



Completing a Performance Assessment Review (PAR) in the HCM Cloud

This training module provides step by step instructions on how to complete the Interim Performance Assessment Review (PAR) 2024 for the performance cycle that began on July 1, 2023.

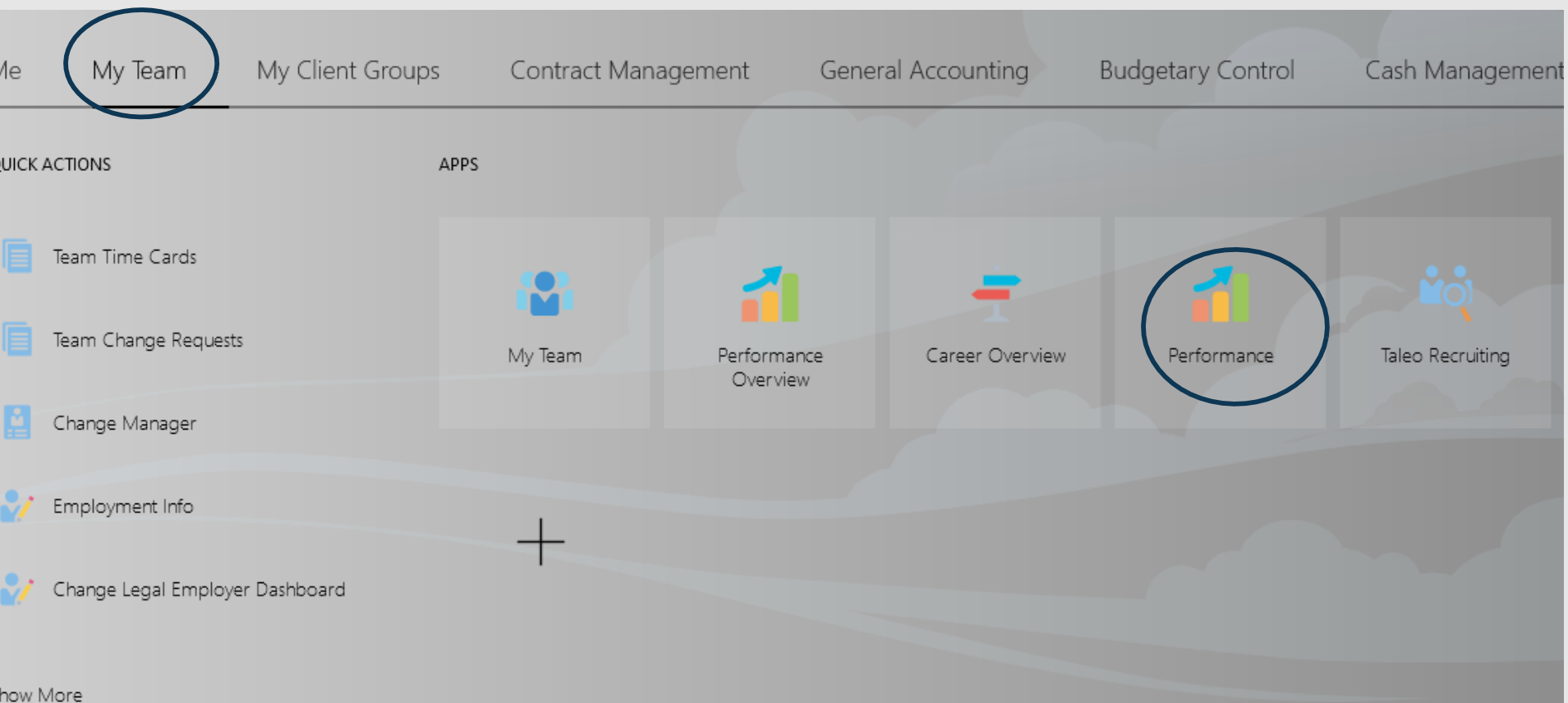
There are four portions of the Performance Appraisal Review (PAR) that must be completed. They include goals, competencies, a questionnaire and overall comments.

The steps in the process are as follows:

- 1. Manager captures goals for the employee**
- 2. Manager evaluates the competencies for the employee and completes the questionnaire**
- 3. Manager submits the form to the next level manager**
- 4. Next level manager approves the document or sends it back for revision**
- 5. After approval is complete, the document is shared with the employee**
- 6. Employee acknowledges receipt of the document**
- 7. Manager schedules a session for review of the document and discussion**
- 8. Manager documents date of meeting**
- 9. Employee confirms attendance at meeting**
- 10. Employee and manager and provide final feedback**

Please note that there are two different PAR forms. One is for employees who have no supervisory responsibilities (this is most employees) and the other is for employees who have supervisory responsibilities. The steps to complete the forms are the same, however some of the competencies are different.

Manager signs onto Oracle and navigates to the My Team icon. Manager selects the Performance tile.



All employees who are eligible for an interim PAR will appear on the Evaluate Performance screen.

After ensuring that the Review Period at the top of the page says PAR 2024, click the PAR Interim link (circled) to begin the performance evaluation. The first step in the process is for the manager to enter the goals that were established at the beginning of the cycle. If any goals were ongoing from the 2023 cycle, the manager will be able to transfer the goals to the 2024 Interim PAR.

