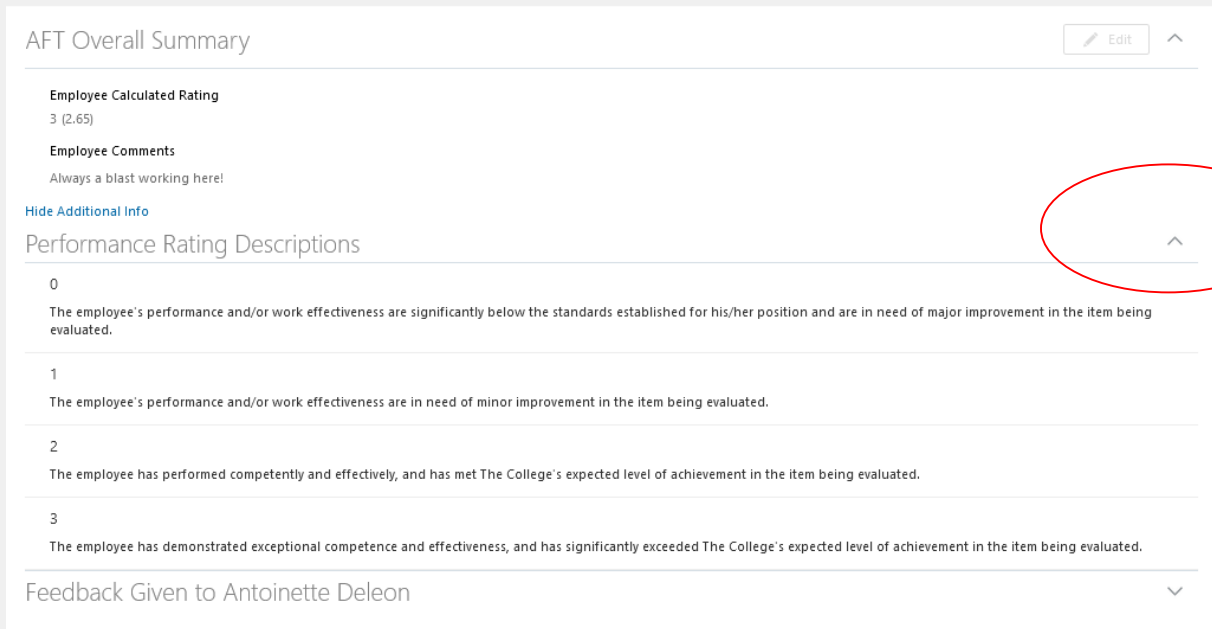
[Hide Additional Info](#)

Performance Rating Descriptions 

Feedback Given to Antoinette Deleon 

Step 2: Employee completes a self-evaluation of their goals and competencies (continued)

To read the descriptions for each numerical performance rating, the employee clicks the arrow next to “Performance Rating Descriptions” and again to close it to start their self-evaluation.



The screenshot displays the 'AFT Overall Summary' page. At the top right, there is an 'Edit' button and an upward-pointing arrow. Below this, the 'Employee Calculated Rating' is shown as '3 (2.65)'. Underneath, the 'Employee Comments' section contains the text 'Always a blast working here!'. A blue link labeled 'Hide Additional Info' is positioned to the left of a red circle that highlights an upward-pointing arrow on the right side of the page. Below this arrow is the 'Performance Rating Descriptions' section, which lists four rating levels with their corresponding descriptions:

- 0**
The employee's performance and/or work effectiveness are significantly below the standards established for his/her position and are in need of major improvement in the item being evaluated.
- 1**
The employee's performance and/or work effectiveness are in need of minor improvement in the item being evaluated.
- 2**
The employee has performed competently and effectively, and has met The College's expected level of achievement in the item being evaluated.
- 3**
The employee has demonstrated exceptional competence and effectiveness, and has significantly exceeded The College's expected level of achievement in the item being evaluated.

At the bottom of the page, there is a section titled 'Feedback Given to Antoinette Deleon' with a downward-pointing arrow.

Step 2: Employee completes a self-evaluation of their goals and competencies (continued)

The employee clicks "Evaluate" next to "Goals" to start their self-evaluation...

The screenshot shows a list of evaluation topics. The first item is 'Goals' with '0 of 2 commented' and an 'Evaluate' button circled in red. The second item is 'AFT Questionnaire' with an 'Evaluate' button. The third item is 'AFT Competencies' with '0 of 18 rated | 0 of 18 commented', 'Employee Calculated Rating', and '0 (0.00)', also with an 'Evaluate' button.

...and enters comments about how well they met their objectives.

The screenshot shows the 'Rate and Comment' interface. At the top, there is a blue bar with an information icon and the text 'Evaluate the included development goals.' Below this is a 'Sort By' dropdown menu set to 'Last Updated-Latest to Oldest'. The main content area is divided into two sections: 'Goal Two' and 'Goal One'. Each section has a title, a description, and an 'Employee Comments' section with a rich text editor. The comment boxes are circled in red. The 'Goal Two' section has the description 'Build out a filing plan' and the 'Goal One' section has the description 'Develop an implementation plan for student entries'. Both comment boxes show 'Paragraphs: 0, Words: 0, Characters (with HTML): 0'.

