

**Oracle Performance: Manager Completion of
Employee Evaluation for Annual Review
Management/Executive Pay Plan Positions**



Training Agenda

- Implementation Timelines and Major Milestones
- Job Aide/Demonstration
 - Manager Completion of Employee Evaluation for Annual Review
- Action Items



This training may be recorded for future use.

Timeline for Management/Executive Pay Plan Positions

July 1—August 31, 2023: Complete and close out current performance evaluations for cut-over 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 self-evaluation of competencies and performance. *Employee self-evaluation is encouraged but not required. Target date of completion is May 15.*

Manager writes performance evaluation, finalizes evaluation and submits for next-level approval.

Next-level approval obtained. *Target date of completion is May 30.*

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.

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.

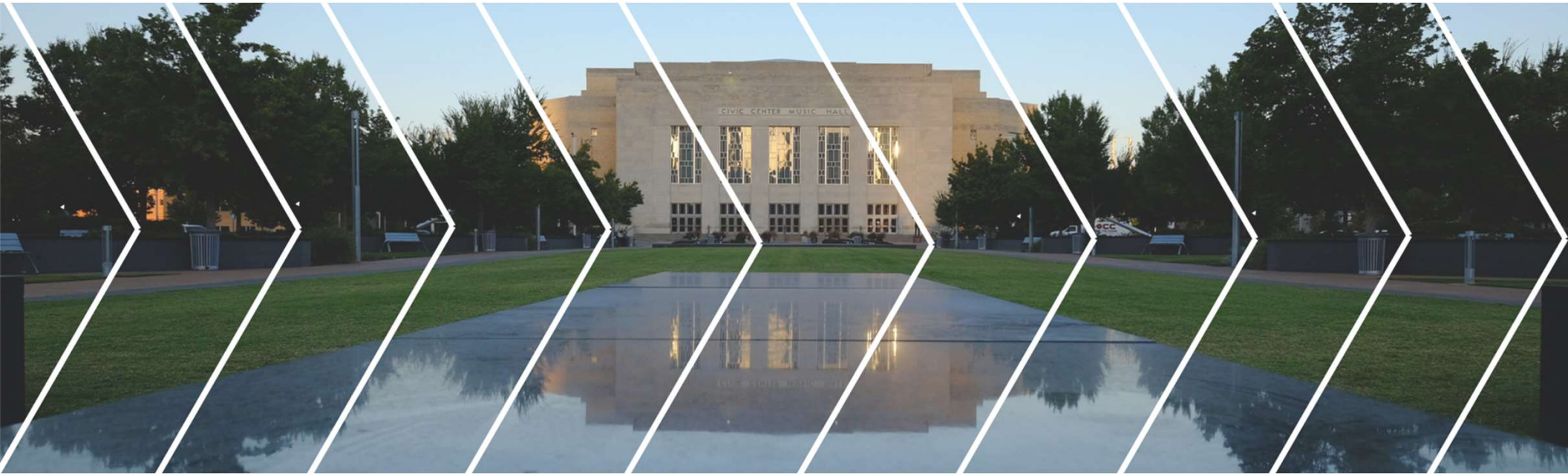
Next-level approvals are obtained.

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)
Annual Reviews	
Executive/Management Pay Plans	<p>May 1 - 30, 2024 (Employees Complete Self-Evaluations; Managers Complete Evaluations and Submit for Approval)</p> <p>May 30 - June 15, 2024 (Calibration Process)</p> <p>June 15 - July 1, 2024 (Performance Reviews Shared)</p> <p>July 15, 2024 (Final Feedback Provided)</p>
General Pay Plan	<p>December 1 - 31, 2024* (Employees Complete Self-Evaluations; Managers Write Annual Reviews; Submit for Approval; Performance Reviews Shared)</p> <p>*March 1, 2025 (Grace Period for Submission if Needed)</p>



