

# How to Evaluate Performance in Oracle HR for Supervisors



1

In this session, we'll walk through the process of Evaluating Performance in Oracle HR for Supervisors.

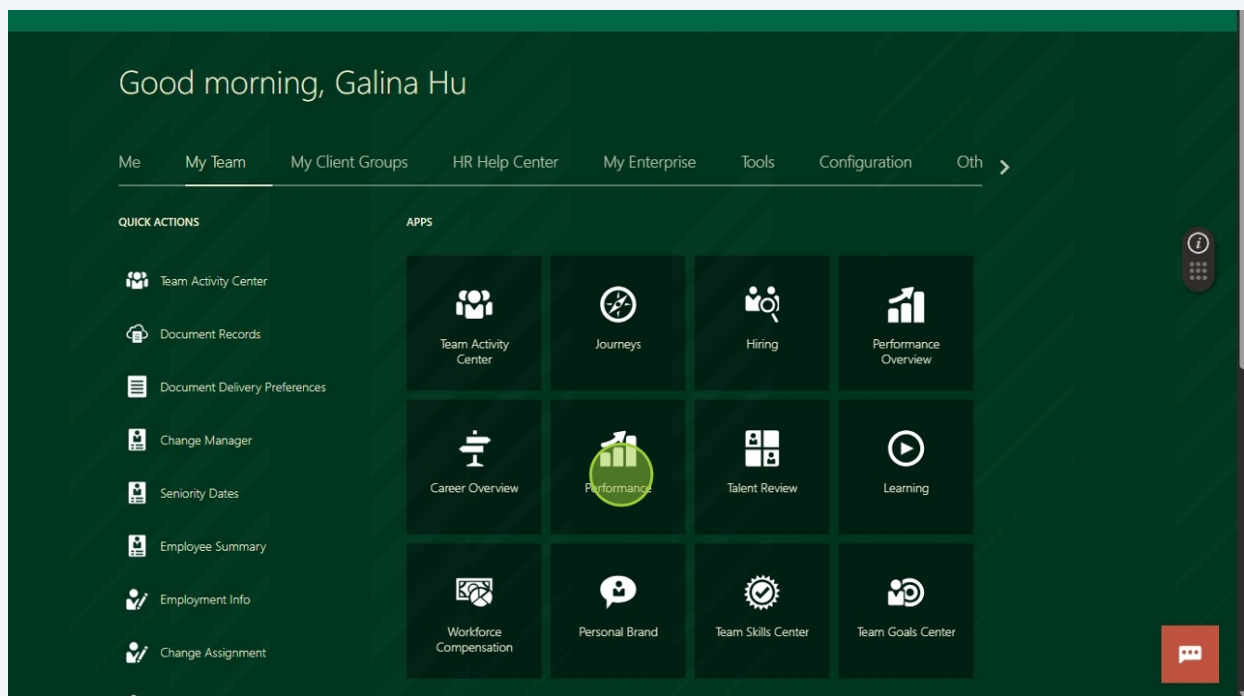
First, you will need to navigate to Oracle HR and sign in.

**OracleHR**  
UNIVERSITY OF SOUTH FLORIDA

## 2 Select "My Team."



## 3 Select "Performance."



- 4 At the top of the page are filters that can be adjusted as needed.

These filters may prevent you from seeing some employees if selected. In this example, "Document Status" is set to in progress, "Task Owner" is set to me, and "Assignment Status" is set to active. This means that it will only show documents that have been started and are waiting on you to complete the next step.

The screenshot displays the Oracle HR 'Evaluate Performance' interface for the University of South Florida. At the top, there is a search bar and a filter bar with the following active filters: Document Status: In progress, Current Task Owner: Me, and Assignment Status: Active. Below the filters, there is a table of performance documents. The first document is for 'MS' (Marinés Senechal) titled 'FY25 USF Annual Review - Admin'. It shows a document progress of 1 of 7 tasks, a current task of 'Manager Evaluation of Workers' due by 07/31/2025, and participant feedback status of 'No participants yet' due by 06/30/2025. The second document is for 'CA' (Chaowei Allan) with the same title and details. The page also includes an 'Actions' dropdown and a 'Sort By' dropdown set to 'End date, new to old'.

Document ID	Employee Name	Document Title	Document Status	Current Task	Due Date	Participant Feedback	Due Date
MS	Marinés Senechal	FY25 USF Annual Review - Admin	In progress	Manager Evaluation of Workers	07/31/2025	No participants yet	06/30/2025
CA	Chaowei Allan	FY25 USF Annual Review - Admin	In progress	Manager Evaluation of Workers	07/31/2025	No participants yet	06/30/2025

5 Select the link of the desired "Annual Review."

For this example we will select "FY25 USF Annual Review - Admin" for the employee Marinés Serechal.