Step 2: Employee completes a self-evaluation of their goals and competencies (continued)

When done with evaluating the goals, they press the “Save and Close” button

The screenshot displays the 'Evaluate Topic Goals' interface for Antoinette DeLeon. The main content area is titled 'Rate and Comment' and contains a list of development goals. The first goal is 'Goal Two' with the description 'Build out a filing plan'. Below this goal is an 'Employee Comments' section with a rich text editor. The second goal is 'Goal One' with the description 'Develop an implementation plan for student entries', also featuring an 'Employee Comments' section with a rich text editor. In the top right corner of the interface, there are two buttons: 'Save and Close' and 'Cancel'. The 'Save and Close' button is circled in red, indicating the action to be taken after evaluation.

Step 2: Employee completes a self evaluation of their goals and competencies (continued)

Next, the employee clicks “Evaluate” next to “AFT Competencies.”

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

...selects “Performance Rating” and enters supporting comments for each competency. When the form is complete they click “Save and Close.”

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Evaluate Topic AFT Competencies
Melanie Daum

Save and Close Cancel

Rate and Comment

1 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

Tabona 2 B J U

Good work as always.

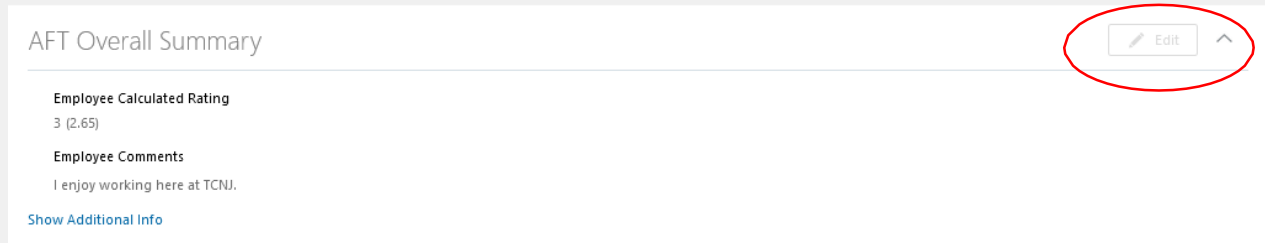
Paragraphs: 1, Words: 4, Characters (with HTML): 20

Show Additional Info

A2. Performance of General Duties #2

Step 2: Employee completes a self evaluation of their goals and competencies. (continued)

The calculated rating is based upon the data entered in the AFT Competencies by the employee. They can add “AFT Overall Summary” at the top of the page by clicking the “Edit” button.



AFT Overall Summary

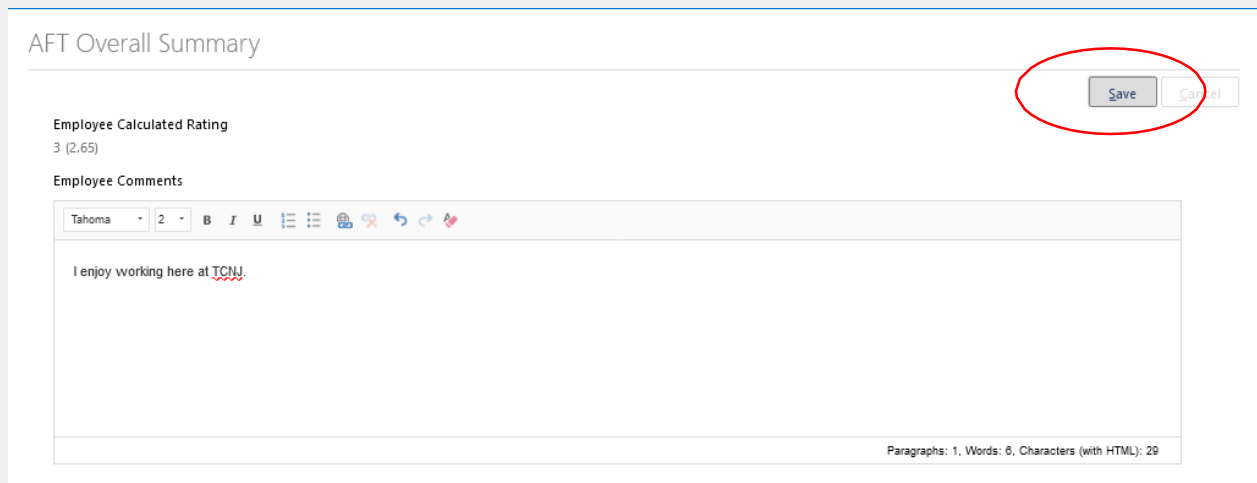
Employee Calculated Rating
3 (2.65)

Employee Comments
I enjoy working here at TCNJ.

