

Complete Worker Self-Evaluation



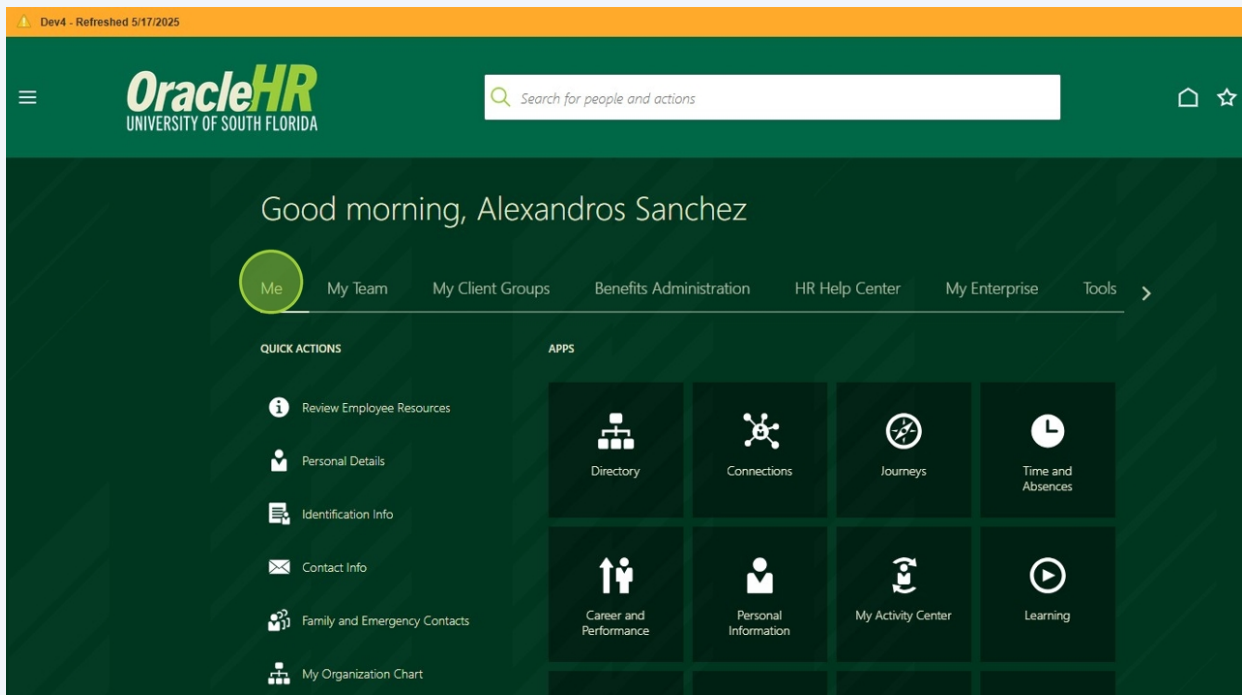
1

In this session, we'll walk through the process of Completing a Worker Self-Evaluation. First, you will need to navigate to Oracle HR and sign in.

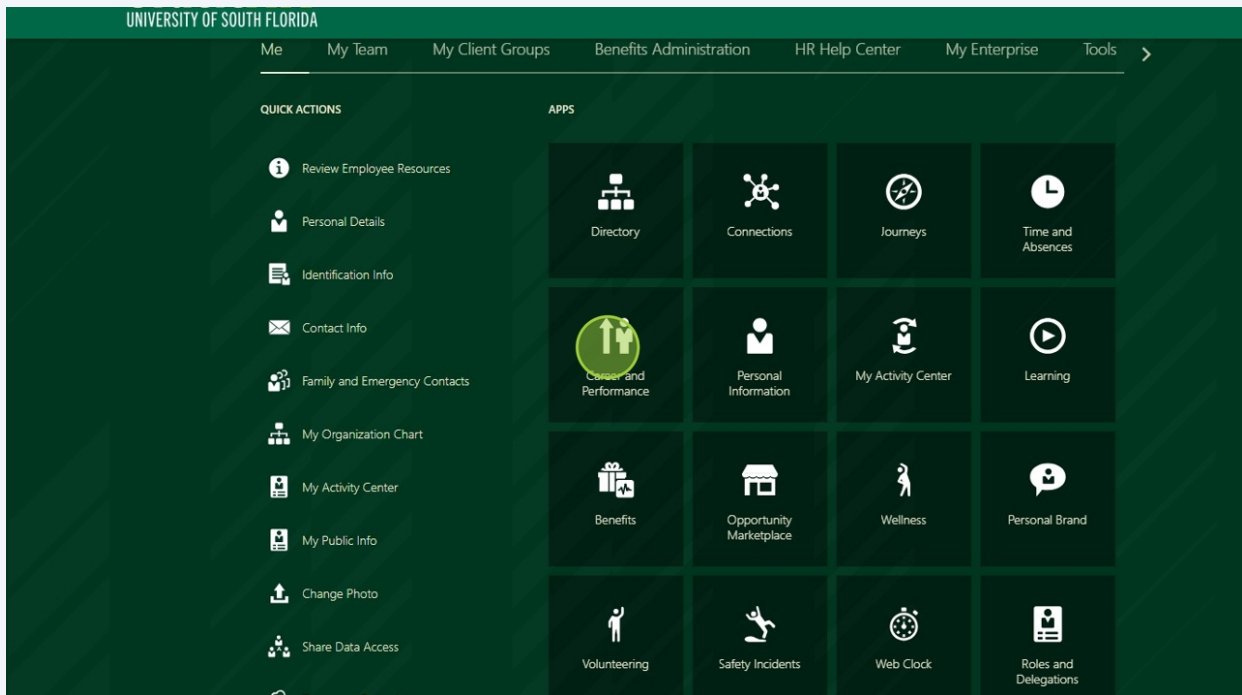
The Oracle HR logo is centered on a dark green rectangular background. The word 'Oracle' is in a white, italicized sans-serif font, and 'HR' is in a larger, bold, light green sans-serif font. Below this, the words 'UNIVERSITY OF SOUTH FLORIDA' are written in a smaller, white, all-caps sans-serif font.

