

9.1 ePerformance

Completing the Evaluation Process – Job Aid for Employees



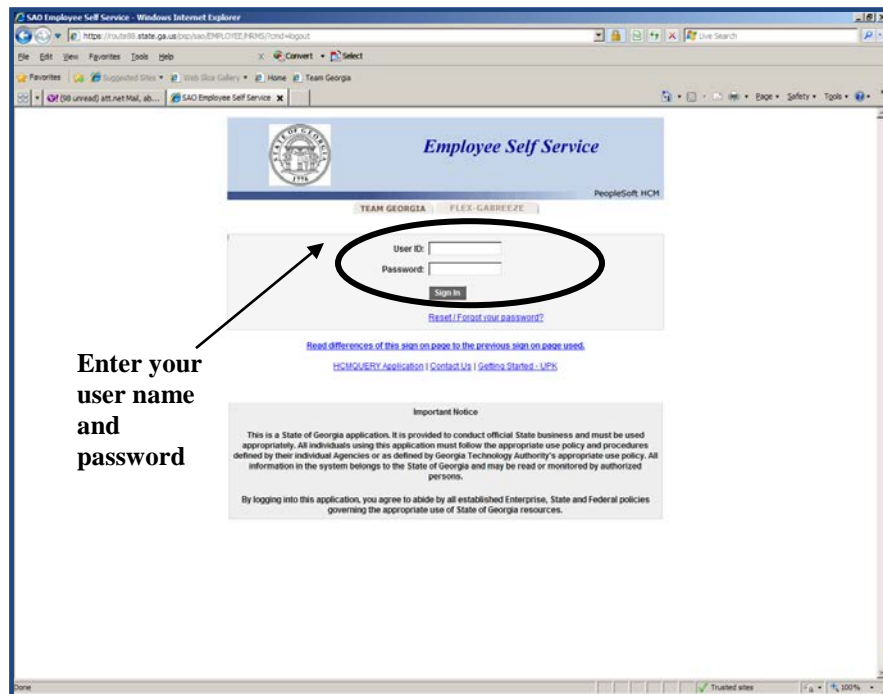
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Completing the Employee Self-Evaluation Process

The employee, manager, and reviewing manager all have an active role in the evaluation process.

This document includes the steps that employees should follow to complete and finalize their evaluation in the system.

Step 1: Log in to Employee Self Service using the Route 88 URL. <https://route88.state.ga.us>

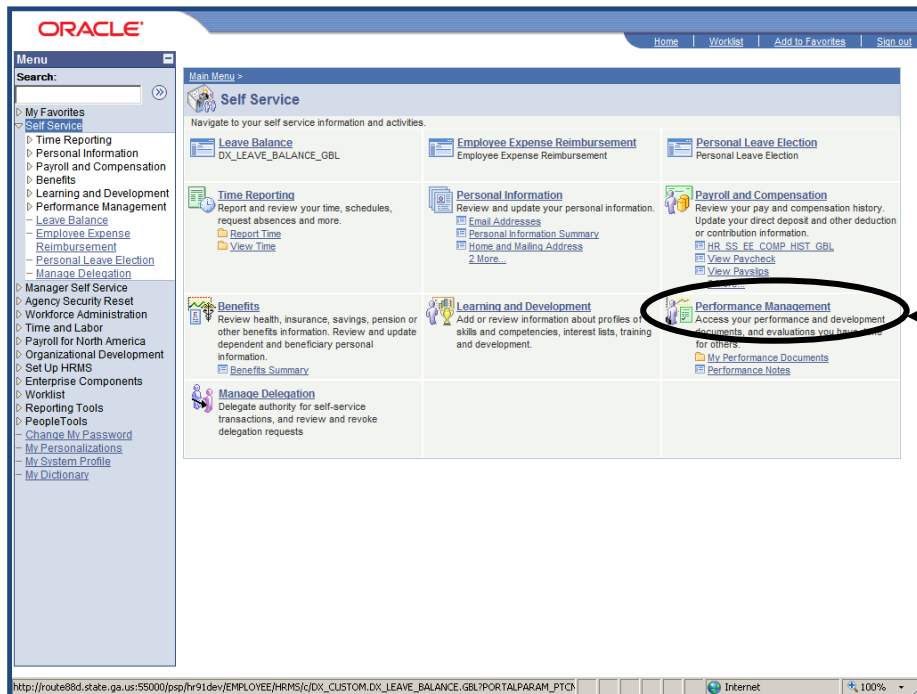


Logging in on this screen will take you directly to the Main Menu screen for PeopleSoft HCM.