Show Additional Info

✎ Edit ^


The employee may enter comments by clicking ‘Edit’ and then “Save”



AFT Overall Summary

Employee Calculated Rating
3 (2.65)

Employee Comments

Tahoma 2 B I U 

I enjoy working here at TCNJ.

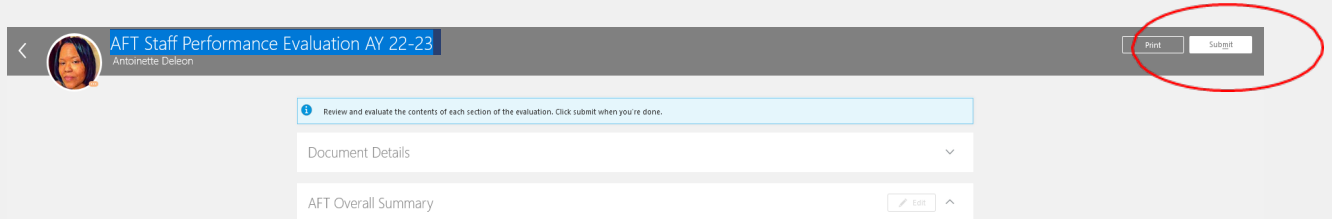
Paragraphs: 1, Words: 6, Characters (with HTML): 29

Save Cancel

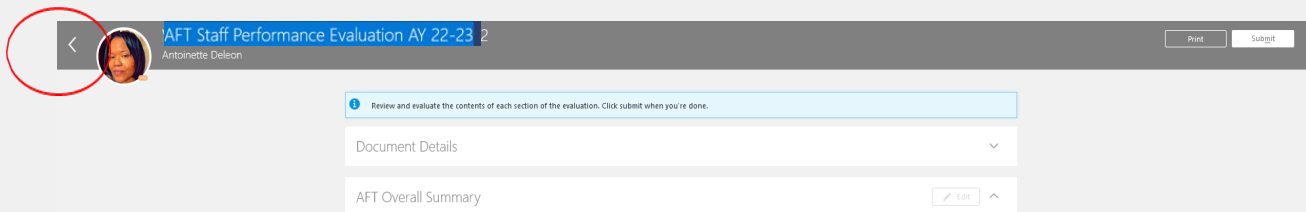
Note that attachments can be provided in support of the self-evaluation of AFT Competencies at the bottom of this page

Step 2: Employee completes a self evaluation of their goals and competencies.
(continued)

If the employee is not eligible for reappointment, or is eligible for reappointment but does not wish to request a peer review, "Submit" can be clicked now.



If the employee is eligible for reappointment and wishes to request peer review, they click the back arrow.



After Step 2, if the employee is eligible for reappointment, they have the opportunity to invite a peer to provide feedback on their performance. If the employee is not eligible for reappointment this year, they should skip to page 17

If the employee is eligible for reappointment and wishes to ask for peer review, the Employee clicks on “Manage Feedback” to initiate the feedback process...

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

And clicks “Add” at the top of the "Participants" section

Participants

+ Add

There's nothing here so far.

They can use the dropdown box next to "Add Person" and look up the name or user id of the “Participant” (the person being asked to provide feedback.)

Select Participants

Add Person Select a value

LC Lysandra Cuiotta
HR/Benefits Analyst

Participant

The employee selects “Save and Close” in the upper right hand corner


Add Participants

Save and Close Cancel

Last, click the submit button. This will make the review available to their manager. The participant appears on the following page.

