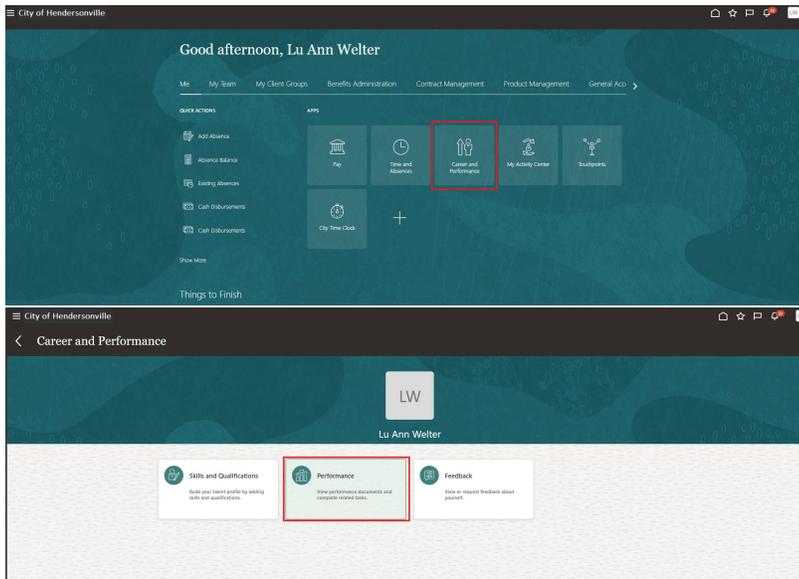


Annual Review (Employee steps noted in orange/manager's in green)

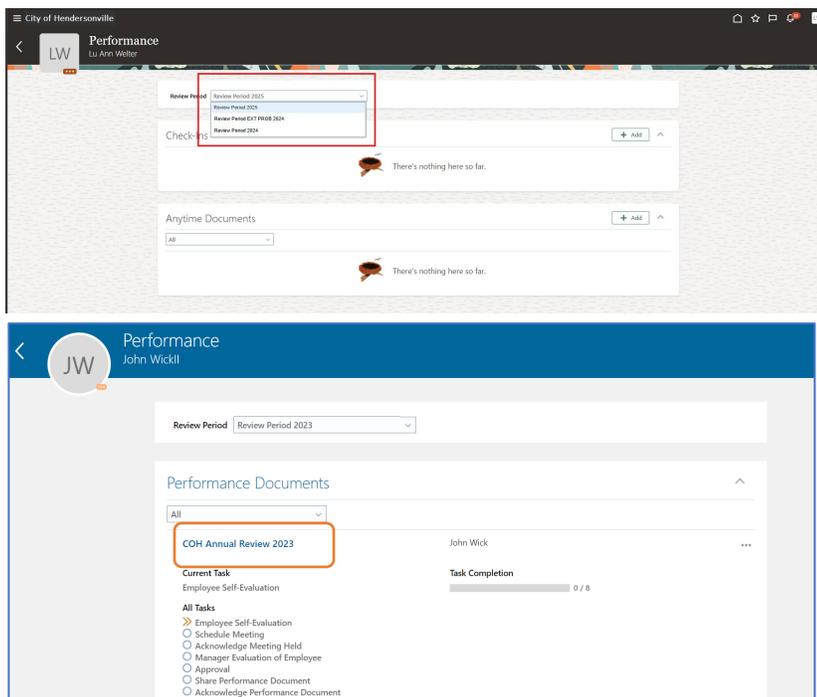
The Annual Review process has seven steps to be completed by April 30, and begins with employees completing a self-evaluation. Employees access everything under the **Me** heading in Oracle, while managers work under **My Team** to find the review documents for their people.

- Any employee with a probationary review date after January 1, 2025 will not complete an Annual Review until 2026.