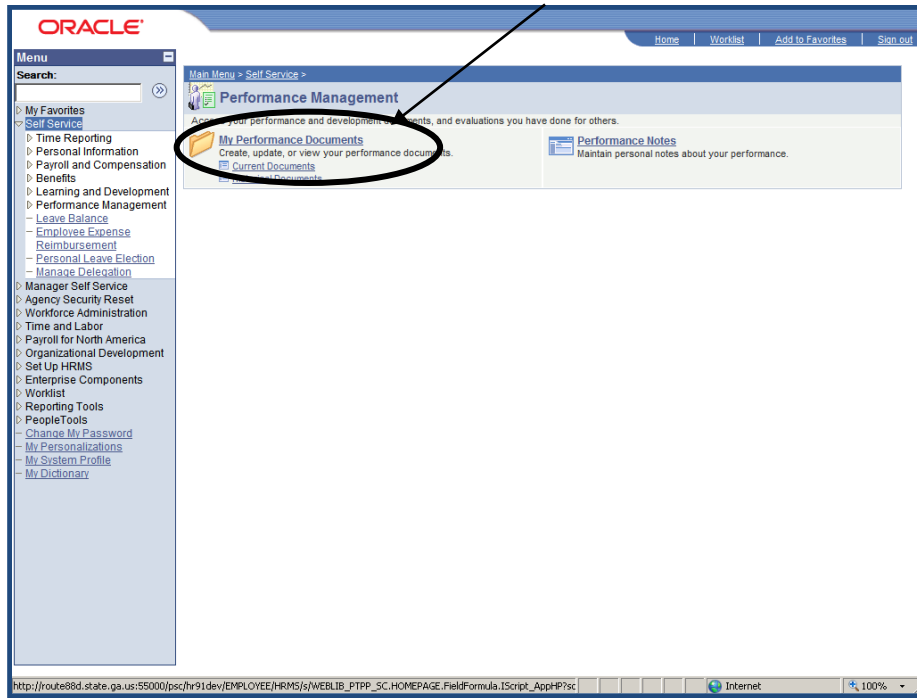
Step 2: Click on Self Service



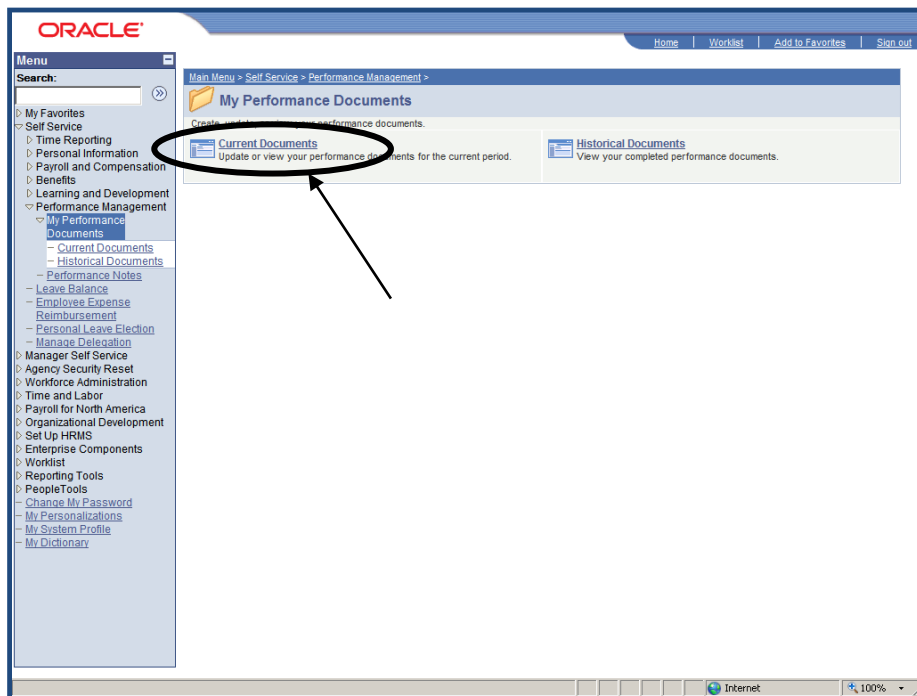
Step 3: Click on Performance Management



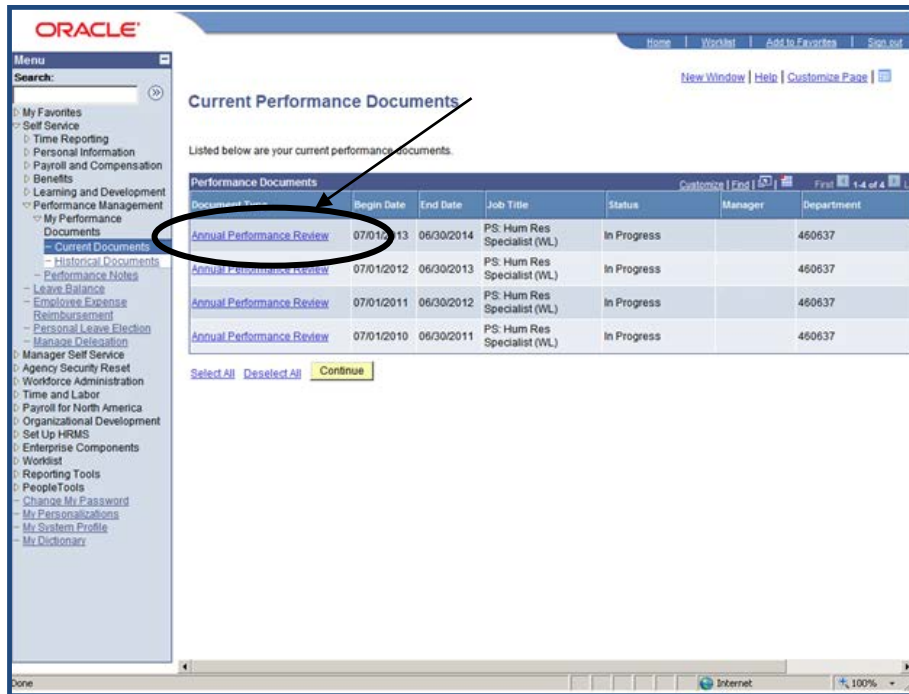
Step 4: Click on My Performance Documents



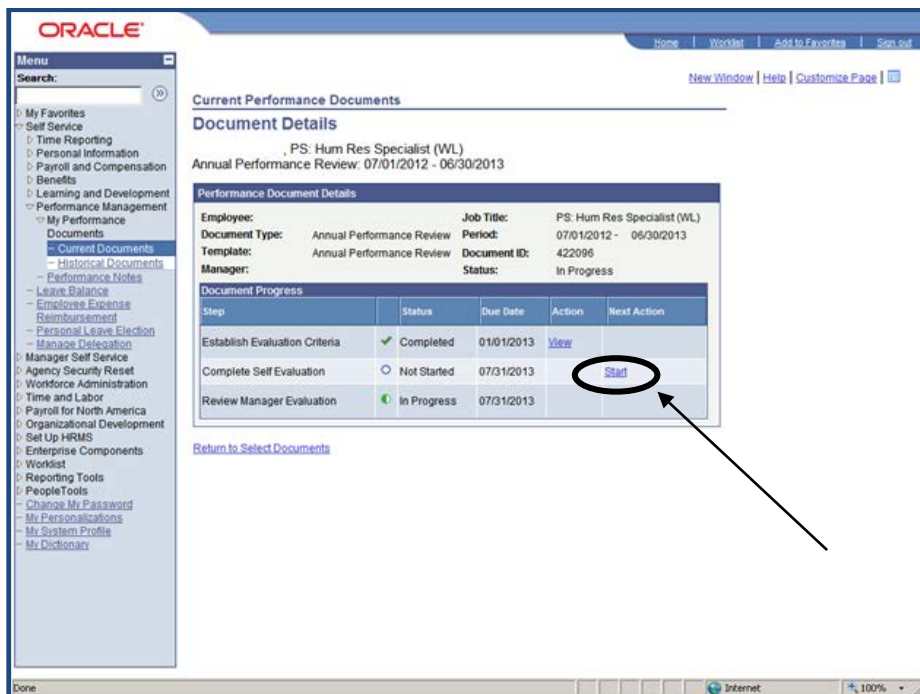
Step 5: Click on Current Documents



Step 6: Click on [Annual Performance Review](#)