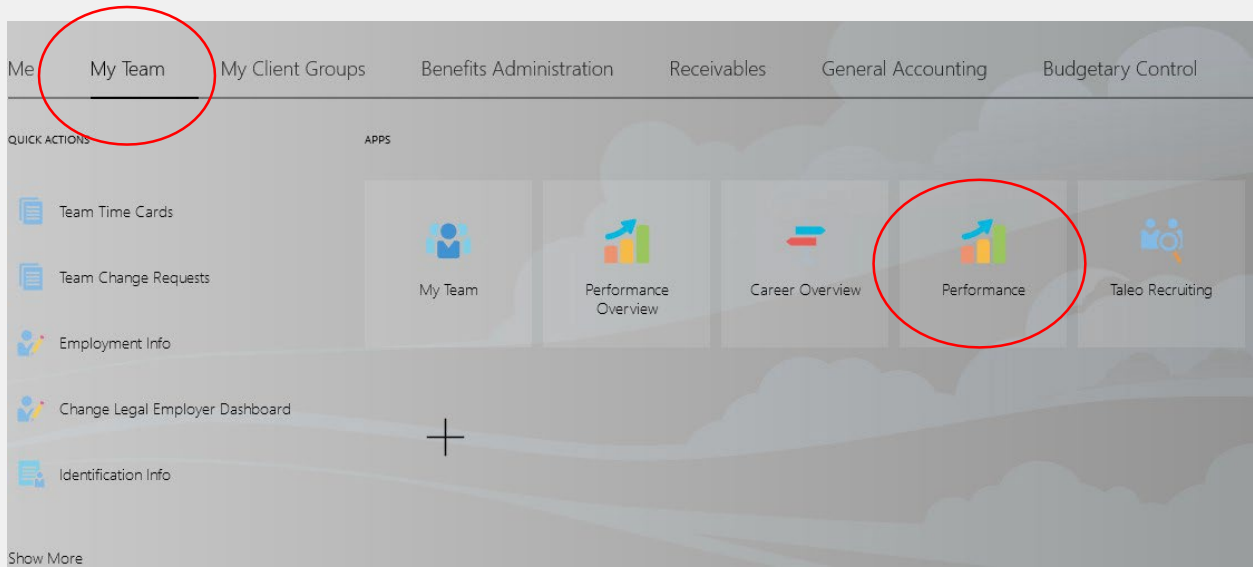
Participants + Add ^

Actions Sort By Participant Last Name - A to Z v

 Lysandra Culotta
68 Participant | Selected By Antoinette Deleon

Step 3. Manager evaluates the progress of goals and competencies for the employee, and completes the questionnaire.

Now the manager navigates to “My Team” and then “Performance”



Step 3. Manager evaluates the progress of goals and competencies for the employee, and completes the questionnaire. (continued)

Before beginning the evaluation, the manager should determine if the employee has requested a peer review and, if agreed, the manager must ask the reviewer (Participant) to reply with feedback.

The manager clicks on the section indicated, to request a participant to respond.

AFT Staff Performance Evaluation AY 22-23
Antoinette Deleon
HR Generalist
0 of 1 participants responded
Current Task: Manager Evaluation of Workers (2 / 7)
All Tasks:
✓ Set Goals
✓ Worker Self-Evaluation
» Manager Evaluation of Workers
○ First Approval
○ Share Performance Document
○ Provide Final Feedback
○ Provide Final Feedback

And then clicks the box next to the participant's name and the box next to "Actions" and selects "Send Request".

Participants
+ Add
Sort By: Participant Last Name - A to Z
Actions
Add Question
Change Role
Send Request
Resend Request
Lock
Unlock
Reopen
Delete

Here the manager fills in a due date for the participant to complete the feedback, and clicks "Submit."

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Send Request
Submit Cancel
Details
Participants: Kimberly Woods
Due: 09/03/2021
Message to Participants

Step 3. Manager evaluates the progress of goals and competencies for the employee, and completes the questionnaire (continued)

Next the manager clicks on “AFT Staff Performance Evaluation 22-23” (You will have to wait for the participant response before you submit your final evaluation to the next level manager. However, you can still start the evaluation process before the participant’s response)

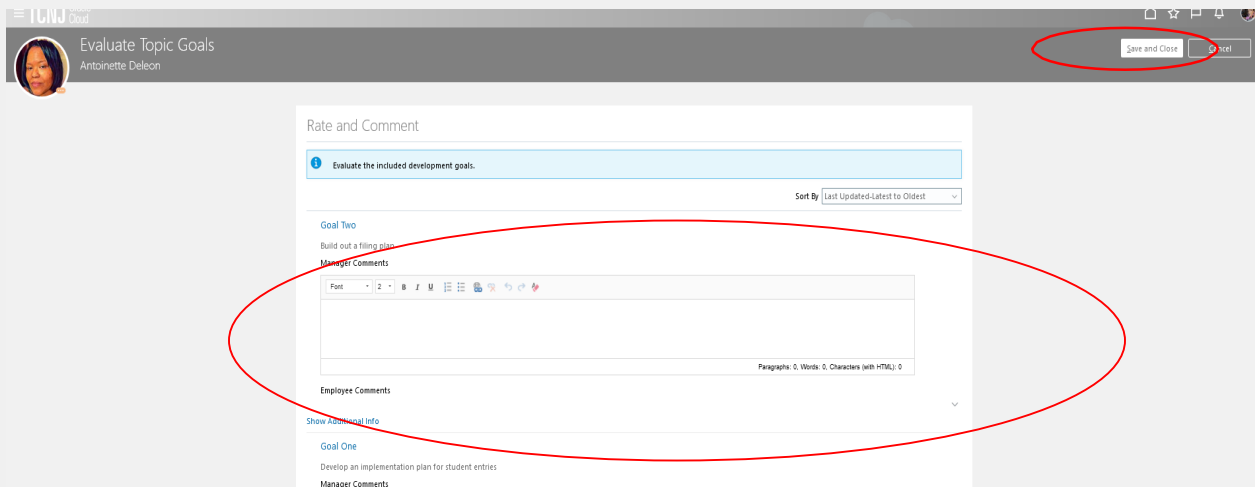
The screenshot shows the 'AFT Staff Performance Evaluation AY 22-23' interface for Antoinette Deleon, an HR Generalist. The title 'AFT Staff Performance Evaluation AY 22-23' is circled in red. The interface displays '0 of 1 participants responded' and 'Task Completion 2 / 7'. Under 'All Tasks', the following items are listed: 'Set Goals' (checked), 'Worker Self-Evaluation' (checked), 'Manager Evaluation of Workers' (highlighted with a red arrow), 'First Approval' (unchecked), 'Share Performance Document' (unchecked), 'Provide Final Feedback' (unchecked), and another 'Provide Final Feedback' (unchecked).

