THE COLLEGE OF NEW JERSEY
OFFICE OF HUMAN RESOURCES

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.
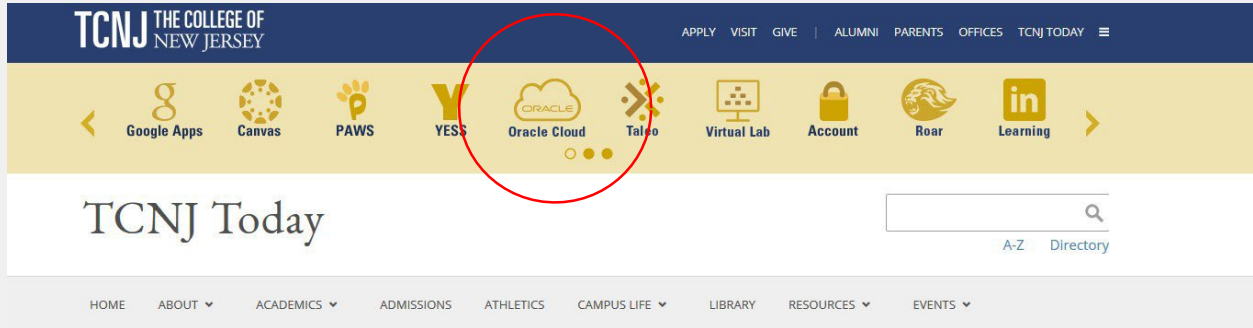7. Employee and manager provide final feedback (if any).

AFT Staff Employee activity is highlighted in yellow.

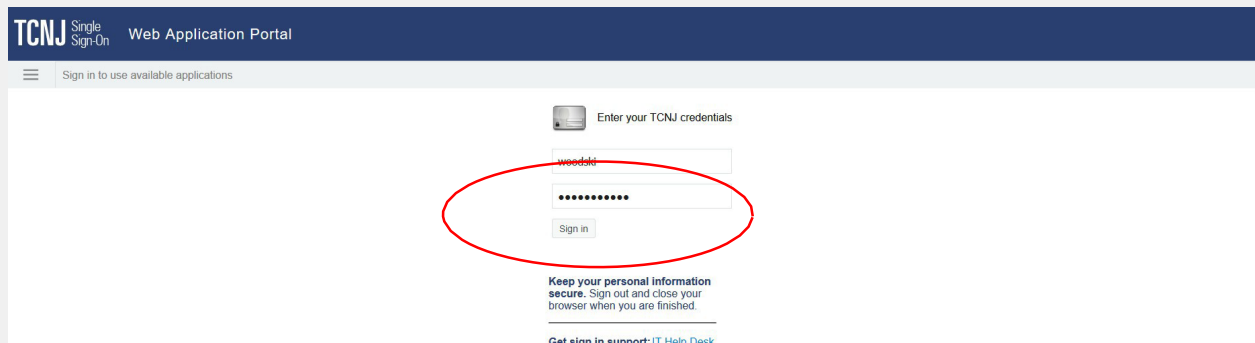Manager Activity is highlighted in green.

Next Level Manager Activity is in orange.

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

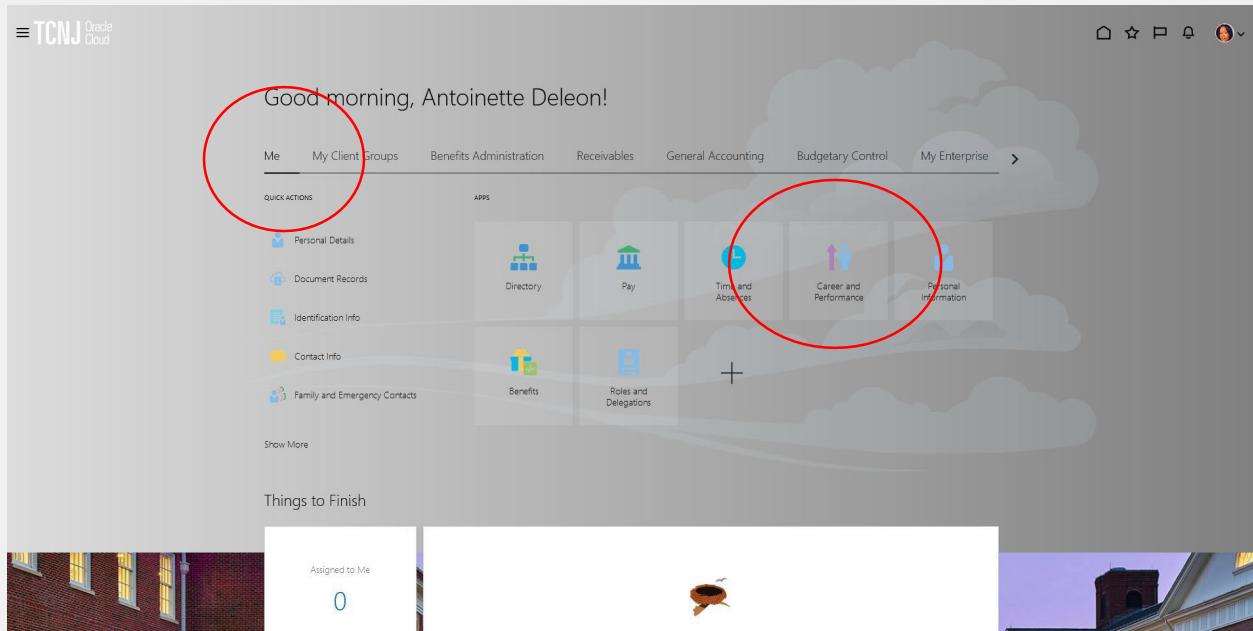On TCNJ Today, the employee clicks the Oracle Cloud icon…

