

# **Training Agenda**

- Implementation Timelines and Major Milestones
- Job Aides/Demonstration
  - Employee Completing Self-Evaluation
  - Manager Completing Mid-Year Evaluation
- Action Items



#### **Timeline for Management/Executive Pay Plan Positions**

July 1—August 31, 2023: Complete and close out current performance evaluations for cutover to new performance cycle using existing forms and the new Document of Records submission process.

July 1—August 31, 2023: Enter goal plans in Oracle Performance for the new July 1, 2023-June 30, 2024, evaluation cycle.

July 1, 2023—May 1, 2024: Employee and Manager have goal conversations/periodic check-ins. *Quarterly check-ins are encouraged but not required.* 

**December 1-31, 2023:** Employee and Manager complete mid-year reviews. *Mid-year reviews are required.*  **May 1-30, 2024:** Employee completes selfevaluation of competencies and performance; Manager writes performance evaluation. *Employee self-evaluation is encouraged but not required.* 

Manager finalizes evaluation and submits for next-level approval.

Next-level approval obtained.

May 30—June 15, 2024: Calibration process completed.

June 15-July 1, 2024: Share performance documents.

July 15, 2024: Provide final feedback.

#### **Timeline for General Pay Plan Positions**

• September 2023: Distribute revised timeline and new performance evaluation template for informational purposes.

Offer informational sessions to discuss transition. Dates for scheduled sessions are available at: okc.gov/employees.

Complete current evaluations when due using existing forms and the new Document of Records submission process in Oracle.

• Beginning October 1, 2023: Enter goals into Oracle Performance.

- Beginning January 1, 2024: Transition to online completion of performance evaluations for evaluation period of January 1 December 31, 2024.
- January 1 November 30, 2024: Employees and Managers have goal conversations/periodic check-ins. *Quarterly check-ins are encouraged but not required.*
- June 1 30, 2024: Employees and Managers complete mid-year reviews. *Mid-year reviews are encouraged but not required.*
- December 1 31, 2024: Employees complete self-evaluations of competencies and performance; Managers write performance evaluations. *Employee self-evaluations are encouraged but not required.*

 December 1 - 31, 2024: Managers finalize evaluations and submit for next-level approvals.

Next-level approvals are obtained.

Performance documents are shared with employees.

- March 1, 2025: Grace period if needed for completion—All performance evaluations must be completed and new goals established for the next review period no later than March 1, 2025.
- January 1 December 31, 2025: Next review period

#### **Major Milestones**

#### Executive, Management, and General Pay Plan Positions

	Review Periods
Executive/Management Pay Plans	July 1, 2023, to June 30, 2024
General Pay Plan	January 1, 2024, to December 31, 2024
	Mid-Year Reviews
Executive/Management Pay Plans	December 1 - 31, 2023 (Required) (documents created November
	30th after end of business)
General Pay Plan	June 1 - 30, 2024 (Recommended)
	End-Year Reviews
Executive/Management Pay Plans	May 1 - 30, 2024 (Employees Complete Self-Evaluations; Managers
	Complete Evaluations and Submit for Approval)
	May 30 - June 15, 2024 (Calibration Process)
	June 15 - July 1, 2024 (Performance Reviews Shared)
	July 15, 2024 (Final Feedback Provided)
General Pay Plan	December 1 - 31, 2024* (Employees Complete Self-Evaluations;
	Managers Write End-Year Reviews; Submit for Approval; Performance
	Reviews Shared)
	*March 1, 2025 (Grace Period for Submission if Needed)



## Mid-Year Review: Employee Completion of Self-Evaluation

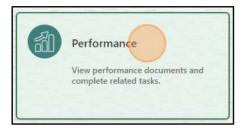
## **Employee Self-Evaluation**

> Click on Company SingleSign-On.

> Click on **Me**.

> Click on Career and Performance.

> Select the Performance
tile.



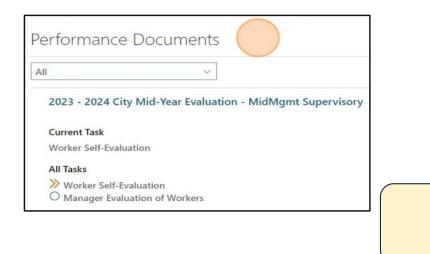
> Select a Review Period from the drop-down list. The review period will be 2023 July - 2024 June MGT/EXEC.

**Job Aide** 

> Notice the Current Task is Worker Self-Evaluation.