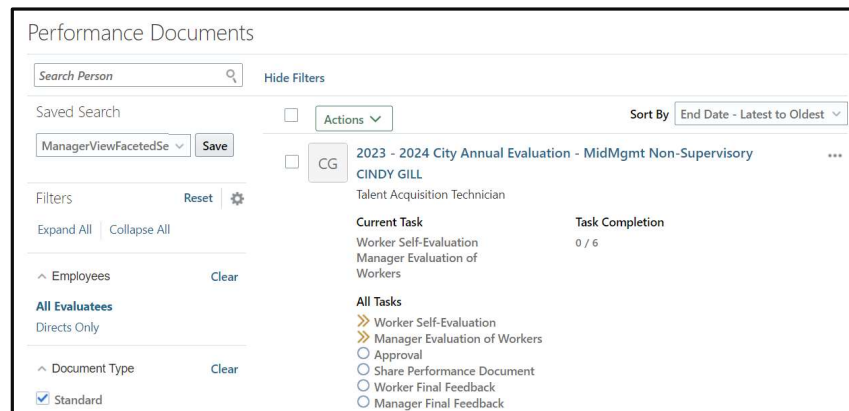
**Annual Review:
Manager Completion of Evaluation for Annual Review**

Manager Evaluation

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



- > Select a **Review Period** from the drop-down list. The review period will be **2023 July - 2024 June MGT/EXEC**.
- > Notice the **Current Tasks** are **Worker Self-Evaluation** (if the employee has not yet completed) and **Manager Evaluation of Workers**.
- > Click on **2023 - 2024 City Annual Evaluation - *** for the worker to be evaluated. (*This may be listed as Executive, Mid-Mgmt Supervisory, or Mid-Mgmt. Non-Supervisory, depending on job classification.)



Performance Documents

Search Person Hide Filters

Saved Search: ManagerViewFacetedSe Actions Sort By: End Date - Latest to Oldest

Filters: Reset

Expand All | Collapse All

Employees:

All Evaluatees: Directs Only

Document Type: Standard

CG 2023 - 2024 City Annual Evaluation - MidMgmt Non-Supervisory CINDY GILL Talent Acquisition Technician

Current Task: Worker Self-Evaluation, Manager Evaluation of Workers

Task Completion: 0 / 6

All Tasks: Worker Self-Evaluation, Manager Evaluation of Workers, Approval, Share Performance Document, Worker Final Feedback, Manager Final Feedback

Review Period

2023 July - 2024 June MGT/EXEC
2024 January - 2024 December General
2023 July - 2024 June MGT/EXEC
ZOO Fiscal Year 2024

Job Aide

Document Details

Edit ^

Performance Document Name

2023 - 2024 City Annual Evaluation - MidMgmt Supervisory

From Date

07/01/2023

Evaluated By

DEBORAH BOYER

To Date

06/30/2024

Review Period

2023 July - 2024 June MGT/EXEC

Job Aide

Document Details

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

> The **Performance Document Name** will be **2023 – 2024 City Annual Evaluation - ***. (*This may be listed as Executive, Mid-Mgmt Supervisory, or Mid-Mgmt Non-Supervisory, depending on job classification.)

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

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

Document Details

Performance Document Name 2023 - 2024 City Annual Evaluation - MidMgmt Supervisory	From Date 07/01/2023
Evaluated By DEBORAH BOYER	To Date 06/30/2024
Review Period 2023 July - 2024 June MGT/EXEC	

Overall Summary

Manager Rating	Manager Calculated Rating No valid rating level (0.00)
Employee Rating Exceptional	Employee Calculated Rating Superior (4.43)
Manager Comments	
Employee Comments	
Overall comments	

Show Additional Info

Evaluation Topics

Performance Goals 0 of 5 rated 0 of 5 commented Manager Rating Employee Rating Exceptional	Manager Calculated Rating No valid rating level (0.00) Employee Calculated Rating Superior (4.43)	Evaluate
Competencies 0 of 10 rated 0 of 10 commented Manager Rating Employee Rating Exceptional	Manager Calculated Rating No valid rating level (0.00) Employee Calculated Rating Superior (4.40)	Evaluate
Development Goals 0 of 0 commented		Evaluate
Questionnaire		Evaluate

Attachments

Evaluation Topics

- > Scroll to the three Evaluation Topics to be evaluated: **Performance Goals, Competencies, and Development Goals.**
- > If the employee has completed a self-evaluation, the employee's ratings will be visible.
- > To begin the manager evaluation, click the **Evaluate** box for **Performance Goals.**

Job Aide

Rate and Comment

i Evaluate the included performance goals.