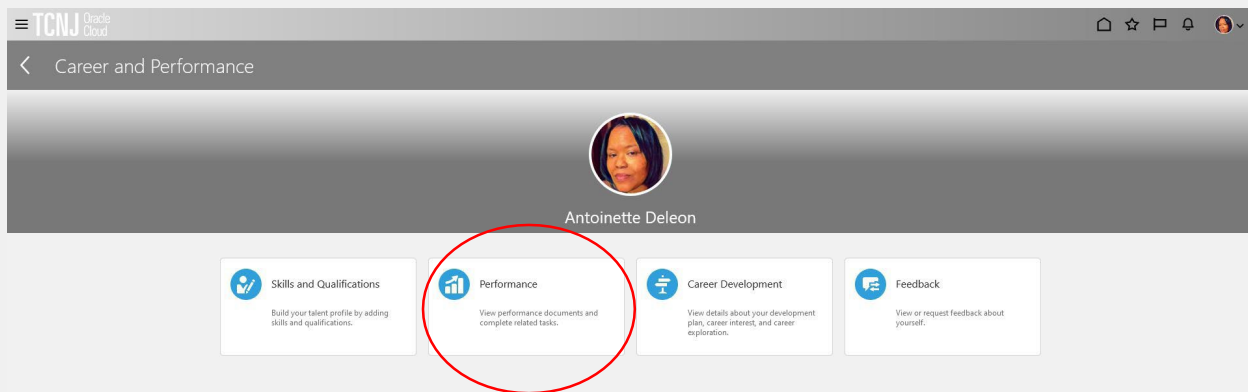…and enters their single-sign-on id and password.

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   Task Completion
Set Goals   ▭▭▭▭▭▭▭▭▭▭▭ 0 / 7

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

…. selects "Goals."

Evaluation Topics   ⌃

Goals   Evaluate
0 of 1 commented

AFT Questionnaire   Evaluate

AFT Competencies   Evaluate
18 of 18 rated | 18 of 18 commented
Employee Calculated Rating
3 (2.65)

…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
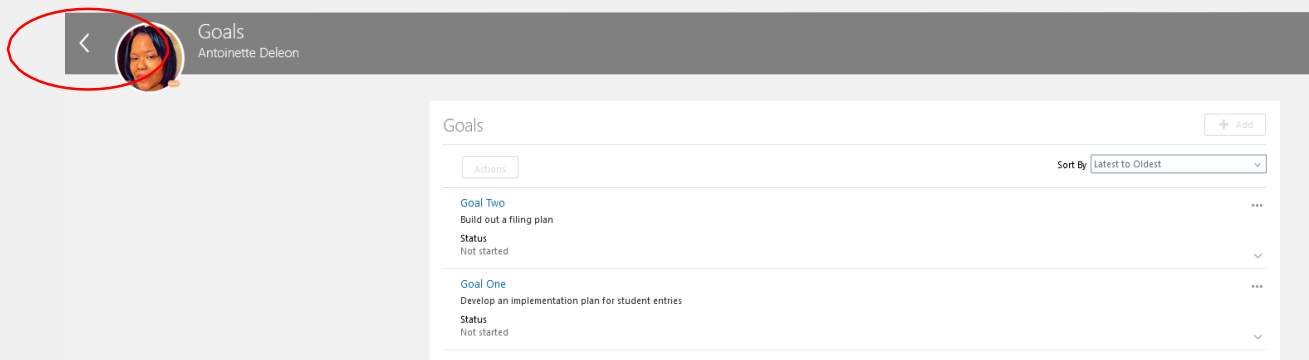Not started   ⌄

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

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

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

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

Goals

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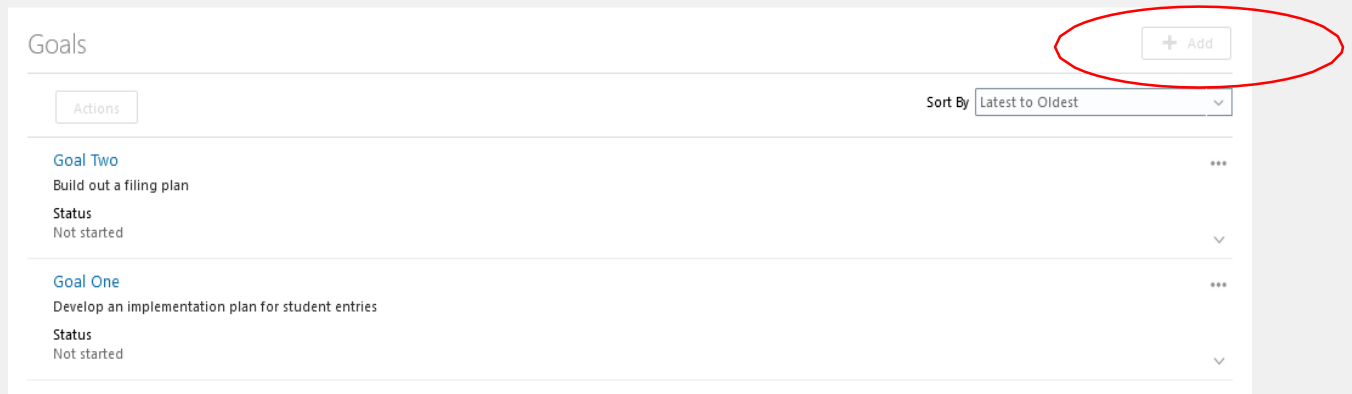
Once all goals have been entered, the employee clicks the back arrow in the top left to exit the goal entry section.