Review Period PAR 2024

Performance Documents



[Hide Filters](#)

Saved Search

ManagerViewFacetedSea Save

Filters

[Reset](#) 

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

^ Employees [Clear](#)

All Evaluatees

[Directs Only](#)

^ Document Type [Clear](#)

☒ Standard



Actions 



PAR Interim - Non Supervisory 2024
[Antoinette Deleon](#)



Human Resources Benefits Specialist

Current Task

Set Development Goals

Task Completion

0 / 9

Manager Rating

Not Rated Yet

All Tasks

 Set Development Goals

☐ Manager Evaluation of Workers

☐ Approval

☐ Share Performance Document

☐ Acknowledge Performance Document

If the need arises, you can transfer the ownership of the performance evaluation to a new supervisor, click the ellipsis (...) on the right of the screen. Options will open which include the option to transfer. Should you need to transfer ownership of the PAR, you also need to notify the office of Human Resources of the need to update the supervisory relationship in the HCM cloud.



PAR Interim - Non Supervisory 2024

Antoinette Deleon

Human Resources Benefits Specialist

Current Task

Set Development Goals

Task Completion

0 / 9

Manager Rating

Not Rated Yet

All Tasks

- >> Set Development Goals
- ☐ Manager Evaluation of Workers
- ☐ Approval
- ☐ Share Performance Document
- ☐ Acknowledge Performance Document
- ☐ Confirm Review Meeting Held
- ☐ Confirm Review Meeting Held
- ☐ Provide Final Feedback
- ☐ Provide Final Feedback



- Print
- Transfer
- Cancel

If transferring the ownership of the performance evaluation to a new supervisor, select a name from the drop down menu. Click save and close.

TCNJ Oracle Cloud



Transfer PAR Interim - Non Supervisory 2024
Antoinette Deleon



Save and Close

Cancel

New Manager

*Manager

jon

	Name	Business Title	Work Email	Person Number
AJ	Amanda Jones	Pooled Temp School of Education	jonesam@tcnj.edu	212829
AJ	Arthur Jones	Pooled Adjunct History	jonesa@tcnj.edu	211677
AJ	Arthur Jones	AdjFaculty Instruction	jonesa@tcnj.edu	211677
AJ	Arthur Jones	AdjFaculty Instruction-2	jonesa@tcnj.edu	211677
AJ	Arthur Jones	Adjunct History	jonesa@tcnj.edu	211677

To begin the interim PAR, click the PAR Interim link. See below that, so far, no tasks have been completed for this evaluation. When looking at the All Tasks list, tasks with a horizontal arrow are in progress, and those with a check box have been completed.



PAR Interim - Non Supervisory 2024

Antoinette Deleon

Human Resources Benefits Specialist

Current Task

Set Development Goals

Task Completion

0 / 9

Manager Rating

Not Rated Yet

All Tasks

- >> Set Development Goals
- ☐ Manager Evaluation of Workers
- ☐ Approval
- ☐ Share Performance Document
- ☐ Acknowledge Performance Document
- ☐ Confirm Review Meeting Held
- ☐ Confirm Review Meeting Held
- ☐ Provide Final Feedback
- ☐ Provide Final Feedback

Click the Goals link.



Review the contents of each topic included in the evaluation.

Document Details



Evaluation Topics



[Goals](#)



0 Goals

[PAR Non Supervisory Competencies](#)

13 PAR Non Supervisory Competencies

Attachments



To apply goals that were entered into a final PAR 2023 which was completed in cloud, select Copy from Other.

Goals

+ Add

Actions

Copy from Other

Update Goals

Sort By Latest to Oldest



There's nothing here so far.

Below are the next steps for initiating the interim 2023 performance evaluation with goals that are repeating or were not completed in 2022.

Select PAR 2023 as the Review Period and PAR Final Evaluation from the drop down menu.

Press Save and Close.

TCNJ

Oracle Cloud

Home

Star

Flag

Bell

Profile

Save and Close

Cancel

Copy Goals

Antoinette Deleon

Select Performance Document

Worker Name

Antoinette Deleon - HR Generalist

*Performance Document

PAR Final Evaluation Non Supervisory FY

*Review Period

PAR 2024

If you mistakenly add a goal, you can navigate to the ellipsis (...) and select Delete Goal. You will then be prompted to confirm that you wish to delete the goal.

TCNJ Oracle Cloud

Goals
Antoinette Deleon

Goals

+ Add

Actions

Sort By Latest to Oldest

Retirement Checking
Ensure full compliance for filing of retirement paperwork to the State of NJ
Status
Not started

Benefits Redesign
Ensure that they eye color metric is implemented.
Status
Not started

Maintain COVID Vaccination Records
Ensure that on a daily basis all new employees have uploaded their documentation
Status
Not started

Remove from Do
Delete Goal

If you need to add a new goal (not one carried over from 2023), you can navigate to the Add button.

TCNJ Oracle Cloud

Goals
Antoinette Deleon

Goals

Actions

Sort By Latest to Oldest

Retirement Checking ...
Ensure full compliance for filing of retirement paperwork to the State of NJ
Status
Not started

Benefits Redesign ...
Ensure that they eye color metric is implemented.
Status
Not started

Maintain COVID Vaccination Records ...
Ensure that on a daily basis all new employees have uploaded their documentation
Status
Not started

+ Add

You will then update the required fields (marked with an *) and click Save and Close.



Add Goal
Antoinette Deleon

Save and Close

Cancel

Basic Info

*Goal Name

☒ Allow workers to update goals

Description

*Status

Not started

Target Completion Date

mm/dd/yyyy

*Start Date

07/01/2023







Source



HR specialist

Success Criteria

Font 2 B I U

Click back arrow to return to prior Interim PAR evaluation page.

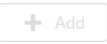




Goals

Antoinette Deleon

Goals





Actions

Sort By Latest to Oldest


Retirement Checking	...
Ensure full compliance for filing of retirement paperwork to the State of NJ	
Status	
Not started	▼
Benefits Redesign	...
Ensure that they eye color metric is implemented.	
Status	
Not started	▼
Maintain COVID Vaccination Records	...
Ensure that on a daily basis all new employees have uploaded their documentation	
Status	
Not started	▼

Once the goals are entered, you will press the Submit button. The Evaluation Topics will then become available for review.