**Oracle HR**  
UNIVERSITY OF SOUTH FLORIDA

### < Evaluate Performance

Search by employee or document name

Document Status **In progress** X Current Task Owner **Me** X Assignment Status **Active** X Business Title Review Period Performance Document Document Clear

Actions Sort By End date, new to old

<input type="checkbox"/>	MS	<b>FY25 USF Annual Review - Admin</b> Marinés Serechal	FY25 Review Period	In progress	...
Document Progress 1 of 7 tasks					
Employee Rating Exceeds Expectations					
Current Task Manager Evaluation of Workers   Due by 07/31/2025					
Participant Feedback No participants yet   Due by 06/30/2025					
<input type="checkbox"/>	CA	<b>FY25 USF Annual Review - Admin</b> Chaowei Allan	FY25 Review Period	In progress	...
Document Progress 1 of 7 tasks					
Current Task Manager Evaluation of Workers   Due by 07/31/2025					
Participant Feedback No participants yet   Due by 06/30/2025					



6 This brings up the "Manager Evaluation of Workers" page shown.

Here you will find the list of goals the employee has input, as well as the ratings and comments they provided in their self-evaluation. This is where you will be able to input your own ratings and comments as a supervisor.

The screenshot shows the OracleHR interface for the University of South Florida. The header includes the OracleHR logo and the university name. The main title is "Manager Evaluation of Workers" for Marinés Senechal. Below the title, it indicates the performance document is "FY25 USF Annual Review - Admin" and it was evaluated by Galina Hu. There are two main action buttons: "Review employee feedback" (Go to Manage Participant Feedback) and "Review employee goals" (Go to Goals Center). A section titled "Review and evaluate the employee on each topic in this performance document." follows. Under the "FY25" heading, a goal titled "Develop Materials" is listed, with a note that Marinés Senechal added a comment. The goal is marked as "Required" and has a weight of 65%. The current ratings are "Manager: No rating" and "Employee: Exceeds Expectations". A link to "Show performance goal info" is provided.

**OracleHR**  
UNIVERSITY OF SOUTH FLORIDA

< **MS** **Manager Evaluation of Workers** **Submit**  
Marinés Senechal

Performance Document: FY25 USF Annual Review - Admin    Evaluated By: Galina Hu

**Review employee feedback**  
Go to Manage Participant Feedback

**Review employee goals**  
Go to Goals Center

**Review and evaluate the employee on each topic in this performance document.**

**FY25** Weight: 65%

**Develop Materials**  
Marinés Senechal added a comment  
[Show performance goal info](#)

Manager: No rating  
Employee: Exceeds Expectations

Required ^

7

Scroll down the page until you reach the first goal under the year header as shown here.

Since we are working on 2025 goals, make sure you see the header FY25.

Performance Document FY25 USF Annual Review - Admin Evaluated By Galina Hu

Review and evaluate the employee on each topic in this performance document.

**FY25** Weight: 65%

**Develop Materials**  
Marinés Senechal added a comment  
[Show performance goal info](#)

Manager: No rating  
Employee: Exceeds Expectations  
Required

Manager Rating  
Required

Manager Comment

Employee Rating  
Exceeds Expectations

Employee Comment  
This year, I completed a wide variety of instructional design projects well beyond the 40 requested. These included 28 branding requests, 11 larger design projects (such as co-leading the overhaul of the Leadership Foundations program), 136 OGL edits or creations, 74 scribes, 20 compliance course conversions, 12 job aids, and various graphics like certificates and banners. While not every item required the same level of complexity, the scope and volume demonstrate consistent delivery of high-quality work across a broad range of formats. I used project management tools (Teams Planner, the Trackers, and Enablement Plan) to stay organized and collaborate when needed to complete requests on time.

8

At the bottom of that goal, you can see the rating that the employee has given themselves and any comments they left for this goal.

Performance Document FY25 USF Annual Review - Admin Evaluated By Galina Hu

Review and evaluate the employee on each topic in this performance document.

**FY25** Weight: 65%

**Develop Materials**  
Marinés Senechal added a comment  
[Show performance goal info](#)

Manager: No rating  
Employee: Exceeds Expectations  
Required

Manager Rating  
Required

Manager Comment

Employee Rating  
Exceeds Expectations

Employee Comment  
This year, I completed a wide variety of instructional design projects well beyond the 40 requested. These included 28 branding requests, 11 larger design projects (such as co-leading the overhaul of the Leadership Foundations program), 136 OGL edits or creations, 74 scribes, 20 compliance course conversions, 12 job aids, and various graphics like certificates and banners. While not every item required the same level of complexity, the scope and volume demonstrate consistent delivery of high-quality work across a broad range of formats. I used project management tools (Teams Planner, the Trackers, and Enablement Plan) to stay organized and collaborate when needed to complete requests on time.

9

Select the "Manager Rating" dropdown from the menu and choose a rating. For this example, we have chosen "Meets Expectations."


Performance Document FY25 USF Annual Review - Admin Evaluated By Galina Hu

Review and evaluate the employee on each topic in this performance document.

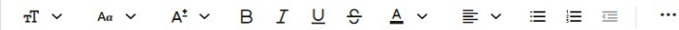
FY25 Weight:

**Develop Materials**  
Marinés Senechal added a comment  
[Show performance goal info](#)

Manager: No rating  
Employee: Exceeds Expectations Required

Manager Rating  Required

Manager Comment




Employee Rating  
Exceeds Expectations

Review and evaluate the employee on each topic in this performance document.


