

# New Group 11 Performance Evaluation

## PeopleSoft Process



# Webinar Agenda

## Performance Management in PeopleSoft

- Part I: NYC H+H Strategy
- Part II: Performance Management as an Employee
- Part III: Performance Management as an Evaluator

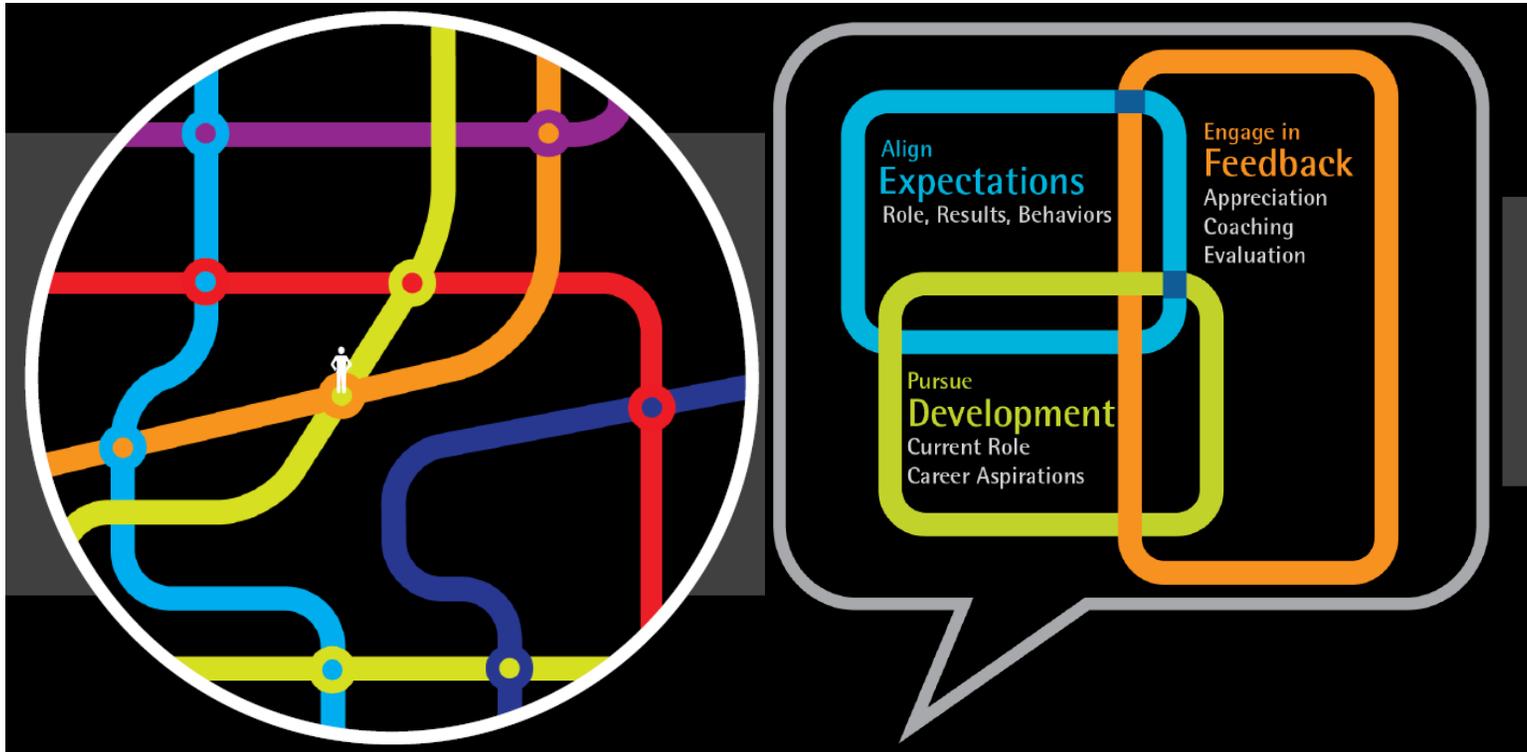


# Part 1

## NYC Health + Hospitals Strategy



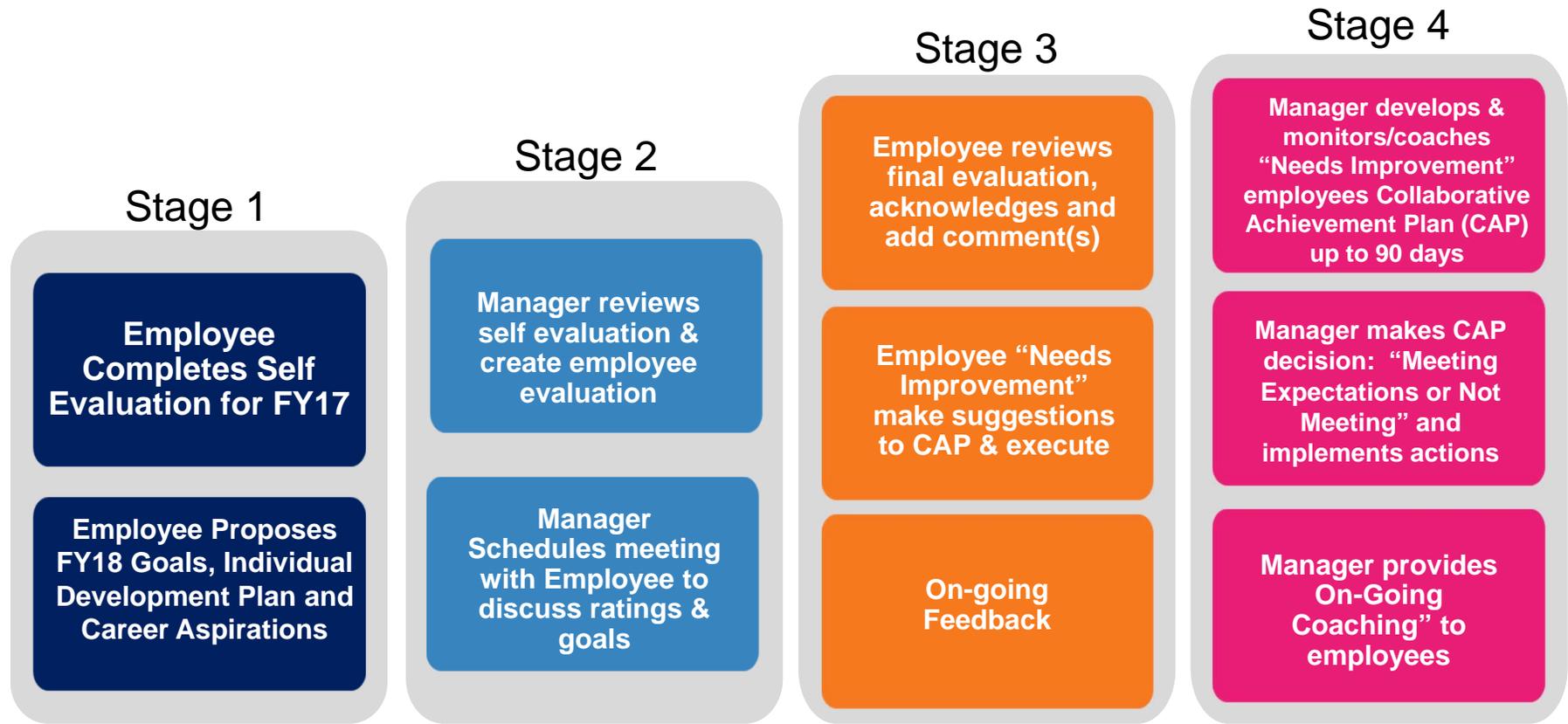
# New Performance Management Process



## Annual Process – Ongoing Feedback



# Performance Management 4 Stage Process



Self-Evaluate

Ongoing Feedback

Evaluator Completes Performance Review

Coaching Conversations



# Part 2

## Performance Management as an Employee



# In Employee Self-Service



# Select FY17 Performance Document

Employee Self Service Performance

 **EMILY EVERS**   
Personnel Prog Dev Spec

**My Performance Document** 5

Other's Performance Document 0

### My Performance Document

Document Type	Document Status	Period Begin / Period End	Next Due Date	
NYC H+H Performance Documents	Evaluation in Progress	07/01/2016 06/30/2017	06/30/2017	



# Self-Evaluation Section Header

< Performance
Performance Process

Performance Process ⊙ <<

**Steps and Tasks** ↻ ⊙

**EMILY EVERS**  
NYC H+H Performance Documents  
07/01/2016 - 06/30/2017 Overview

⊙ **Complete Self Evaluation**  
Due Date 06/30/2017

⊙ **Update and Complete**

⊙ **Review Manager Evaluation**  
Due Date 06/30/2017

NYC H+H Performance Documents

**Self-Evaluation - Update and Complete**

**EMILY EVERS**

**Job Title** Personnel Prog Dev Spec **Manager** MARY MANAGER

**Document Type** NYC H+H Performance Documents **Period** 07/01/2016 - 06/30/2017

**Template** **Document ID** 293091

**Status** Evaluation in Progress **Due Date** 06/30/2017

Enter your ratings and comments for each applicable section and save. When you have finished updating your evaluation select the complete button to save your changes and send this document to your manager for review.

⊙ Expand All | ▶ Collapse All | ▶ Expand Section | 📄 Calculate All Ratings

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▶ Section 1 - Instruction

---

▶ Section 2 - Business Goals and Accomplishments

---

▶ Section 3 - Core Competencies

---

▶ Section 4 - Managerial Competencies

---

▶ Section 5 - Overall Summary

---

⊕ Add Attachment

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▶ **Audit History**



# Expand All and Collapse All Feature

< Performance
Performance Process

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Performance Process ⚙ <<

**Steps and Tasks** ↻ ⚙

**EMILY EVERS**  
NYC H+H Performance Documents  
07/01/2016 - 06/30/2017 Overview

📌 Complete Self Evaluation  
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NYC H+H Performance Documents

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- ▶ Section 1 - Instruction
- ▶ Section 2 - Business Goals and Accomplishments
- ▶ Section 3 - Core Competencies
- ▶ Section 4 - Managerial Competencies
- ▶ Section 5 - Overall Summary

+ Add Attachment

▶ **Audit History**



# Performance Document Sections

< Performance
Performance Process

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Performance Process ⚙ <<

**Steps and Tasks** ↻ ⚙

**EMILY EVERS**  
NYC H+H Performance Documents  
07/01/2016 - 06/30/2017 Overview

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NYC H+H Performance Documents

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- ▶ Section 3 - Core Competencies
- ▶ Section 4 - Managerial Competencies
- ▶ Section 5 - Overall Summary

+ Add Attachment