< Goals
Antoinette Deleon

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
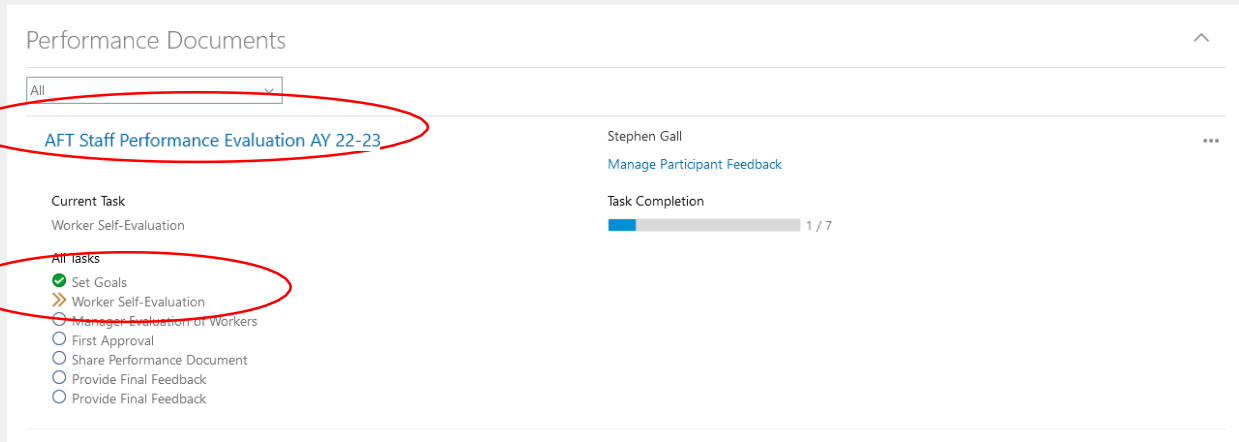
After all the goals have been entered, the employee clicks "Submit."
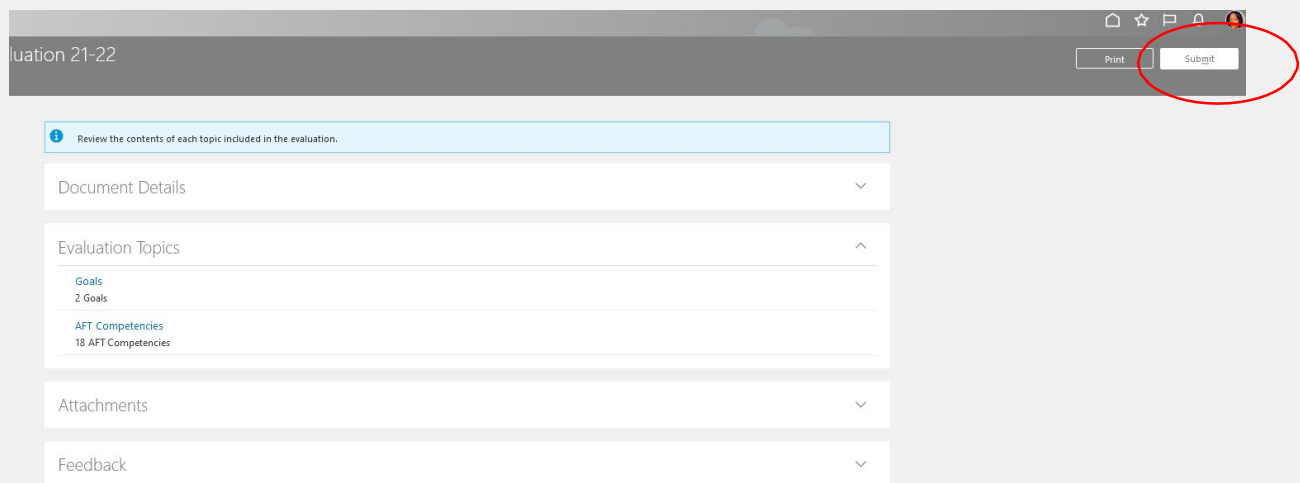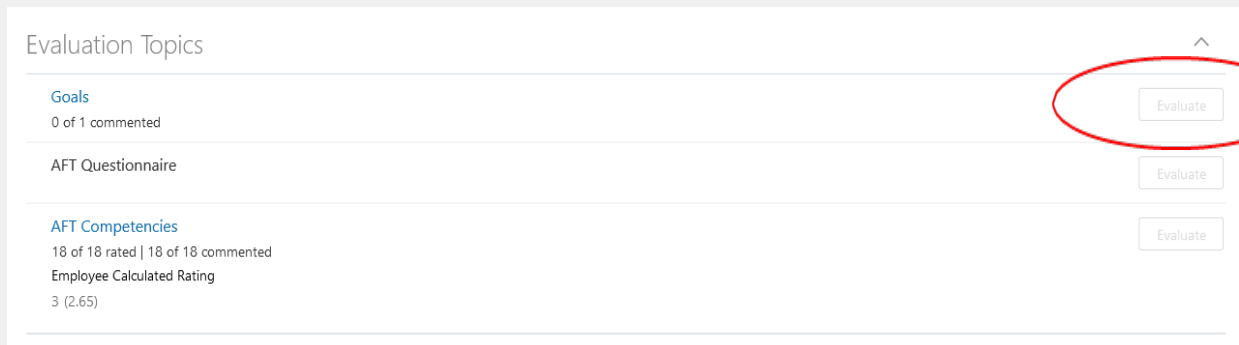
luation 21-22   Print   Submit

ⓘ Review the contents of each topic included in the evaluation.