Sort By Last Updated-Latest to Oldest

Customer Satisfaction

Status: Not started Weight: 10 %

Manager Rating: Employee Rating: Superior

Manager Comments

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Transactions

Status: Not started Weight: 15 %

Manager Rating: Employee Rating: Superior

Manager Comments

Ⓐ Ⓐ AI B I U := @ ↶ ↷ I

Customer Satisfaction

Status: Not started

Manager Rating

Rating	Rating Description
Exceptional	Exceptional
Superior	Superior
Fully Competent	Fully Competent
Acceptable	Acceptable
Unsatisfactory	Unsatisfactory

Goal Details

- > Each **Performance Goal** will display with details. (In this example, *Customer Service and Transactions* are goal names.)
- > Click on the ∨ in the **Manager Rating** box to display and select a rating for the Performance Goal:

- Exceptional (5)
- Superior (4)
- Fully Competent (3)
- Acceptable (2)
- Unsatisfactory (1)

Job Aide

Rate and Comment

i Evaluate the included performance goals.

Sort By Last Updated-Latest to Oldest

Customer Satisfaction

Status Not started Weight 10 %

Manager Rating Employee Rating Superior

Manager Comments

A¶ AI B I U ¶ ¶ @ ↶ ↷ I

Words: 0 Characters (with HTML): 0

Employee Comments

Comments

Show Additional Info

Transactions

Status Not started Weight 15 %

Manager Rating Employee Rating Superior

Manager Comments

A¶ AI B I U ¶ ¶ @ ↶ ↷ I

Evaluation of Performance

- > There is a **Manager Comments** section for each goal.
- > Managers must provide comments. Managers are encouraged to provide specific examples and comments that best support their rating for the goal.
- > Continue by selecting a **Manager Rating** for each goal and by entering **Manager Comments** supporting your rating for each goal.

Job Aide

Evaluation of Performance

> Once you have completed your **Manager Ratings** and **Manager Comments** for each Performance Goal, enter an *overall rating* in the **Manager Rating** field of the **Summary** box at the bottom of the page.

> Click **Calculate** to populate the **Manager Calculated Rating**. Then click **Save and Close**.

> If weights have not been, the **Manager Calculated Rating** will not populate correctly.

> Instructions for editing or adding weights are available at:

[HR Assist Resources - All Documents](#)

Summary Calculate

Manager Rating Exceptional	Manager Calculated Rating Superior (4.45)
Employee Rating Exceptional	Employee Calculated Rating Superior (4.45)

Show Additional Info

Category : General Information (18)

- 2021 Benefits Reduction in Force FAQ 04 26 2021
- AWPnow-Navigating-Your-EAP-Website with Instructions for HelpNet 05 03 2021
- Career Related Resources OK- Toolkit 05 03 2021
- City of OKC EAP -- Alliance Work Partners -- Instructions for Accessing HelpNet 05 03 2021
- City of OKC EAP -- Alliance Work Partners -- Overview 05 03 2021
- City of Oklahoma City Employment Process 03 09 2022 PART TIME YEAR ROUND AND SEASONAL POSITIONS
- City of Oklahoma City Employment Process 03 09 2022 FULL TIME NON UNIFORMED POSITIONS
- Continuation of Coverage (COBRA) 05 03 2021
- Continuation of Health Coverage -- COBRA
- Coping With Job Loss 05 03 2021
- How a Manager Can Update a Performance Goal Plan and Update an Existing Performance Evaluation Document (3) ✖

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Competencies

Actions

Agility

(1) Values collaboration, communication, and feedback and is flexible and open to new ideas; (2) learns rapidly and transforms learning into action; (3) examines processes and practices to perform work most effectively; (4) demonstrates courage and willingness to take calculated risks; (5) assesses readiness; proposes new approaches, methods, and technologies; (6) plans, implements, and evaluates change in a transparent, positive, and thoughtful manner; (7) exhibits emotional maturity and stability, effectively manages conflict, and remains optimistic and calm during stressful situations; (8) rapidly adapts to change and leads others through change, while producing tangible results and identifying new opportunities.