FY25 Weight:

**Develop Materials**  
Marinés Senechal added a comment  
[Show performance goal info](#)

Manager: No rating  
Employee: Exceeds Expectations Required

Manager Rating 

Strongly Exceeds Expectations  
Exceeds Expectations  
Meets Expectations  
Meets Some Expectations  
Does Not Meet Expectations



Employee Comment


This year, I completed a wide variety of instructional design projects well beyond the 40 requested. These included 28 branding requests, 11 larger design projects (such as co-leading the overhaul of the Leadership Foundations program), 136 OGL edits or creations, 74 scribes, 20 compliance course conversions, 12 job aids, and various graphics like certificates and banners. While not every item required the same level of complexity, the scope and volume demonstrate consistent delivery of high-quality work across a broad range of formats. I used project management tools (Teams Planner, the Trackers, and Enablement Plan) to stay organized and collaborate when needed to complete requests on time.

Put any feedback, praise, justifications, or any comments related to this particular goal and your rating for it in the "Manager Comment" field.

**Review and evaluate the employee on each topic in this performance document.**

FY25

Weight: 65%



Develop Materials  
Marinés Senechal added a comment

Manager: No rating  
Employee: Exceeds Expectations

Required

Show performance goal info

Manager Rating  
Meets Expectations

Manager Comment

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Employee Rating  
Exceeds Expectations

Employee Comment

This year, I completed a wide variety of instructional design projects well beyond the 40 requested. These included 28 branding requests, 11 larger design projects (such as co-leading the overhaul of the Leadership Foundations program), 136 OGL edits or creations, 74 scribes, 20 compliance course conversions, 12 job aids, and various graphics like certificates and banners. While not every item required the same level

Then select "Save and Next."

Manager Comment

Manager comments back to the Employee and supporting the Manager Rating

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


### Employee Rating Exceeds Expectations

## Employee Comment

This year, I completed a wide variety of instructional design projects well beyond the 40 requested. These included 28 branding requests, 11 larger design projects (such as co-leading the overhaul of the Leadership Foundations program), 136 OGL edits or creations, 74 scribes, 20 compliance course conversions, 12 job aids, and various graphics like certificates and banners. While not every item required the same level of complexity, the scope and volume demonstrate consistent delivery of high-quality work across a broad range of formats. I used project management tools (Teams Planner, the Trackers, and Enablement Plan) to stay organized and collaborate when needed to complete requests on time.

Save and Next

Cancel



 ID Professional Development Marinés Senechal added a comment	Manager: No rating Employee: Meets Expectations	Required
 Lead Instructional Design Project Marinés Senechal added a comment	Manager: No rating Employee: Exceeds Expectations	Required
 Project Tracking	Manager: No rating	Required

12

After successfully completing a goal, it will show a green checkmark in the circle next to it, and the next goal will expand.

Review and evaluate the employee on each topic in this performance document.

FY25 Weight: 65%

	<b>Develop Materials</b> Galina Hu and Marinés Senechal added comments	Manager: Meets Expectations Employee: Exceeds Expectations	Required	▼
	<b>ID Professional Development</b> Marinés Senechal added a comment <a href="#">Show performance goal info</a>	Manager: No rating Employee: Meets Expectations	Required	^

Manager Rating Required

Manager Comment

Rich text editor toolbar: Bold, Italic, Underline, Link, Unlink, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, and more.






Employee Rating Meets Expectations

13

Repeat this process until all of the goals in that section are complete and you are at the "Summary" subsection.

The number of goals may vary from employee to employee, as it depends on the number of goals they identified and input when they initially entered goals.

FY25 Weight: 65%

	<b>Develop Materials</b> Galina Hu and Marinés Senechal added comments	Manager: Meets Expectations Employee: Exceeds Expectations	Required	▼
	<b>ID Professional Development</b> Galina Hu and Marinés Senechal added comments	Manager: Meets Expectations Employee: Meets Expectations	Required	▼
	<b>Lead Instructional Design Project</b> Galina Hu and Marinés Senechal added comments	Manager: Meets Expectations Employee: Exceeds Expectations	Required	▼
	<b>Project Tracking</b> Galina Hu and Marinés Senechal added comments	Manager: Exceeds Expectations Employee: Meets Some Expectations	Required	▼
	<b>Summary</b> <a href="#">Show more info</a>	Manager: No rating Employee: Exceeds Expectations		^

Manager Rating Required

Employee Rating Exceeds Expectations

Manager Calculated Rating  
Meets Expectations (3.1)

Employee Calculated Rating  
Exceeds Expectations (3.7)

[Calculate](#)

[Save and Close](#)

[Cancel](#)






14

When you get to the "Summary" subsection, you can review the overall rating the employee chose for themselves, as well as the "Employee Calculated Rating."

This calculation is created from the ratings the employee chose for each of their goals and the weight they chose for each when they were initially input.

FY25

Weight: 65%

	<b>Develop Materials</b> Galina Hu and Marinés Senechal added comments	Manager: Meets Expectations Employee: Exceeds Expectations	Required	▼
	<b>ID Professional Development</b> Galina Hu and Marinés Senechal added comments	Manager: Meets Expectations Employee: Meets Expectations	Required	▼
	<b>Lead Instructional Design Project</b> Galina Hu and Marinés Senechal added comments	Manager: Meets Expectations Employee: Exceeds Expectations	Required	▼
	<b>Project Tracking</b> Galina Hu and Marinés Senechal added comments	Manager: Exceeds Expectations Employee: Meets Some Expectations	Required	▼
	<b>Summary</b> <a href="#">Show more info</a>	Manager: No rating Employee: Exceeds Expectations		^

Manager Rating

▼

Manager Calculated Rating  
Meets Expectations (3.1)  
Required

Employee Rating  
Exceeds Expectations

▼

Employee Calculated Rating  
Exceeds Expectations (3.7)

Save and Close

Cancel

[Calculate](#)

15

Now select "Calculate." This may not change, but it's best to select it because it ensures that the "Manager Calculated Rating" is accurate based on the scores you chose for each of the individual goals.