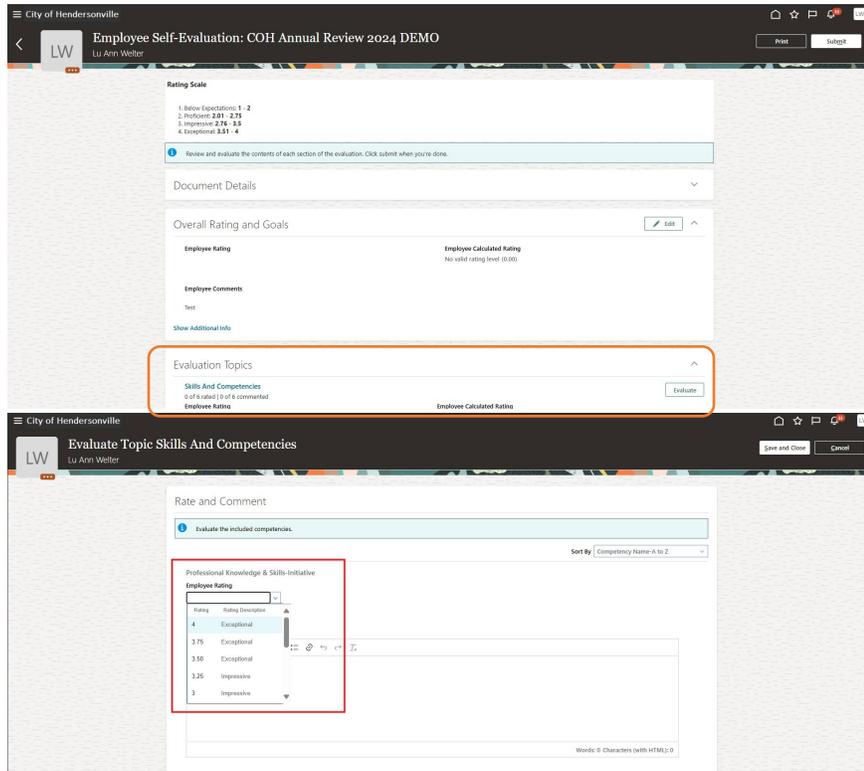
1. Under **Me**, the employee clicks on “Career and Performance” then “Performance”.



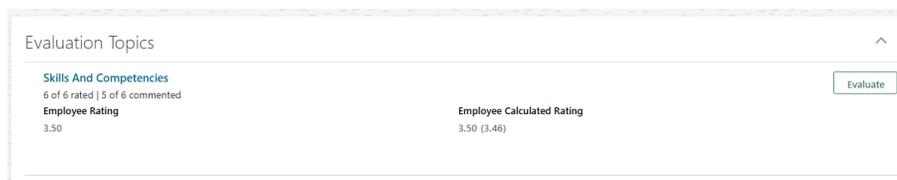
2. Click the current review period, 2024, and the document, *COH Annual Review 2024*, will be seen.



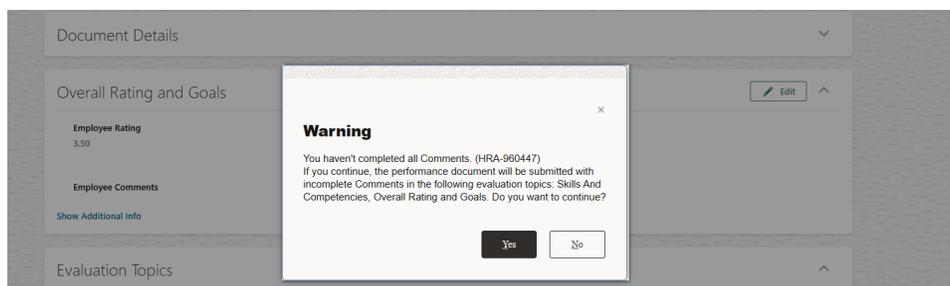
- 3. Click on “Evaluate” to Rate the Skills and Competencies for your job title. Review and rate all Evaluation Topics. You also have the opportunity to make comments. Click **Save and Close** when finished. You may go back and add/alter this information anytime until you click the **Submit** button.



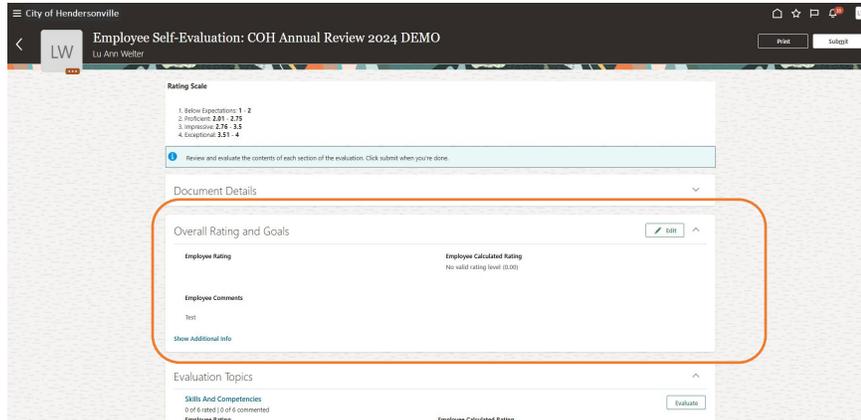
- The system will automatically average the numbers (shown in parenthesis), then round up or down to the closest quarter. All text and ratings may be altered until you click **Submit**.