OracleHR
UNIVERSITY OF SOUTH FLORIDA

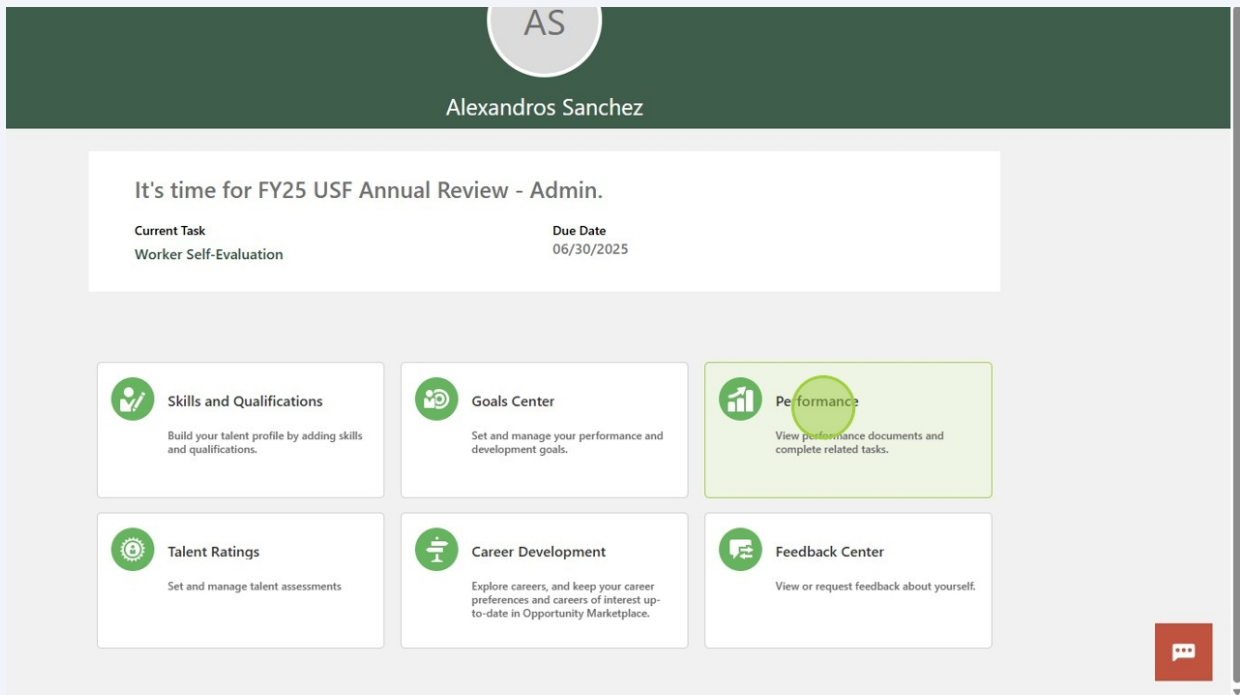
2 Select "Me."



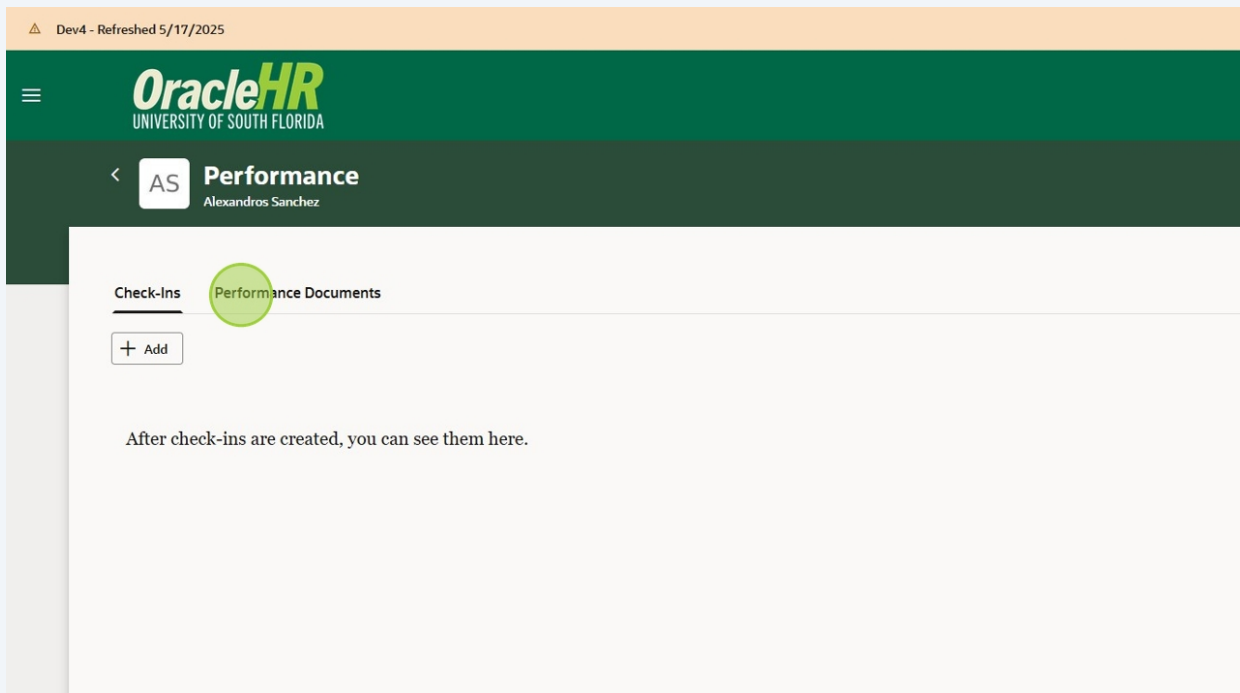
3 Select "Career and Performance."