	Develop Materials Galina Hu and Marinés Senechal added comments	Manager: Meets Expectations Employee: Exceeds Expectations	Required	▼
	ID Professional Development Galina Hu and Marinés Senechal added comments	Manager: Meets Expectations Employee: Meets Expectations	Required	▼
	Lead Instructional Design Project Galina Hu and Marinés Senechal added comments	Manager: Meets Expectations Employee: Exceeds Expectations	Required	▼
	Project Tracking Galina Hu and Marinés Senechal added comments	Manager: Exceeds Expectations Employee: Meets Some Expectations	Required	▼
	<b>Summary</b> Manager: No rating Employee: Exceeds Expectations			

Show more info

Manager Rating  
Required

**Manager Calculated Rating**  
Meets Expectations (3.1)

Calculate

Employee Rating  
Exceeds Expectations

Employee Calculated Rating  
Exceeds Expectations (3.7)

Save and Close Cancel

SF Core Values (IC) Weight: 35%

16

Then use the "Manager Rating" drop down to select your overall rating for this employee.

	Develop Materials Galina Hu and Marinés Senechal added comments	Manager: Meets Expectations Employee: Exceeds Expectations	Required
	ID Professional Development Galina Hu and Marinés Senechal added comments	Manager: Meets Expectations Employee: Meets Expectations	Required
	Lead Instructional Design Project Galina Hu and Marinés Senechal added comments	Manager: Meets Expectations Employee: Exceeds Expectations	Required
	Project Tracking Galina Hu and Marinés Senechal added comments	Manager: Exceeds Expectations Employee: Meets Some Expectations	Required
	<b>Summary</b> Manager: No rating Employee: Exceeds Expectations		

Show more info

Manager Rating  
Required

**Manager Calculated Rating**  
Meets Expectations (3.1)

Calculate

Employee Rating  
Exceeds Expectations

Employee Calculated Rating  
Exceeds Expectations (3.7)

Save and Close Cancel

USF Core Values (IC) Weight:



	ID Professional Development Galina Hu and Marínés Senechal added comments	Manager: Meets Expectations Employee: Meets Expectations	Required
	Lead Instructional Design Project Galina Hu and Marínés Senechal added comments	Manager: Meets Expectations Employee: Exceeds Expectations	Required
	Project Tracking Galina Hu and Marínés Senechal added comments	Manager: Exceeds Expectations Employee: Meets Some Expectations	Required
	Summary <a href="#">Show more info</a>	Manager: No rating Employee: Exceeds Expectations	

Manager Rating

Strongly Exceeds Expectations

Exceeds Expectations

Meets Expectations

Meets Some Expectations

Does Not Meet Expectations

Manager Calculated Rating  
Meets Expectations (3.1)

Calculate

Employee Calculated Rating  
Exceeds Expectations (3.7)

USF Co

Advocates for Community  
Marínés Senechal added a comment

Weight:

## 17 Select "Save and Close."

	ID Professional Development Galina Hu and Marínés Senechal added comments	Manager: Meets Expectations Employee: Meets Expectations	Required
	Lead Instructional Design Project Galina Hu and Marínés Senechal added comments	Manager: Meets Expectations Employee: Exceeds Expectations	Required
	Project Tracking Galina Hu and Marínés Senechal added comments	Manager: Exceeds Expectations Employee: Meets Some Expectations	Required
	Summary <a href="#">Show more info</a>	Manager: No rating Employee: Exceeds Expectations	

Manager Rating  
Meets Expectations

Manager Calculated Rating  
Meets Expectations (3.1)

Calculate

Employee Rating  
Exceeds Expectations

Employee Calculated Rating  
Exceeds Expectations (3.7)

Save and Close

Cancel

USF Core Values (IC)

Advocates for Community  
Marínés Senechal added a comment

Weight:



18 Now we will move into the "USF Core Values" section.

**Manager Evaluation of Workers**  
Marinés Senechal

Performance Document: FY25 USF Annual Review - Admin | Evaluated By: Galina Hu

Review and evaluate the employee on each topic in this performance document.

**FY25** Weight: 65%

Develop Materials Galina Hu and Marinés Senechal added comments	Manager: Meets Expectations Employee: Exceeds Expectations	Required	▼
ID Professional Development Galina Hu and Marinés Senechal added comments	Manager: Meets Expectations Employee: Meets Expectations	Required	▼
Lead Instructional Design Project Galina Hu and Marinés Senechal added comments	Manager: Meets Expectations Employee: Exceeds Expectations	Required	▼
Project Tracking Galina Hu and Marinés Senechal added comments	Manager: Exceeds Expectations Employee: Meets Some Expectations	Required	▼
Summary	Manager: Meets Expectations Employee: Exceeds Expectations		▼

**USF Core Values (IC)** Weight: 35%

Advocates for Community Marinés Senechal added a comment			▼
Agents of Discovery Marinés Senechal added a comment			▼
Creative Strategic Thinkers Marinés Senechal added a comment			▼