And then click “Evaluate” for the goals.

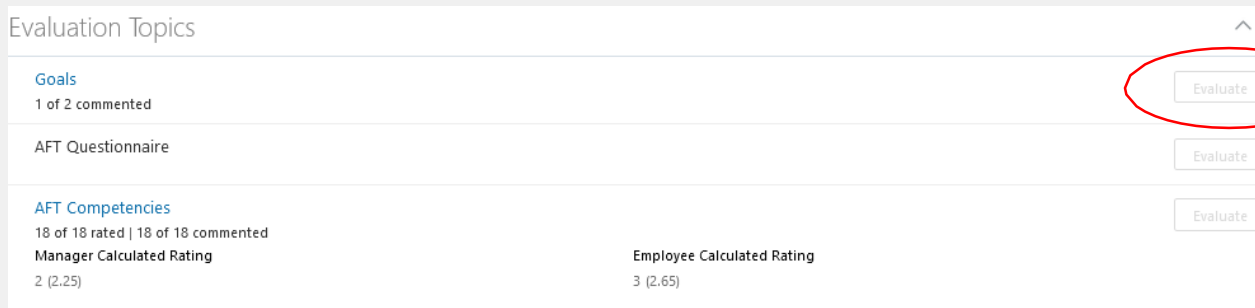
The screenshot shows the 'Evaluation Topics' section. It lists three topics: 'Goals' (1 of 2 commented), 'AFT Questionnaire', and 'AFT Competencies' (18 of 18 rated | 18 of 18 commented). Each topic has an 'Evaluate' button to its right. The 'Evaluate' button for 'Goals' is circled in red. At the bottom, there is a 'Manager Calculated Rating' of 2 (2.25) and an 'Employee Calculated Rating' of 3 (2.65).

Step 3. Manager evaluates the progress of goals and competencies for the employee, and completes the questionnaire (continued)

In the space provided, the manager enters a narrative addressing the employee's accomplishments and evaluation for each goal and then clicks "Save and Close"



Next the manager selects "Evaluate" next to the questionnaire...



Step 3. Manager evaluates the progress of goals, competencies for the employee, and completes the questionnaire (continued)

...and completes the questionnaire.

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Questionnaire
Antoinette Deleon

Save and Close Cancel

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 2 B I U

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

Paragraph: 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 2 B I U

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

Paragraph: 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 2 B I U

1. Oracle implementatin
2. Enrollment reconciliation
3. Archiving

Paragraph: 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.

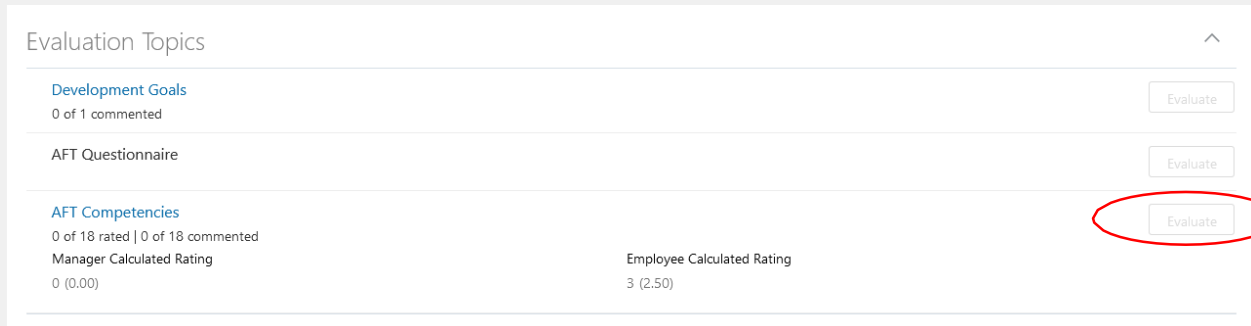
Great work!

Show Attachments

When the manager has completed this section, they click "Save and Close."

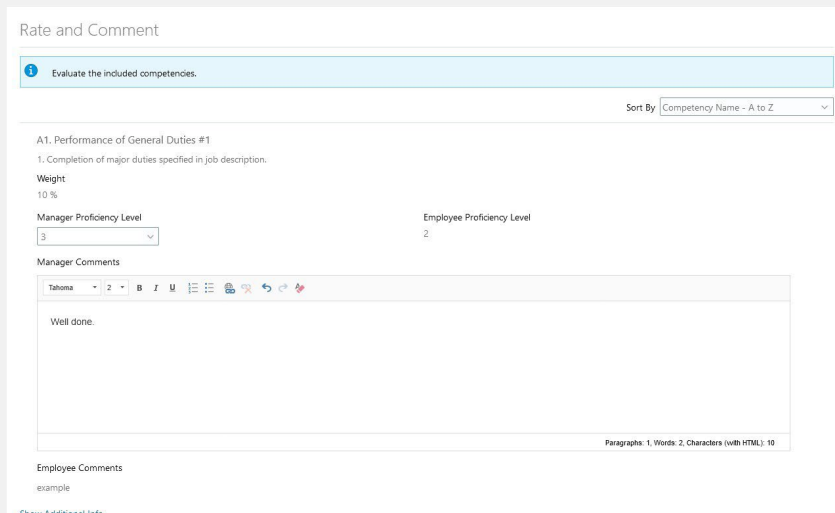
Step 3. Manager evaluates the progress of goals and competencies for the employee, and completes the questionnaire (continued)