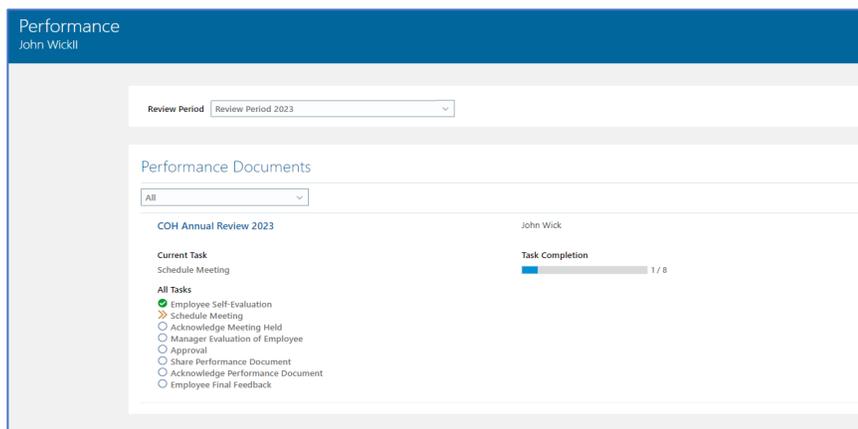
- **Note:** An **error** will be displayed if any items are missing that are required. A **warning** will be displayed if you missed sections that could have been completed but which you left blank.



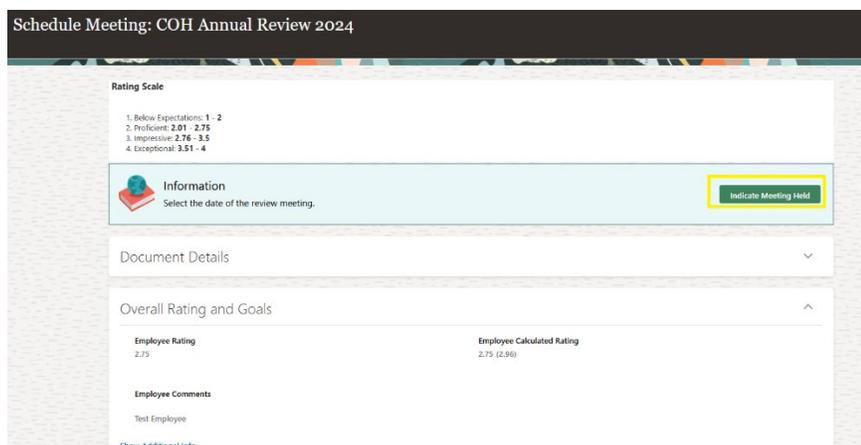
5. After all the Evaluation Topics are rated and comments made, complete the **Overall Rating and Goals**. Click **Submit** to move the document to the next step.

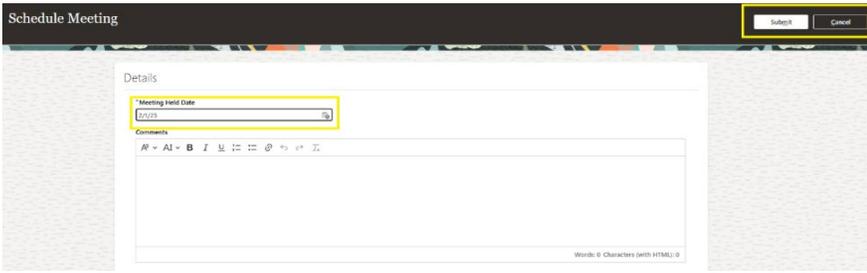


The employee has completed the first step. The manager will receive notice of the employee’s completion and it will be the manager’s turn to set up a meeting to discuss the review.