19 Select the "Advocates for Community" goal to expand it.

Performance Document: FY25 USF Annual Review - Admin | Evaluated By: Galina Hu

Summary  
Employee: Exceeds Expectations

**USF Core Values (IC)** Weight:

Advocates for Community Marinés Senechal added a comment			
Agents of Discovery Marinés Senechal added a comment			
Creative Strategic Thinkers Marinés Senechal added a comment			
Purveyors of respect, honesty and consistency Marinés Senechal added a comment			
Summary Marinés Senechal added a comment	Manager: No rating Employee: Exceeds Expectations	Required	

**Overall Performance Rating**

Summary Marinés Senechal added a comment	Manager: No rating Employee: Exceeds Expectations	Required	
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**Attachments**

## 20 Enter any feedback, observations, or comments related to this goal.

Summary

Employee: Exceeds Expectations

USF Core Values (IC)

Weight: 35%

Advocates for Community

Marinés Senechal added a comment

Show competency info

Manager Comment

Comments regarding how the Employee has demonstrated this Value.

¶ T ▾ Aa ▾ A<sup>2</sup> ▾ B I U ↺ A ▾ [bulleted list] [numbered list] [table] ...

Employee Comment

I value the diversity of perspectives within the team and work to create an environment where everyone feels respected and heard. I actively listen and engage with others in a way that fosters collaboration and support.

Save and Next

Cancel

Agents of Discovery

Marinés Senechal added a comment

Creative Strategic Thinkers

Marinés Senechal added a comment

## 21 Select "Save and Next."

USF Core Values (IC)

Weight:

Advocates for Community

Marinés Senechal added a comment

Show competency info

Manager Comment

Comments regarding how the Employee has demonstrated this Value.

¶ T ▾ Aa ▾ A<sup>2</sup> ▾ B I U ↺ A ▾ [bulleted list] [numbered list] [table] ...

Employee Comment

I value the diversity of perspectives within the team and work to create an environment where everyone feels respected and heard. I actively listen and engage with others in a way that fosters collaboration and support.

Save and Next

Cancel

Agents of Discovery

Marinés Senechal added a comment

Creative Strategic Thinkers

Marinés Senechal added a comment

Purveyors of respect, honesty and consistency

Marinés Senechal added a comment

**22** Just as before, repeat this process until all of the "USF Core Values" goals are marked with a green checkmark and you have reached the "Summary" subsection.



**23** Review the overall "USF Core Values" rating the employee chose for themselves, as well as their comments.



24

Select your overall "USF Core Values" rating from the "Manager Rating" dropdown.

Note: You cannot calculate a "Manager Calculated Rating" in this section since there were no individual goal scores.

Agents of Discovery  
 Galina Hu and Marínés Senechal added comments

Creative Strategic Thinkers  
 Galina Hu and Marínés Senechal added comments

Purveyors of respect, honesty and consistency  
 Galina Hu and Marínés Senechal added comments

**Summary**  
 Marínés Senechal added a comment  
[Show more info](#)

Manager: No rating  
 Employee: Exceeds Expectations

Required

Manager Rating 
 Manager Calculated Rating  
 No valid rating level (0)

Calculate

Manager Comment

Employee Rating  
 Exceeds Expectations

Employee Calculated Rating  
 Exceeds Expectations (4)

Creative Strategic Thinkers  
 Galina Hu and Marínés Senechal added comments

Purveyors of respect, honesty and consistency  
 Galina Hu and Marínés Senechal added comments

**Summary**  
 Marínés Senechal added a comment  
[Show more info](#)

Manager: No rating  
 Employee: Exceeds Expectations

Required

Manager Rating 
 Manager Calculated Rating  
 No valid rating level (0)

Calculate

Strongly Exceeds Expectations  
 Exceeds Expectations  
 Meets Expectations  
 Meets Some Expectations  
 Does Not Meet Expectations

Employee Calculated Rating  
 Exceeds Expectations (4)

Employee Comment

I strive to uphold USF's core values in my daily work through responsible action, respectful collaboration, continuous learning, and creative problem-solving. I remain dedicated to growing both professionally and personally and look forward to further contributing to the team's success in the coming year.




## 25 Enter applicable comments in the "Manager Comment" field.

The screenshot displays a performance review interface. At the top, there are three expandable sections: "Agents of Discovery", "Creative Strategic Thinkers", and "Purveyors of respect, honesty and consistency", each with a green checkmark icon and the text "Galina Hu and Marín Senechal added comments". Below these is the "Summary" section, which includes a "Show more info" link, a "Manager Rating" dropdown set to "Meets Expectations", a "Manager Calculated Rating" of "No valid rating level (0)", and a "Calculate" button. The "Manager Comment" field is a large text area with a green border, containing the placeholder text "Comments to support Rating." and a rich text toolbar. Below the comment field is the "Employee Rating" dropdown set to "Exceeds Expectations" and the "Employee Calculated Rating" of "Exceeds Expectations (4)". At the bottom, there is an "Employee Comment" field.


## 26 Select "Save and Close."

This screenshot shows the same performance review form as in step 25, but with the "Save and Close" button highlighted by a green circle. The "Manager Comment" field is still visible above the button. The "Employee Comment" field now contains the text: "I strive to uphold USF's core values in my daily work through responsible action, respectful collaboration, continuous learning, and creative problem-solving. I remain dedicated to growing both professionally and personally and look forward to further contributing to the team's success in the coming year." The "Save and Close" button is located at the bottom left of the form, next to a "Cancel" button.

