

# **Prepare Content for Talent Review Meeting**

## Introduction

The purpose of this procedure is to provide instructions to line managers about how to prepare content for talent review meetings.

# Audience

This document is intended for line managers.

### **Steps**

The steps below detail the steps required to prepare for a direct report's talent review meeting.

Step	Details						
1	Log Into Oracle HR from MyUSF.EDU		€ De SOUT	Cuck Links		BookCos ShishCos A     Achiner     Achiner     Barcer Workbor     Bucker Workbor     Bucker Workbor     Bucker Workbor     Dat Managatan     BookSan     Cost     Cost	
2	Select My Team	My Client G	iroups Apps	USF Help De	esk Tool:	s Othe	ers
3	Select Talent Review		Team Activity Center Talent Review	Journeys Learning	Performance Overview Workforce Compensation	Career Overview Ressonal Brand	Performance



4	Select the Actions () dropdown for the desired Talent Review Meeting	Advertising Sales Team Role: Business leader 2/28/2025 TR 2 for MADMEN Talent Review Role: Business leader Meeting Date 1/30/2025	Data Submission Status Not started Data Submission Status Preparation in progress	Deadline for Submitting Ratings 2/21/2025	Not started
5	Select Prepare Review Content	Advertising Sales Team Role: Business leader Meeting Date 2/28/2025 TR 2 for MADMEN Talent Review Role: Business leader Meeting Date 1/30/2025	Data Submission Status Not started Data Submission Status Preparation in progress	No Deadline for Submitting Ratings 2/21/2025	estarted Prepare Review Content Grant Review Access View Notes View Tasks
6	Select <b>Potential</b> <b>Note</b> : Only emp partner who sche <b>Note:</b> You may each employee	Assessment icon next to sloyees added to the Tale eduled the meeting will di need to zoom in or out to name.	to one of the employee r ant Review Meeting popu isplay here. In see the full review cont	names. Ilation by the cent menu next to	5 Potential Assessment B B B B



7	Read the instructions and complete the <b>Potential Assessment</b> <b>Questionnaire</b> (scrolling will be required).	<form>         Potential assessment         Bulk Rocky         Pursureant         Bulk Rocky         Pursureant         Prevention         Prevention     </form>
8	After entering a response for each of the items appearing on the Potential Assessment Questionnaire, select the <b>View Potential</b> <b>Rating</b> button.	Regularly     Sometimes     Never or rarely  Achieves results with minimal guidance.     Regularly     Sometimes     Never or rarely  Knows when to continue analyzing a problem and when to move on.     Regularly     Sometimes     Never or rarely  Makes fresh connections; Experiments with new techniques to improve work.     Regularly     Sometimes     Never or rarely  Makes fresh connections; Experiments with new techniques to improve work.     Regularly     Sometimes     Never or rarely  Makes preseverance through setbacks.     Regularly     Sometimes     Never or rarely  View Potential Rating



#### CENTRAL HUMAN RESOURCES Prepare Content for Talent Review Meeting Talent Management Oracle Job Aid

9	Select Save and Close	<form><form><form><form></form></form></form></form>
10	The employee's Potential Rating displays on the Prepare based on the completed Questionnaire. <b>Repeat</b> the Potential Assessment completion steps for a population.	e Review Content page



Double click in each remaining blank fields (such as, **Attrition Impact and Risk of Loss**) for each employee and add the appropriate rating from the dropdown menu. Some fields may already be prepopulated based on other activities you have already completed on the employee's record. **Note:** Year over Year Performance field is not to be manually entered through the Prepare Review Content page as part of the Talent Review process. YoY Performance rating will display based on the completion of the annual performance review process.

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