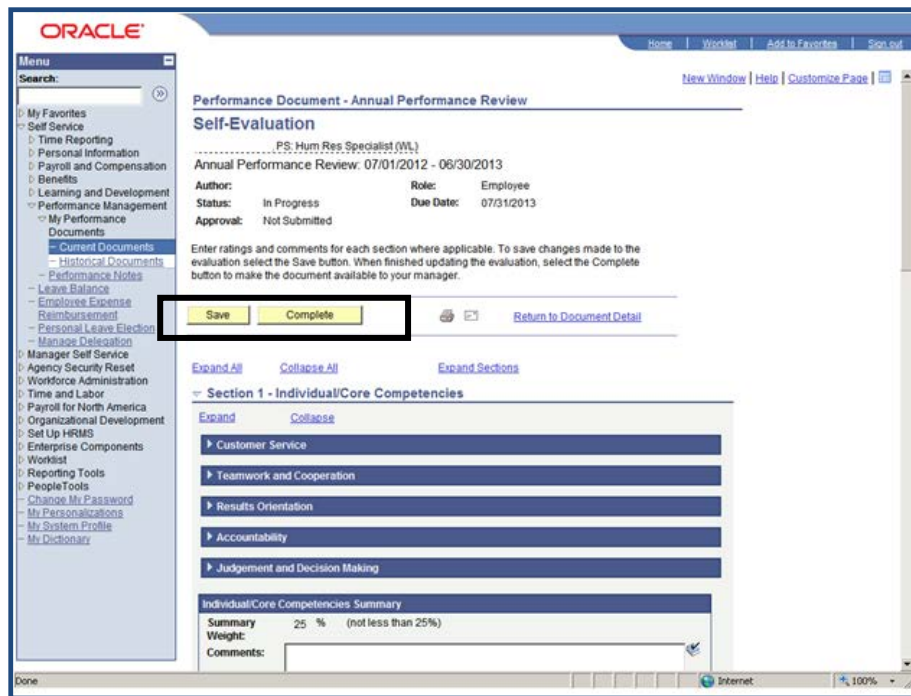


Step 7: In the Complete Self Evaluation Step, click [Start](#) to open your self-evaluation.

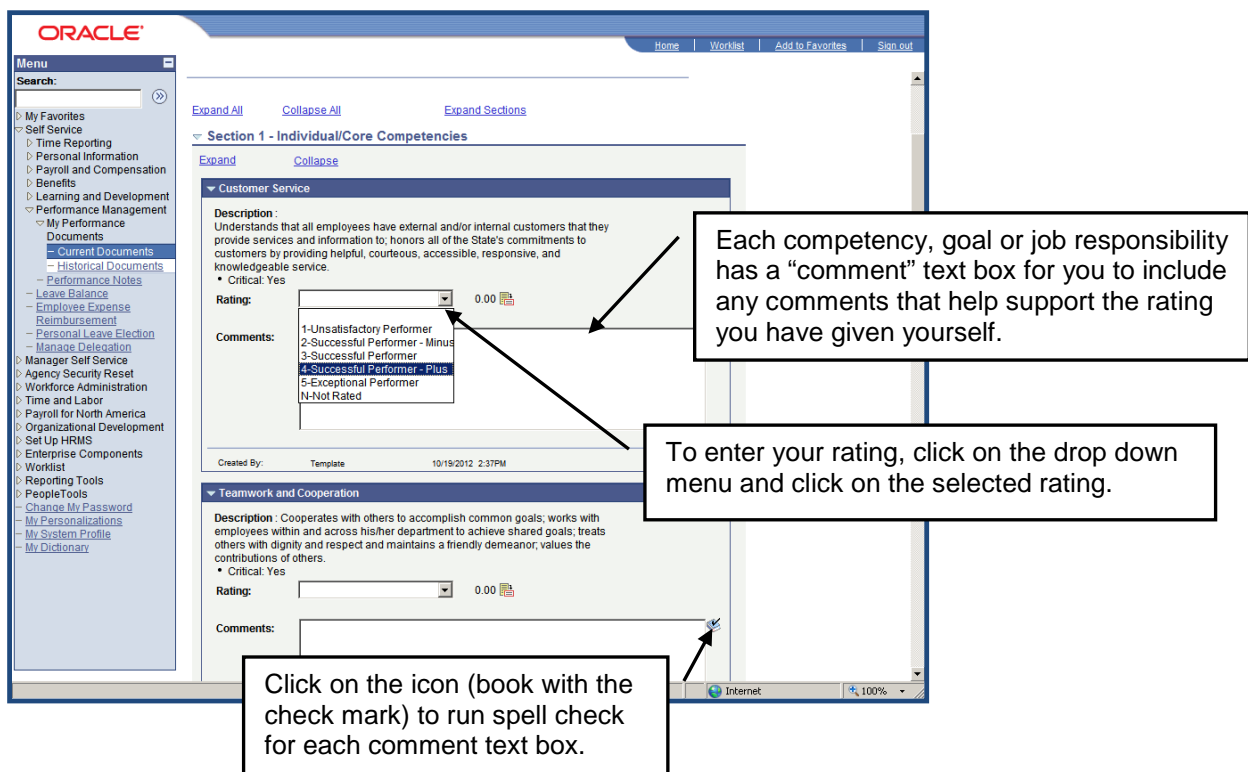


Note: Contact your manager if your Establish Evaluation Criteria step isn't showing as "Completed."