Set Development Goals: PAR Interim - Non Supervisory 2024
Antoinette Deleon

PrintSubmit

 Review the contents of each topic included in the evaluation.

Document Details

Evaluation Topics

Goals
3 Goals

PAR Non Supervisory Competencies
13 PAR Non Supervisory Competencies

Attachments

Click the PAR Interim link to begin evaluating the employee's performance.



PAR Interim - Non Supervisory 2024

Antoinette Deleon

Human Resources Benefits Specialist

Current Task

Manager Evaluation of Workers

Task Completion

1 / 9

Manager Rating

Not Rated Yet

All Tasks

- ✔ Set Development Goals
- Manager Evaluation of Workers
- Approval
- Share Performance Document
- Acknowledge Performance Document
- Confirm Review Meeting Held
- Confirm Review Meeting Held
- Provide Final Feedback
- Provide Final Feedback

**You will evaluate development goals and competencies and you will complete the questionnaire.
Use the Evaluate buttons for each section.**

Evaluation Topics

Goals

0 of 3 commented

PAR Non Supervisory Competencies

0 of 13 rated | 0 of 13 commented

Manager Rating

Manager Calculated Rating

No valid rating level (0)


PAR Questionnaire


Evaluate

Evaluate

Evaluate

When evaluating the Topic Goals, you will first come to a screen that lists all of the Goals. While you will be able to make general comments on this page, please select the hyperlink for each goal to make more detailed updates.






Evaluate Topic Goals
Antoinette Deleon

Save and CloseCancel

Rate and Comment

 Evaluate the included development goals.

Sort ByLast Updated-Latest to Oldest

[Maintain COVID Vaccination Records](#)

Ensure that on a daily basis all new employees have uploaded their documentation

Manager Comments

Tahoma2BBIU

To assess each goal, click Edit in order to begin evaluating each goal.

Basic Info

Goal Name
Maintain COVID Vaccination Records

Active Goal
Yes

Description
Ensure that on a daily basis all new employees have uploaded their documentation

Status
Not started

Start Date
01/18/2022

Completion Percentage
0%

Source
HR specialist

Last Update
Stephen Gall 01/18/2022



Edit

You will need to assess each goal and save.

Basic Info

Save

Cancel

*Goal Name

Maintain COVID Vaccination Records

☒ Allow workers to update goals

☒ Active Goal

Description

Ensure that on a daily basis all new employees have uploaded their documentation

*Status

Not started

Category

Select a value

*Start Date

01/18/2022



Completion Percentage

0

Target Completion Date

mm/dd/yyyy



Source

HR specialist

Success Criteria

Font

2

B

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☰

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✂

↶

↷

✎

Click the PAR Interim link to begin evaluating the competencies.



Actions ▾

Sort By End Date - Latest to Oldest ▾



PAR Interim - Non Supervisory 2024

Antoinette Deleon

Human Resources Benefits Specialist

Current Task

Manager Evaluation of Workers

Task Completion

1 / 9

Manager Rating

Not Rated Yet

All Tasks

- ✔ Set Development Goals | Bypassed
- Manager Evaluation of Workers
- Approval
- Share Performance Document
- Acknowledge Performance Document
- Confirm Review Meeting Held
- Confirm Review Meeting Held
- Provide Final Feedback
- Provide Final Feedback

Click on the PAR competencies section to evaluate each competency.



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

Document Details



PAR Overall Summary



Evaluation Topics



Goals		Evaluate
3 of 3 commented		
PAR Non Supervisory Competencies		Evaluate
0 of 13 rated 0 of 13 commented		
Manager Rating	Manager Calculated Rating	
	No valid rating level (0)	
PAR Questionnaire		Evaluate

Attachments



Press the Evaluate button to begin the evaluation of all competencies

PAR Non Supervisory Competencies

Antoinette Deleon

Evaluate

PAR Non Supervisory Competencies

+ Add

Actions

Communication

Effective expression of ideas, concepts or directions in individual or group situations, using supportive gestures, voice level and organization of materials. If communication is written, thoughts are expressed with appropriate grammar, organization and structure. 1. Informal communication was ineffective due to disorganization of thoughts, and/or inappropriate use of voice volume/tone. Formal presentations failed to inform or persuade due to lack of structure or poor organization. Didn't listen during verbal exchanges. Written communication was poorly structured, contained poor grammar, or was difficult to read due to inadequate organization. Communication flaws included: poor listening, no organization of thoughts, or inappropriate gestures. 2. Successfully communicated ideas, thoughts or directions. Asked appropriate questions and involved the listener. Sought clarification, and affirmed understanding in verbal exchanges. Used appropriate supportive gestures, voice level and organization of materials. Formal presentations were organized and had appropriate detail. Written communication was concise and appropriate for target audience. Key points were understood by intended audience. Affirmed understanding with appropriate questions. 3. Excelled in the communication of ideas, thoughts or directions. Thought well, fast, and appropriately on his or her own feet in formal situations. Informal presentations created word pictures, leaving no room for confusion. Apt questions uncovered lingering confusion. Presented complex or technical information in a manner easily understood by target audience. Written communication was letter perfect and clearly appropriate for target audience.

Conscientiousness

Displays a high level of effort and commitment towards performing work; demonstrates responsible behavior. 1. Failed to address problems in own task area, was often off schedule; displayed little or no commitment to completing tasks; resisted learning new skills to enhance own work. 2. Solved problems in own task area; displayed commitment to completing tasks; learned new skills to enhance own work. Occasionally took on added responsibilities when requested. 3. Consistently took on extra responsibilities voluntarily to respond to shifting priorities, or schedules; displayed a high level of commitment to the organization and its customers through the quality of work while completing tasks ahead of schedule.