Commitment to Continuous Improvement

(1) Recognizes opportunities for improvement with regard to programs, policies, procedures, practices, and processes; (2) understands and is able to apply the principles, methods, and tools of quality improvement; (3) collects, examines, analyzes, and interprets data from a variety of sources; (4) makes data-driven recommendations/decisions and achieves results.

Customer Centric

(1) Demonstrates commitment to public service; (2) serves and satisfies internal and external customers in a timely and effective manner; (3) establishes, commits to, and maintains high standards for producing quality work products and being responsive to customers; (4) supports the Department/City's mission; develops and executes strategies with the customer in mind.

Execution and Results

(1) Sets well-defined and realistic goals and high standards of performance for self and others; (2) displays a high level of initiative, effort, and commitment toward performing work; (3) completes assignments in a thorough, accurate, and timely manner, and delivers results; (4) works with minimal supervision, is motivated to achieve, and demonstrates responsible behavior; (5) demonstrates understanding of all aspects of the job and application of accrued knowledge in carrying out duties and responsibilities; technical knowledge; skill in the techniques, equipment, procedures, and work required; (6) recognizes opportunities and takes action for improvement to programs, policies, procedures, practices, and processes; (7) understands and is able to apply the principles, methods, and tools of quality improvement; (8) collects, examines, analyzes, and interprets data from a variety of sources; (9) makes data-driven recommendations/decisions and achieves results; (10) effectively achieves results through others to achieve the Department or City's mission.

Inclusive Leadership

(1) Fosters a diverse, equitable and inclusive workplace where individual differences are valued, and employees feel a sense of belonging; (2) seeks to know and learn about others; welcomes diversity in ideas, perspectives, and thoughts; understands and respects values, attitudes, and beliefs of others; (3) seeks to build diverse teams through inclusive hiring practices (ensures opportunity for individuals of all backgrounds and demonstrates a commitment to hiring the most qualified candidates); (4) cultivates engagement, team building, collaboration; (5) instills trust; (6) recognizes contributions and celebrates accomplishments; (7) promotes the advancement of all employees including those of marginalized identities (e.g., coaching, mentoring, providing personal and professional development opportunities); (8) actively participates in and encourages others to participate in diversity and inclusion programming and/or training; (9) strategically integrates inclusion into business practices and decisions; (10) demonstrates respect, inclusiveness, understanding, tact, diplomacy, and professionalism in developing and maintaining effective working relationships with others; (11) effectively manages one's own feelings and emotions; (12) builds diverse teams, promotes advancement of marginalized employees, participates and encourages participation of I&D initiatives.

Judgement

(1) Plans, coordinates, and executes business functions efficiently, effectively, and in a fiscally responsible manner; (2) identifies risks and develops and implements measures to avoid, mitigate, or minimize those risks; (3) makes effective, timely, well-informed, objective, and transparent work-related decisions; (4) exhibits emotional maturity and stability, effectively manages conflict, and remains optimistic and calm during stressful situations; (5) uses resources effectively to achieve results aligned with organizational priorities; (6) applies understanding of financial management/budgeting principles to ensure decisions are fiscally sound and responsible and in accordance with policies, procedures, processes, rules, regulations, and laws; (7) makes business decisions that drive positive, fiscally responsible performance; (8) manages ambiguity, business insight, financial acumen, makes decisions using data and insight that achieves the best outcome for the department and City.

Leads Through Influence

(1) Persuades others; builds consensus through give and take; (2) gains cooperation from others to obtain information and accomplish goals; (3) works with others towards achieving agreements that may involve exchanging resources or resolving differences; (4) understands the concepts, practices, and techniques used to identify, engage, influence, and monitor relationships with individuals and groups connected to a work effort including those actively involved; (5) leads through influence over the process and its results, and those who have a vested interest in the outcome

Evaluation of Competencies

> **Save and Close** returns you to the prior screen.

> Click to **Evaluate** the next **Evaluation Topic** area (**Competencies**). All assigned competencies with definitions will display.

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Rate and Comment

Evaluate the included competencies.