> Click on the 2023-2024 City Mid-Year Evaluation - \*.

(\*This may be listed as Executive, Mid-Mgmt Supervisory or Mid-Mgmt Non-Supervisory, depending on job classification.)



	🖋 Edit
From Date 07/01/2023	
To Date 06/30/2024	
	🖉 Edit
	Evali
	" <b>L</b>
	Eval
	Evalu
	Eval
	07/01/2023 To Date

#### **Document Details**

> Click on **Document Details** to view information about the review.

> The Performance Document Name will be 2023 City Mid-Year Evaluation - \* (depending on the pay plan type/ competency grouping.

> The Review Dates will be From 07/01/2023 To 06/30/2024.



Document Details	
Overall Summary	✓ Edit
Employee Comments	
how Additional Info	
valuation Topics	
Performance Goals	Eva
Employee Comments	
Competencies	Eva
Employee Comments	
Development Goals	Eva
Employee Comments	
Questionnaire	Eva
입니 신동안 한 동안에 동안한 것을 다 같은 것을 했다.	
Attachments	

#### **Evaluation Topics**

> There are three evaluation
topics: Performance Goals,
Competencies, and
Development Goals.

> To begin the employee selfevaluation, click the Evaluate box for Performance Goals.

Evaluate the included performance goals.		
	Sort By Last Updated-Latest to Older	st
Customer Service		
Provide opportunities for continuous feedback from dep	ments, City employees, and external applicants	
Status	Weight	
Not started	%	
asic Info		dit
Goal Name Customer Service Description		
Provide opportunities for continuous feedback from dep	tments, City employees, and external applicants	
Status	Target Completion Date	
Not started	06/30/2024	
Start Date 07/01/2023	Source Worker	
Weight	Last Update	
0%	DEBORAH BOYER 07/21/2023	
Success Criteria		
(1) Biannual customer service meetings held with depart	ents (external customers)	
(2) Biannual one-on-ones held with all divisional staff an	biweekly one-on-ones held with direct reports (internal customers)	
	isional customer survey administered immediately following service delivery to City employees	

Weight

Target Completion Date

06/30/2024

Success Criteria

**Job Aide** 

#### **Goal Details**

> Click on Performance Goals to view goal details (Customer Service goal name shown as example).

Some goals can be edited to change the Status from Not
Started to In Progress or
Completed or to change the
Weight assigned to the goal.

> Some fields are disabled from editing and will be displayed in gray (see example shown).

> Click Save to save any edits and click < next to your photo in the upper left corner to navigate back to Evaluation Topics.

Status	Weight	
Not started	%	
now Additional Info		
		Load More Items 1-10 of 10 iten
ummary		
Employee Comments		
$A^{\scriptscriptstyle \Xi} \times A^{\scriptscriptstyle I} \times B  I  \underline{\cup}  \overset{\scriptscriptstyle I}{\underset{\scriptstyle =}{\overset{\scriptscriptstyle I}}} := \mathscr{Q}  \leftrightarrows    \mathcal{I}_{x}$		

# Evaluation of Performance

 > Click on the Evaluate button to complete the employee selfevaluation of the Performance Goals topic area.

> Each Evaluation Topic has a Summary field at the bottom of the screen for Employee Comments.

> Employees are encouraged to provide examples of work performed/completed that best support their self-evaluation.

> Complete the employee selfevaluation of the topic area by clicking on Save and Close.