To evaluate the employee's competencies the manager clicks "Evaluate" next to "AFT Competencies"



Topic	Manager Calculated Rating	Employee Calculated Rating
Development Goals	0 of 1 commented	
AFT Questionnaire		
AFT Competencies	0 of 18 rated 0 of 18 commented 0 (0.00)	3 (2.50)

...and enters their comments. When satisfied, the manager clicks "Save and Close"



Rate and Comment

1 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

Step 3. Manager evaluates the progress of goals and competencies for the employee, and completes the questionnaire (continued)

If this is a multi-year review and a peer review has been requested:

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

A screenshot of a performance evaluation interface. At the top, it says "AFT Staff Performance Evaluation AY 22-23" next to a profile picture of Antoinette Deleon, HR Generalist. To the right, "0 of 1 participants responded" is circled in red. Below this, it shows "Current Task: Manager Evaluation of Workers" and "Task Completion: 2 / 7". A list of "All Tasks" includes: "Set Goals" (checked), "Worker Self-Evaluation" (checked), "Manager Evaluation of Workers" (highlighted with a double arrow), "First Approval", "Share Performance Document", "Provide Final Feedback", and "Provide Final Feedback".

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

A screenshot of the same performance evaluation interface as above, but now showing "1 of 1 participants responded" circled in red. The rest of the interface, including the task list and completion status, remains the same.

Step 4 Manager submits the form to the next level manager

With feedback now complete, the manager should navigate into the review by clicking AFT Staff Performance Evaluation 22-23

AFT Staff Performance Evaluation AY 22-23 1 of 1 participants responded

Antoinette Deleon
HR Generalist

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

All Tasks

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

...and click "Submit"

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Manager Evaluation of Workers: AFT Staff Performance Evaluation AY 22-23

Print Return to Worker **Submit**

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 (2.25)	Employee Calculated Rating 3 (2.65)
--	---

Manager Comments

Employee Comments
Always a blast working here!

[Show Additional Info](#)

Evaluation Topics

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

Manager Calculated Rating 2 (2.25)	Employee Calculated Rating 3 (2.65)
--	---

Evaluate

Step 4. Manager submits the form to the next level manager (continued)

The manager clicks “Submit” a second time.

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

If desired, they may make comments to be seen by the next level manager when they review the submission..

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AFT Staff Performance Evaluation AY 22-23

Antoinette Deleon

Submit Cancel


Comments


Attachments

Drag files here or click to add attachment

Step 4. Manager submits the form to the next level manager (continued)

If the manager leaves the page and returns, 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 Staff Performance Evaluation AY 22-23** 1 of 1 participants responded

Antoinette Deleon HR Generalist

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

Step 5. Next level manager approves the document or sends it back for revision.

The next level manager will receive an email with links that instructs them to approve the evaluation. The Next Level manager clicks “Go to...”

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](#)

Step 5. Next level manager approves the document or sends it back for revision. (continued)

The the first level manager will receive an email when the second line manager approves. The first level manager returns to the review for the employee, and sees that it is now In the Share Performance Document task.