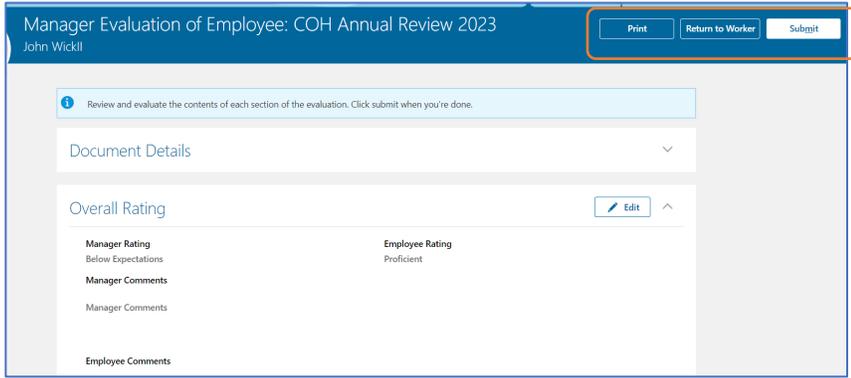


6. The manager schedules a meeting with the employee using the “Indicate Meeting Held” button. (Agreed, *Indicate Meeting Held* is not a good title. You are actually scheduling a meeting.) A notification will be sent to the employee of the meeting.

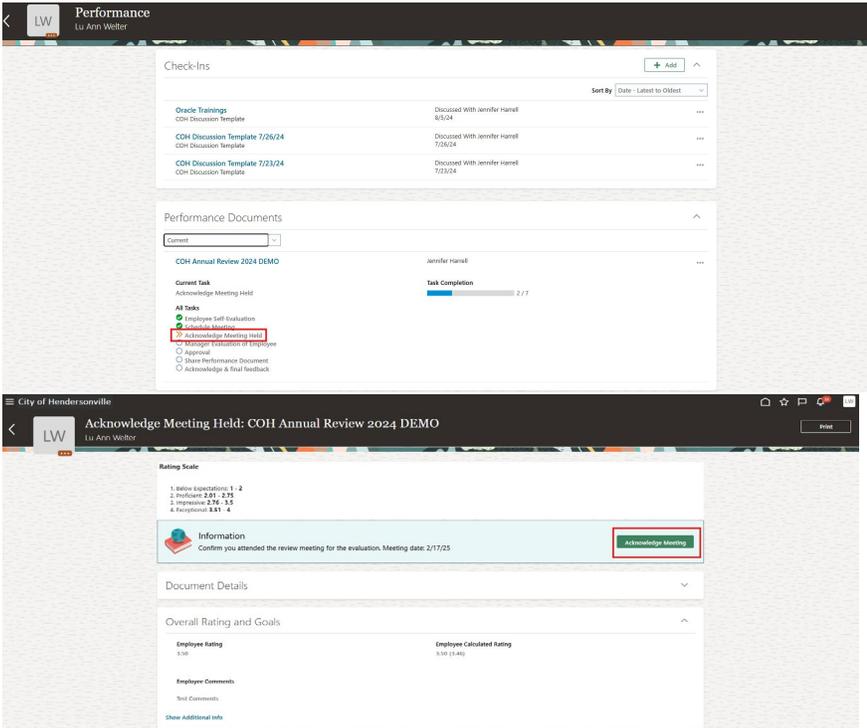




7. At the meeting, you'll discuss the employee's self-evaluation and ratings. As their manager, discuss where you agree or disagree with ratings and explain any differences. This is the time to set goals and plan the next year.
- A manager may return the self-evaluation to the employee for further work by clicking the "Return to Worker" box.



8. Once the meeting is held, the employee will click "Acknowledge Meeting Held". Open the *COH Annual Review 2024* to do this.



9. The manger will receive notice of the meeting acknowledgment. Now the manager will do their review of the employee. Under **My Team**→**Performance**, your employees will be listed. Click the *COH Annual Review 2024* for the employee you are evaluating and complete their evaluation. You will be able to see the employee’s ratings and comments.

Hide Filters

Actions Sort By End Date - Latest to Oldest

JW **COH Annual Review 2023** ...

John Wickli
 Human Resources Coordinator Employee
 Development & Training Officer

Current Task	Task Completion
Manager Evaluation of Employee	3 / 8
Manager Rating	Employee Rating
Below Expectations	Proficient

All Tasks

- Employee Self-Evaluation
- Schedule Meeting
- Acknowledge Meeting Held
- Manager Evaluation of Employee
- Approval
- Share Performance Document
- Acknowledge Performance Document
- Employee Final Feedback

Manager Evaluation of Employee: COH Annual Review 2024 Print Return to Worker Submit

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

Document Details

Overall Rating and Goals Submit

Manager Rating	Manager Calculated Rating
Employee Rating	0 (0.00)
2.75	Employee Calculated Rating
	2.25 (2.50)