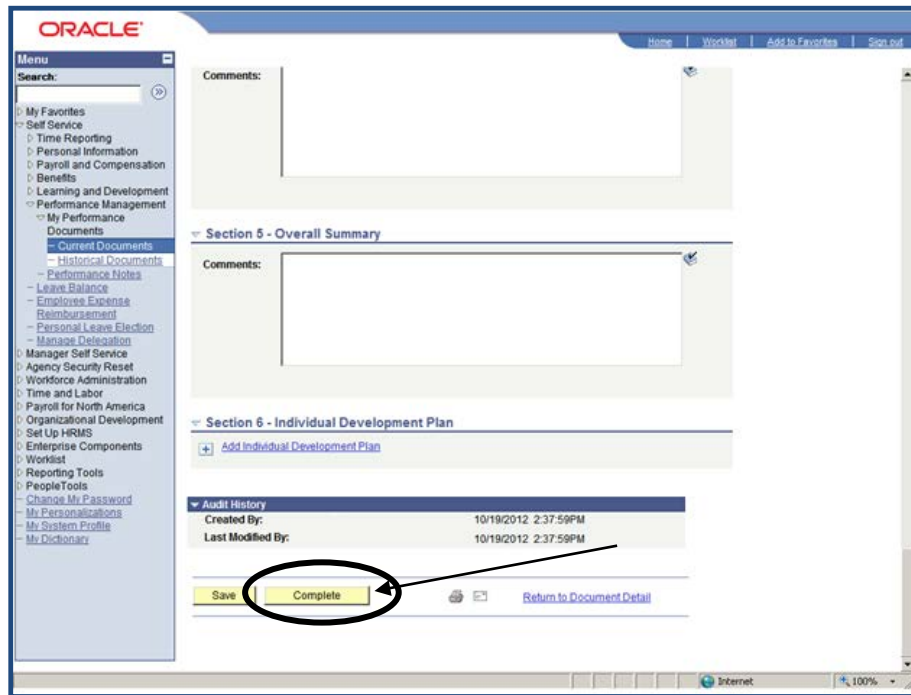
Note: Click on the Save button periodically to save your work as the system may time out due to inactivity. Only click on the Complete button when you are totally finished with your self-evaluation and ready for your manager to review.



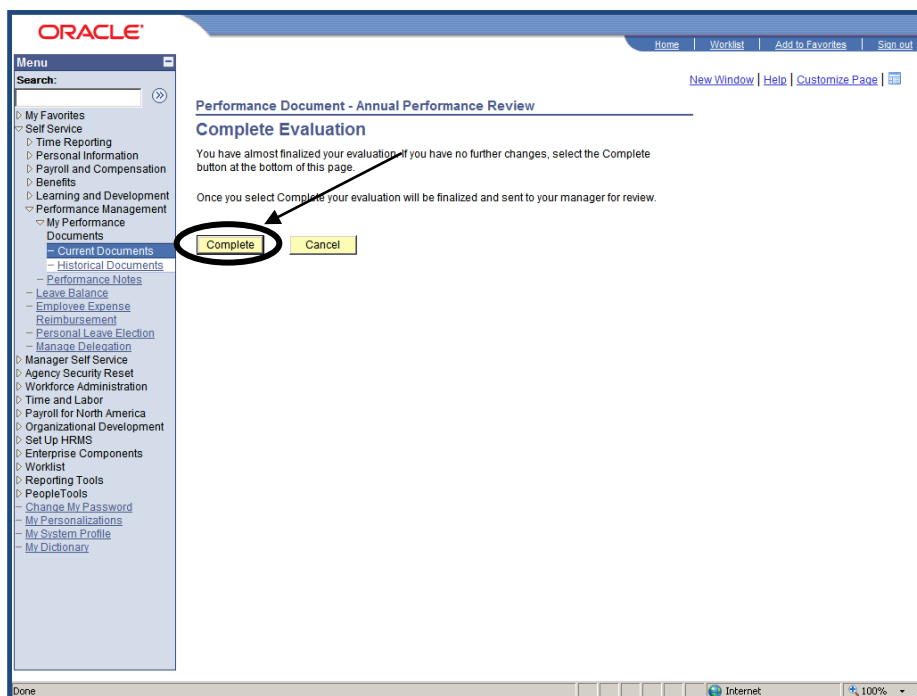
Step 8: Enter ratings and comments for each section where applicable. Again, be sure to save often – the system will time-out after a period of inactivity and you will lose any work that has not been saved.