Document Details   ⌄

Evaluation Topics   ⌃

Goals
2 Goals

AFT Competencies
18 AFT Competencies

Attachments   ⌄

Feedback   ⌄

7

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.

Performance Documents

All

AFT Staff Performance Evaluation AY 22-23

Stephen Gall
Manage Participant Feedback

Current Task
Worker Self-Evaluation

Task Completion
▬▬▬▬▬▬▬ 1 / 7

All Tasks
✅ Set Goals
» Worker Self-Evaluation
⚪ Manager Evaluation of Workers
⚪ First Approval
⚪ Share Performance Document
⚪ Provide Final Feedback
⚪ Provide Final Feedback

Now the employee scrolls down to "Evaluation Topics" and clicks "Evaluate" next to the 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]

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
ⅠAFT 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!
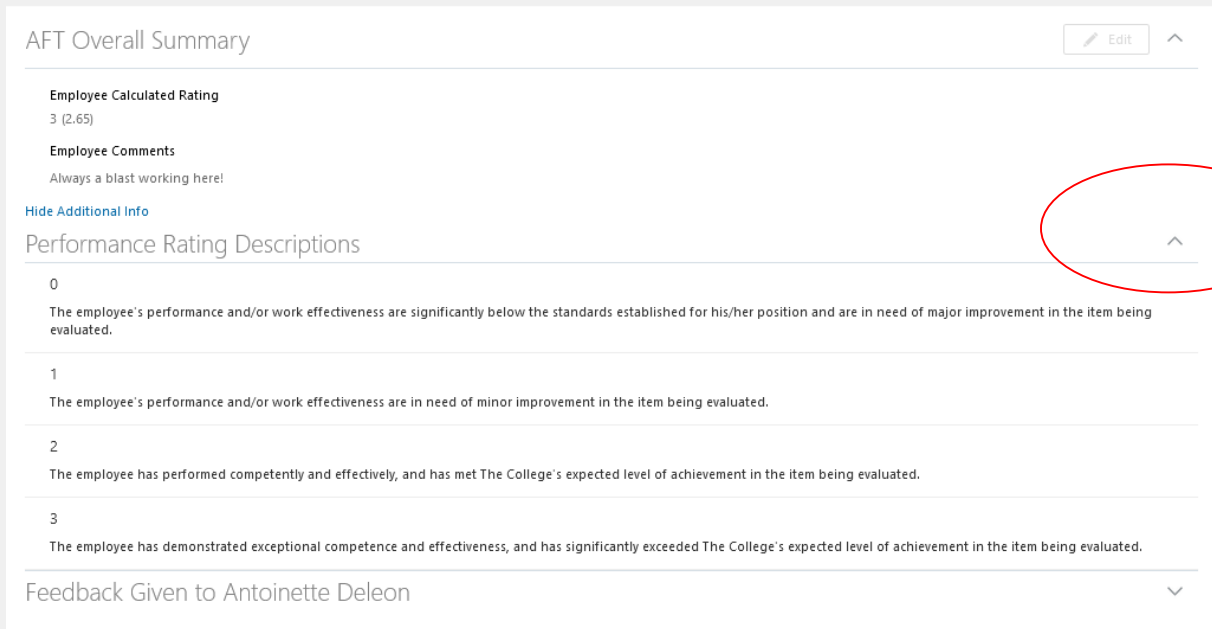
Hide Additional Info

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 it to start their self-evaluation.

AFT Overall Summary

Employee Calculated Rating
3 (2.65)

Employee Comments
Always a blast working here!

Hide Additional Info

Performance Rating 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.

Feedback Given to Antoinette Deleon

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

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

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

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."

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.
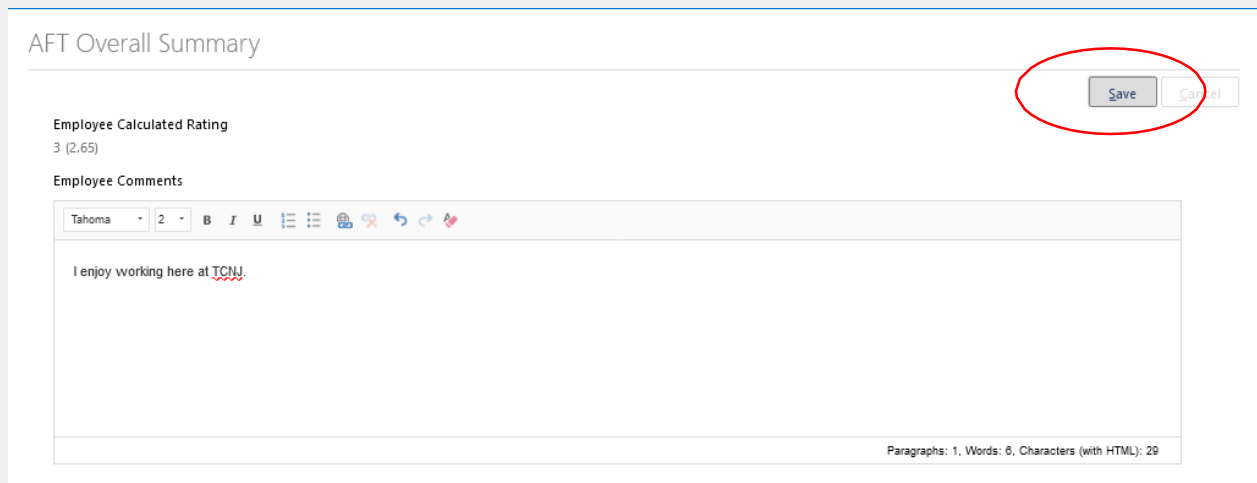
AFT Overall Summary   Edit

Employee Calculated Rating
3 (2.65)

Employee Comments
I enjoy working here at TCNJ.