Sort By Competency Name-A to Z

Agility

(1) Values collaboration, communication, and feedback and is flexible and open to new ideas; (2) learns rapidly and transforms learning into action; (3) examines processes and practices to perform work most effectively; (4) demonstrates courage and willingness to take calculated risks; (5) assesses readiness; proposes new approaches, methods, and technologies; (6) plans, implements, and evaluates change in a transparent, positive, and thoughtful manner; (7) exhibits emotional maturity and stability, effectively manages conflict, and remains optimistic and calm during stressful situations; (8) rapidly adapts to change and leads others through change, while producing tangible results and identifying new opportunities.

Manager Rating

Employee Rating

Exceptional

Manager Comments

Rich text editor toolbar with icons for bold, italic, underline, link, unlink, list, and text color.

Words: 0 Characters (with HTML): 0

Employee Comments

Comments

Show Additional Info

Commitment to Continuous Improvement

(1) Recognizes opportunities for improvement with regard to programs, policies, procedures, practices, and processes; (2) understands and is able to apply the principles, methods, and tools of quality improvement; (3) collects, examines, analyzes, and interprets data from a variety of sources; (4) makes data-driven recommendations/decisions and achieves results.

Manager Rating

Employee Rating

Exceptional

Manager Comments

Rich text editor toolbar with icons for bold, italic, underline, link, unlink, list, and text color.

Evaluation of Competencies

> Click the **Evaluate** button in the upper-right corner to review each competency and select a **Manager Rating**.

> Enter **Manager Comments** supporting your rating for each competency.

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Summary Calculate

Manager Rating <input type="text"/>	Manager Calculated Rating Superior (4.30)
Employee Rating Exceptional	Employee Calculated Rating Superior (4.40)

Show Additional Info

Evaluation of Competencies

- > Once you have completed your **Manager Ratings** and **Manager Comments** for each Competency, enter an *overall rating* in the **Manager Rating** field of the **Summary** box at the bottom of the screen.
- > Click **Calculate** to populate the **Manager Calculated Rating**. Then click **Save and Close**.

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Development Goals

+ Add

Actions

Sort By Latest to Oldest

Creating and Managing Internship Programs

This course will provide foundational information to achieve a performance goal of creating and internship program for the City.

Status
In progress

Conducting Talent Reviews

Identify available training and complete training in conducting talent reviews.

Status
In progress

Leadership

The MetroTech LEAD program will help further develop my leadership skills. Enrollment opens in January 2024.

Status
In progress

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Evaluation of Development Goals

> Click < next to your photo/name in the upper left-hand corner of your screen to return to the Evaluation Topics screen. Click to evaluate the next **Evaluation Topic** area (**Development Goals**). The employee's Development Goals will display.

> Click the **Evaluate** button in the upper right corner.

> **Development Goals** are not rated.

> Review each **Development Goal** and enter **Manager Comments**.

> Click **Save and Close**.

Employee Questionnaire

1. What talents, interests, or skills do you possess that we haven't made the most of?

Comments

2. What are your career goals?

Comments

3. What career development opportunities would you like to have during the upcoming evaluation period in support of those goals?

Comments

4. What kind of recognition is most meaningful to you?

Comments

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Feedback Questionnaire

> Return to the **Evaluation Topics** screen. Below the three evaluation topics, you will see **Questionnaire**.

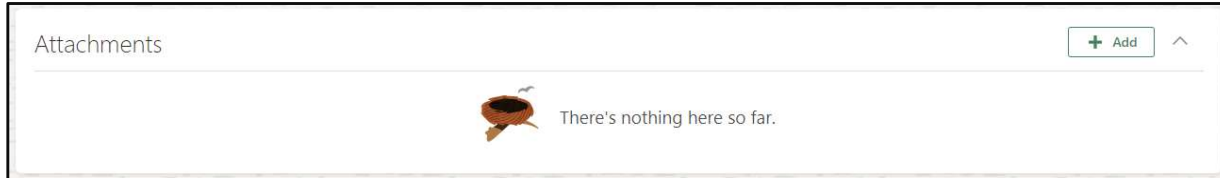
> Click on the **Evaluate** box to view the employee's feedback on the **Employee Feedback Questionnaire** (if the employee completed a self-evaluation.)

> Click **Save and Close**.