Evaluate Topic Competencies	Save and Close Gancel
Deborah Boyer	
using data and insight that achieves the best outcome for the department and City.	
Show Additional Info	
Least: Through Influence: () Privated returns this convenues through give and take; (2) pairs cooperation from others to addin Information and accord(in pairs; (2) worke with others Issueds relatively agreements that may involve excluding instructors or enabling difference; (4) understands the concept, practice, and torbuipues used to laterity, mage; (Humore, and monitor relationships with infoldusia air agrogosci encoded to a work effort including those addiney innover; (5) leads through influence over the process and to result, and those who have a verteel letters in the advance (positive or negative). Show Additional toria	
Strategic Thinking (1) Thinkis concerning/impositively and systematically (2) emotions the future (1) defines the vision, direction, and pasts (4) develops a road map for xchicement; (3) anticipate change and plans for (5) concerning the social patient) and its change and plans the future (1) defines the vision, direction, and quark (4) develops a road map for xchicement; (3) anticipate angunatation in main and functions, and who is social patient), and its change and plans more (5) and plans social soft (5) and the vision, direction and compating concerning who social patient), and the change angunatation in the plans social patient), and the plans social plans for (1) and the plans social soft (2) and the vision, (1) become leading and social social plans the plans the plant and uncommon, planses, procedure, cooks, entitiances, relet, and republicitor of the expandatory. (1) become leading with a vision of the expanders (1) standardiscuts the plantical moviment, imageding and the expandation of the expandatory. (1) become leading vision of the expandation is explicit and vision and entities and who and plans the explication of the expandation of the expandation of the expandation of the expandation of the explicit and vision explication who explicit and vision explication of the explicit and the explicit and vision explication of the explication of the explicit and vision explication of the explication	
Talent Development (1) Provides toxis, materials, equipment, and resource; (2) provides performance feedback; coaching, mentoring, encouragement, and support; (3) discusses personal and professional again. (4) provides from all and informal tearing and development opportunities that support achievement of personal and professional grads; (5) attracts and develops talent; (8) manages performance throughout the department of Chy; (1) justs the teadership tone for area of responsibility. Some Additional and info	
Teamwork / Team Orlented (1) Records, and leverages the loss, opointer, and perspectives of others; (2) participates willingly and effectively as a team lead or team memory; (3) builds consensus; builds frammers, and in, parks, and leverages the loss, (2) caliboartes with when its accomplish posts and dejectives and aclience result; (3) expresses heat, (4) and the sense of the loss of th	
Load More Rems 1-10 of 10 Rems	
Summary	
Employee Comments	
$\varnothing \lor AI \lor B \ I \ \sqcup \ \coloneqq \ \varnothing \ \ominus \ \Box$	

## **Evaluation of Competencies**

> Click to evaluate the next
 Evaluation Topic area
 (Competencies). Assigned
 competencies with definitions
 will display.

> Enter employee comments in the **Summary** section at the bottom of the page.

> Employees are encouraged to provide examples that best support their proficiency in each competency.

	Sort By	Last Updated-Latest to Oldest	
Leadership			
The MetroTech LEAD program will help further develop my leadership skills. Enrollment opens in January 2024.			
Show Additional Info			
Conducting Talent Reviews			
Identify available training and complete training in conducting talent reviews.			
Show Additional Info			
Creating and Managing Internship Programs			
This course will provide foundational information to achieve a performance goal of creating and internship program for the City.			
Show Additional Info			
show Additional Info Summary			
Summary			
Summary Employee Comments			

## **Evaluation of Development Goals**

> Click to evaluate the nextEvaluation Topic (DevelopmentGoals) if goals were entered.

> Enter Employee Comments in the Summary section at the bottom of the page.

> Employees are encouraged to provide accomplishments/ achievements/progress made toward achievement of their development goals.

Employee Com		
Questionnaire		Evaluate
1	My Questionnaire	
	How are you progressing on your goals?	
	In what areas do you think you are excelling?	
	Are there any performance areas you think need improvement?	
	What can I do to best support you in your work?	
	Are there professional growth opportunities you would like to explore such as training, certifications, or skills you are interested in developing?	
	Do you have feedback for me?	

## Feedback Questionnaire

> Below the three evaluation topics, you will see Questionnaire.

> Click on the Evaluate box and
 complete the Employee Feedback
 Questionnaire.

> Click on Save and Close button to save your responses.

Overall Summary	Save Cancel	
Employee Comments $\mathbb{A}^{\mathbb{R}} \lor \mathbb{A}^{\mathbb{I}} \lor \mathbb{B}$ $I \sqcup := := \mathcal{O} \Leftrightarrow \mathbb{T}_{\mathbb{R}}$		<b>Overall Summary</b>
	Words: 0 Characters (with HTML): 0	> Once you've finished evaluatin Performance Goals, Competenci
Document Details	~	Development Goals and have completed the Questionnaire, cl
Overall Summary	Edit ^	on the <b>Evaluate</b> box and complete
Employee Comments Show Additional Info		the <b>Overall Summary.</b>
Evaluation Topics	^	> Click on <b>Submit.</b>
Performance Goals Employee Comments	Evaluate	
Competencies Employee Comments	Evaluate	
Development Goals Employee Comments	Evaluate	
Questionnaire	Evaluate	Job Aide
Attachments	~	

1 1 1 1 1 1

#### Warning

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



#### Warning

> A Warning screen may display upon Submit if comments are not entered in each section. Some sections may not have been completed by the employee (e.g., Development Goals), and the Warning will still display.