▶ **Audit History**



# Expand the Instructions

< Performance
Performance Process

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Performance Process ⚙ <<

**Steps and Tasks** ↻ ⚙

**EMILY EVERS**  
NYC H+H Performance Documents  
07/01/2016 - 06/30/2017 Overview

- ⌵ ● Complete Self Evaluation  
Due Date 06/30/2017
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NYC H+H Performance Documents

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- ▶ **Section 1 - Instruction**
- ▶ Section 2 - Business Goals and Accomplishments
- ▶ Section 3 - Core Competencies
- ▶ Section 4 - Managerial Competencies
- ▶ Section 5 - Overall Summary

+ Add Attachment

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▶ **Audit History**



# Review the Instructions

NYC H+H Performance Documents

## Self-Evaluation - Update and Complete

**EMILY EVERS**



<b>Job Title</b> Personnel Prog Dev Spec	<b>Manager</b> MARY MANAGER
<b>Document Type</b> NYC H+H Performance Documents	<b>Period</b> 07/01/2016 - 06/30/2017
<b>Template</b>	<b>Document ID</b> 293091
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|  |

### Section 1 - Instruction

|

#### Instructions

**Description:** The employee and their supervisor will use the designated rating scale and provide comments and examples justifying each "Exceeds Expectations" and "Needs Improvement" rating, including the Overall Rating. If the Overall Rating is "Needs Improvement," the supervisor must also complete a Collaborative Achievement Plan (CAP), and review/discuss with the employee at the time of evaluation.

**FY17 BUSINESS GOALS & ACHIEVEMENTS:** Under each FY17 Business Goal, employees should enter one or more job-related goals/objectives that they achieved between July 1, 2016 and June 30, 2017, and describe how each achievement supports the related FY17 Business Goal. Employees should then rate themselves on attainment of and/or contribution toward advancement of each FY17 Business Goal. Employee-entered ratings and achievements will be reviewed by supervisor, and then the supervisor rates the employee.

**CORE AND MANAGERIAL COMPETENCIES:** At the end of the evaluation period, employees should rate themselves on their demonstration of each Core and Managerial Competency. Employee-entered ratings will be reviewed by supervisor, and then the supervisor rates the employee.

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10/12/2017 11:49AM



# Expand Business Goals and Accomplishments

< Performance
Performance Process

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Performance Process ⚙ <<

**Steps and Tasks** ↻ ⚙

**EMILY EVERS**  
NYC H+H Performance Documents  
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- ▶ Section 5 - Overall Summary

+ Add Attachment

▶ Audit History



# Expand a Business Goal

Performance Process ⚙️ ⏪

**Steps and Tasks** 🔄 ⚙️

EMILY EVERS  
NYC H+H Performance Documents  
07/01/2016 - 06/30/2017 Overview

- 📌 **Complete Self Evaluation**  
Due Date 06/30/2017
- 📌 **Update and Complete**
- ▶️ **Review Manager Evaluation**  
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NYC H+H Performance Documents

**Self-Evaluation - Update and Complete**

📄 Expand | 📄 Collapse

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▼ **Section 2 - Business Goals and Accomplishments**

📄 Expand | 📄 Collapse

▼ **Quality**

**Description:** To increase quality by demonstrating a commitment to the delivery of the best possible care and/or service, continuous improvement, and efficiency.