Manager Comments

Employee Comments

Test Employee

Show Additional Info

Evaluation Topics Evaluate

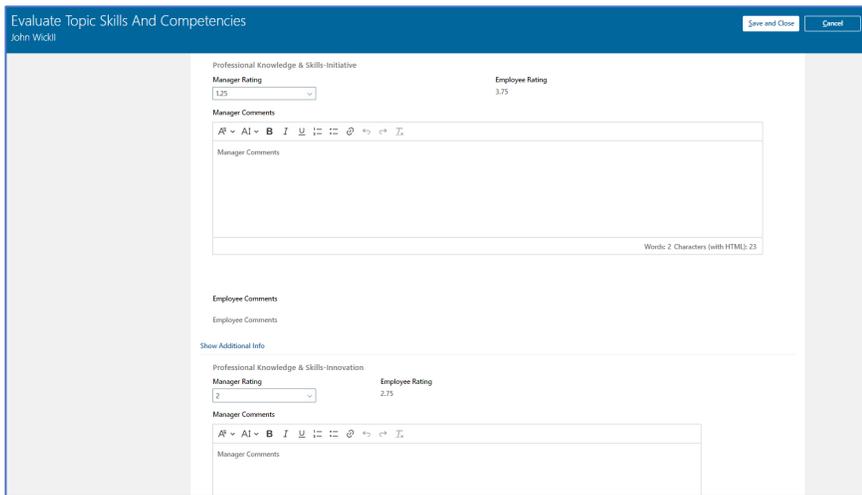
Skills And Competencies	Manager Calculated Rating
6 of 6 rated 6 of 6 commented	No valid rating level (0.00)
Manager Rating	Employee Calculated Rating
Employee Rating	3 (2.50)
3	

Evaluation Topics

Skills And Competencies
 6 of 6 rated | 6 of 6 commented

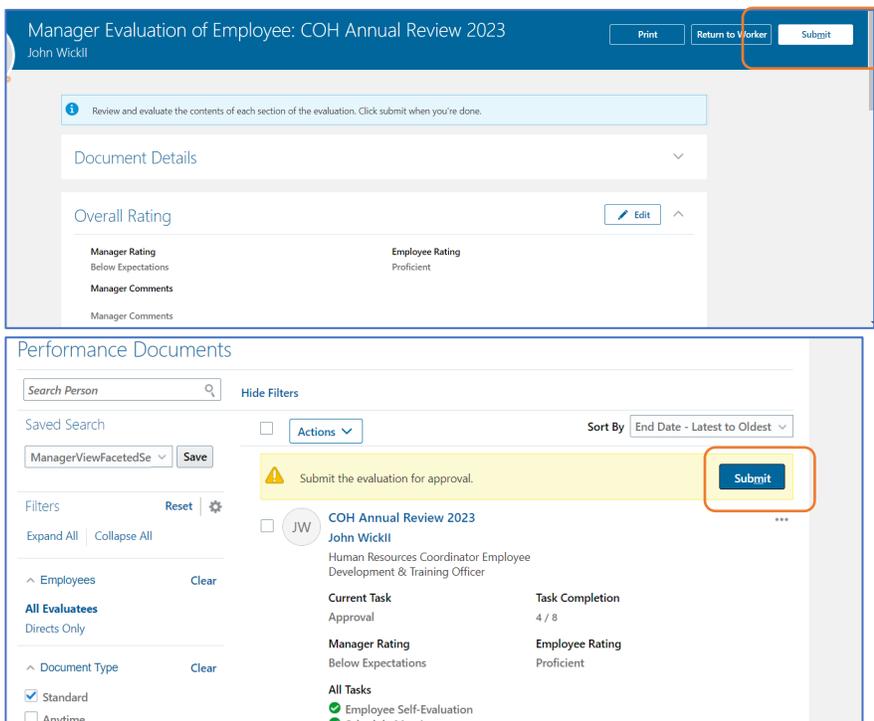
Manager Rating	Employee Rating
Below Expectations	2.50