Customer Service

Identifies and meets customer (internal and external) needs. 1. Diagnosed customer needs inaccurately; lacked consistency in meeting customer needs; was not attentive and inquisitive when dealing with customers; did not consistently meet time, quality and cost requirements. 2. Accurately assessed customer needs; provided necessary or requested service within acceptable time

Each competency must have a proficiency level and comments need to be entered by the manager. Scroll down until all competencies have a rating level and comment. Then click the Save and Close button.

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Evaluate Topic PAR Non Supervisory Competencies
Antoinette Deleon

Save and Close

Cancel

Rate and Comment

Evaluate the included competencies.

Sort By

Communication

Effective expression of ideas, concepts or directions in individual or group situations, using supportive gestures, voice level and organization of materials. If communication is written, thoughts are expressed with appropriate grammar, organization and structure. 1. Informal communication was ineffective due to disorganization of thoughts, and/or inappropriate use of voice volume/tone. Formal presentations failed to inform or persuade do to lack of structure or poor organization. Didn't listen during verbal exchanges. Written communication was poorly structured, contained poor grammar, or was difficult to read due to inadequate organization. Communication flaws included: poor listening, no organization of thoughts, or inappropriate gestures. 2. Successfully communicated ideas, thoughts or directions. Asked appropriate questions and involved the listener. Sought clarification, and affirmed understanding in verbal exchanges. Used appropriate supportive gestures, voice level and organization of materials. Formal presentations were organized and had appropriate detail. Written communication was concise and appropriate for target audience. Key points were understood by intended audience. Affirmed understanding with appropriate questions. 3. Excelled in the communication of ideas, thoughts or directions.Thought well, fast, and appropriately on his or her own feet in formal situations. Informal presentations created word pictures, leaving no room for confusion. Apt questions uncovered lingering confusion. Presented complex or technical information in a manner easily understood by target audience. Written communication was letter perfect and clearly appropriate for target audience.

Manager Proficiency Level

Manager Comments

Font



2

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

Show Additional Info

Click the back arrow to continue with the evaluation

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



PAR Non Supervisory Competencies
Antoinette Deleon

Home Star Flag Bell Profile

Evaluate

PAR Non Supervisory Competencies

+ Add

Actions

Communication

Effective expression of ideas, concepts or directions in individual or group situations, using supportive gestures, voice level and organization of materials. If communication is written, thoughts are expressed with appropriate grammar, organization and structure. 1. Informal communication was ineffective due to disorganization of thoughts, and/or inappropriate use of voice volume/ tone. Formal presentations failed to inform or persuade due to lack of structure or poor organization. Didn't listen during verbal exchanges. Written communication was poorly structured, contained poor grammar, or was difficult to read due to inadequate organization. Communication flaws included: poor listening, no organization of thoughts, or inappropriate gestures. 2. Successfully communicated ideas, thoughts or directions. Asked appropriate questions and involved the listener. Sought clarification, and affirmed understanding in verbal exchanges. Used appropriate supportive gestures, voice level and organization of materials. Formal presentations were organized and had appropriate detail. Written communication was concise and appropriate for target audience. Key points were understood by intended audience. Affirmed understanding with appropriate questions. 3. Excelled in the communication of ideas, thoughts or directions. Thought well, fast, and appropriately on his or her own feet in formal situations. Informal presentations created word pictures, leaving no room for confusion. Apt questions uncovered lingering confusion. Presented complex or technical information in a manner easily understood by target audience. Written communication was letter perfect and clearly appropriate for target audience.

Conscientiousness

Displays a high level of effort and commitment towards performing work; demonstrates responsible behavior. 1. Failed to address problems in own task area, was often off schedule; displayed little or no commitment to completing tasks; resisted learning new skills to enhance own work. 2. Solved problems in own task area; displayed commitment to completing tasks; learned new skills to enhance own work. Occasionally took on added responsibilities when requested. 3. Consistently took on extra responsibilities voluntarily to respond to shifting priorities, or schedules; displayed a high level of commitment to the organization and its customers through the quality of work while completing tasks ahead of schedule.

Customer Service

Identifies and meets customer (internal and external) needs. 1. Diagnosed customer needs inaccurately; lacked consistency in meeting customer needs; was not attentive and inquisitive when dealing with customers; did not consistently meet time, quality and cost requirements. 2. Accurately assessed customer needs; provided necessary or requested service within acceptable time frames requiring few corrections or revisions; sought customer feedback and expression of satisfaction with work product. Occasionally sought alternative solutions. 3. Frequently anticipated internal and external customer needs; advanced quality alternative solutions; work quality was characterized by exceptional insights and technical expertise.

Flexibility

Adapts behavior and work methods in response to changing conditions, new information, emergency situations and/or shifting priorities. 1. Demonstrated ability to modify behavior in response to change; was inflexible and ineffective in performing work under varying conditions. Failed to deal with unforeseen emergencies. Rarely modified behavior in response to change. 2. Demonstrated a capability to modify behavior in response to change. Generally adapted to changing conditions and emergency situations. Effectively performed work under varying conditions. Adjusted work behaviors and methods to accommodate for multiple demands, shifting priorities, ambiguity and rapid change in work situations. 3. Effectively addressed changing conditions, emergencies and other contingencies. Incorporated new information based on changes into behavior and work methods. Adapted to change present in

This screen illustrates the employee's rating after all competencies are evaluated and comments are entered.

Evaluation Topics

Goals

3 of 3 commented

Evaluate

PAR Non Supervisory Competencies

13 of 13 rated | 9 of 13 commented

Manager Rating

Successful

Manager Calculated Rating

Successful (29)

Evaluate

PAR Questionnaire

Evaluate

Once you have evaluated all competencies, and entered comments for each competency, you need to complete the PAR questionnaire. Click the Evaluate button next to the PAR Questionnaire.