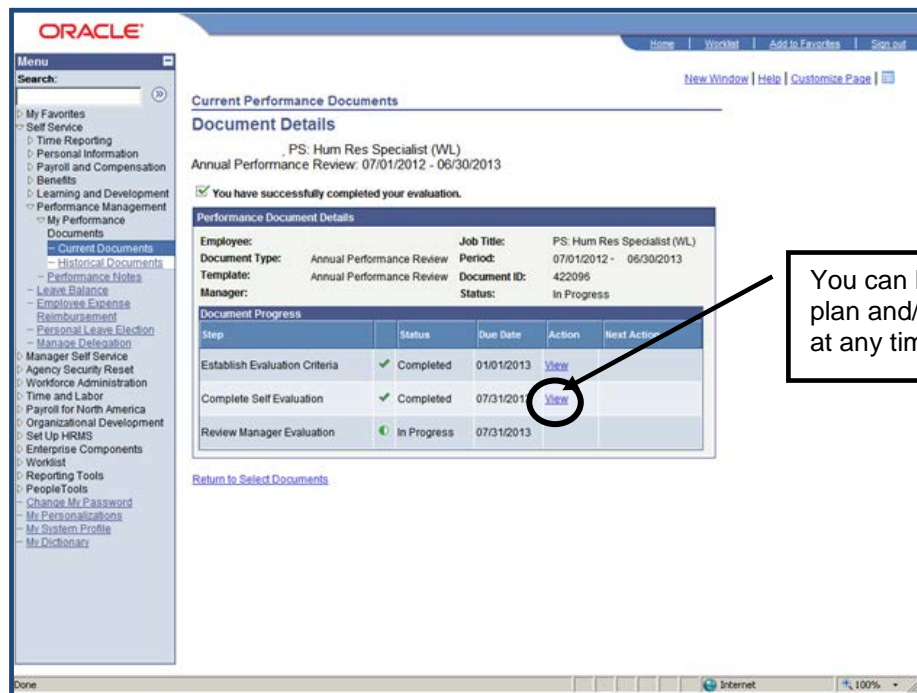
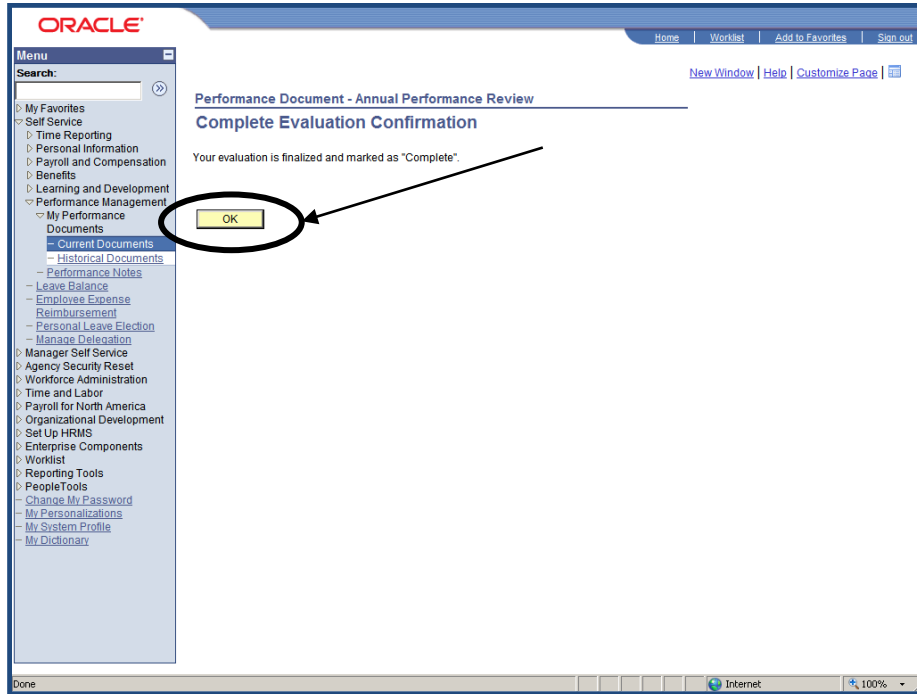
Step 9: When you have finished updating the evaluation, save and then click the Complete button to make the document available to your manager.



Step 10: To ensure that you did not click Complete by mistake, the system will ask you to click Complete one more time to finalize the self-evaluation. The system will send an email to your manager that communicates that you have completed the self-evaluation.



Step 11: Click Ok



Your manager will receive an email notifying him/her that you have completed your self-evaluation (see below).

MANAGER EMAIL

From: Employee Self Service Email [mailto:SAO_PS_email@sao.ga.gov]

Sent: Wednesday, June 23, 2010 4:35 PM

To:

Subject: Your employee has completed their self evaluation

Your employee has completed their self evaluation for Annual Performance Review

https://team.state.ga.us/psp/saopa/EMPLOYEE/EMPL/h/?tab=PAPP_GUEST

Step 12: This completes the self-evaluation process.

Your manager will now review the self-evaluation that you submitted and complete his/her evaluation.

Reviewing the Evaluation

After all required approvals have been received, the system will make the evaluation available for review. The manager will schedule a meeting to discuss the evaluation in detail with you.

Step 1: Log in to the ePerformance system (following steps 1 – 5 on pages 2-4) to review your completed performance evaluation. Click on [Annual Performance Review](#).

The screenshot displays the Oracle ePerformance system interface. On the left is a navigation menu with categories like 'My Favorites', 'Self Service', 'Time Reporting', 'Personal Information', 'Payroll and Compensation', 'Benefits', 'Learning and Development', and 'Performance Management'. The 'Performance Management' section is expanded to show 'My Performance Documents', with 'Current Documents' selected. A red circle highlights the 'Annual Performance Review' link in the 'Current Documents' list. An arrow points from this link to the first row of the 'Performance Documents' table. The table has columns for Document Title, Begin Date, End Date, Job Title, Status, Manager, and Department. Below the table are buttons for 'Select All', 'Deselect All', and 'Continue'.

Document Title	Begin Date	End Date	Job Title	Status	Manager	Department
Annual Performance Review	07/01/2013	06/30/2014	PS: Hum Res Specialist (WL)	In Progress	Gwendolyn Wiggins	460637
Annual Performance Review	07/01/2012	06/30/2013	PS: Hum Res Specialist (WL)	Ready to Acknowledge	Gwendolyn Wiggins	460637
Annual Performance Review	07/01/2011	06/30/2012	PS: Hum Res Specialist (WL)	In Progress	Gwendolyn Wiggins	460637
Annual Performance Review	07/01/2010	06/30/2011	PS: Hum Res Specialist (WL)	In Progress	Gwendolyn Wiggins	460637

Step 2: Review Manager Evaluation, click [View](#).

ORACLE

Home | Worklist | Add to Favorites | Sign out

Menu

Search:

- My Favorites
- Self Service
- Time Reporting
- Personal Information
- Payroll and Compensation
- Benefits
- Learning and Development
- Performance Management
 - My Performance
 - Documents
 - Current Documents**
 - Historical Documents
 - Performance Notes
 - Leave Balance
 - Employee Expense Reimbursement
 - Personal Leave Election
 - Manage Delegation
- Manager Self Service
- Agency Security Reset
- Workforce Administration
- Time and Labor
- Payroll for North America
- Organizational Development
- Set Up HRMS
- Enterprise Components
- Worklist
- Reporting Tools
- PeopleTools
- Change My Password
- My Personalizations
- My System Profile
- My Dictionary

Current Performance Documents

Document Details

PS: Hum Res Specialist (WL)

Annual Performance Review: 07/01/2012 - 06/30/2013

Performance Document Details

Employee: PS: Hum Res Specialist (WL) Job Title: PS: Hum Res Specialist (WL)

Document Type: Annual Performance Review Period: 07/01/2012 - 06/30/2013

Template: Annual Performance Review Document ID: 422096

Manager: Status: Ready to Acknowledge

Step	Status	Due Date	Action	Next Action
Establish Evaluation Criteria	Completed	01/01/2013	View	
Complete Self Evaluation	Completed	07/31/2013	View	
Review Manager Evaluation	Ready to Acknowledge	07/31/2013	View	Acknowledge

[Return to Select Documents](#)

Step 3: Scroll down to view the manager evaluation ratings and comments.