Show Additional Info

The employee may enter comments by clicking 'Edit" and then "Save"

AFT Overall Summary   Save   Cancel

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

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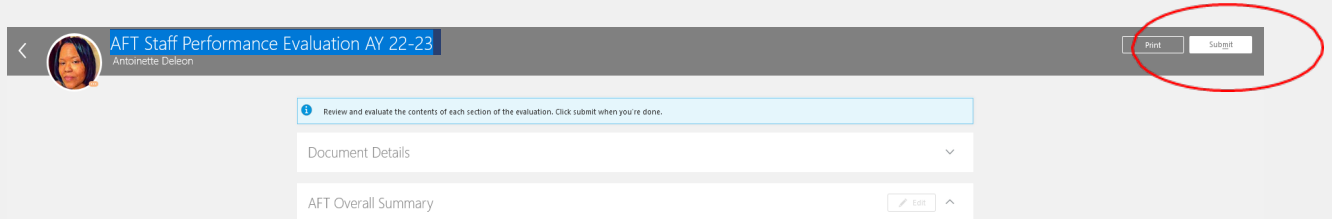
If the employee is eligible for reappointment and wishes to request peer review, they click the back arrow.
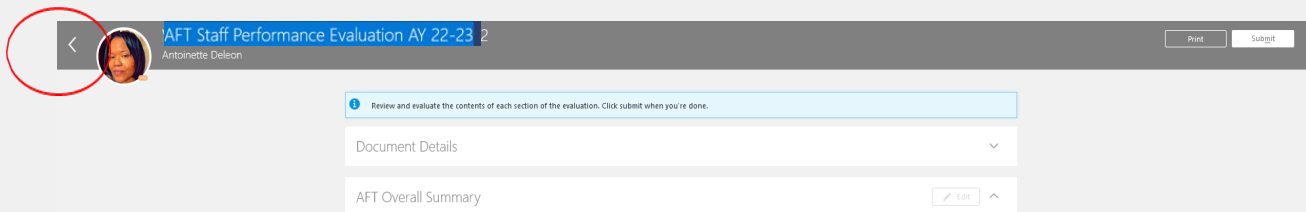
After Step 2, if the employee is eligible for reappointment, they have the opportunity to invite a peer to provide feedback on their performance. If the employee is not eligible for reappointment this year, they should skip to page 17

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

Current Task   Task Completion
Worker Self-Evaluation   ▰▱▱▱▱▱▱ 1 / 7

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 Culotta   Participant ⌄   ✕
             HR/Benefits Analyst

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.
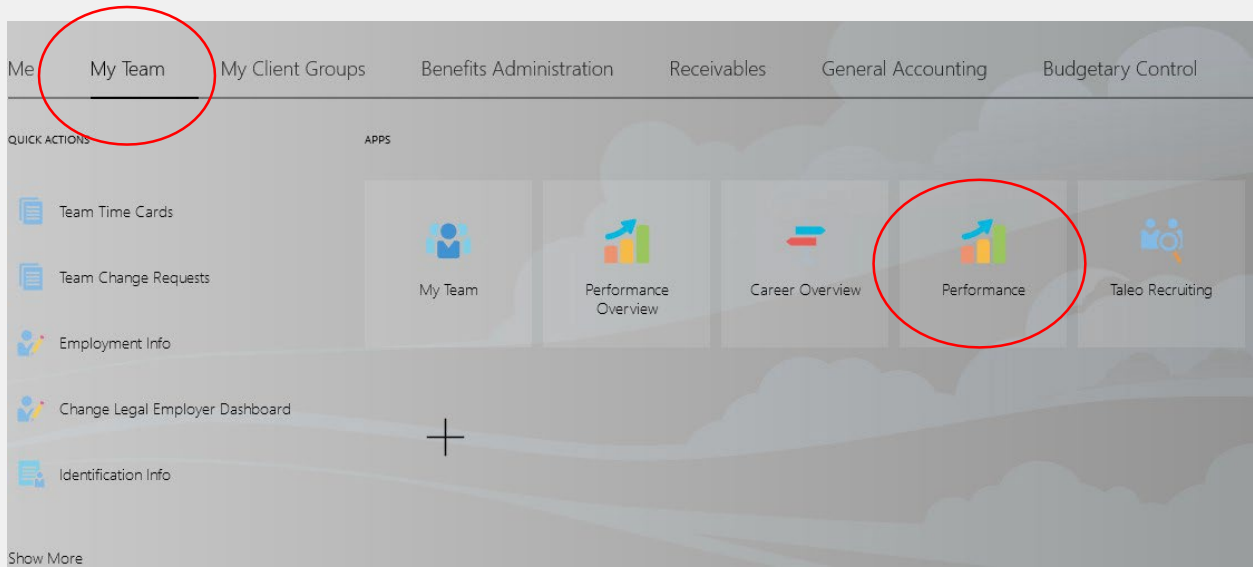The participant appears on the following page.