The questionnaire is the final portion of the PAR.

Evaluation Topics

Goals

3 of 3 commented

Evaluate

PAR Non Supervisory Competencies

13 of 13 rated | 9 of 13 commented

Manager Rating

Successful

Manager Calculated Rating

Successful (29)

Evaluate

PAR Questionnaire

Evaluate

There are four questions to be answered in the questionnaire. After answering all four, press the Save and Close button.



Save and Close








Cancel

My Questionnaire

Please respond to the following questions:

PAR Evaluation Questionnaire








* Please list major job responsibilities and essential criteria for successful accomplishment.

Font 2 B I U       

Supporting the Office of HR by triaging contacts and assisting in resolution.

Paragraphs: 1, Words: 12, Characters (with HTML): 77

* Please provide justification for the evaluation scoring.

Font 2 B I U       

Spot on

After completing the goals, competencies and questionnaire, the supervisor will update the PAR with an overall summary. Press the Save button when complete.

Document Details

PAR Overall Summary

Manager Rating

Successful

Manager Calculated Rating

Successful (32)

Manager Comments

Tahoma 2 **B** *I* U ¹/₂ ³/₄     

great work

Save


Cancel

The PAR has now been completed and now can be submitted up to the next level manager for approval. Press the Submit button.

TCNJ

Oracle Cloud

<



Antoinette Deleon

Manager Evaluation of Workers: PAR Interim - Non Supervisory 2024

Print

Submit

i

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

Document Details

PAR Overall Summary

Manager Rating

Successful

Manager Comments

Show Additional Info

Manager Calculated Rating

Successful (29)

Goals

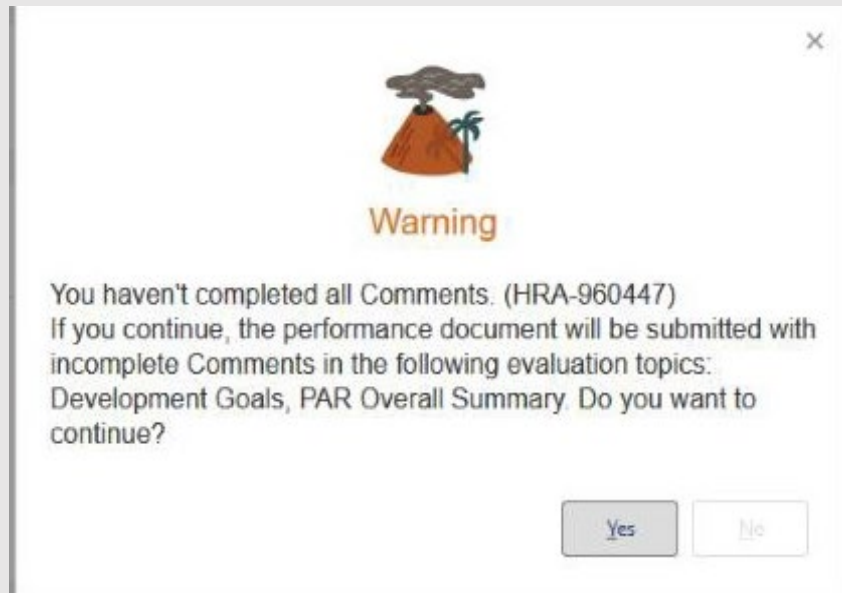
3 of 3 commented

PAR Non Supervisory Competencies

Evaluate

Evaluate

! If you do not enter comments for each area of the evaluation, this warning will appear.



The manager is returned to this screen. Press Submit again.



Submit the evaluation for approval.

Submit



PAR Interim - Non Supervisory 2024

Antoinette Deleon

Human Resources Benefits Specialist

Current Task

Approval

Task Completion

2 / 9

Manager Rating

Not Rated Yet

All Tasks



Set Development Goals



Manager Evaluation of Workers | Bypassed



Approval



Share Performance Document



Acknowledge Performance Document



Confirm Review Meeting Held



Confirm Review Meeting Held



Provide Final Feedback



Provide Final Feedback

The next screen that appears allows the manager to make optional comments before submitting to the next level manager. Press Submit again.



Comments

Attachments



Drag files here or click to add attachment

See that there is forward progress under All Tasks. The Approval is in progress as noted by the horizontal arrow.



We are submitting your changes for approval.



PAR Interim - Non Supervisory 2024

Antoinette Deleon

Human Resources Benefits Specialist

Current Task

Approval

Task Completion

2 / 9

Manager Rating

Not Rated Yet

All Tasks

- ✔ Set Development Goals
- ✔ Manager Evaluation of Workers | Bypassed
- Approval
- Share Performance Document
- Acknowledge Performance Document
- Confirm Review Meeting Held
- Confirm Review Meeting Held
- Provide Final Feedback
- Provide Final Feedback

After a few minutes, the cream colored box will change text, and you can now check on the workflow to see where the approval is. This can be done by clicking on the hyperlink “[See how it’s going.](#)”



Approval in progress. [See how it's going.](#)



PAR Interim - Non Supervisory 2024

Antoinette Deleon

Human Resources Benefits Specialist

Current Task

Approval

Task Completion

2 / 9

Manager Rating

Not Rated Yet

All Tasks



Set Development Goals



Manager Evaluation of Workers | Bypassed



Approval



Share Performance Document



Acknowledge Performance Document

From this page you will scroll down to the Approval History section and click on the “[Show Detail](#)” hyperlink.