Attachments

> Once you've evaluated Performance Goals, Competencies, Development Goals and viewed the Questionnaire, click \vee to view attachments the employee may have included as supporting documentation.

> You may also add attachments by clicking **+Add** and dragging files into the **Attachments** box or adding documents from saved locations.



Attachments + Add ^

 There's nothing here so far.



Attachments Save Cancel

 Drag files here or click to add attachment \vee

Job Aide

Overall Summary

Last Saved 04/21/2024 7:14 PM

Manager Rating

Superior

Employee Rating

Exceptional

Manager Comments

Rich text editor toolbar with icons for bold, italic, underline, link, unlink, list, and other text formatting options.

Manager comments.

Words: 2 Characters (with HTML): 24

Employee Comments

Overall comments

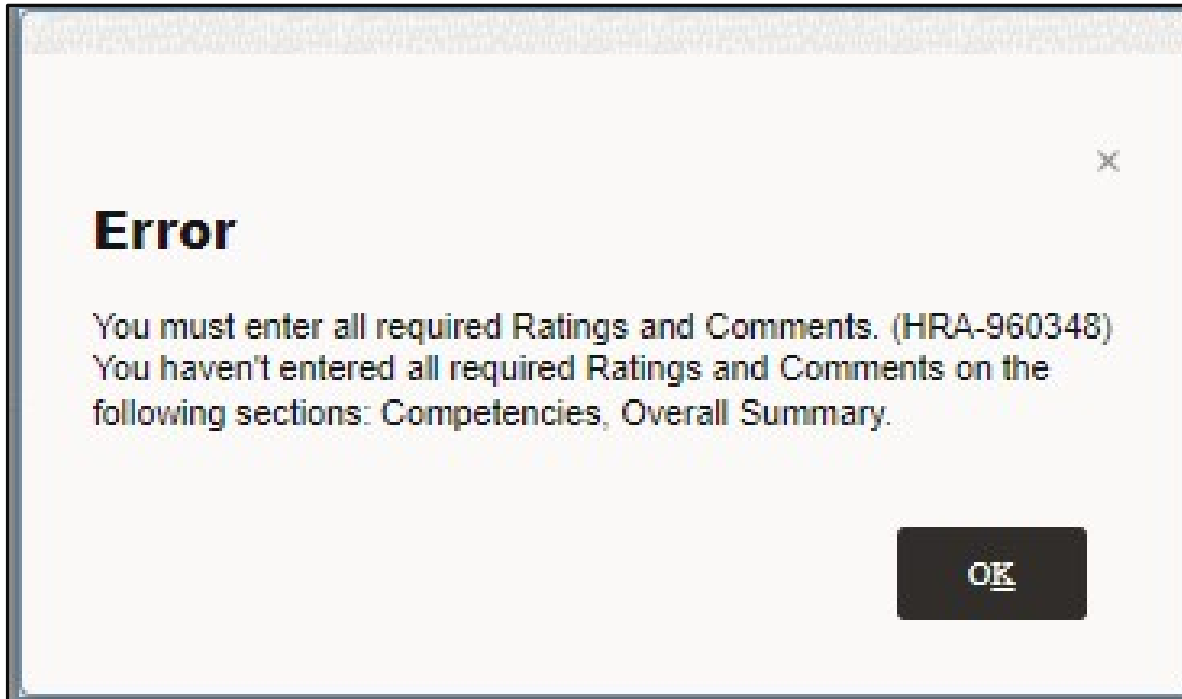
Save

Cancel

Overall Summary

- > You will then need to complete the **Overall Summary** located at the top of the screen (above the Evaluation Topics) by selecting a **Manager Rating**, entering **Manager Comments**, and **Calculating the Manager Rating**. This is an overall rating, considering all Evaluation Topics.
- > When you have finalized the evaluation, entered all ratings and comments for those ratings, click on **Submit**.
- > The Manager evaluation will then be submitted for next level review.


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Warning

- > An **Error** screen may display upon **Submit** if you have not entered **Manager Ratings** and **Comments** on all sections.
- > Click **OK** to go back and complete missing sections.
- > Then click **Submit** to finalize.
- > The Manager evaluation will then be submitted for next level review.

Job Aide

 We are submitting your changes for approval.