Participants   + Add   ^

☐ Actions   Sort By Participant Last Name - A to Z   ∨

☐ (LC)   Lysandra Culotta
            🔗 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

Task Completion
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   ∧

Actions   Sort By Participant Last Name - A to Z

- Add Question
- Change Role
- Send Request
- Resend Request
- Lock
- Unlock
- Reopen
- Delete

Selected By Antoinette Deleon

Partici...ment   ∨

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

≡ TCNJ Oracle Cloud   ⌂ ☆ ▭ 🔔 👤⌄

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)

AFT Staff Performance Evaluation AY 22-23
Antoinette Deleon
HR Generalist   0 of 1 participants responded

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 then click "Evaluate" for the goals.

Evaluation Topics   ∧

Goals   Evaluate
1 of 2 commented

AFT Questionnaire   Evaluate

AFT Competencies   Evaluate
18 of 18 rated | 18 of 18 commented
Manager Calculated Rating   Employee Calculated Rating
2 (2.25)   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"
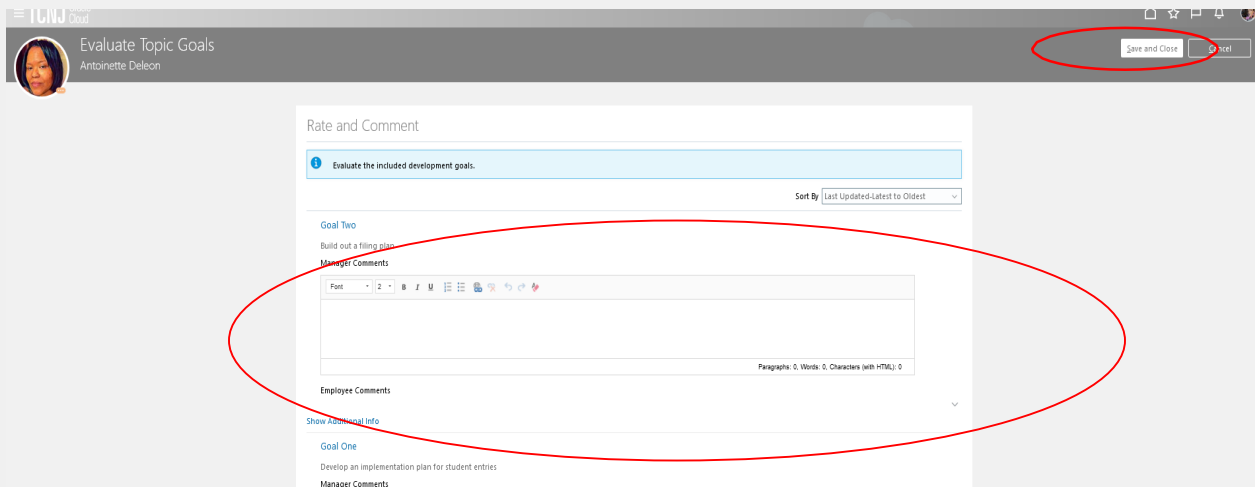
Next the manager selects "Evaluate" next to the questionnaire…
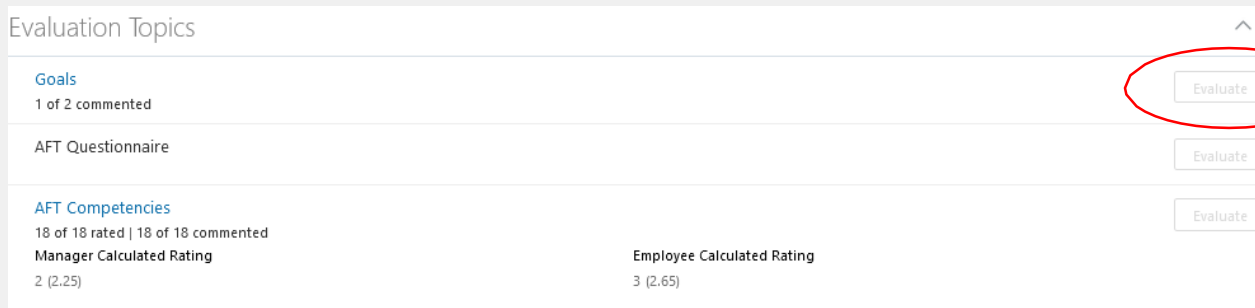
Step 3. Manager evaluates the progress of goals, competencies for the employee, and completes the questionnaire (continued)
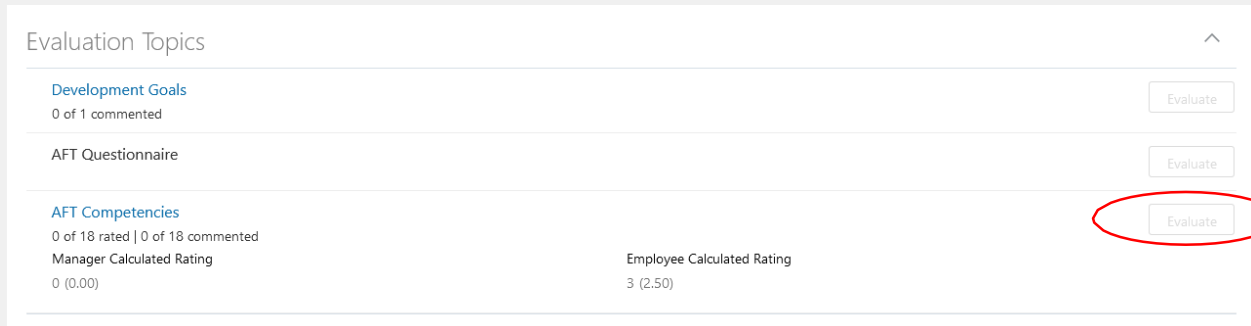
…and completes the questionnaire.