## 27 Our final goal section is the "Overall Performance Rating" section.

	Creative Strategic Thinkers Galina Hu and Marínés Senechal added comments			▼
	Purveyors of respect, honesty and consistency Galina Hu and Marínés Senechal added comments			▼
	Summary Galina Hu and Marínés Senechal added comments	Manager: Meets Expectations Employee: Exceeds Expectations	Required	▼

**Overall Performance Rating**

	Summary Marínés Senechal added a comment	Manager: No rating Employee: Exceeds Expectations	Required	▼
---	---	--	----------	---

**Attachments**

**Drag and Drop**  
Select or drop files here.




No items to display.

**Document dates**


Review Period FY25 Review Period	Start Date 07/01/2024	End Date 06/30/2025
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## 28 Select the "Summary" subsection to expand it.

Performance Document FY25 USF Annual Review - Admin    Evaluated By Galina Hu

	Creative Strategic Thinkers Galina Hu and Marínés Senechal added comments			
	Purveyors of respect, honesty and consistency Galina Hu and Marínés Senechal added comments			
	Summary Galina Hu and Marínés Senechal added comments	Manager: Meets Expectations Employee: Exceeds Expectations	Required	

**Overall Performance Rating**

	Summary Marínés Senechal added a comment	Manager: No rating Employee: Exceeds Expectations	Required	
---	---	--	----------	--

**Attachments**

**Drag and Drop**  
Select or drop files here.

No items to display.

**Document dates**

29

Select "Calculate" to ensure the "Manager Calculated Rating" is accurate.

As you can see here the rating did change after selecting "Calculate."

**Manager Evaluation of Workers**  
Marinés Senechal

Performance Document FY25 USF Annual Review - Admin Evaluated By Galina Hu

**Overall Performance Rating**

**Summary**  
Marinés Senechal added a comment  
[Show more info](#)

Manager: No rating  
Employee: Exceeds Expectations  
Required

Manager Rating

Manager Calculated Rating  
Meets Some Expectations (2.02)

[Calculate](#)

**Manager Comment**

Justification for difference in manual and calculated ratings

**Manager Evaluation of Workers**  
Marinés Senechal

Performance Document FY25 USF Annual Review - Admin Evaluated By Galina Hu

**Overall Performance Rating**

**Summary**  
Marinés Senechal added a comment  
[Show more info](#)

Manager: No rating  
Employee: Exceeds Expectations  
Required

Manager Rating

Manager Calculated Rating  
Meets Expectations (3.07)

[Calculate](#)


**Manager Comment**

Justification for difference in manual and calculated ratings


30

Then select your "Overall Performance Rating" from the "Manager Rating" dropdown.

### Overall Performance Rating

**Summary**  
Marinés Senechal added a comment  
[Show more info](#)

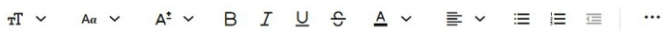
Manager: No rating  
Employee: Exceeds Expectations  
Required

Manager Rating 

Manager Calculated Rating  
Meets Expectations (3.07)


[Calculate](#)

**Manager Comment**  




**Justification for difference in manual and calculated ratings**

### Overall Performance Rating


**Summary**  
Marinés Senechal added a comment  
[Show more info](#)


Manager: No rating  
Employee: Exceeds Expectations  
Required

Manager Rating 


Manager Calculated Rating  
Meets Expectations (3.07)

[Calculate](#)

Strongly Exceeds Expectations  
Exceeds Expectations  
 Meets Expectations  
Meets Some Expectations  
Does Not Meet Expectations



**Justification for difference in manual and calculated ratings**

Employee Rating  
Exceeds Expectations 

Employee Calculated Rating  
Exceeds Expectations (3.81)



31

In the "Manager Comment" field you will enter any applicable comments that support the rating you chose.

Performance Document FY25 USF Annual Review - Admin Evaluated By Galina Hu

### Overall Performance Rating

Summary  
Marinés Senechal added a comment  
[Show more info](#)

Manager: No rating  
Employee: Exceeds Expectations

Required ^

Manager Rating  
Meets Expectations

Manager Calculated Rating  
Meets Expectations (3.07)

[Calculate](#)

Manager Comment

Comments to support Employee rating.

Justification for difference in manual and calculated ratings

32

In the "Justification for difference" field, you will enter comments only if there is a large difference in the rating you chose from the dropdown in comparison to the calculated rating.

If there isn't a large difference, simply enter "Not Applicable."

### Overall Performance Rating

Summary  
Marinés Senechal added a comment  
[Show more info](#)

Manager: No rating  
Employee: Exceeds Expectations

Required ^

Manager Rating  
Meets Expectations

Manager Calculated Rating  
Meets Expectations (3.07)

[Calculate](#)

Manager Comment

Comments to support Employee rating.

Justification for difference in manual and calculated ratings

Comments only if there is a large difference in manual or calculated ratings and the final rating.

Employee Rating  
Exceeds Expectations

Employee Calculated Rating  
Exceeds Expectations (3.81)

### 33 Select "Save and Close."

Justification for difference in manual and calculated ratings

Comments only if there is a large difference in manual or calculated ratings and the final rating.