Exceeds Expectations  Meets Expectations  Needs Improvement

**Rating** Meets Expectations

**Achievements**

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# Self-Evaluate Yourself

Performance Process ⚙️ ⏪

**Steps and Tasks** 🔄 ⚙️

EMILY EVERS  
NYC H+H Performance Documents  
07/01/2016 - 06/30/2017 Overview

- 📌 **Complete Self Evaluation**  
Due Date 06/30/2017
  - 📌 Update and Complete
- ▶ Review Manager Evaluation  
Due Date 06/30/2017

NYC H+H Performance Documents

**Self-Evaluation - Update and Complete**

📄 Expand | 📄 Collapse

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📄 Expand | 📄 Collapse

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Exceeds Expectations
  Meets Expectations
  Needs Improvement

Rating Meets Expectations

Achievements

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☰ ☰ **A** **A**

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# Enter in your achievements related to Business Goal

**< Performance** **Performance Process**

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Performance Process NYC H+H Performance Documents

**Steps and Tasks**

EMILY EVERS  
NYC H+H Performance Documents  
07/01/2016 - 06/30/2017 Overview

- Complete Self Evaluation  
Due Date 06/30/2017
  - Update and Complete**
- Review Manager Evaluation  
Due Date 06/30/2017

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**Self-Evaluation - Update and Complete**  
Expand | Collapse

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**Section 2 - Business Goals and Accomplishments**  
Expand | Collapse

**Quality**

**Description:** To increase quality by demonstrating a commitment to the delivery of the best possible care and/or service, continuous improvement, and efficiency.

Exceeds Expectations  Meets Expectations  Needs Improvement

**Rating** Meets Expectations

**Achievements**

Delivered a new process so we are able to respond to our customers within 3 business days.

Created By: Template 10/12/2017 11:48AM



# Expand the Managerial Competencies

< Performance
Performance Process

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Performance Process ⚙ <<

**Steps and Tasks** ↻ ⚙

**EMILY EVERS**  
NYC H+H Performance Documents  
07/01/2016 - 06/30/2017 Overview

- ⏷ **Complete Self Evaluation**  
Due Date 06/30/2017
- ⏷ **Update and Complete**
- ▶ Review Manager Evaluation  
Due Date 06/30/2017

NYC H+H Performance Documents

## Self-Evaluation - Update and Complete

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- ▶ Section 3 - Core Competencies
- ▶ Section 4 - Managerial Competencies
- ▶ Section 5 - Overall Summary

+ Add Attachment

▶ **Audit History**



# Calculate Your Section Rating

**Managerial Competencies**

Exceeds Expectations    Meets Expectations    Needs Improvement

Rating 1

Employee Comments

Font   Size   **B**   *I*   U   



# Expand Overall Summary

< Performance
Performance Process

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Performance Process ⚙ <<

**Steps and Tasks** ↻ ⚙

**EMILY EVERS**  
NYC H+H Performance Documents  
07/01/2016 - 06/30/2017 Overview

- ⏷ Complete Self Evaluation  
Due Date 06/30/2017
- 🔔 Update and Complete
- ▶ Review Manager Evaluation  
Due Date 06/30/2017

NYC H+H Performance Documents

## Self-Evaluation - Update and Complete

**EMILY EVERS**

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- ▶ Section 3 - Core Competencies
- ▶ Section 4 - Managerial Competencies
- ▶ Section 5 - Overall Summary

+ Add Attachment

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▶ **Audit History**



# Calculate Your Overall Rating

▼ Section 5 - Overall Summary

Exceeds Expectations    Meets Expectations    Needs Improvement

Rating 2

Employee Comments

Font   Size   **B**   *I*   U            



# Attach Supporting Documents

**< Performance** **Performance Process**

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Performance Process NYC H+H Performance Documents

**Steps and Tasks** **Self-Evaluation - Update and Complete**

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**EMILY EVERS**  
NYC H+H Performance Documents  
07/01/2016 - 06/30/2017 Overview

---

**Complete Self Evaluation**  
Due Date 06/30/2017

**Update and Complete**

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**Review Manager Evaluation**  
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**EMILY EVERS**



**Job Title** Personnel Prog Dev Spec

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---

Expand All |  Collapse All |  Expand Section |  Calculate All Ratings

---

▶ Section 1 - Instruction

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▶ Section 2 - Business Goals and Accomplishments

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+ Add Attachment

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▶ Audit History



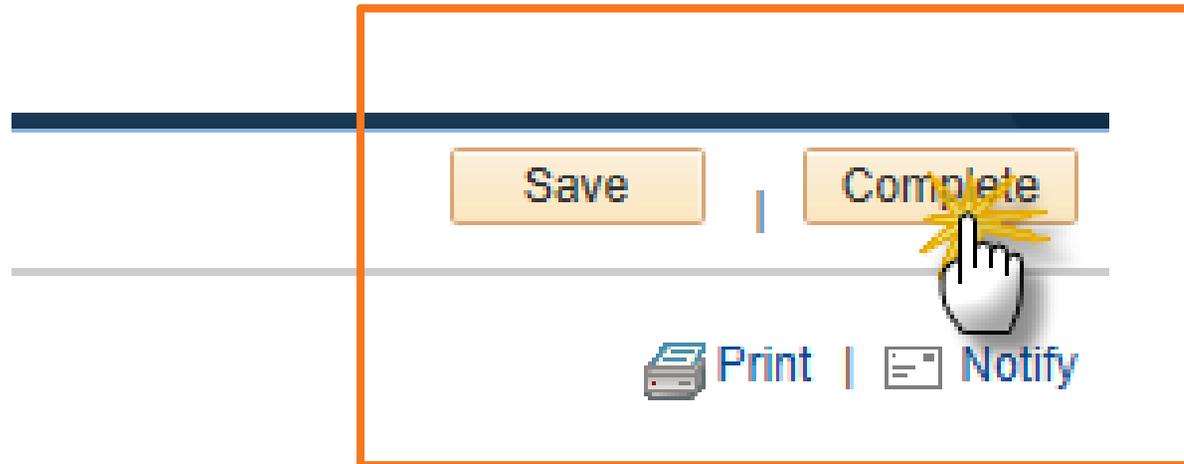
## Indicate Audience to View Attachments

Attachments					
File Name	Description	Attachment Audience	Last Update Date/Time	Uploaded By	
1199_Notice.pdf	Sample_Document	Employee and Manager Manager Only	10/12/2017 1:09:01PM	EMILY EVERS	

 Add Attachment



## Complete Your Performance Document



## Confirm the Completion of Your Self-Evaluation

Complete Evaluation x

You have almost finalized your self evaluation. If you have no further entries select confirm to complete this evaluation and send it to your manager for review.