AFT Staff Performance Evaluation AY 22-23

Antoinette Deleon

1 of 1 participants responded

HR Generalist

Current Task

Task Completion

Share Performance Document

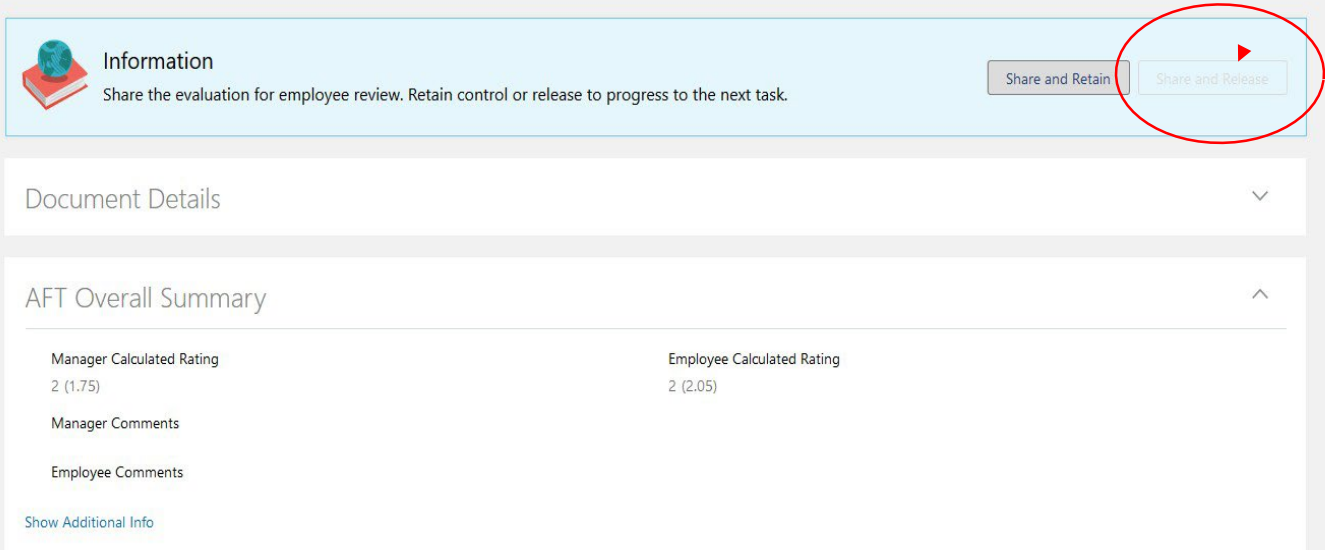
4 / 7

All Tasks

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

Step 6. After approval is complete, the document is shared with the employee.

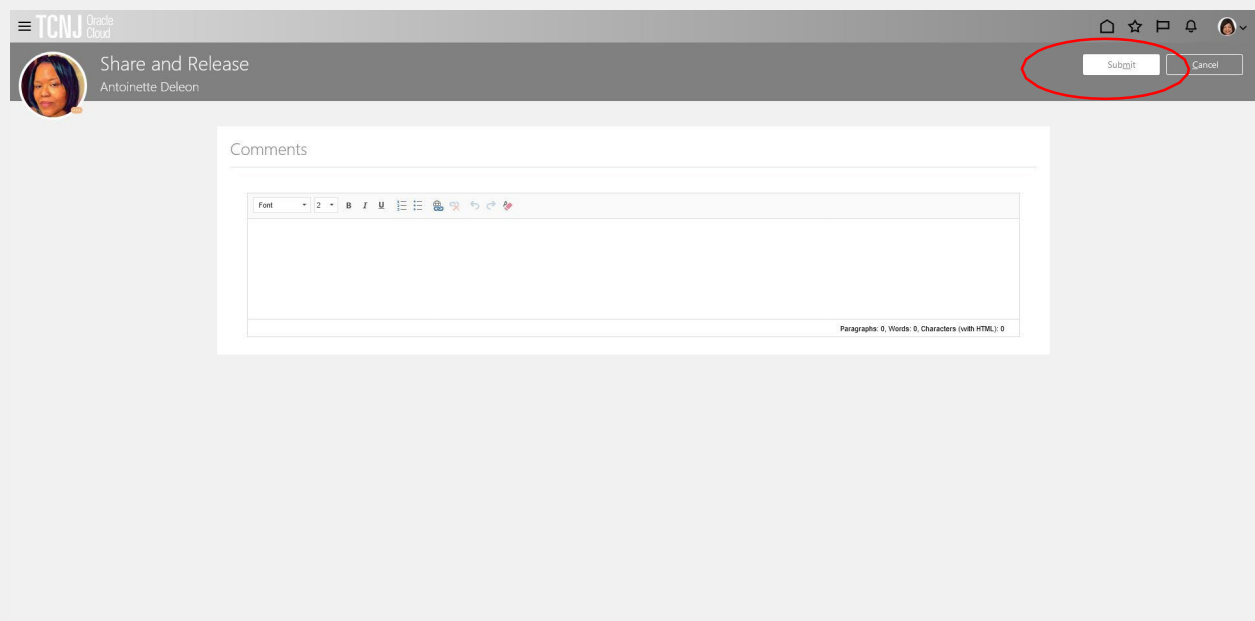
The manager selects the "Share and Release," not "Share and Retain."



The screenshot shows a light blue header bar with an 'Information' icon (a book with a globe) on the left. The text reads: 'Information Share the evaluation for employee review. Retain control or release to progress to the next task.' On the right side of this bar, there are two buttons: 'Share and Retain' and 'Share and Release'. The 'Share and Release' button is circled in red. Below the header bar, there is a 'Document Details' section with a dropdown arrow. Underneath is an 'AFT Overall Summary' section with an upward arrow. This section contains a table with two columns: 'Manager Calculated Rating' and 'Employee Calculated Rating'. The manager's rating is 2 (1.75) and the employee's rating is 2 (2.05). Below the table are sections for 'Manager Comments' and 'Employee Comments', and a link for 'Show Additional Info'.

Manager Calculated Rating	Employee Calculated Rating
2 (1.75)	2 (2.05)

If desired the manager can make more comments to the employee before clicking "Submit" to release the review to the employee.