Rich text editor toolbar: Bold, Italic, Underline, Link, Unlink, Text Color, Background Color, Bulleted List, Numbered List, Indented List, More options.

Employee Rating: Exceeds Expectations

Employee Calculated Rating: Exceeds Expectations (3.81)

Employee Comment

I believe my performance over the past year aligns strongly with the **Exceeds Expectations** rating. I have consistently delivered high-level results within established timeframes, managing multiple priorities effectively and only missing deadlines due to factors outside my control. The quality of my work has been very high across all essential responsibilities, from instructional design projects to branding and digital transformation initiatives. I took a leadership role in a major change initiative by converting in-person training materials into engaging digital formats, acting as a champion for innovation and improvement. Throughout, I have fostered positive relationships with SMEs, stakeholders, and team members. Many colleagues have requested my support with instructional design projects, and I have received praise from leadership for my contributions. I also actively share knowledge and invest in my own professional development to continuously enhance my skills.

Buttons: Save and Close, Cancel

Attachments

Drag and Drop

Select or drop files here.

### 34 Enter any applicable "Attachments" here.

Creative Strategic Thinkers  
Galina Hu and Marinés Senechal added comments

Purveyors of respect, honesty and consistency  
Galina Hu and Marinés Senechal added comments

Summary  
Galina Hu and Marinés Senechal added comments

Manager: Meets Expectations  
Employee: Exceeds Expectations

Required

Overall Performance Rating

Summary  
Galina Hu and Marinés Senechal added comments

Manager: Meets Expectations  
Employee: Exceeds Expectations

Required

Attachments

Drag and Drop

Select or drop files here.

URL

Add URL

No items to display.