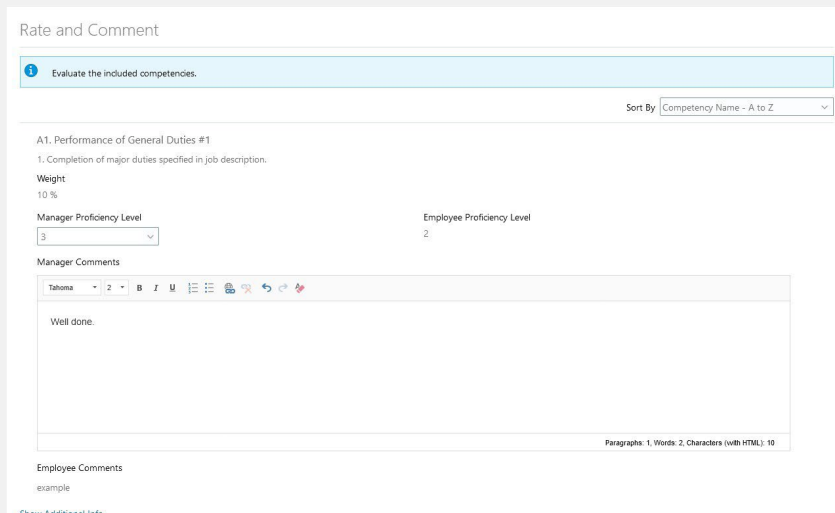When the manager has completed this section, they click "Save and Close. "

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 manger 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
Manager Calculated Rating   Employee Calculated Rating
0 (0.00)   3 (2.50)
[Evaluate]

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

TCNJ Oracle Cloud

Evaluate Topic AFT Competencies
Antoinette Deleon
[Save and Close] [Cancel]

Rate and Comment

ⓘ Evaluate the included competencies.

Sort By Competency Name - A to Z

A1. Performance of General Duties #1
1. Completion of major duties specified in job description.
Weight
10 %

Manager Proficiency Level   Employee Proficiency Level
3   2

Manager Comments

Tahoma 2 B I U ≣ ≣ 🖾 ✂ ↺ ↻ 🖊

Well done.

Paragraphs: 1, Words: 2, Characters (with HTML): 10

Employee Comments
example

Show Additional Info

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.

AFT Staff Performance Evaluation AY 22-23
Antoinette Deleon
HR Generalist

0 of 1 participants responded

Current Task
Manager Evaluation of Workers

Task Completion
2 / 7

All Tasks
✅ Set Goals
✅ Worker Self-Evaluation
» Manager Evaluation of Workers
○ First Approval
○ Share Performance Document
○ Provide Final Feedback
○ Provide Final Feedback

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

AFT Staff Performance Evaluation AY 22-23
Antoinette Deleon
HR Generalist

1 of 1 participants responded

Current Task
Manager Evaluation of Workers

Task Completion
2 / 7

All Tasks
✅ Set Goals
✅ Worker Self-Evaluation
» Manager Evaluation of Workers
○ First Approval
○ Share Performance Document
○ Provide Final Feedback
○ Provide Final Feedback

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
Antoinette Deleon
HR Generalist

1 of 1 participants responded

Current Task
Manager Evaluation of Workers

Task Completion
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"

≡ TCNJ Oracle Cloud

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

Print   Return to Worker   Submit

ℹ 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   Employee Calculated Rating
2 (2.25)   3 (2.65)

Manager Comments

Employee Comments
Always a blast working here!

Show Additional Info

Evaluation Topics ⌃

Goals   Evaluate
1 of 1 commented

AFT Questionnaire   Evaluate

AFT Competencies   Evaluate
18 of 18 rated | 18 of 18 commented
Manager Calculated Rating   Employee Calculated Rating
2 (2.25)   3 (2.65)

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   Task Completion
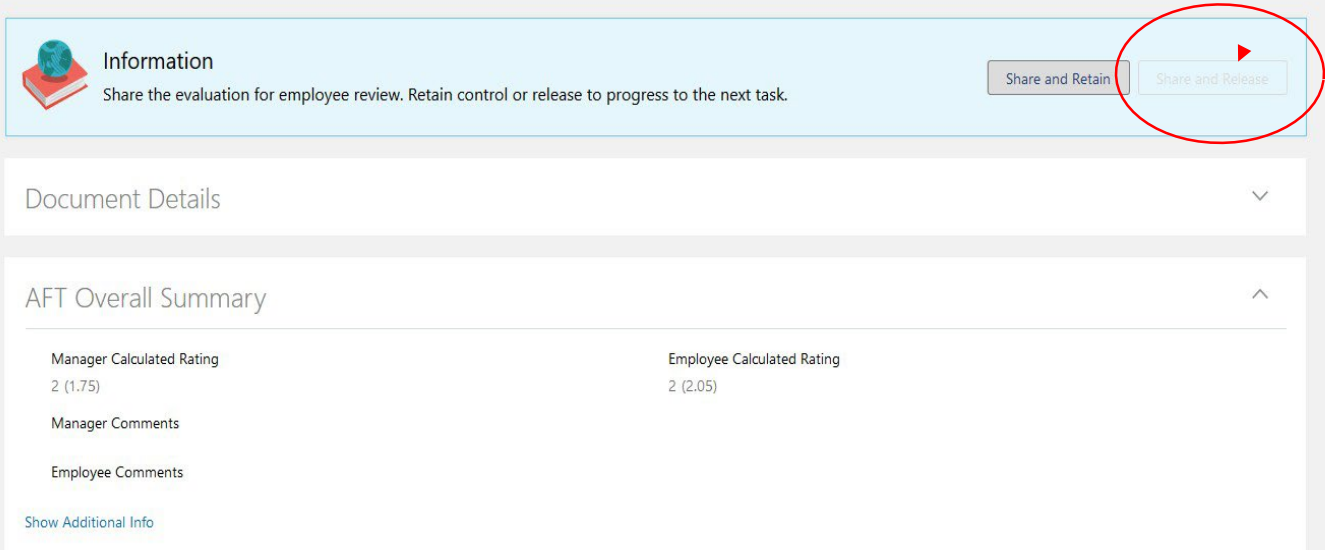First Approval   3 / 7