 > Click No to go back and complete missing sections or Yes to move forward with submission.

AR 😪		
2023 - 2024 City Mid-Year Evaluation - MidMgmt Supervisory	DEBORAH BOYER	
Current Task	Task Completion	
Manager Evaluation of Workers		
All Tasks		
O Worker Self-Evaluation		
Manager Evaluation of Workers		

#### Status Reflects Progress

 > The Performance Documents section now shows that the
 Worker Self-Evaluation has been completed.

> The next task to be performed is the Manager Evaluation of Workers.



Mid-Year Review: Manager Evaluation

#### **Mid-Year Reviews**

> Click on Company
Single Sign-On.
> Click on My Team.
> Click on the
Performance tile.



> Current Task will show Worker Self-Evaluation if the employee has not completed the self-evaluation.

<	Evaluate Performan	e				
	Review Period	2023 July - 2024 June	MGT/EXEC	~		
	Performa	nce Document	S			
	Search Person	0,	Hide Filters			
	Saved Searc	1	Act	tions 🗸	Sor	t By End Date - Latest to Oldest 🗸
	ManagerView	FacetedSe V Save	CG	2023 - 2024 City Mid-Year Evalu CINDY GILL	uation - MidMgmt Non-Supervisory	
	Filters	Reset 🖨		Talent Acquisition Technician		
	Expand All	ollapse All		Current Task Worker Self-Evaluation	Task Completion 0 / 2	
	∧ Employees	Clear		All Tasks		
	All Evaluatees			Worker Self-Evaluation Manager Evaluation of Workers		

> Click on Review Period (2023-2024 City Mid-Year Evaluation -

\* ) for the employee to view options.



ity of Oklahoma	city - DEV1		습 & ㅁ 후 🧧
CG	Worker Self-Evaluation: 2023 - 2024 City Mid-Year Evaluation - MidMgmt Non-Superv	Print	Bypass Self-Evaluation
	Document Details	~	
	Overall Summary	^	
	Show Additional Info		
	Evaluation Topics	^	
	Performance Goals	View	
	Competencies	View	
	Development Goals Questionnaire	View	
		View	
	Attachments	~	

#### Bypass Self-Evaluation

> Click on the Bypass Self-Evaluation button if the employee has not completed the self-evaluation. This will bypass the self-evaluation and allow the manager to complete their tasks (evaluation).

> This step will not be necessary if the employee has completed the self-evaluation.



#### Bypass Self-Evaluation

> Now the employee list page shows Worker Self-Evaluation Bypassed and the Current Task is Manager Evaluation of Workers.

> To begin completing the evaluation, click on the review period (2023-2024 City Mid-Year Evaluation - ).

ocument Details	~
overall Summary	🖉 Edit
Manager Comments	
Employee Comments	
ow Additional Info	
valuation Topics	^
Performance Goals	Evaluate
Manager Comments	
Employee Comments	
Competencies	Evaluate
Manager Comments	
Employee Comments	
Development Goals	Evaluate
Manager Comments	
Employee Comments	
Questionnaire	Evaluate
ttachments	~

#### **Evaluation Topics**

> There are three evaluation
topics: Performance Goals,
Competencies, and
Development Goals.

 > Begin the evaluation by clicking on the Evaluate box for
 Performance Goals.

Vacancy Announcements		
Status	Weight	
Not started	15 %	
w Additional listo		
Leading for Results		
Status Not-started	Weight 5 %	
w Additional Info		
Customer Satisfaction		
Status	Weight	
Not started	10 %	
ew Additional leto		
Job Classification Support		
Status	Weight	
Not started	15.56	
w Additional Into		
Hiring Event Support		
Status	Weight	
Not started	15.%	
ew Additional Info		
U.S. Drug and Alcohol Clearinghouse Compliance		
Status	Weight	
Not started	15 %	
ow Additional Info		
Special Projects		
Status	Weight	
Matus Not started	25 %	
ow Additional Info		
ummary		
Manager Commonts		
$A^{*} \sim A^{*} \sim B I \ \sqcup \ := := \mathcal{O} \ \Leftrightarrow \ c^{*} \ T_{*}$		
w. w. B t Z = C = c. I.		
		Words: 0 Characters (with HTML): 0
1		
Employee Comments		
aw Additional Into		

#### **Evaluation Topics**

>Click ∨ to the right of the goalWeight to display Goal Details.

 > Enter comments about the employee's performance in the
 Summary (Manager Comments) box at the bottom of the screen. Click Save and Close to retain the comments.