Approval in Progress

Antoinette Deleon

Performance Document Approval Requested

PAR Interim - Non Supervisory 2024

Your approval is requested for the performance document PAR Interim - Non Supervisory 2024 for Antoinette Deleon.

Assignee Lynarkah Stephen

From Stephen Gall

Manager Overall Ratings

Manager Overall Comments

Review Period PAR 2024

Performance Document Start Date 07/01/2023


Performance Document End Date 06/30/2024

Approval History


[Show Detail](#)

The current Approver (Assignee) will appear. It will be marked by a Clock symbol.

Hide Detail

 Assigned to **Lynarkah Stephen**






12/18/2023 1:40 PM



 Submitted by **Stephen Gall**

12/18/2023 1:40 PM


When you have finished with this page, click the back Arrow.

TCNJ Oracle Cloud





PAR Interim - Non Supervisory 2022
Antoinette Deleon

 Approval in Progress

Antoinette Deleon

Performance Document Approval Requested

PAR Interim - Non Supervisory 2022

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

Assignee

Jonathan Cochran

From

Stephen Gall

Manager Overall Ratings

Successful

Once the next level manager has approved, the Approval green circle turns to a check.



PAR Interim - Non Supervisory 2024

Antoinette Deleon

Human Resources Benefits Specialist

Current Task

Share Performance Document

Task Completion

3 / 9

Manager Rating

Not Rated Yet

All Tasks

- ✓ Set Development Goals
- ✓ Manager Evaluation of Workers | Bypassed
- ✓ Approval
- » Share Performance Document
- Acknowledge Performance Document
- Confirm Review Meeting Held
- Confirm Review Meeting Held
- Provide Final Feedback
- Provide Final Feedback

The next step is to share the evaluation with the employee. Please select the unhighlighted (dim) Share and Release button to share the review with the employee.

TCNJ Oracle Cloud

Home


Star

Flag

Bell

Profile


<



Share Performance Document: PAR Interim - Non Supervisory 2024

Antoinette DeLeon

Print



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

PAR Overall Summary

Manager Rating

Successful

Manager Comments

Show Additional Info

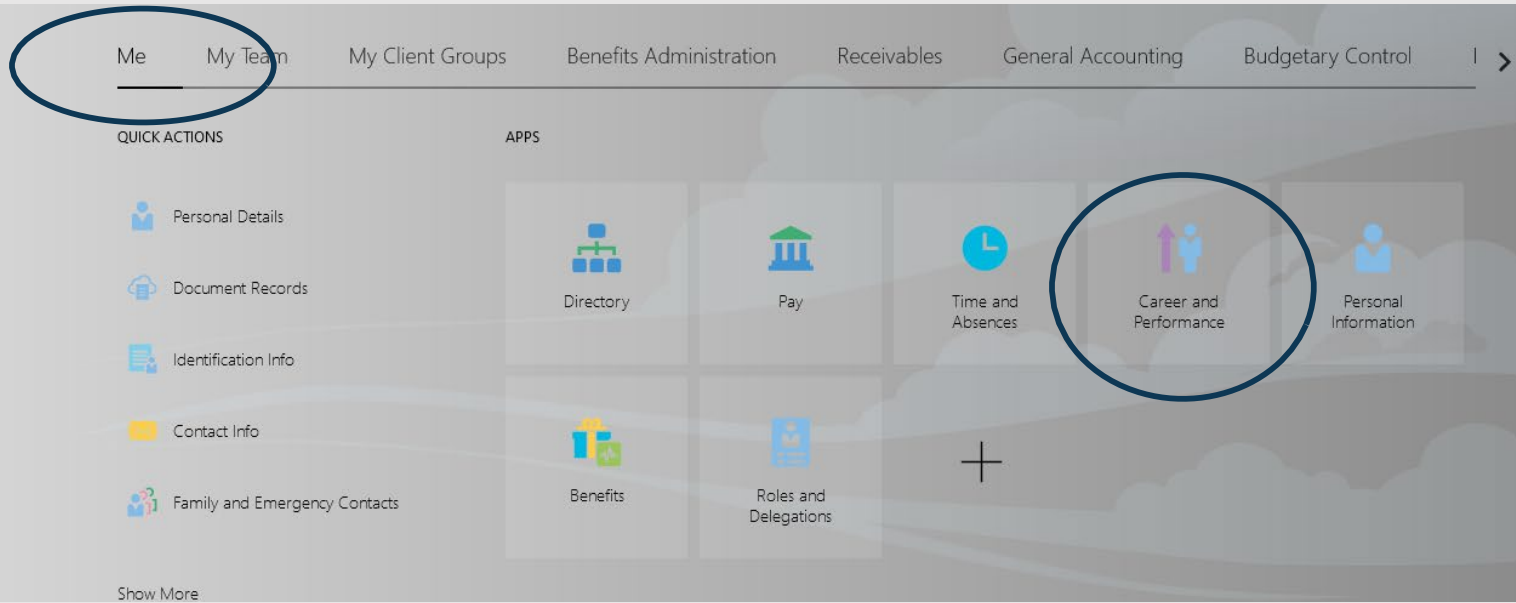
Manager Calculated Rating

Successful (29)

Evaluation Topics

Goals

The interim PAR, once released by the supervisor, is visible to the employee. This shows the navigation for the employee to view the PAR. They should be on the Me tab and select the Career and Performance tile.



Next the employee selects the Performance tile



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.

Next the employee opens the link to the review.

Performance Documents

All

[PAR Interim - Non Supervisory 2024](#)

Current Task

Acknowledge Performance Document

All Tasks



- ✓ Set Goals
- ✓ Manager Evaluation of Workers
- ✓ Approval
- ✓ Share Performance Document
- ➔ Acknowledge Performance Document
- Confirm Review Meeting Held
- Confirm Review Meeting Held
- Provide Final Feedback
- Provide Final Feedback

Successful | By Stephen Gall

Task Completion

4 / 9


Next, the employee reviews the Goals, Competencies, Questionnaire, and Overall Summary and clicks the Acknowledge Document button.