4 Select "Performance."

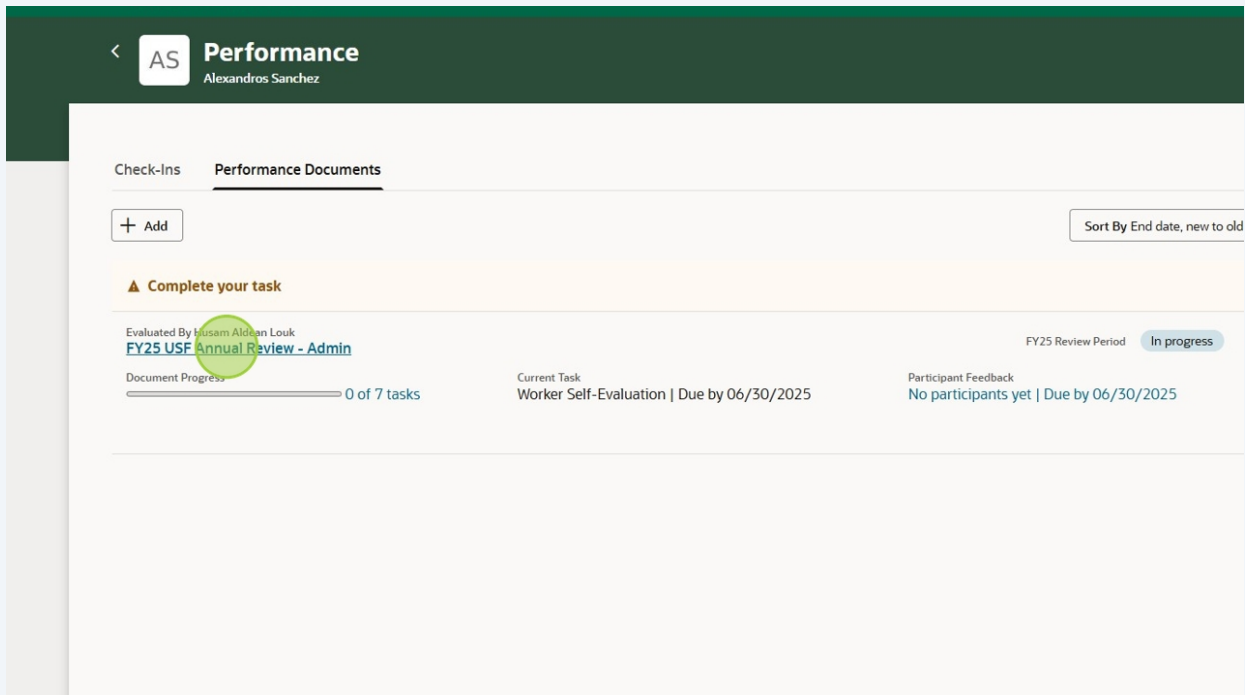


5 Select "Performance Documents."



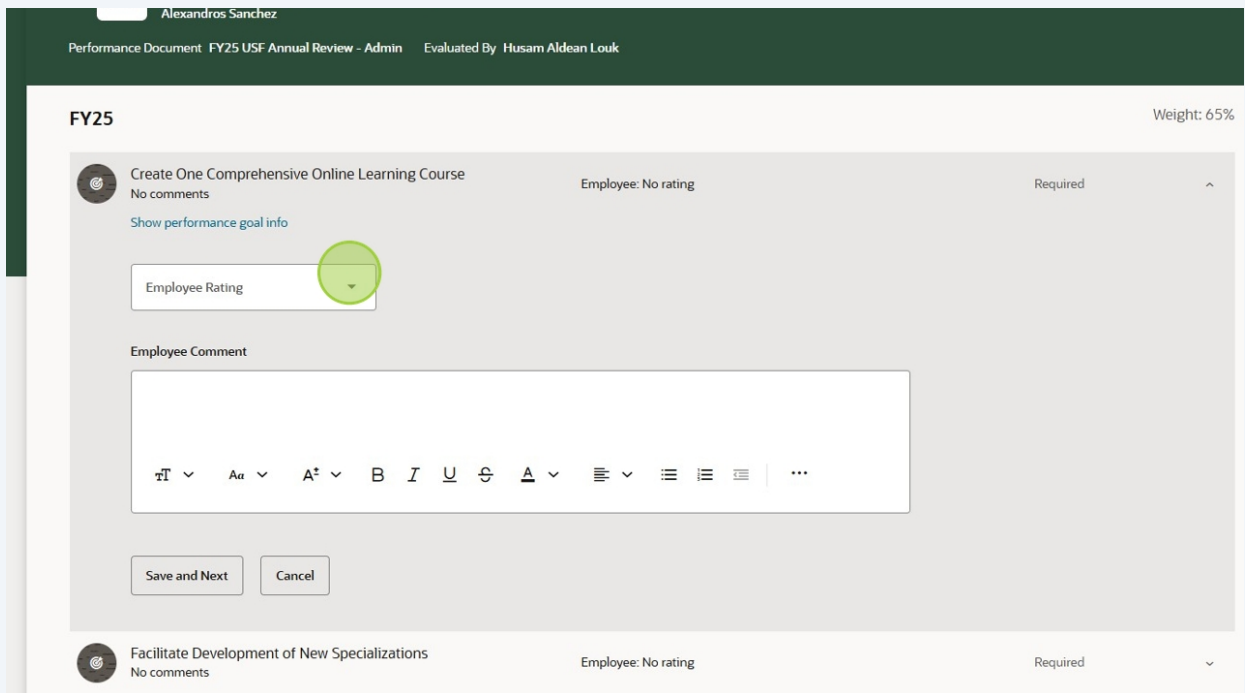
6 Select the link of the review.