> The Manager can also click on the
Goal Name and edit goal details. Click
Save and Close to retain the edits.



22
npetencies RAH BOYER
Competencies
Actions
Agility (1) Wakes collaboration, communication, and feedback and is fielble and open to new ideas: (2) learns rapidly and transforms deming into action; (3) examines processes and practices to perform who most effective; (4) demonstrates countige and willingness to size calculated risks; (3) exercise examines; processes rew approaches; methods, and fectivore give; (3) parsa; exaluted or singers as framagenet; public and throught the metric (1) antibute enclosion multitude via babits; effectives; (4) exercises and practices to perform studences; (3) endors and through the metric (1) antibute encloses in multitude via babits; effectives; (4) exercises examines; (4) antibutes; (5) exercises; (5) exerc
Commitment to Continuous Improvement (1) Record the opportunities for improvement with regard to programs publics, proactures, practices, and processes (2) understands and is able to apply the principles, methods, and tools of cashing improvement (1) clocking, analysis, and interprets data from is seen of divusces (4) makes data-driven economic distributions are a chinese multi-
Customer Centric (1) Demonstrates committes to public service (2) serves and statisfies internal and external customers in a timely and effective manner; (2) episholitates, committa is, and maintains tight statutes for personaling and by one personalise of taking regression to a submitters (2) support to 2 Quantimeter (2) a maintain and a submitter of taking regression to a submitters (2) support to 2 Quantimeter (2) and an activate and a submitters (2) and an activate and a submitter (2) and an activate and a submitters (2) and an activate and a submitters (2) and an activate and activate activate and activate and activate acti
Execution and Results (1) Bits which even and even in the second of the
Inclusive Lastership (1) forers a linear equation on the compare where includual differences are valued and employees feet as ense of beorging (2) sets to increased about about others, resconses detection, in these, presentations and trademic and trademic about a problem of the compare about the compare about the compare detection in the presentation of the compare about the same of the increased about the compare about the compare about the compare detection in the compare about the compare about the same of the increase about the same of the increase about the compare about the compare about the compare about the compare about the same of the increase about the same of the compare about the compare the compare about the compare about
Judgement (1) Page, constraints, and exactles business foredings efficiently, affectings, and in a finally responsible memory. (2) dentifies data and devictors and indexends messares to acid, mitigate minima tables data (2) make stretche three), weit informet, operative, and thereaver have valued devicers: (4) entities data and stretcher y manager confird, and remany control acid can an any stretcher stretcher, weit informet, operative stretcher in a stretcher intervent and devicers: (4) entities data and stretcher y manager confird, and remany control acid can and any stretcher stretcher intervent and devicers: (4) entities and the stretcher intervent acid devicers: (4) entities and the stretcher intervent and the stretcher intervent and the stretcher intervent and the stretcher intervent acid devicers: (4) entities and the stretcher intervent acid devicers: (4) entities and the stretcher intervent acid devicers: (5) expects and and the stretcher intervent acid devicers: (5) expects and an and expects and in accument, makes devicers and operative intervent acid devicers: (5) expects and insight that achieves the best outcome the experiment and Operative intervent acid entities and any stretcher intervent acid devicers and an advice intervent acid devicers and acid stretcher intervent acid devicers acids acids and insight that achieves the best outcome the experiment acids.
Leads Through Influence

#### **Evaluation Topics**

> Click to evaluate the next
 Evaluation Topic area
 (Competencies). Assigned
 competencies with definitions
 will display.

> Enter Manager Comments in the Summary section at the bottom of the page.

> Managers are encouraged to provide examples of work performed/completed that best support their evaluation.

> Click Save and Close to retain comments.

opment Goals	Save and Close
Summary	
Manager Comments	
$A^{\overline{*}} \lor AI \lor \mathbf{B}  I \; \sqcup \; \coloneqq \; \varnothing \; \Leftrightarrow \; \not T_{x}$	
Words: O Characters (with HTML): 0	
Employee Comments	

#### **Evaluation Topics**

> Click to evaluate the nextEvaluation Topic (DevelopmentGoals) if the goals were entered.

> Enter Manager Comments in the Summary section.

> Managers are encouraged to recognize progress the employee has made toward achievement of development goals and provide feedback.

Performance Goals	
Employee Comments	Evalu
Competencies	Evalua
Employee Comments	
Development Goals	Evalut
Employee Comments	
Questionnaire	Evalu

#### **Evaluation Topics**

> Below the three EvaluationTopics, you will findQuestionnaire.