Confirm Cancel



⋮



# View Confirmation

**< Performance Document**

Performance Process ⚙️ <<

**Steps and Tasks** 🔄 ⚙️

EMILY EVERS  
NYC H+H Performance Documents  
07/01/2016 - 06/30/2017 Overview

- 📄  **Complete Self Evaluation**  
Due Date 06/30/2017  
[View](#)
- 📄  **Review Manager Evaluation**  
Due Date 06/30/2017

NYC H+H Performance Documents

## Confirmation - Document Completed

✔️ You have successfully completed your evaluation.



# Part 3

## Performance Management as an Evaluator





# Email Received by Evaluator

Reply Reply All Forward



Thu 10/12/2017 1:12 PM

hr92tst@nychhc.org

ATTENTION - Employee's Performance is Ready for Supervisor Evaluation

To

Enterprise Vault

Dear Supervisor:

The following employee has submitted their self-evaluation. You must now evaluate this employee's performance in PeopleSoft. You will be able to view the employee's self-ratings and overall rating. Only the ratings that you, the supervisor, enter will be calculated toward the employee's final overall rating.

Employee ID: 000005722  
Employee Name: EMILY EVERS

You may click on this link to go directly to this NYC H+H Performance Documents:  
[http://hcmsdevwb02.nychhc.org:10050/psp/hr92tst/EMPLOYEE/HRMS/c/ROLE\\_EMPLOYEE\\_EP\\_NOTIFY.GBL?EP\\_APPRAISAL\\_ID=293091&EP\\_REVIEWER\\_ID=100039514&EP\\_ROLE=M&EP\\_USER\\_ROLE=M&TRANS\\_NAME=EMPDOC-COMplete](http://hcmsdevwb02.nychhc.org:10050/psp/hr92tst/EMPLOYEE/HRMS/c/ROLE_EMPLOYEE_EP_NOTIFY.GBL?EP_APPRAISAL_ID=293091&EP_REVIEWER_ID=100039514&EP_ROLE=M&EP_USER_ROLE=M&TRANS_NAME=EMPDOC-COMplete)

OR

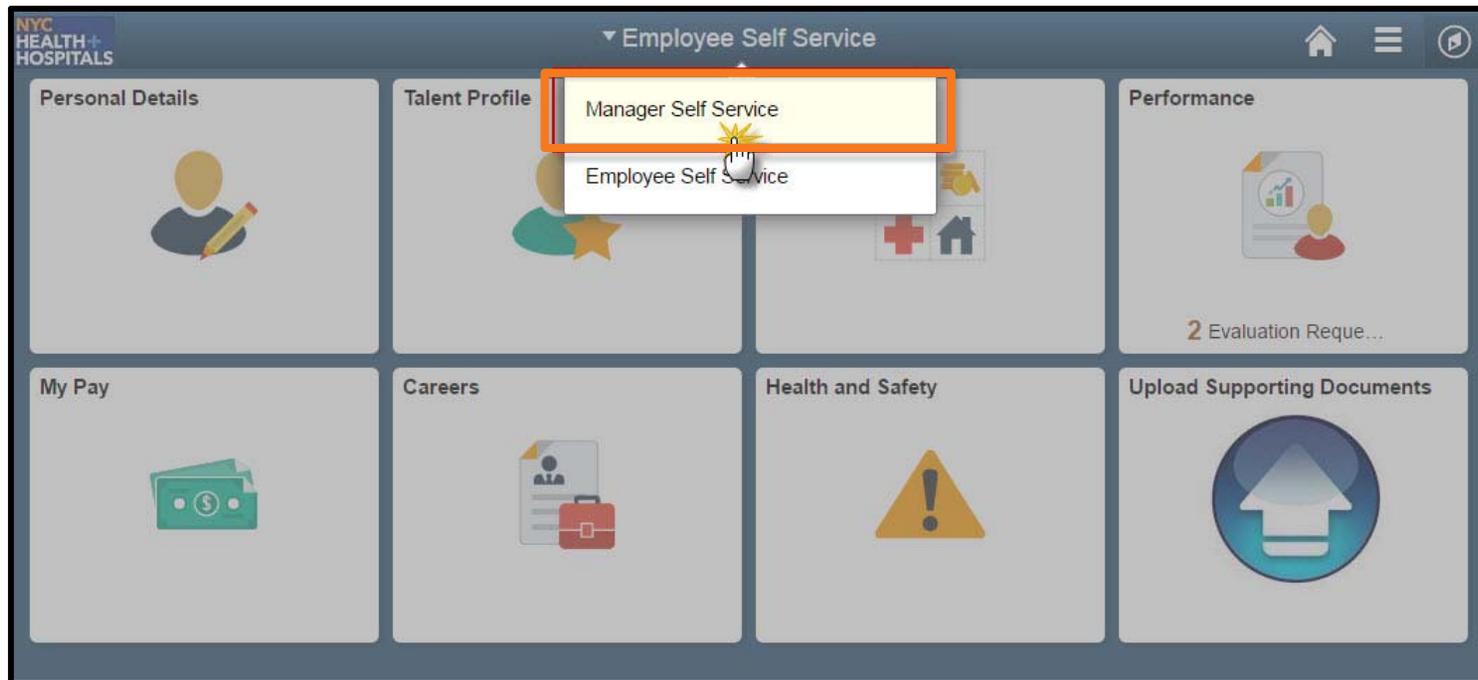
Please visit Manager Self Service > Team Performance > Performance Documents > Current Documents.

If you have any questions, please contact your Human Resources Department. This communication was sent via Oracle Workflow Technology. Please do not reply to this email.

(Please do not respond to this automatic notification.)



# Log onto Manager Self-Service



## Select the Manager Dashboard



# Manager Dashboard

Manager Dashboard

**Alerts**

You have no Alerts right now.

**Pending Approvals**

No approvals are pending at this time.

**Direct Reports' Expiring Lic**

No expiring licenses in the next 60 days

**Direct Reports' Perf Documents**

Critical Alert	Employee	Period End Date
	EMILY EVERS	06/30/2017
	ESTER EMPLOYEE	01/06/2015
	ERIC EMPLOYEE	02/05/2015

**Direct Line Reports**

Find | View All | 1-3 of 3

Summary | Job Details | Contact

Name		Job Title
EMELIE EMPLOYEE	▼ Actions	Pharmacist Interne
ERIC EMPLOYEE	▼ Actions	Pharmacy Technician
ESTER EMPLOYEE	▼ Actions	Pharmacy Technician

**My Expiring Licenses**

No expiring licenses in the next 60 days

**My Open Jobs**

You are not assigned to any open jobs.