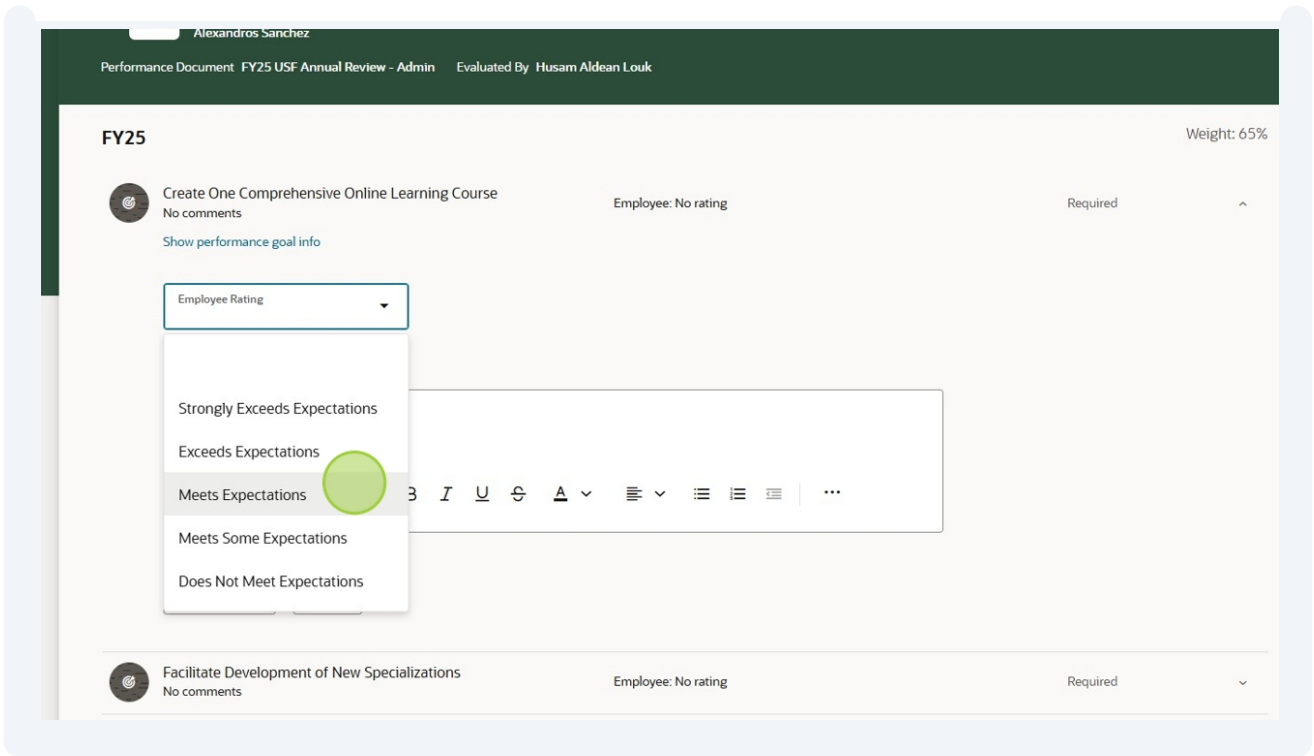
For this example, we will select "FY25 USF Annual Review - Admin."



7 Find the first goal in the list, which should already be open by default.

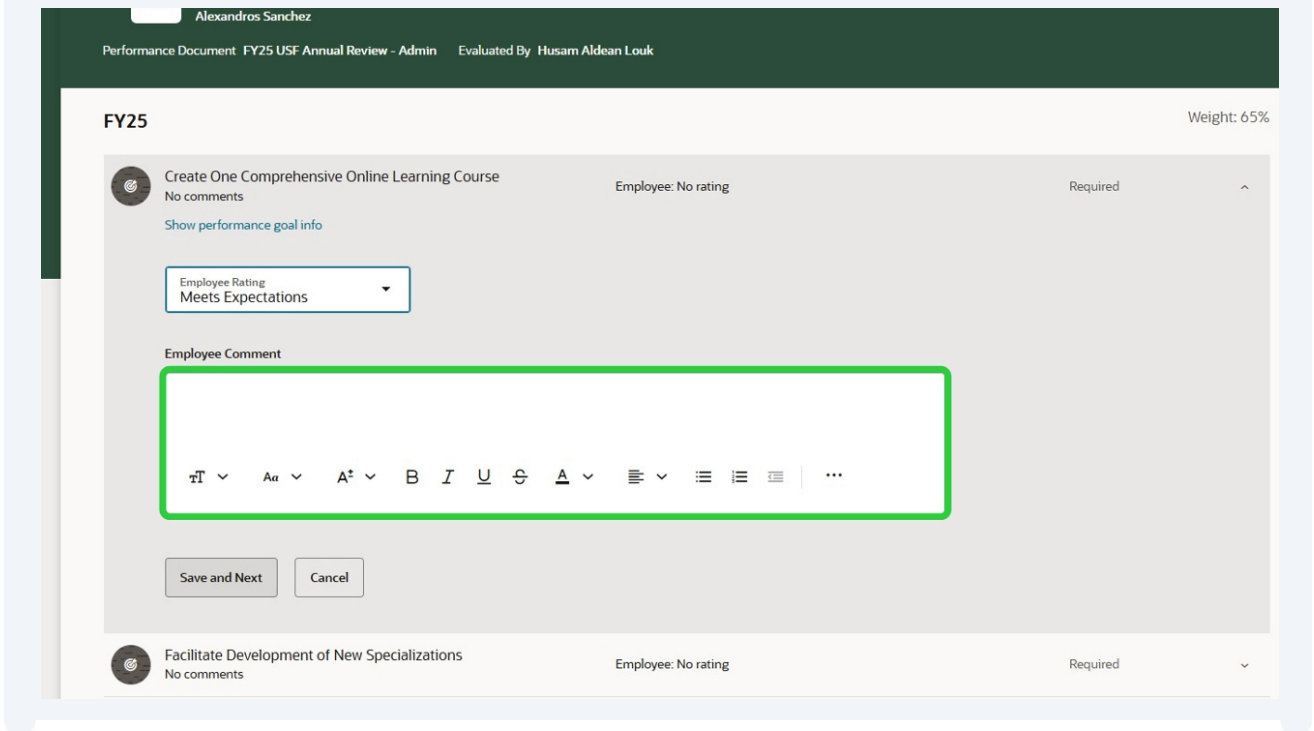
Start by selecting a rating for yourself from the dropdown.





8 Then, enter comments that support the rating you have selected.

Select "Save and Next" when you are done with this goal.