ORACLE

Home | Worklist | Add to Favorites | Sign out

Menu

Search:

- My Favorites
- Self Service
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- My System Profile
- My Dictionary

Performance Document - Annual Performance Review

Manager Evaluation

PS: Hum Res Specialist (WL)

Annual Performance Review: 07/01/2012 - 06/30/2013

Author: Role: Manager

Status: Ready to Acknowledge Due Date: 07/31/2013

Approval: Approved

The status of this evaluation is Review Held. In this status, you may enter comments in the Employee Comments section, if applicable.

At any time you can save any entries you make on the evaluation by using the Save button. If you are ready to acknowledge the evaluation, select the Acknowledge button.

[Save](#) [Acknowledge Review](#) [Return to Document Detail](#)

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

Section 1 - Individual/Core Competencies

[Expand](#) [Collapse](#)


Customer Service

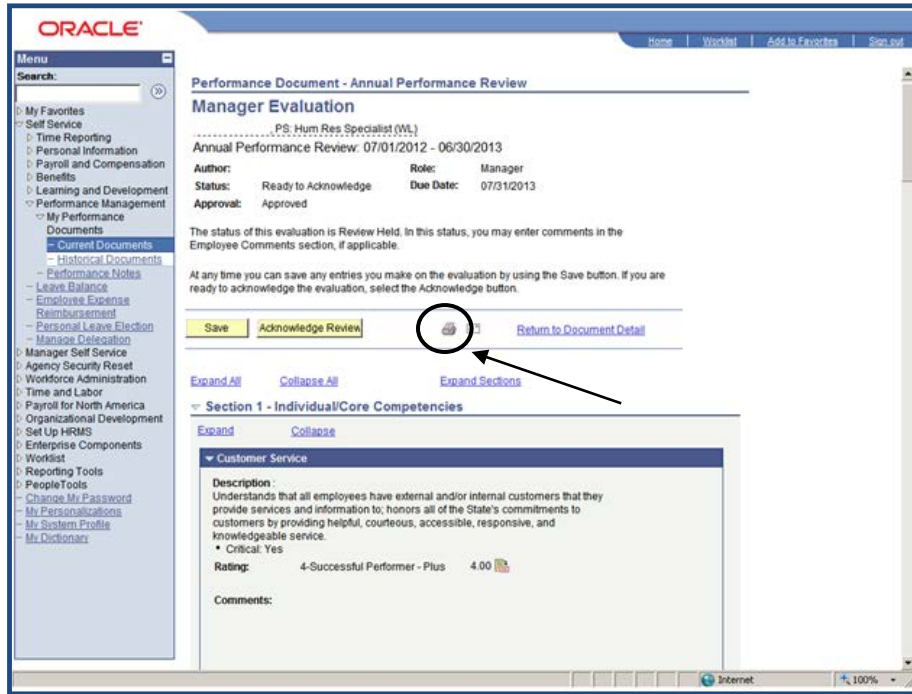
Description: Understands that all employees have external and/or internal customers that they provide services and information to; honors all of the State's commitments to customers by providing helpful, courteous, accessible, responsive, and knowledgeable service.

- Critical: Yes

Rating: 4-Successful Performer - Plus 4.00

Comments:

Step 4: If you would like to print the evaluation, click on the  icon. A pdf version of your performance evaluation will display, which can then be printed (see below).



Performance Document - Annual Performance Review
Manager Evaluation

, PS: Hum Res Specialist (WL)
 Annual Performance Review, 07/01/2010 - 06/30/2011

Author: **Role:** Manager
Status: **Due Date:** 07/31/2011
Approval:

Section 1 - Statewide Core Competencies

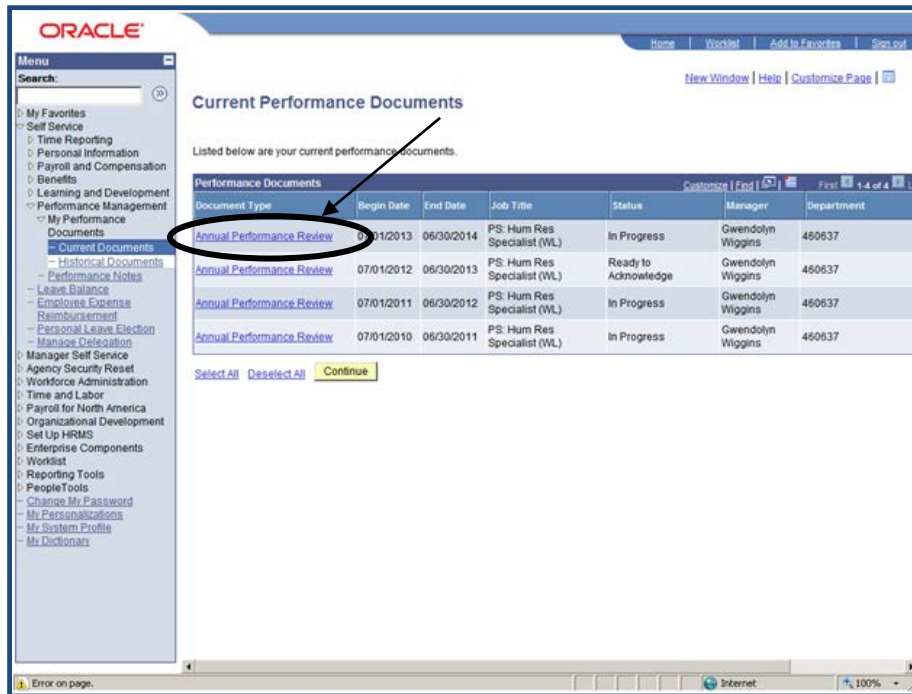
Customer Service		
Description	Understands that all employees have external and/or internal customers that they provide services and information to; honors all of the State's commitments to customers by providing helpful, courteous, accessible, responsive, and knowledgeable service.	
	- Critical: Yes	
Average	4-Successful	4.00
Rating:	Performer - Plus	
Rating:	4-Successful	4.00
	Performer - Plus	

Step 5: Attend the meeting scheduled by your manager to discuss in detail the performance evaluation.