 **2023 - 2024 City Annual Evaluation - MidMgmt Supervisory** ...

MILTON SCHOTT
HRIS Specialist

Current Task	Task Completion
Approval	2 / 6
Manager Rating	Employee Rating
Superior	Exceptional

▼

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Next Level Approval

When you return to the Evaluate Performance screen, you will see a **displayed** message for the employee you just evaluated, “We are submitting your changes for approval.” This confirms that the completed evaluation has been submitted to the next level manager for approval.

> If you want to print a copy of the evaluation, click on the performance document link.

Document Details ∨

What do you want to print?

Format <input checked="" type="radio"/> PDF <input type="radio"/> HTML	Evaluation Topics <input checked="" type="checkbox"/> Performance Goals <input checked="" type="checkbox"/> Competencies <input checked="" type="checkbox"/> Development Goals <input checked="" type="checkbox"/> Questionnaire <input checked="" type="checkbox"/> Overall Summary <input checked="" type="checkbox"/> Worker Final Feedback <input checked="" type="checkbox"/> Manager Final Feedback
Feedback Contributors <input checked="" type="checkbox"/> Manager <input checked="" type="checkbox"/> Worker	

[Print](#)

Printing

- > Then click the Print button.
- > Choose what you want to print.
- > Click on the green Print button.

Job Aide

SCHOTT, MILTON

2023 - 2024 City Annual Evaluation - MidMgmt Supervisory

07/01/2023 to 06/30/2024

Document Status Submitted

Evaluated By BOYER, DEBORAH

Employment Details

Position	HRIS Specialist	Job	HRIS Specialist
Location	James D. Couch Municipal Building	Department	HUMAN RESOURCES - Systems And Records
		Manager	BOYER, DEBORAH

Overall Summary

	Worker	Manager
Overall Rating	Exceptional	Superior
Comments	Overall comments	Manager comments.

Performance Goals

	Worker	Manager
Section Rating	Exceptional	Exceptional

Customer Satisfaction

Description
Success Criteria

Maintains 80 percent customer satisfaction based on the results of the divisional customer service survey in the categories of satisfaction with the quality of services provided and the timeliness of services provided.

Example of Manager Evaluation

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Example of Manager Evaluation

Start Date 07/01/2023 Priority
Status Not started Completion Percentage
Target Completion Date 06/30/2024
Level Category
Related Link
Comments
Weight 10 %

	Worker	Manager
Performance Rating	Superior	Superior
Comments	Comments.	Manager comments.

Dashboards and Reports

Description
Success Criteria

Work collaboratively with Oracle users to identify and define dashboard and reporting needs; design and implement dashboards and reports based on those needs, as needed or as assigned and in accordance with established timeframes for completion. This includes working collaboratively with the division manager to create a Human Resources dashboard for reporting key performance measures (Roadmap Objective 5.2) and a City Manager report.

Start Date 07/01/2023 Priority
Status Not started Completion Percentage
Target Completion Date 06/30/2024
Level Category
Related Link
Comments
Weight 30 %

	Worker	Manager
Performance Rating	Superior	Superior

Competencies

	Worker	Manager
Section Rating	Exceptional	Superior

Agility

	Worker	Manager
Performance Rating	Exceptional	Exceptional
Comments	Comments	Manager comments.

Commitment to Continuous Improvement

	Worker	Manager
Performance Rating	Exceptional	Exceptional
Comments	Comments	Manager comments.

Customer Centric

	Worker	Manager
Performance Rating	Superior	Superior
Comments	Comments	Manager comments.

Execution and Results

	Worker	Manager
Performance Rating	Superior	Superior
Comments	Comments	Manager comments.

Inclusive Leadership

	Worker	Manager
Performance Rating	Superior	Superior
Comments	Comments	Manager comments.

Job Aide

Development Goals

Worker

Manager

Questionnaire

SCHOTT, MILTON

1. What talents, interests, or skills do you possess that we haven't made the most of?

Comments

2. What are your career goals?

Comments

3. What career development opportunities would you like to have during the upcoming evaluation period in support of those goals?

Comments

4. What kind of recognition is most meaningful to you?

Comments

Development Goals will display here, or the space will be blank if the employee did not enter any Development Goals as in this example.