Alexandros Sanchez

Performance Document FY25 USF Annual Review - Admin Evaluated By Husam Aldean Louk

FY25 Weight: 65%

Create One Comprehensive Online Learning Course Employee: No rating Required

No comments

[Show performance goal info](#)

Employee Rating: Meets Expectations

Employee Comment

Rich text editor toolbar: Bold, Italic, Underline, Link, Text color, Background color, Bulleted list, Numbered list, Indent, Outdent, etc.

Save and Next Cancel

Facilitate Development of New Specializations Employee: No rating Required

No comments

9 Repeat the same steps for each goal in this section until you get to the summary of that section.

Note: The amount of goals may vary, since these are the goals you entered for this review period. In this example, only two goals were entered.

FY25 Weight: 65%

Create One Comprehensive Online Learning Course Employee: Meets Expectations Required

No comments

Facilitate Development of New Specializations Employee: Exceeds Expectations Required

No comments

[Show performance goal info](#)

Employee Rating: Exceeds Expectations

Employee Comment

Rich text editor toolbar: Bold, Italic, Underline, Link, Text color, Background color, Bulleted list, Numbered list, Indent, Outdent, etc.

Save and Next Cancel

Summary Employee: No rating

10 When you get to the summary section, you will select "Calculate."

The "Employee Calculated Rating" will update to reflect the calculated rating from your self-rating selections for each goal. Note that it may take a moment to update.

Review and evaluate each topic in your performance document.

FY25 Weight: 65%

Create One Comprehensive Online Learning Course No comments	Employee: Meets Expectations	Required	▼
Facilitate Development of New Specializations No comments	Employee: Exceeds Expectations	Required	▼
Summary Show more info	Employee: No rating		▲

Employee Calculated Rating
Exceeds Expectations (3.5) Calculate

USF Core Values (IC) Weight: 35%

Advocates for Community		Required	▼
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Review and evaluate each topic in your performance document.

FY25 Weight: 65%

Create One Comprehensive Online Learning Course No comments	Employee: Meets Expectations	Required	▼
Facilitate Development of New Specializations No comments	Employee: Exceeds Expectations	Required	▼
Summary Show more info	Employee: No rating		▲

Employee Calculated Rating
Exceeds Expectations (3.5) Calculate

USF Core Values (IC) Weight: 35%

Advocates for Community		Required	▼
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11 You will still need to select your own rating from the dropdown, which can differ from the calculated score if you choose.

	Create One Comprehensive Online Learning Course No comments	Employee: Meets Expectations	Required	▼
	Facilitate Development of New Specializations No comments	Employee: Exceeds Expectations	Required	▼
	Summary Show more info	Employee: No rating		▲

Employee Rating ▼ Employee Calculated Rating Exceeds Expectations (3.5) Calculate

Save and Close Cancel

USF Core Values (IC) Weight: 35%

	Advocates for Community No comments		Required	▼
	Agents of Discovery No comments		Required	▼
	Creative Strategic Thinkers No comments		Required	▼

	Create One Comprehensive Online Learning Course No comments	Employee: Meets Expectations	Required	▼
	Facilitate Development of New Specializations No comments	Employee: Exceeds Expectations	Required	▼
	Summary Show more info	Employee: No rating		▲

Employee Rating ▼ Employee Calculated Rating Exceeds Expectations (3.5) Calculate

Strongly Exceeds Expectations

Exceeds Expectations

Meets Expectations

Meets Some Expectations

Does Not Meet Expectations

USF Co Weight: 35%

	No comments		Required	▼
	No comments		Required	▼
	Creative Strategic Thinkers No comments		Required	▼

12 Select "Save and Close."

The screenshot displays a performance review interface. At the top, there are three rows of goals:

- Create One Comprehensive Online Learning Course**: No comments, Employee: Meets Expectations, Required.
- Facilitate Development of New Specializations**: No comments, Employee: Exceeds Expectations, Required.
- Summary**: Employee: No rating, with a "Show more info" link.

Below the summary, there is a form with the following elements:

- A dropdown menu for "Employee Rating" with "Exceeds Expectations" selected.
- A label "Employee Calculated Rating" with the value "Exceeds Expectations (3.5)".
- A "Calculate" button.
- A "Save and Close" button, which is highlighted with a green circle.
- A "Cancel" button.

Below the form, there is a section titled "USF Core Values (IC)" with a "Weight:" label on the right. It contains three rows of core values:

- Advocates for Community**: No comments, Required.
- Agents of Discovery**: No comments, Required.
- Creative Strategic Thinkers**: No comments, Required.

13 Once you are done with the first section, you will move on to the "USF Core Values" section.

Select the first goal in this section to expand it.

The screenshot displays a performance review interface. At the top, there are three rows of goals:

- Create One Comprehensive Online Learning Course**: No comments, Employee: Meets Expectations, Required, with a dropdown arrow.
- Facilitate Development of New Specializations**: No comments, Employee: Exceeds Expectations, Required, with a dropdown arrow.
- Summary**: Employee: No rating, with a dropdown arrow.

Below the goals, there is a section titled "USF Core Values (IC)" with a "Weight: 35%" label on the right. It contains five rows of core values:

- Advocates for Community**: No comments, Required, with a dropdown arrow. This row is highlighted with a green circle.
- Agents of Discovery**: No comments, Required, with a dropdown arrow.
- Creative Strategic Thinkers**: No comments, Required, with a dropdown arrow.
- Purveyors of respect, honesty and consistency**: No comments, Required, with a dropdown arrow.
- Summary**: No comments, Employee: No rating, Required, with a dropdown arrow.

Below the core values, there is a section titled "Overall Performance Rating".

14 Enter comments and then select "Save and Next."

Note: Comments are required for each of these goals.

The screenshot shows a web interface for a performance review. At the top, there is a 'Summary' header with a bar chart icon and 'Employee: No rating' with a dropdown arrow. Below this is a section titled 'USF Core Values (IC)' with a weight of 35%. The first goal listed is 'Advocates for Community', which is marked as 'Required' and has 'No comments'. A 'Show competency info' link is present. Below the goal name is an 'Employee Comment' section, which is a large text area with a rich text editor toolbar (including bold, italic, underline, link, and color options) and a green border. At the bottom of this section are 'Save and Next' and 'Cancel' buttons. Below the 'Advocates for Community' goal are two other goals: 'Agents of Discovery' and 'Creative Strategic Thinkers', both marked as 'Required' and 'No comments'.