> Click the Evaluate box to review the content of the EmployeeFeedback Questionnaire.

> Click on Save and Close.

> Manager may discuss the employee's responses to the feedback questionnaire with the employee to gain further insight and for planning/follow-up purposes.

Overall Summary Manager Comments	Save Cancel	
$\mathbf{A}^{r} \lor \mathbf{A}^{l} \lor \mathbf{B}  \mathbf{I}  \underline{\cup}  :=  :=  \mathcal{O}  \Leftrightarrow  :=  \mathcal{T}_{s}$		<b>Overall Summary</b>
		overall Summary
Employee Comments	Words: 0 Characters (with HTML): 0	> Once you've finished evaluation
		Performance Goals, Competer
Document Details	~	Development Goals and have
	Edit 🔨	completed the Questionnaire,
Overall Summary Manager Comments	/ tuit	on the <b>Evaluate</b> box and comp
Employee Comments		the <b>Overall Summary.</b>
Show Additional Info		
Evaluation Topics	~	> Click on <b>Submit.</b>
Performance Goals	Evaluate	
Manager Comments Employee Comments		
Competencies	Evaluate	
Manager Comments		
Employee Comments		
Development Goals Manager Comments	Evaluate	
Employee Comments		Job Aide
Questionnaire	Evaluate	

142

#### Warning

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



#### Warning

> A Warning screen may display upon Submit if comments are not entered in each section. Some sections may not have been completed by an employee (e.g., Development Goals) and the Warning will still display.

 > Click No to go back and complete missing sections or Yes to move forward with submission.

#### Status Reflects Progress

> The Performance Documents section now shows that the Self-Evaluation has been completed and the Manager Evaluation of Workers has been completed.

> The employee and the manager will receive notifications as process steps are completed.



## Just-in-Time Training

Oracle Performance Training Schedule Executive and Management Pay Plan Positions

Completion of Mid-Year Reviews (L		2.00 +- 4.00
Open Lab: Oracle Performance – Mid-Year Reviews	October 24, 2023	3:00 p.m. to 4:00 p.m.
Open Lab: Oracle Performance – Mid-Year Reviews	October 30, 2023	9:00 a.m. to 10:00 a.m.
Open Lab: Oracle Performance – Mid-Year Reviews	November 8, 2023	10:00 a.m. to 11:00 a.m.
Open Lab: Oracle Performance – Mid-Year Reviews	November 29, 2023	3:00 p.m. to 4:00 p.m.
Employee Self-Evaluation (N	lay 1-15, 2024)	
Open Lab: Oracle Performance – Employee Self-Evaluation	April 3, 2024	10:00 a.m. to 11:00 a.m.
Open Lab: Oracle Performance – Employee Self-Evaluation	April 5, 2024	1:00 p.m. to 2:00 p.m.
Open Lab: Oracle Performance – Employee Self-Evaluation	April 11, 2024	3:00 p.m. to 4:00 p.m.
Open Lab: Oracle Performance – Employee Self-Evaluation	April 15, 2024	9:00 a.m. to 10:00 a.m.
Manager Evaluation (May	1-15, 2024)	
Open Lab: Oracle Performance – Manager Evaluation	April 22, 2024	11:00 a.m. to Noon
Open Lab: Oracle Performance – Manager Evaluation	April 25, 2024	1:00 p.m. to 2:00 p.m.
Open Lab: Oracle Performance – Manager Evaluation	April 29, 2024	3:00 p.m. to 4:00 p.m.
Open Lab: Oracle Performance – Manager Evaluation	May 1, 2024	10:00 a.m. to 11:00 a.m.
ccess the City's training calendar to enroll: intranet/TrainingSystems/Default.asp		Schedule Revised 10/20/2



- Recorded trainings available at: <u>InsideOKC - Oracle Training</u> <u>Videos - All Documents</u> <u>(sharepoint.com)</u>
- Additional resources, including a list of performance management/performance feedback courses, are available at:

Employees | City of OKC

#### **Action Items**

- Ensure goals have been entered for all Executive and Management Pay Plan positions.
- Ensure "reports to" information is accurate in Oracle prior to December 1 (mid-year reviews) and May 1 (evaluation).
- Direct questions to <u>HRAssist@okc.gov</u>.
- More information can be found on <u>okc.gov/employees</u>.



Send questions to: ONEOKCCLOUD@OKC.GOV or HRAssist@okc.gov

Π