The screenshot shows the 'Share and Release' dialog box in the TCNJ Oracle Cloud interface. The header bar includes the TCNJ Oracle Cloud logo, a user profile picture, and the text 'Share and Release Antoinette Deleon'. On the right side of the header bar, there are two buttons: 'Submit' and 'Cancel'. The 'Submit' button is circled in red. Below the header bar is a 'Comments' section with a rich text editor. The editor has a toolbar with options for font, bold, italic, underline, list, link, unlink, and undo. The text area is empty. At the bottom right of the editor, it says 'Paragraphs: 0, Words: 0, Characters (with HTML): 0'.

Step 7. Employee and Manager provide final feedback (if any).

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

The screenshot shows a web interface for 'Performance Documents'. At the top, there is a dropdown menu set to 'All'. Below this, a document titled 'AFT Staff Performance Evaluation AY 22-23' is highlighted with a red oval. To the right of the document title, the manager's name 'Stephen Gall' and a 'Manage Participant Feedback' link are visible. A 'Task Completion' progress bar shows '5 / 7' completion. On the left side, under 'Current Task', it says 'Provide Final Feedback'. Below that, under 'All Tasks', there is a list of tasks: 'Set Goals', 'Worker Self-Evaluation', 'Manager Evaluation of Workers', 'First Approval', 'Share Performance Document', 'Provide Final Feedback' (with a right-pointing arrow), and another 'Provide Final Feedback' (with a circle icon).

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

The screenshot shows the 'Provide Final Feedback: AFT Appointment/Reappointment Evaluation' page for Antoinette Deleon. The page header includes the TCNJ Oracle Cloud logo and navigation icons. A 'Print' button in the top right corner is circled in red. Below the header, there is an 'Information' box with a book icon and a 'Continue' button, also circled in red. The main content area is divided into sections: 'Document Details' (collapsed) and 'AFT Overall Summary' (expanded). The 'AFT Overall Summary' section shows an 'Employee Calculated Rating' of 2 (2.40), 'Manager Comments' (e.g., 'I enjoyed working with Antoinette at the college this past year.'), and 'Employee Comments' (e.g., 'I enjoyed working with Kimberly at the college this past year.'). A 'Show Additional Info' link is at the bottom of the summary section.

Step 7. Employee and Manager provides final feedback (if any).
(continued)

The manager feedback step is the final step in the process. The manager can print out the document if desired, or simply push "Continue" and "Submit" to move the process to the final step.

The screenshot displays the 'Provide Final Feedback' interface. At the top, the TCNJ Oracle Cloud logo is visible on the left, and the user's name 'Antoinette Deleon' is shown next to a profile picture. On the right side of the header, there are three buttons: 'Save and Close', 'Submit', and 'Cancel'. The 'Submit' button is highlighted with a red circle. Below the header, there is a 'Comments' section. This section includes a rich text editor with a toolbar containing various icons for text formatting and editing. The text entered in the editor is 'Thank you for providing me helpful feedback.'. At the bottom right of the editor, a status bar indicates 'Paragraph: 1, Words: 7, Characters (with HTML): 44'.

Step 7. Manager provides final feedback (if any). (Continued)

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)
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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

The final feedback from the employee and the manager can be viewed at the bottom of the form.

Step 7. Manager provide final feedback (if any). (Continued)

The screenshot displays the 'Provide Final Feedback' interface in the TCNJ Oracle Cloud system. The page header includes the TCNJ Oracle Cloud logo and the user's profile information: 'Provide Final Feedback' and 'Antoinette Deleon'. In the top right corner, there are navigation icons and three buttons: 'Save and Close', 'Submit', and 'Cancel'. The 'Submit' button is circled in red. The main content area is titled 'Comments' and contains two sections: 'Manager Comments' and 'Employee Comments'. The 'Manager Comments' section has a rich text editor with the text 'Great year!' and a status bar at the bottom indicating 'Paragraph: 1, Words: 2, Characters (with HTML): 11'. The 'Employee Comments' section contains the text 'Thank you for providing me helpful feedback.'

It then moves to completed status. It can be viewed by changing the status at the bottom of the page.

Completed Review

The screenshot displays the 'Evaluate Performance' interface in Oracle Cloud. At the top, the 'Review Period' is set to 'Academic Year 20-21'. Below this, the 'Performance Documents' section is visible. It includes a search bar, a 'Saved Search' dropdown, and a list of filters. The 'Document Status' filter is expanded and circled in red, showing three options: 'In progress', 'Completed', and 'Canceled'. The 'Completed' option is selected. The main content area shows a document titled 'AFT Appointment/Reappointment Evaluation' for 'Antoinette Deleon, HR Generalist'.

Managers and Employees can see the completed reviews at the bottom of the page in the document status section.

Questions about completing the AFT Staff Review process should be directed to cartwric@tcnj.edu, tarnj@tcnj.edu, or orgalls@tcnj.edu.