This screenshot is identical to the one above, but with a green circle highlighting the 'Save and Next' button at the bottom of the 'Employee Comment' section.

15 Repeat the previous step for each of the goals until you reach the "USF Core Values" summary section.

Select a rating from the "Employee Rating" dropdown.

Note: Calculate does not work in this section because there are no individual ratings for the values.

Creative Strategic Thinkers
No comments
Required

Purveyors of respect, honesty and consistency
No comments
Required

Summary
No comments
Employee: No rating
Required

Show more info

Employee Rating ▼ Employee Calculated Rating
No valid rating level (0) Calculate

Employee Comment

Save and Close Cancel

Overall Performance Rating

Creative Strategic Thinkers
No comments
Required

Purveyors of respect, honesty and consistency
No comments
Required

Summary
No comments
Employee: No rating
Required

Show more info

Employee Rating ▼ Employee Calculated Rating
No valid rating level (0) Calculate

Strongly Exceeds Expectations

Exceeds Expectations

Meets Expectations

Meets Some Expectations

Does Not Meet Expectations

Overall Performance Rating

16 Enter comments to support your rating and then select "Save and Close."

Creative Strategic Thinkers
No comments
Required

Purveyors of respect, honesty and consistency
No comments
Required

Summary
No comments
Employee: No rating
Required

Show more info

Employee Rating
Exceeds Expectations

Employee Calculated Rating
No valid rating level (0)

Calculate

Employee Comment

Save and Close Cancel

Overall Performance Rating

Creative Strategic Thinkers
No comments
Required

Purveyors of respect, honesty and consistency
No comments
Required

Summary
No comments
Employee: No rating
Required

Show more info

Employee Rating
Exceeds Expectations

Employee Calculated Rating
No valid rating level (0)

Calculate

Employee Comment

Save and Close Cancel

Overall Performance Rating

17

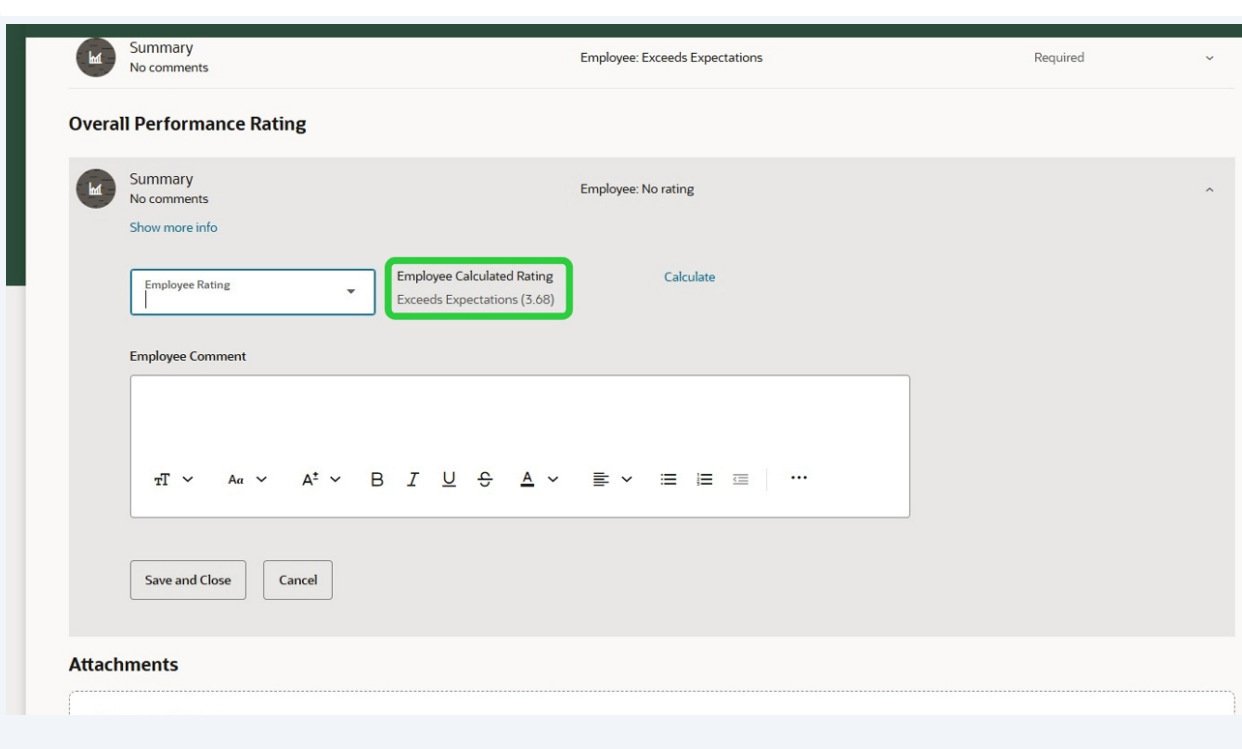
Move on to the "Overall Performance Rating" section and select the summary tab to expand it.

The screenshot shows a web interface for performance ratings. At the top, there is a rich text editor toolbar with icons for bold, italic, underline, link, and text color. Below the toolbar are two buttons: "Save and Close" and "Cancel". The main section is titled "Overall Performance Rating". Underneath, there is a tab labeled "Summary" with a bar chart icon and the text "No comments". To the right of the tab, it says "Employee: No rating" with a dropdown arrow. Below the tab is an "Attachments" section with a dashed border and the text "Drag and Drop" and "Select or drop files here.". Below that is a "URL" input field and an "Add URL" button. At the bottom, there is a section titled "Document dates" with three fields: "Review Period", "Start Date", and "End Date".