Example of Manager Evaluation

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BOYER, DEBORAH

Manager Final Feedback

Signatures

Worker _____ Date _____
Manager _____ Date _____

Example of Manager Evaluation

Job Aide

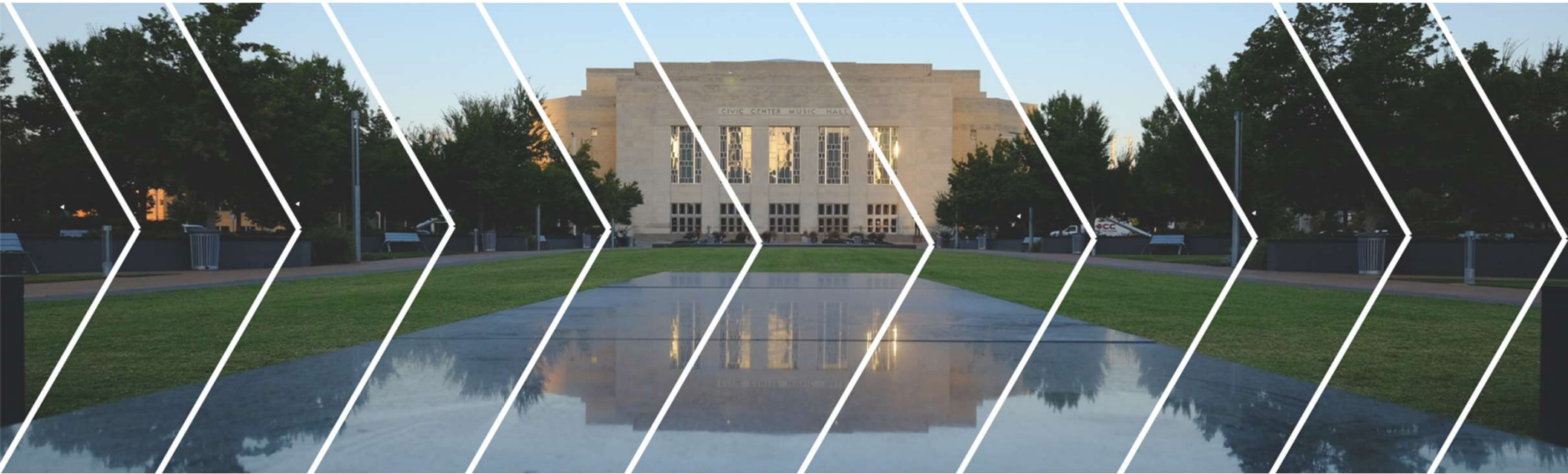
Just-in-Time Training

- Upcoming Training Sessions for Manager Evaluation of Workers:
 - > May 14, 2024, 2:00 p.m. to 3:00 p.m.
- Additional resources, including a list of performance management/performance feedback courses, are available at: [Employees | City of OKC](#)



Resources

- [Oracle Day 1 Checklist](#) (PDF)
- [What will my pay check look like](#) (PDF)
- [Training Schedule](#) (PDF)
- [How to Create, Share and Approve Goals in Oracle Performance Presentation](#) (PDF)
- [New Performance Competencies](#) (PDF)
- [Oracle Learning and Performance Presentation](#) (PDF)
- [Oracle Performance - Check-ins & Feedback Presentation](#) (PDF)
- [Oracle Performance - Mid-Year Evaluations Presentation](#) (PDF)
- [Step Placement Policy](#)
- [Information for General Pay Plan Employees](#)
- [General Pay Plan Performance Document Example](#)
- [Goals Creation Sharing and Approval](#)
- [Performance Management/Performance Feedback Courses](#)



**Demonstration:
Manager Completion of Employee Evaluation
for Annual Review**

Action Items

- Ensure “**reports to**” information is updated and accurate prior to each performance milestone date.
 - > Department HR Contacts have access to submit changes to HRIS via an Oracle process (link provided in the chat)
- Complete Manager evaluations for annual review by May 30, 2024. *Employee self-evaluation is encouraged but not required.*
- Direct questions to HRAssist@okc.gov.
- More information can be found on okc.gov/employees.



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