**Direct Reports' Comp Property**

indicates evaluations that have been completed

indicates upcoming evaluations that have yet past due

indicates evaluations that are due within 60 days

indicates evaluations that are at least 60 days overdue

indicates evaluations that have been cancelled or auto closed by HR

## Status Legend



## Select Employee to Review

Manager Dashboard

 Alerts ⌂ ⚙️

You have no Alerts right now.

 Pending Approvals

No approvals are pending at this time.

Direct Reports' Perf Documents ⌂ ⚙️

Critical Alert	Employee	Period End Date
	EMILY EVERS	06/30/2017
	ESTER EMPLOYEE	01/06/2015
	ERIC EMPLOYEE	02/05/2015

 Direct Line Reports

Summary | Job Details | Contact ⋮

Name	
EMELIE EMPLOYEE	▼ Actions
ERIC EMPLOYEE	▼ Actions
ESTER EMPLOYEE	▼ Actions



# Click Start

The screenshot shows a web application interface for the 'Performance Process'. The top navigation bar includes a back arrow, 'Employee Performance Alerts', 'Performance Process', and icons for home, menu, and play. The main content area is split into two columns. The left column, titled 'Steps and Tasks', lists tasks for 'EMILY EVERS' and 'JOHN EMPLOYEE'. The right column, titled 'Start Document', contains the text 'Select the Start button to begin the evaluation process...'. A yellow 'Start' button is located in the top right corner of the main content area, highlighted with a red circle and an orange box, with a hand cursor pointing to it.

Employee Performance Alerts Performance Process

Performance Process NYC H+H Performance Documents

Steps and Tasks Start Document

EMILY EVERS  
JOHN EMPLOYEE  
NYC H+H Performance Documents  
07/01/2016 - 06/30/2017 Overview

Review Self Evaluation  
Due Date 06/30/2017

Complete Manager Evaluation  
Due Date 06/30/2017

Update and Share  
Pending Acknowledgement

Select the Start button to begin the evaluation process...

Start



# Expand Business Goals and Accomplishments

< Manager Dashboard
Performance Process

Performance Process

**Steps and Tasks**

EMILY EVERS  
NYC H+H Performance Documents  
07/01/2016 - 06/30/2017

- Review Self Evaluation  
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NYC H+H Performance Documents

**Manager Evaluation - Update and Share**

EMILY EVERS

Job Title: Personnel Prog Dev Spec

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Template: Evaluation in Progress

Manager: MARY MANAGER

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Section 1 - Instruction

Expand | Collapse

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Created By: Template      10/12/2017 11:49AM

Section 2 - Business Goals and Accomplishments

Expand | Collapse

Quality

# Review the Employee's Self-Evaluation

▼ Section 2 - Business Goals and Accomplishments

▼ Expand | ▶ Collapse

▼ **Quality**

Description: To increase quality by demonstrating a commitment to the delivery of the best possible care and/or service, continuous improvement, and efficiency.

Exceeds Expectations    Meets Expectations    Needs Improvement

Rating Meets Expectations

Manager Comments

Rich text editor toolbar with icons for undo, redo, font color, size, bold, italic, underline, bulleted list, numbered list, link, and unlink.

Employee Rating Meets Expectations

Achievements

Delivered a new process so we are able to respond to our customers within 3 business days.

Created By Template      10/12/2017 11:49AM



# Go to Manager Comments

▼ Section 2 - Business Goals and Accomplishments

▼ Expand | ▶ Collapse

▼ **Quality**

Description: To increase quality by demonstrating a commitment to the delivery of the best possible care and/or service, continuous improvement, and efficiency.

Exceeds Expectations    Meets Expectations    Needs Improvement

Rating Meets Expectations

Manager Comments

Rich text editor toolbar with icons for undo, redo, font color, size, bold, italic, underline, bulleted list, numbered list, link, and unlink.

Employee Rating Meets Expectations

Achievements

Delivered a new process so we are able to respond to our cutomers within 3 business days.

Created By Template      10/12/2017 11:49AM



## Enter Manager Comments and Spellcheck

Section 7 - Manager Comments

Manager Comments

Emily is an great employee.

The screenshot shows a web interface for entering manager comments. At the top, there is a section header 'Section 7 - Manager Comments' with a dropdown arrow. Below this is a form titled 'Manager Comments'. The form contains a text area with the text 'Emily is an great employee.' The text area is highlighted with an orange border. Above the text area is a rich text editor toolbar with various icons for text formatting and editing. A red arrow points to the 'Section 7 - Manager Comments' header. Another red arrow points to the text area. A third red arrow points to the spellcheck icon in the toolbar.



# Expand Each Section and Evaluate Employee

< Employee Performance Alerts
Performance Process

Performance Process ⚙️ ⏪

**Steps and Tasks** 🔄 ⚙️

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JASMIN WU  
NYC H+H Performance Documents  
07/01/2016 - 06/30/2017 Overview

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✔️ Review Self Evaluation  
Due Date 06/30/2017

⚠️ Complete Manager Evaluation  
Due Date 06/30/2017

⚠️ Update and Share  
Pending Acknowledgement

NYC H+H Performance Documents

Manager Evaluation - Update and Share

Employee Rating

Achievements

▼ Section 3 - Core Competencies

▼ Expand | ▶ Collapse

▼ Cultural Diversity

Description: Understands, appreciates, and respects diverse cultural backgrounds, learns about and promotes cultural awareness and communications.

Exceeds Expectations  Meets Expectations  Needs Improvement

Rating

Comments

🔍 ← → Font Size **B** *I* U ☰ ☷ A- A+

Employee Rating Meets Expectations

Employee Comments

Please add an achievement that is related to this Goal.

Created By: Template 10/10/2017 9:38PM



# Add Attachments and Permissions to View



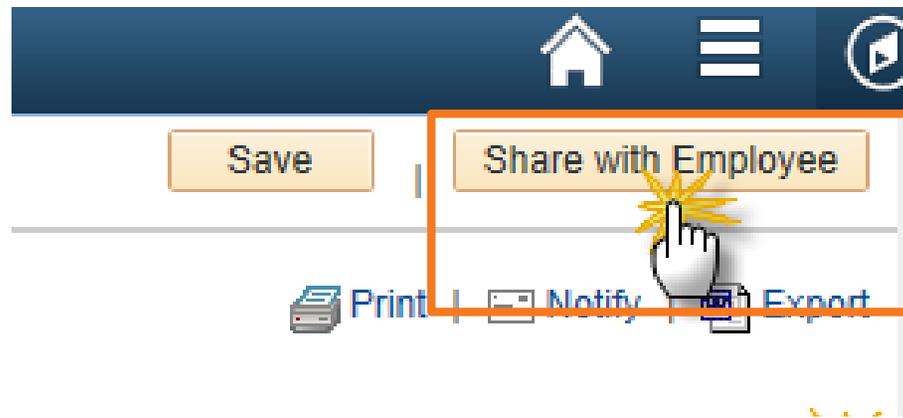
File Name	Description	Attachment Audience	Last Update Date/Time	Uploaded By	
Blank_Evaluation_TST.pdf	Manager_Sample_Document	Employee and Manager Manager Only	10/12/2017 2:29:49PM	MARY MANAGER	
1199_Notice.pdf	Sample_Document	Employee and Manager	10/12/2017 1:09:57PM	EMILY EVERS	