Finalizing the Evaluation

Step 1: Log in to the ePerformance system (following steps 1 – 5 on pages 2-4).

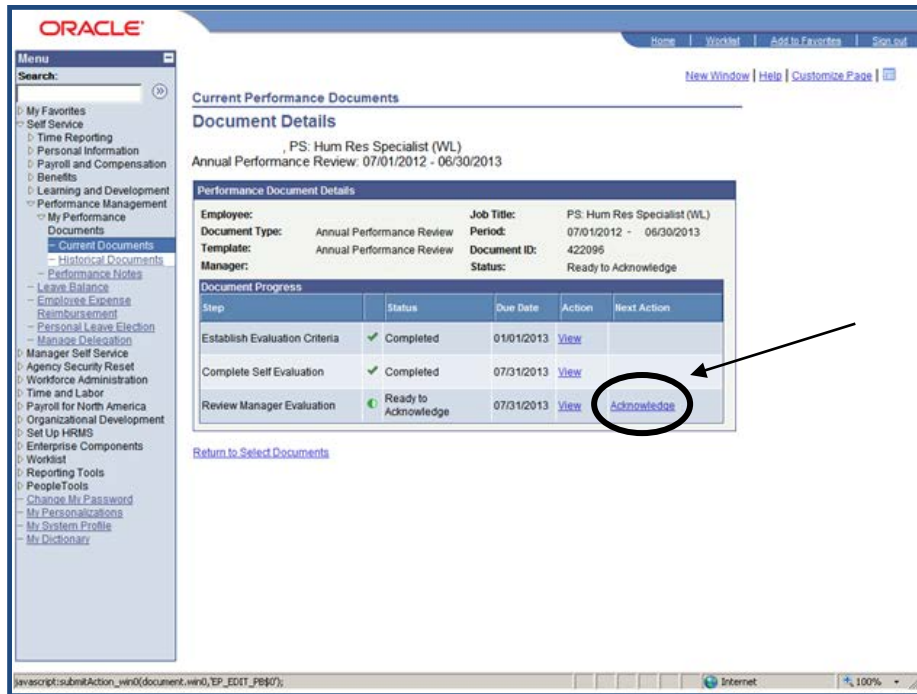
Step 2: Click on the [Annual Performance Review](#) link



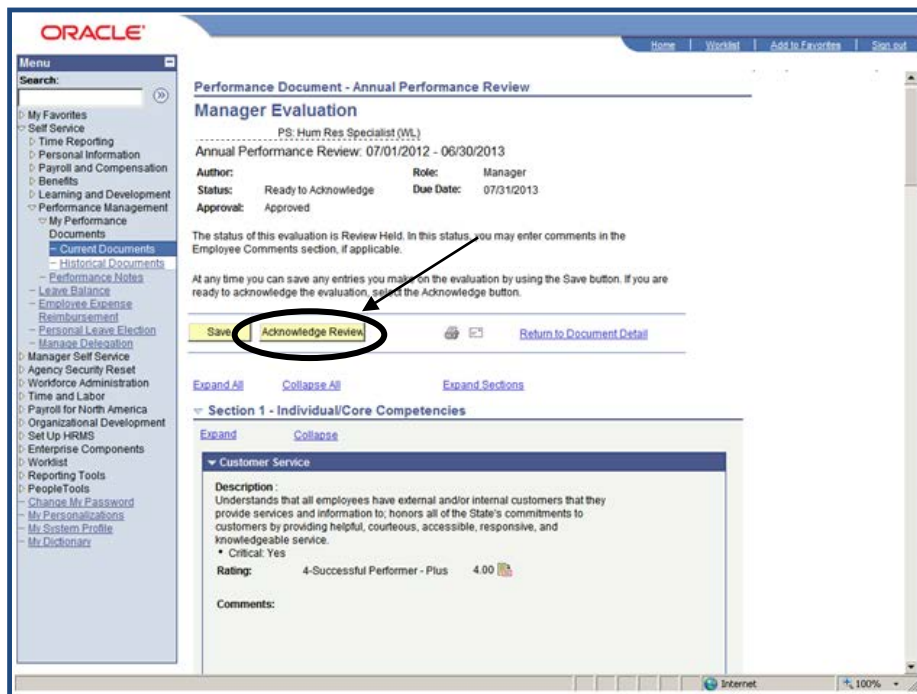
The screenshot displays the Oracle ePerformance system interface. On the left is a navigation menu with categories like 'My Favorites', 'Self Service', and 'Performance Management'. The main content area is titled 'Current Performance Documents' and lists documents in a table. The first row of the table is highlighted, and the 'Annual Performance Review' link in the 'Document Type' column is circled in red. An arrow points to this link from the text above. Below the table are buttons for 'Select All', 'Deselect All', and 'Continue'.

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Step 3: Click on the [Acknowledge](#) link