All Tasks
✓ Set Goals
✓ Worker Self-Evaluation
✓ Manager Evaluation of Workers
➜ First Approval
○ Share Performance Document
○ Provide Final Feedback
○ Provide Final Feedback

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

≡ TCNJ Oracle Cloud   ⌂ ☆ ⊡ ⌂ 👤

AFT Staff Performance Evaluation AY 22-23   Submit Cancel
Antoinette Deleon

Comments

Attachments

☁ Drag files here or click to add attachment ∨

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
Antoinette Deleon   1 of 1 participants responded
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.
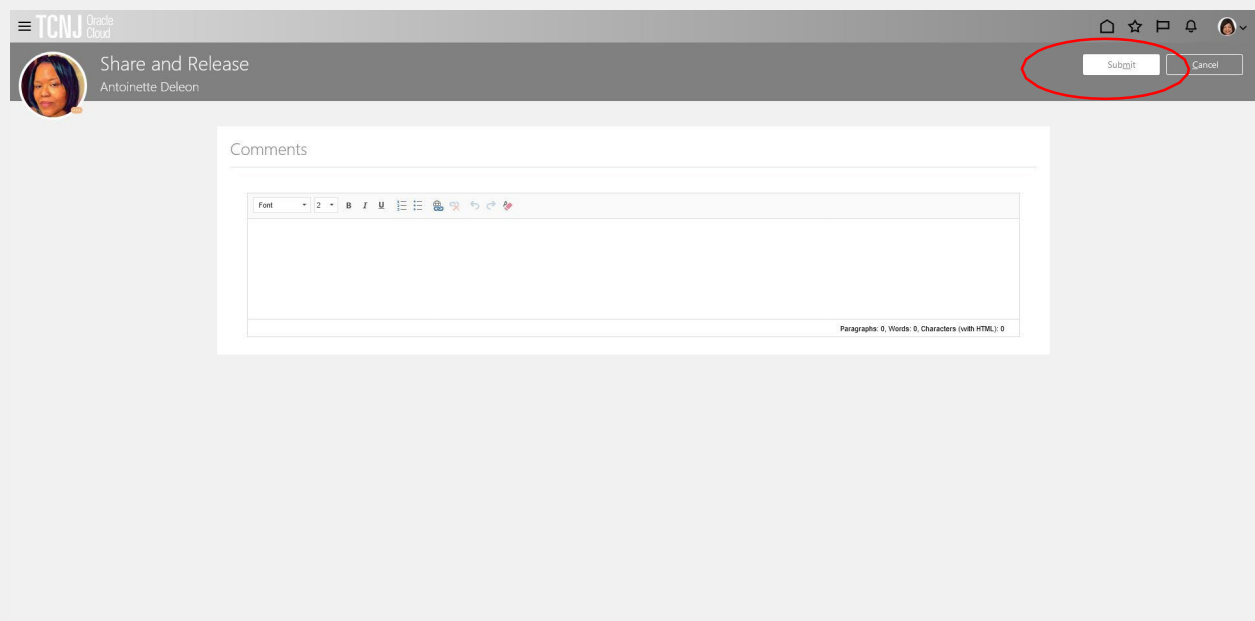
The manager selects the "Share and Release," not "Share and Retain."

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

Share and Retain   Share and Release

Document Details   ⌄

AFT Overall Summary   ⌃

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

Manager Comments

Employee Comments

Show Additional Info

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

☰ TCNJ Oracle Cloud   ⌂ ☆ ⚐ 🔔

Share and Release   Submit   Cancel
Antoinette Deleon

Comments

Font ▾ 2 ▾ B I U ≣ ≣ 🔗 🔲 ↺ ↻ ✦

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.

Performance Documents

All

AFT Staff Performance Evaluation AY 22-23

Stephen Gall
Manage Participant Feedback

Current Task
Provide Final Feedback

Task Completion
5 / 7

All Tasks
- ✅ Set Goals
- ✅ Worker Self-Evaluation
- ✅ Manager Evaluation of Workers
- ✅ First Approval
- ✅ Share Performance Document
- ≫ Provide Final Feedback
- ○ Provide Final Feedback

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

≡ TCNJ Oracle Cloud

Provide Final Feedback: AFT Appointment/Reappointment Evaluation
Antoinette Deleon

Print

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

Continue

Document Details

AFT Overall Summary

Employee Calculated Rating
2 (2.40)

Manager Comments
I enjoyed working with Antoinette at the college this past year.

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

Show Additional Info

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

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

Completed Review

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, orgalls@tcnj.edu.