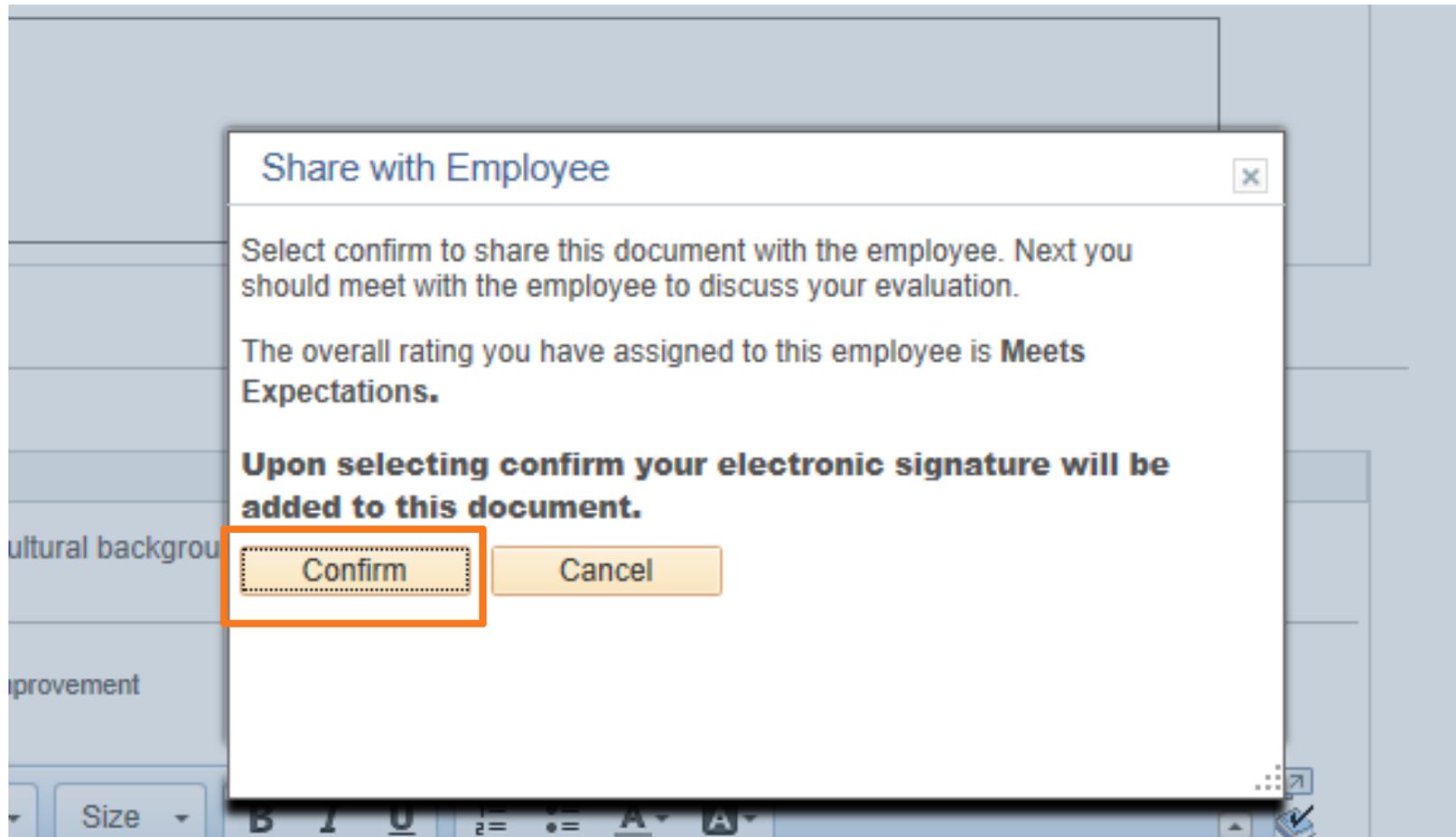
Audit History	
Created By ALBERTI	10/12/2017 11:49:00AM
Last Modified By MARY MANAGER	10/12/2017 2:29:49PM



## Click Share with Employee



## Click Confirm



# Acknowledgement – Evaluation is Share with Employee

The screenshot displays a web interface for a performance process. On the left, a sidebar shows the 'Performance Process' for 'EMILY EVERS' with a period from 07/01/2016 to 06/30/2017. Under 'Steps and Tasks', there are two main sections: 'Review Self Evaluation' (due 06/30/2017) and 'Complete Manager Evaluation' (due 06/30/2017). The 'Complete Manager Evaluation' section is expanded to show 'Update and Share' (checked) and 'Pending Acknowledgement' (pending). The main content area, highlighted by an orange box, shows a confirmation message: 'Confirmation - Shared with Employee' with a green checkmark and the text 'You have successfully shared your evaluation with the employee.'





## Email Received by Employee

Dear Employee:

Your supervisor has completed evaluating your performance, and the performance evaluation is now ready for your review. Your supervisor will also be scheduling a meeting with you to discuss the performance evaluation, as well as future goals for next year.

Employee Id: 000005722

Employee Name: EMILY EVERS

You may click on this link to go directly to your prepared NYC H+H Performance Documents:

[http://hcmsdevwb02.nychhc.org:10050/psp/hr92tst\\_8/EMPLOYEE/HRMS/c/ROLE\\_EMPLOYEE.EP\\_NOTIFY.GBL?EP\\_APPRAISAL\\_ID=293091&EP\\_REVIEWER\\_ID=000005722&EP\\_ROLE=M&EP\\_USER\\_ROLE=E&TRANS\\_NAME=RQST-REVIEW](http://hcmsdevwb02.nychhc.org:10050/psp/hr92tst_8/EMPLOYEE/HRMS/c/ROLE_EMPLOYEE.EP_NOTIFY.GBL?EP_APPRAISAL_ID=293091&EP_REVIEWER_ID=000005722&EP_ROLE=M&EP_USER_ROLE=E&TRANS_NAME=RQST-REVIEW)