Acknowledge Performance Document: PAR Interim - Non Supervisory2024

Antoinette Deleon

Print



Information

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

Acknowledge Document

Document Details

PAR Overall Summary

Manager Rating

Successful

Manager Comments

Manager Calculated Rating

Successful (29)

[Show Additional Info](#)

Evaluation Topics

Goals

PAR Non Supervisory Competencies

Manager Rating

Successful

Manager Calculated Rating

Successful (29)

PAR Questionnaire

View

View

View

Attachments

The employee enters any comments, then submits the document.

TCNJ Oracle Cloud

Acknowledge Performance Document
Antoinette Deleon

Submit Cancel

Comments

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

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

The manager is notified that the employee has released the PAR. The manager signs on to Oracle and ensures that My Team is underscored and clicks the Performance tile

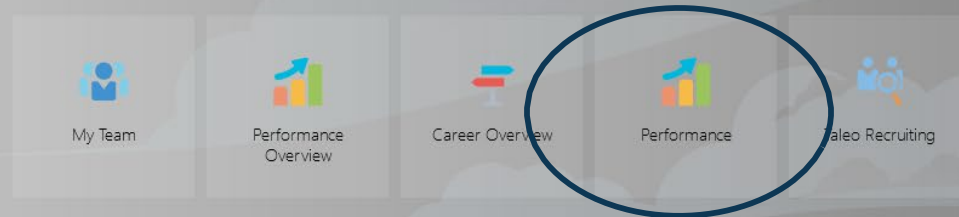
Good afternoon, Stephen Gall!

My Team My Client Groups Contract Management General Accounting Budgetary Control Cash Management >

QUICK ACTIONS

- Team Time Cards
- Team Change Requests
- Change Manager
- Employment Info
- Change Legal Employer Dashboard

APPS



Show More

Next, the manager clicks the link for the review.



PAR Interim - Non Supervisory 2024

Antoinette Deleon

HR Generalist

Current Task

Confirm Review Meeting Held

Task Completion

5 / 9

Manager Rating

Successful

All Tasks

- ✓ Set Goals
- ✓ Manager Evaluation of Workers
- ✓ Approval
- ✓ Share Performance Document
- ✓ Acknowledge Performance Document

The manager schedules a session with the employee to review the PAR (this is done outside of Oracle). After holding the meeting, the manager then indicates that the review meeting was held.



Confirm Review Meeting Held: PAR Interim - Non Supervisory 2024

Antoinette Deleon

Print



Information

Select the date of the review meeting.

Indicate Meeting Held

Document Details



The manager enters the date of the review meeting and clicks Submit.



Confirm Review Meeting Held
Antoinette Deleon

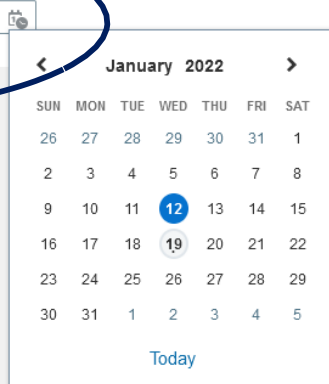
Submit

Cancel

Details

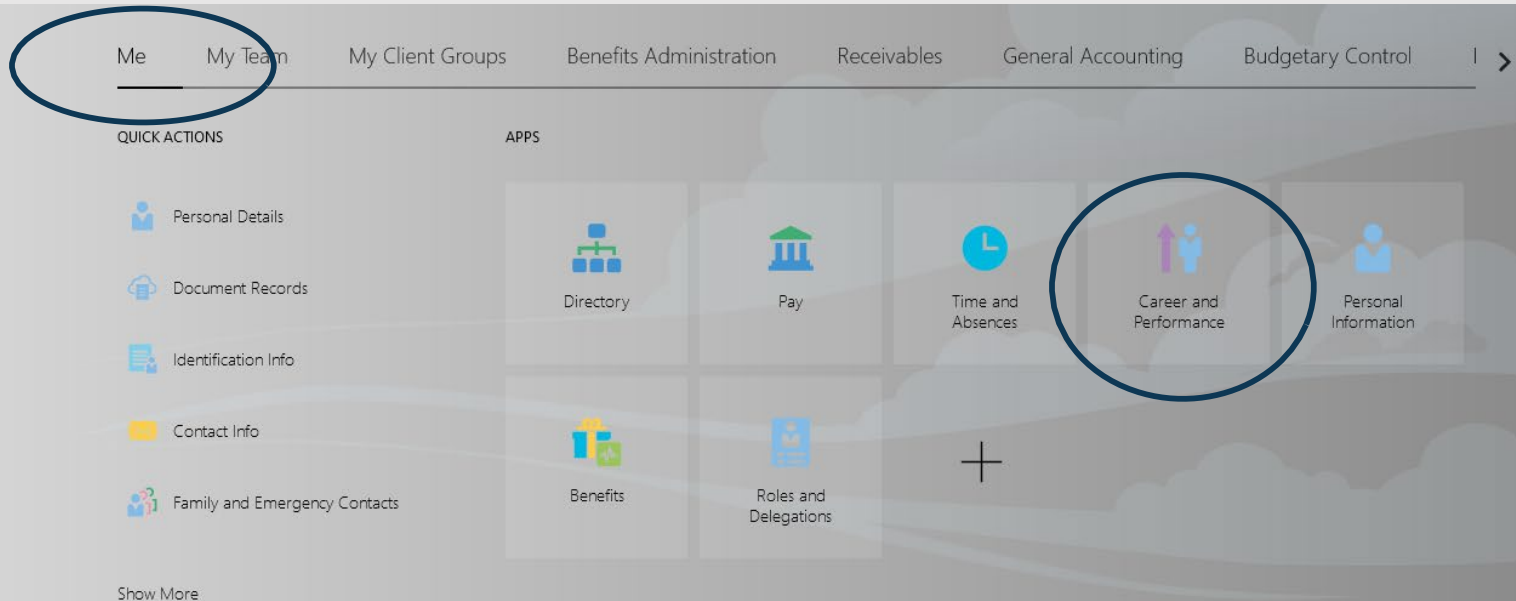
*Meeting Held Date

01/12/2022



When the manager submits confirmation that the review meeting was held, the employee is notified to go into the performance evaluation module and confirm it was also held.