Attachments

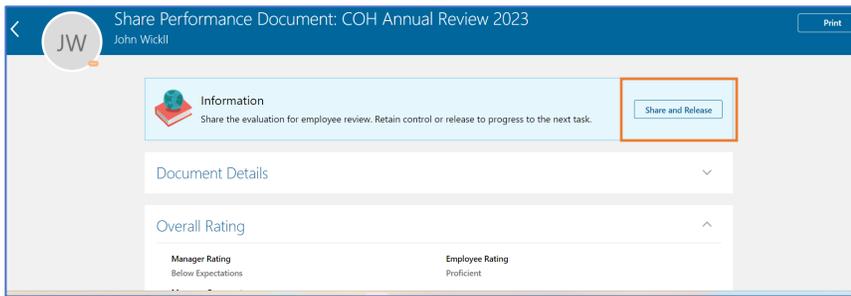


- All ratings and Comments for managers are mandatory. **Save and close** the ratings once done. These can be changed up until the **Submit** button is clicked. An error will be displayed if any items were missed that are required. A warning will be displayed if you missed spaces that could have been completed.
- The system will automatically average the numbers (shown in parathesis), then round up or down to the closest quarter. Be sure to check the employee is receiving the rating level you feel best represents their work.

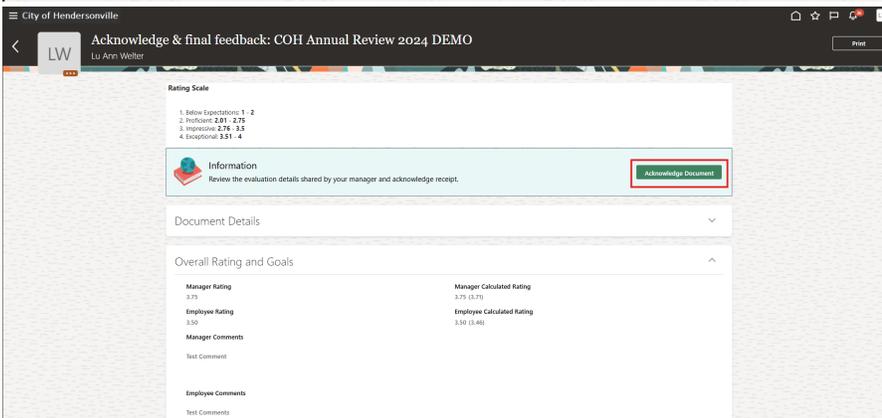
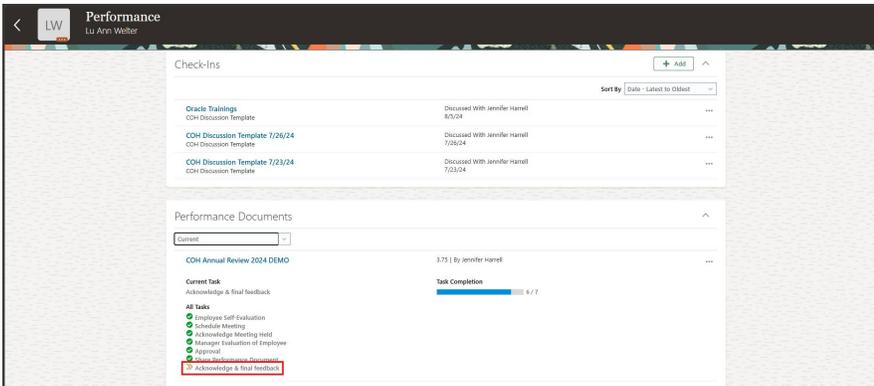
10. Once the review is complete, the manager will click Submit to send it on to upper management reviews.



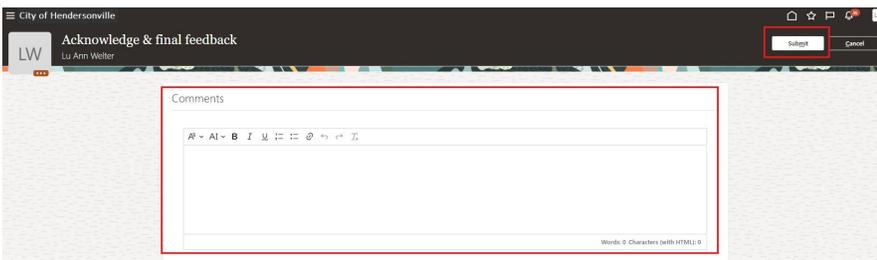
11. The review will now be sent through the upper management chain to the department head. At any point, it can be sent back to the manager for revision. Once the department head approves, the manager will receive notification and will **Share and Release** the evaluation with the employee.



12. The employee will receive notification that the document is approved and will **Acknowledge Document**.



- Give any final comments you want on the document rating and click on **Submit**.



This ends the process and HR will receive notification the review is finished.