OR

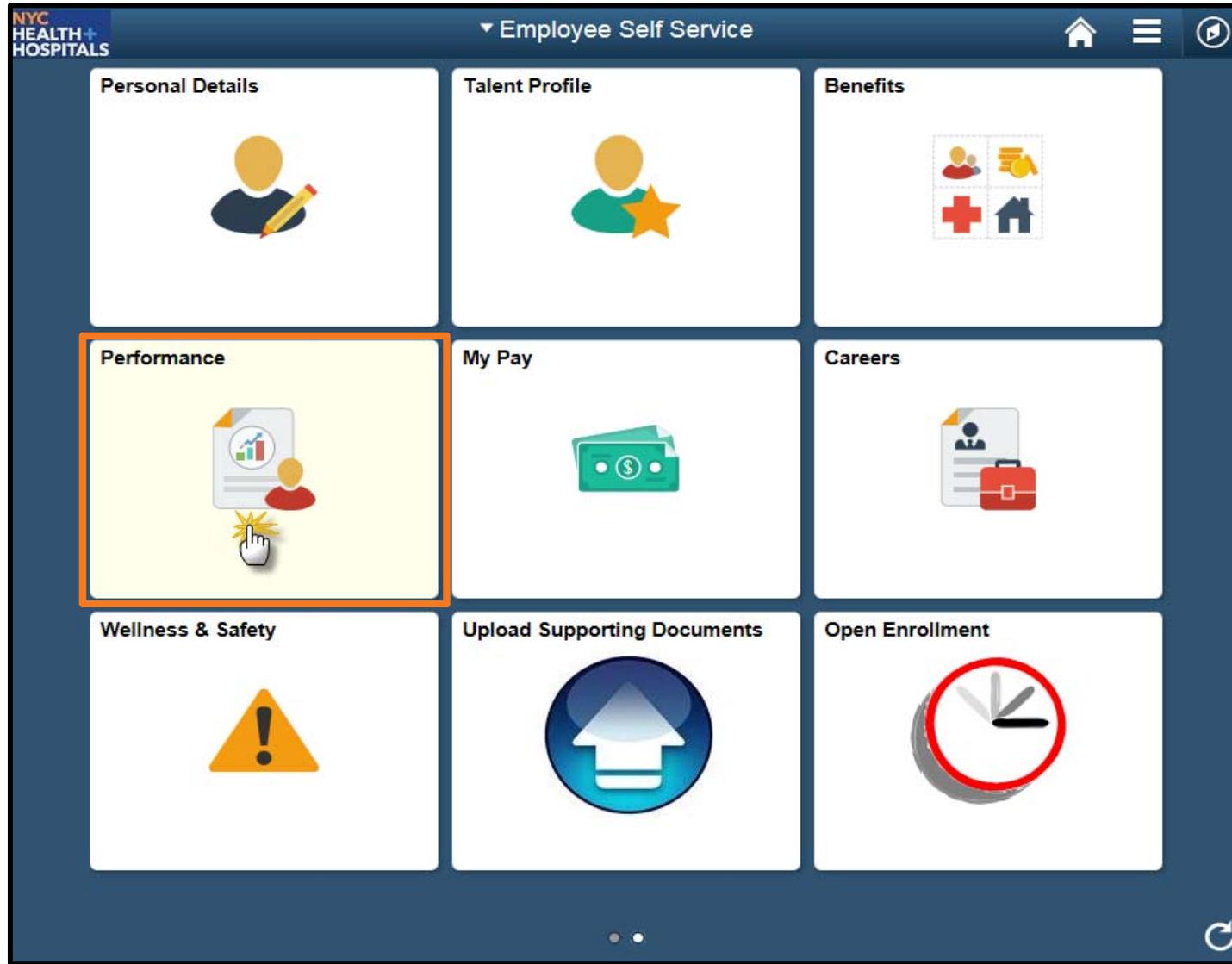
Please visit Employee Self Service > Performance > My Performance Documents.

If you have any questions, please contact your Human Resources Department. This communication was sent via Oracle Workflow Technology. Please do not reply to this email.

(Please do not respond to this automatic notification.)



# Employee logs onto Employee Self-Service



# Employee select Performance Document

 **EMILY EVERS**   
Personnel Prog Dev Spec

**My Performance Document** (5)

Other's Performance Document (0)

### My Performance Document

Document Type	Document Status	Period Begin / Period End	Next Due Date
NYC H+H Performance Documents	Pending Acknowledgement	07/01/2016 06/30/2017	06/30/2017 >



# Employee reviews Manager's evaluation

< Performance
Performance Process

---

Performance Process ⊙ <<

**Steps and Tasks** ↻ ⚙

**EMILY EVERS**  
NYC H+H Performance Documents  
07/01/2016 - 06/30/2017 Overview

- ✔ Complete Self Evaluation  
Due Date 06/30/2017
- ! Review Manager Evaluation  
Due Date 06/30/2017
- ! Acknowledge  
View

NYC H+H Performance Documents

**Manager Evaluation - Acknowledge**

**EMILY EVERS**

**Job Title** Personnel Prog Dev Spec **Manager** MARY MANAGER

**Document Type** NYC H+H Performance Documents **Period** 07/01/2016 - 06/30/2017

**Template** **Document ID** 293091

**Status** Pending Acknowledgement **Due Date** 06/30/2017

This document is currently waiting for your acknowledgment.

Select the Acknowledge button to confirm that you and your manager have discussed this document. Your name will be placed in the signature section on the printed document acknowledging that the review was held.

Expand All | 
 Collapse All

▼ Section 1 - Instruction

Expand | 
 Collapse

▶ Instructions

▼ Section 2 - Business Goals and Accomplishments

Expand | 
 Collapse

▼ **Quality**

**Description::** To increase quality by demonstrating a commitment to the delivery of the best possible care and/or service, continuous improvement, and efficiency.

Exceeds Expectations 
  Meets Expectations 
  Needs Improvement

➔ **Rating** Meets Expectations

**Manager Comments** 21  

Emily's project to improve our customer service reponse within 3 days was very thought out. She created a work plan, the process was delivered on time and now our Service Level Agreement went from 5 to 3 days etc...

➔ **Employee Rating** Meets Expectations

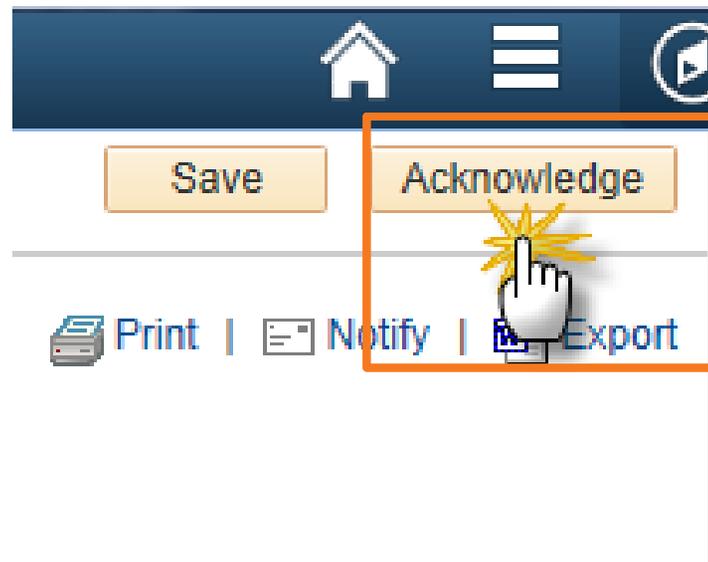
**Achievements**  

Delivered a new process so we are able to respond to our cutomers within 3 business days.