The employee must underscore the Me tab and click the Career and Performance tile.



Next the employee selects the Performance tile



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.

Next the employee opens the link to the review.

Performance Documents

All

PAR Interim - Non Supervisory 2024

Current Task

Confirm Review Meeting Held

All Tasks

- ✓ Set Goals
- ✓ Manager Evaluation of Workers
- ✓ Approval
- ✓ Share Performance Document
- ✓ Acknowledge Performance Document
- ✓ Confirm Review Meeting Held
- ➔ Confirm Review Meeting Held
- >> Provide Final Feedback
- Provide Final Feedback

Successful | By Stephen Gall

Task Completion



The employee clicks the Acknowledge Meeting button.



Information

Confirm you attended the review meeting for the evaluation. Meeting date: 01/12/2022



When the employee acknowledges that the evaluation meeting took place, this screen appears.

The manager is notified that the employee has confirmed the meeting.

The employee clicks on the document again to provide any remaining feedback.

Performance Documents

All

PAR Interim - Non Supervisory 2022

Current Task

Provide Final Feedback

All Tasks

- ✓ Set Goals
- ✓ Manager Evaluation of Workers
- ✓ Approval
- ✓ Share Performance Document
- ✓ Acknowledge Performance Document
- ✓ Confirm Review Meeting Held
- ✓ Confirm Review Meeting Held
- Provide Final Feedback
- 🔄 Provide Final Feedback

Successful | By Stephen Gall

Task Completion

7 / 9

This illustrates the final feedback screen. The employee clicks Continue in order to provide final feedback.



Information

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

Continue

On the next screen, the employee fills in any comments they may have and press Submit.



Provide Final Feedback

Antoinette DeLeon

Save and Close

Submit

Cancel

Comments

Employee Comments

Tahoma

2

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U

Link

Image

Table

Code

Quote

Indent

Outdent

Undo

Redo

Fullscreen

Print

Help

Thanks for another good year and helpful feedback.

Paragraphs: 1, Words: 8, Characters (with HTML): 50

See the final step in the PAR evaluation process which is for the manager to provide final feedback. Upon final feedback being submitted by the employee, the PAR is released for the manager to provide their final feedback.

The manager ensures that My Team is underscored and clicks the Performance tile.

The screenshot displays the Oracle Cloud HCM user interface. At the top left, the 'TCNJ Oracle Cloud' logo is visible. The top navigation bar includes a home icon, a star, a flag, a bell, and a user profile icon. Below the navigation bar, a greeting reads 'Good afternoon, Stephen Gall!'. The main navigation menu features several tiles: 'My Team' (circled in blue), 'My Client Groups', 'Contract Management', 'General Accounting', 'Budgetary Control', and 'Cash Management'. Below this menu, the 'QUICK ACTIONS' section lists 'Team Time Cards', 'Team Change Requests', 'Change Manager', 'Employment Info', and 'Change Legal Employer Dashboard'. The 'APPS' section contains five tiles: 'My Team' (circled in blue), 'Performance Overview', 'Career Overview', 'Performance' (circled in blue), and 'Taleo Recruiting'. A plus sign icon is located below the 'APPS' section, and a 'Show More' link is at the bottom left.

The final step in the Interim PAR 2024 evaluation process is here. Manager clicks the PAR Interim link.



PAR Interim - Non Supervisory 2024

Antoinette Deleon

Human Resources Benefits Specialist

Current Task

Provide Final Feedback

Task Completion

8 / 9

Manager Rating

Not Rated Yet

All Tasks

- ✓ Set Development Goals
- ✓ Manager Evaluation of Workers | Bypassed
- ✓ Approval
- ✓ Share Performance Document
- ✓ Acknowledge Performance Document
- ✓ Confirm Review Meeting Held
- ✓ Confirm Review Meeting Held
- ✓ Provide Final Feedback
- Provide Final Feedback

Similar to the employee, the manager clicks Continue to provide final feedback .



Information

Review the performance document and continue to provide any final feedback comments on the employee's evaluation.

Continue

On the next screen, the employee fills in any comments they may have and press Submit.

TCNJ Oracle Cloud



Provide Final Feedback

Antoinette DeLeon

Save and Close


Submit

Cancel

Comments

Manager Comments

Font 2 B I U



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

At this point, the Interim PAR process is complete. To view the completed review, the manager scrolls down the page and changes the document status to Completed.

^ Document Status Clear

In progress

Completed

Canceled

After scrolling back up, the link to the completed review appears.

< Evaluate Performance

Performance Documents

Search Person

Hide Filters

Saved Search

ManagerViewFacetedSea

Save

Filters Reset

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

PAR Interim - Non Supervisory 2024
[Antoinette Deleon](#)
HR Generalist
Manager Rating
Successful

Sort By

End Date - Latest to Oldest

...

**Questions regarding this process should be submitted to the HR Portal.
Click [here](#) for the link.**