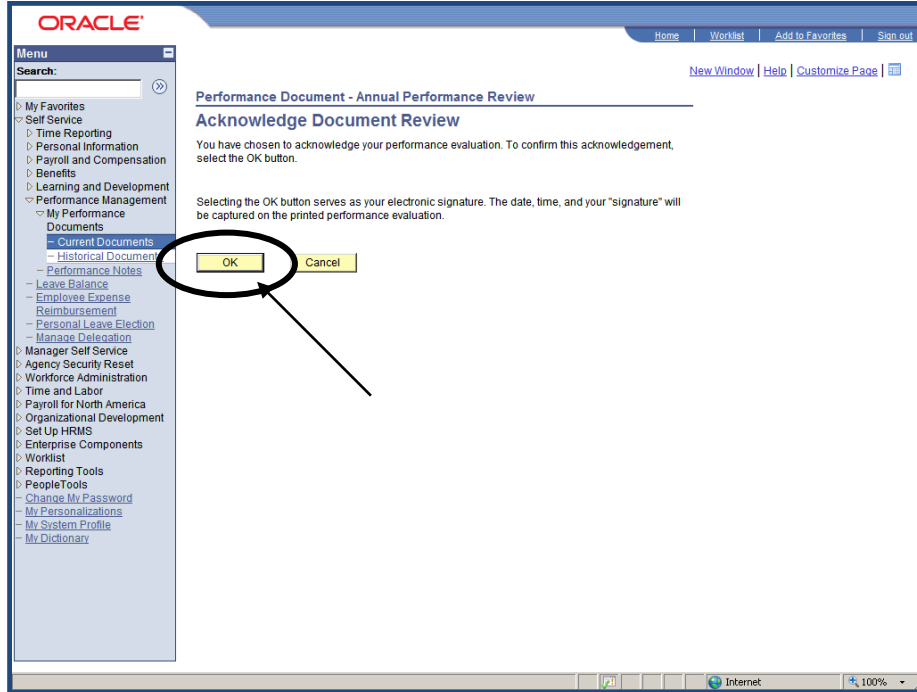


Step 4: Click on the Acknowledge Review button

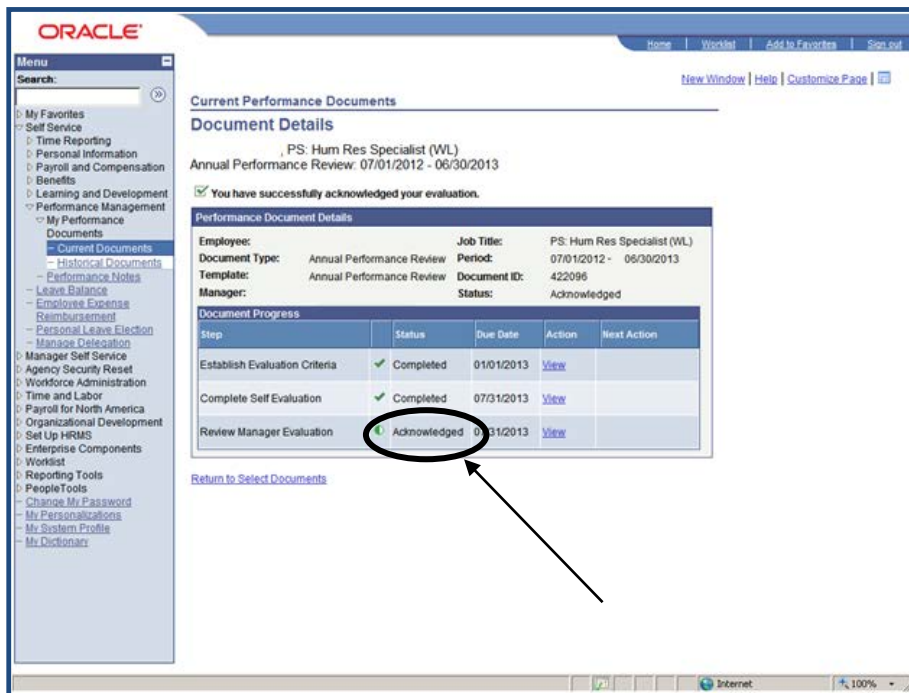


Note: Employees may add comments in the Employee Comments section of the evaluation prior to Acknowledging the document.

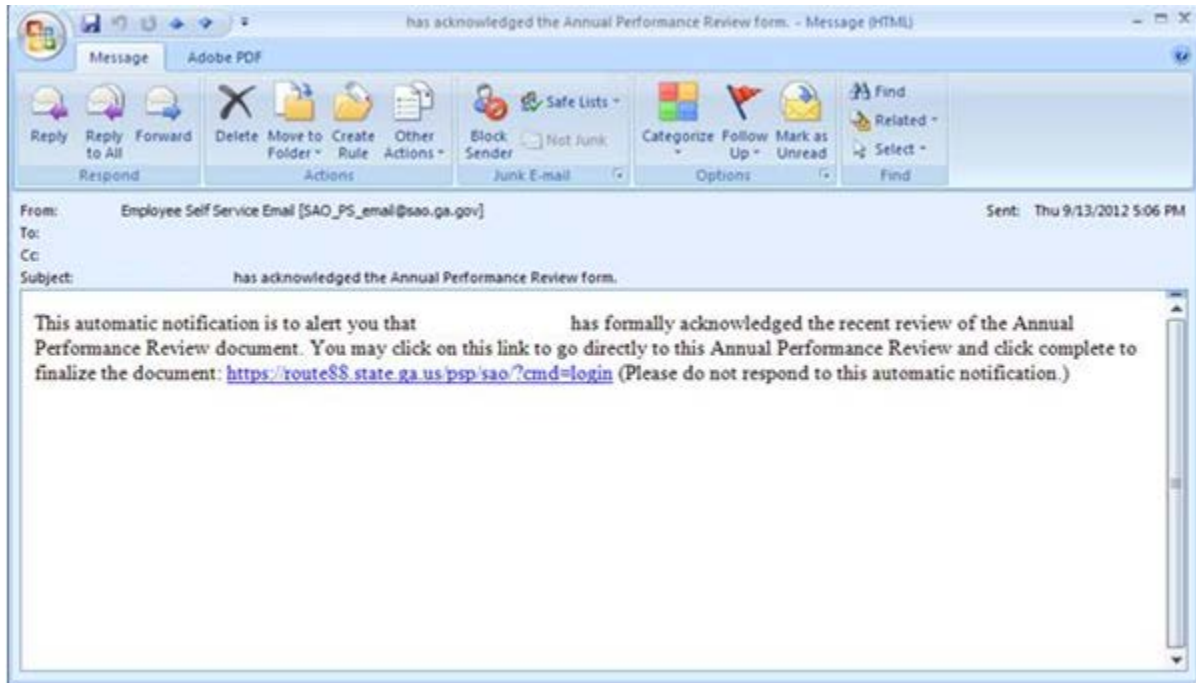
Step 5: Click Ok



Note: The status now changes to **“Acknowledged”** (see below).



Your manager will receive an email to let him/her know that you have acknowledged the performance evaluation (see below).



Your manager will now complete the evaluation, and the status will change to **“Completed”**. After this, you may view and/or print the evaluation at any time by clicking on Historical Documents.