Created By: Template 10/12/2017 11:48AM



## Employee Acknowledges Evaluation



## Employee Confirm Review

The screenshot shows a web application interface with a modal dialog box titled "Confirm Review Action". The dialog contains two text options: "I acknowledge that my supervisor and I have reviewed my Performance evaluation in detail, and I agree with my evaluation." and "I acknowledge that my supervisor and I reviewed my performance in detail, but I disagree for the following reasons(s)". Below these options are two buttons: "Agree" and "Disagree". A mouse cursor is hovering over the "Disagree" button. The background shows a partially visible "Instructions" section with a "Description:" and "FY17 BUSINESS GOALS & ACHIEVEMENTS:" section.



## Employee may enter a Comment

▼ Section 6 - Employee Acknowledgement

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**Employee Acknowledgement**

Employee Comments

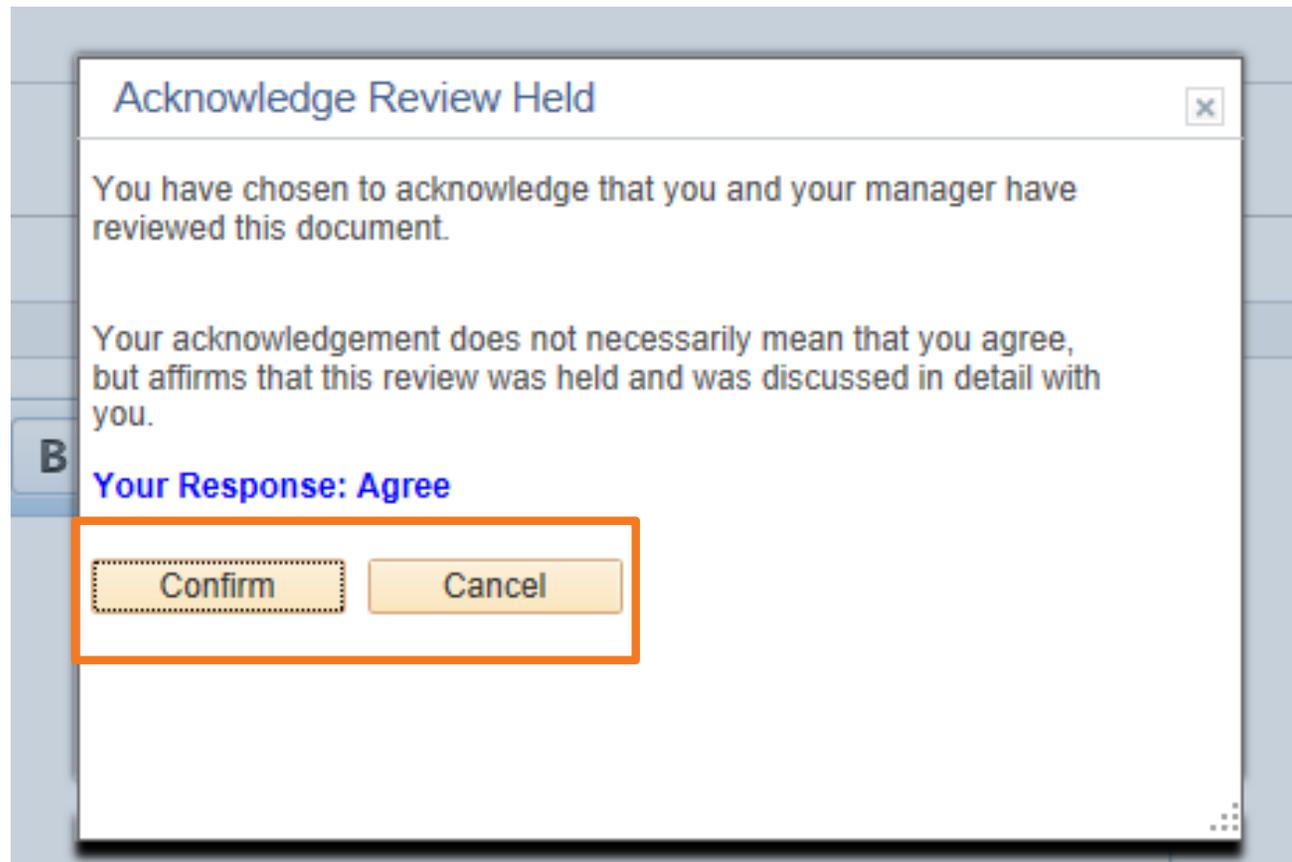
Agree

Disagree

Thank you!



## Employee Confirms Acknowledgement



## System displays this message

NYC H+H Performance Documents

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### Confirmation - Employee Acknowledgement

✔ You have successfully acknowledged this document.





# Evaluator receives email that Employee acknowledged their Performance Evaluation

Dear Supervisor:

The following employee has acknowledged reviewing their completed performance evaluation with you in detail. This completed performance evaluation has now been final-submitted through PeopleSoft. Please review the employee's comments, which have been included below, and contact the employee and/or HR, if necessary.

Employee Id: 000005722

Employee Name: EMILY EVERS

You may click on this link to go directly to this NYC H+H Performance Documents:

[http://hcmsdevwb02.nychhc.org:10050/psp/hr92tst/EMPLOYEE/HRMS/c/ROLE\\_EMPLOYEE.EP\\_NOTIFY.GBL?EP\\_APPRAISAL\\_ID=293091&EP\\_REVIEWER\\_ID=100039514&EP\\_ROLE=M&EP\\_USER\\_ROLE=M&TRANS\\_NAME=EE-ACKNOWLEDGE](http://hcmsdevwb02.nychhc.org:10050/psp/hr92tst/EMPLOYEE/HRMS/c/ROLE_EMPLOYEE.EP_NOTIFY.GBL?EP_APPRAISAL_ID=293091&EP_REVIEWER_ID=100039514&EP_ROLE=M&EP_USER_ROLE=M&TRANS_NAME=EE-ACKNOWLEDGE)

OR

Please visit Manager Self Service > Team Performance > Performance Documents > Current Documents.

If you have any questions, please contact your Human Resources Department. This communication was sent via Oracle Workflow Technology. Please do not reply to this email.

Employee Comments: Thank you!

(Please do not respond to this automatic notification.)





## For more information

- Contact your local HR Department
- Email: [performancemgmt@nychhc.org](mailto:performancemgmt@nychhc.org)
- For Workshop schedules go to the Workforce Development Learning Portal on the Intranet or email: [mylearning@nychhc.org](mailto:mylearning@nychhc.org)