18

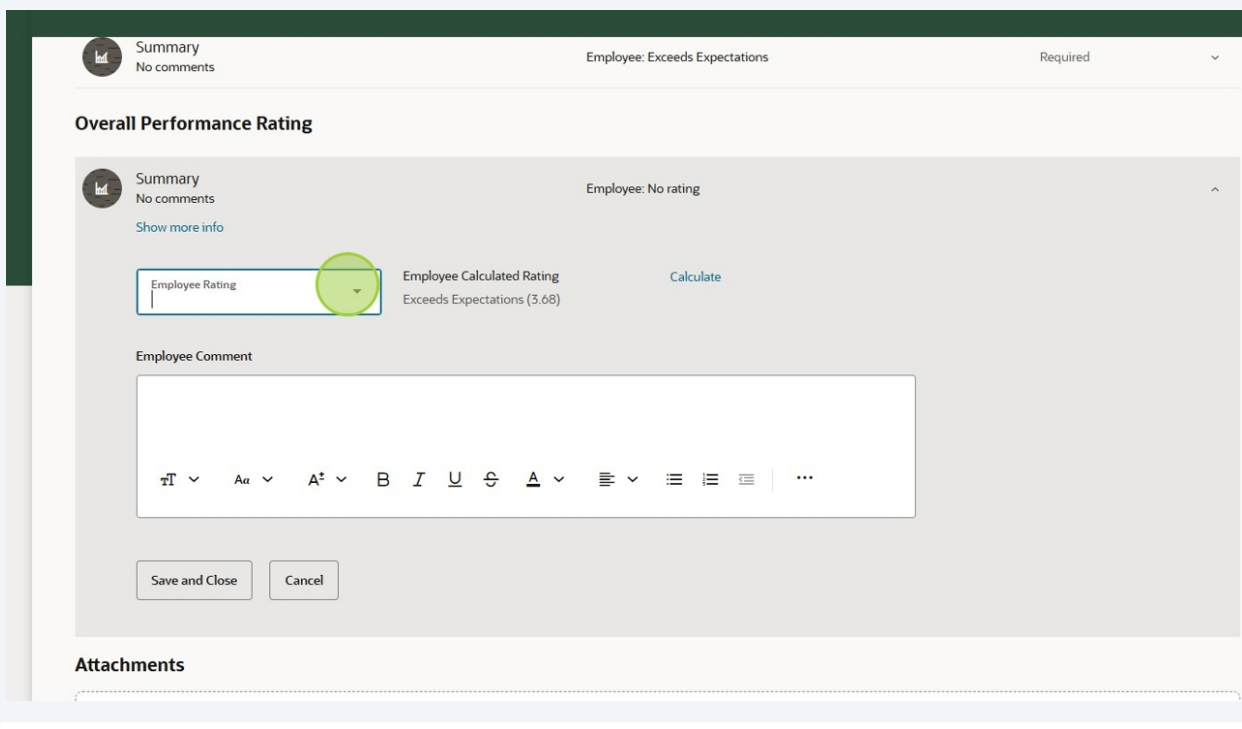
Select "Calculate" and the "Employee Calculated Rating" will update with the newly calculated rating.

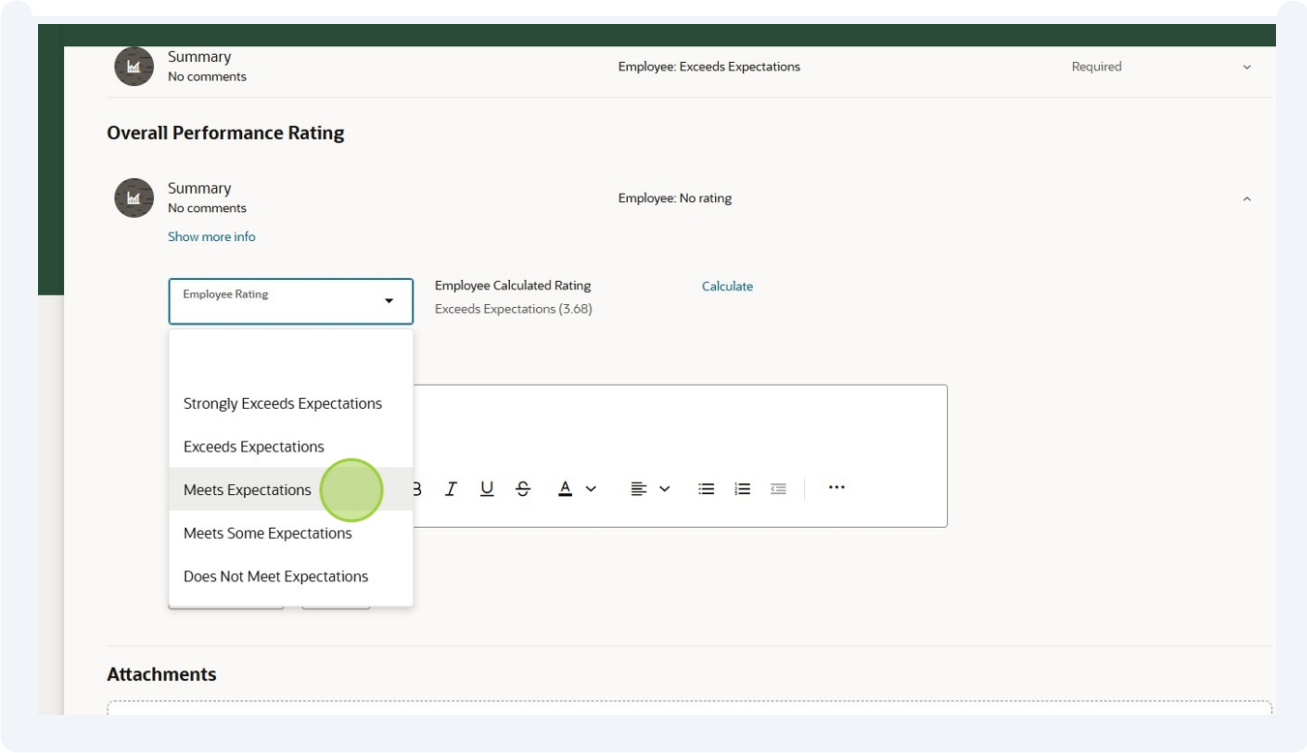
The screenshot shows the same web interface as in step 17, but with updated data. The "Summary" tab is still selected, but now it says "Employee: Exceeds Expectations" and "Required" with a dropdown arrow. Below the tab, there is a section titled "Overall Performance Rating" with a sub-section "Summary" containing "No comments" and a "Show more info" link. To the right, it says "Employee: No rating" with an upward arrow. Below this is an "Employee Rating" dropdown menu. To its right, the "Employee Calculated Rating" is shown as "Meets Some Expectations (2.28)". A green circle highlights a "Calculate" button next to the calculated rating. Below that is an "Employee Comment" text area with a rich text editor toolbar. At the bottom, there are two buttons: "Save and Close" and "Cancel".