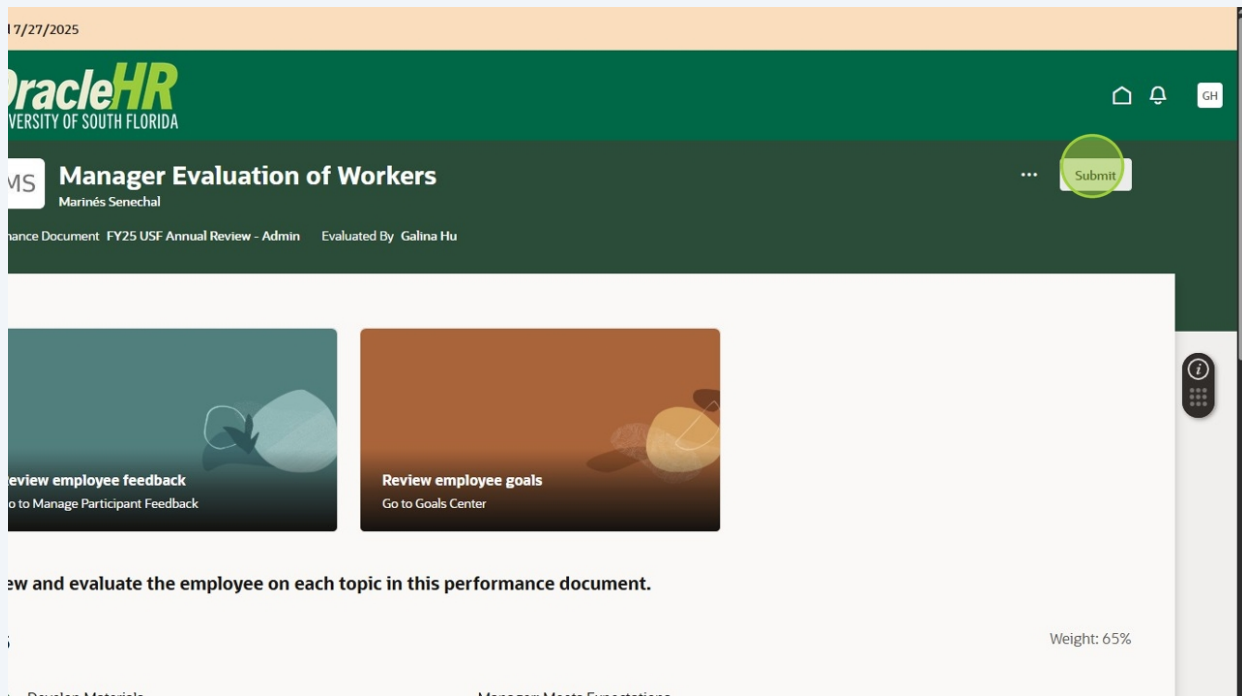
Document dates

Review Period  
FY25 Review Period

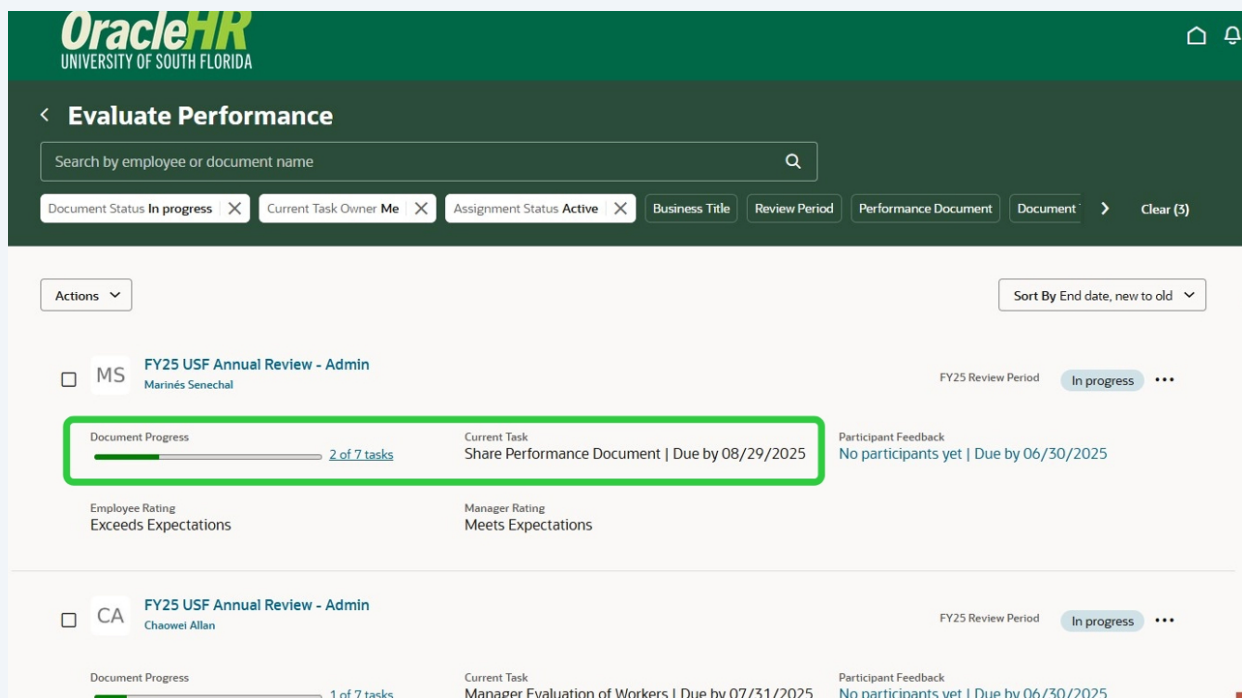
Start Date  
07/01/2024

End Date  
06/30/2025

35 Then select "Submit."



36 You can see the task is complete because it has now shifted from 1 of 7 tasks complete to 2 of 7 complete, and the "Current Task" has changed.



37

Select the "Document Progress" link shown to see the overall progress for this Annual Review.

The screenshot displays the 'Evaluate Performance' interface. At the top, there is a search bar labeled 'Search by employee or document name'. Below it, a filter bar shows 'Document Status In progress', 'Current Task Owner Me', 'Assignment Status Active', and 'Business Title'. The main content area lists two performance reviews:

- MS FY25 USF Annual Review - Admin** (Marinés Senechal):
  - Document Progress: 2 of 7 tasks (highlighted with a green circle)
  - Employee Rating: Exceeds Expectations
  - Current Task: Share Performance Document | Due by 08/29/2025
  - Participant Feedback: No participants yet | Due by 06/30/2025
- CA FY25 USF Annual Review - Admin** (Chaowei Allan):
  - Document Progress: 1 of 7 tasks
  - Manager Rating: Meets Expectations
  - Current Task: Manager Evaluation of Workers | Due by 07/31/2025
  - Participant Feedback: No participants yet | Due by 06/30/2025

The bottom navigation bar includes 'My Performance', 'Evaluate Performance' (selected), and 'All-in-One Evaluations'.

38

This opens a side panel that will show you which steps have been completed and which are ready to be completed.

We have now completed the "Manager Evaluation of Workers." Our next task will be "Share Performance Document," which will not be completed until calibration meetings have been completed and we are ready to have that conversation with our employee.

The screenshot displays the Oracle HR 'Evaluate Performance' interface. The main header shows 'OracleHR UNIVERSITY OF SOUTH FLORIDA'. The page title is 'Evaluate Performance'. A search bar is present with the placeholder 'Search by employee or document name'. Below the search bar are filters: 'Document Status In progress', 'Current Task Owner Me', 'Assignment Status Active', 'Business Title', 'Review Period', and 'Performance'. The main content area lists two performance documents:

- MS FY25 USF Annual Review - Admin** (Marinés Senechal): Document Progress is 2 of 7 tasks. Current Task is 'Share Performance Document | Due by 08/29/2025'. Employee Rating is 'Exceeds Expectations', and Manager Rating is 'Meets Expectations'.
- CA FY25 USF Annual Review - Admin** (Chaowei Allan): Document Progress is 1 of 7 tasks. Current Task is 'Manager Evaluation of Workers | Due by 07/31/2025'.

A side panel titled 'Document progress' is open on the right, showing a list of tasks for the selected document. The tasks are:

- Worker Self-Evaluation (Marinés Senechal) - 07/15/2025 - Completed
- Manager Evaluation of Workers (Gallina Hu) - 07/29/2025 - Completed
- Share Performance Document (Gallina Hu) - Due by 08/29/2025 - Ready
- Confirm Review Meeting Held (Gallina Hu) - Due by 08/29/2025 - Not started
- Confirm Review Meeting Held (Marinés Senechal) - Due by 08/29/2025 - Not started
- Worker Final Feedback (Marinés Senechal) - Due by 09/05/2025 - Not started
- Manager Final Feedback (Gallina Hu) - Due by 09/05/2025 - Not started

The bottom navigation bar includes 'My Performance', 'Evaluate Performance' (selected), and 'All-in-One Evaluations'.