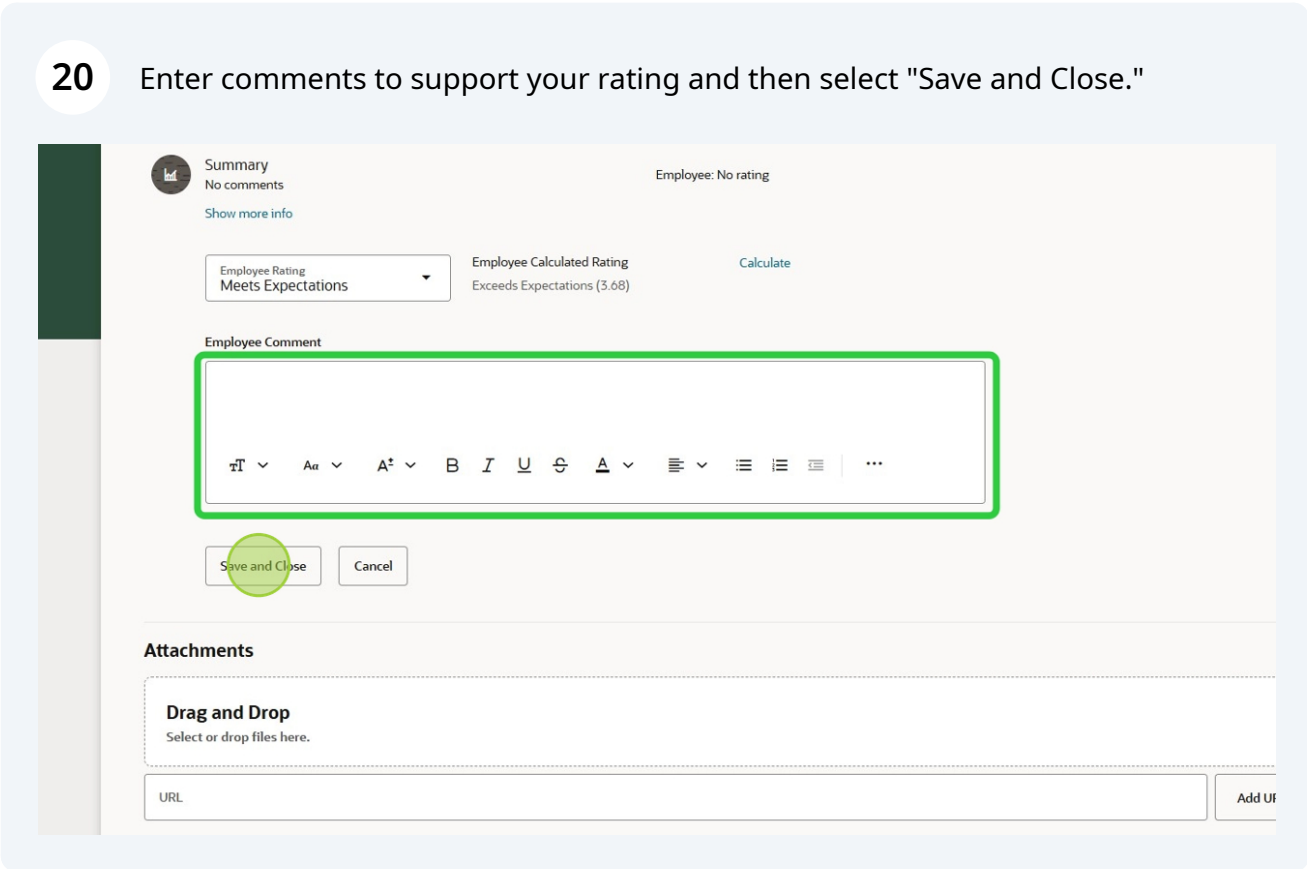
19

Then you will select your self-rating for the "Overall Performance Rating" section from the "Employee Rating" dropdown.





20 Enter comments to support your rating and then select "Save and Close."



21

Add attachments and web pages if you would like to add supporting documentation.

The screenshot displays a performance review interface. At the top, there are three sections: 'Creative Strategic Thinkers' (No comments, Required), 'Purveyors of respect, honesty and consistency' (No comments, Required), and 'Summary' (No comments, Employee: Exceeds Expectations, Required). Below these is the 'Overall Performance Rating' section (Summary, No comments, Employee: No rating). A green box highlights the 'Attachments' section, which includes a 'Drag and Drop' area with the text 'Select or drop files here.', a 'URL' input field, and an 'Add URL' button. Below the attachments is the text 'No items to display.' At the bottom, the 'Document dates' section shows 'Review Period: FY25 Review Period', 'Start Date: 07/01/2024', and 'End Date: 06/30/2025'.

22

When you have completed all sections, select "Submit."

The screenshot shows the OracleHR Worker Self-Evaluation page. The header includes the OracleHR logo and 'UNIVERSITY OF SOUTH FLORIDA'. The user's name 'AS Alexandros Sanchez' is displayed. The page title is 'Worker Self-Evaluation'. There are two buttons: 'Edit FY25 Weights' and 'Submit', with the 'Submit' button circled in green. Below the header, there are two cards: 'Request more feedback' and 'Update your goals'. The page also shows 'Performance Document: FY25 USF Annual Review - Admin' and 'Evaluated By: Husam Aldean Louk'. At the bottom, there is a section for 'View and evaluate each topic in your performance document.' with a 'Weight: 65%' indicator.