

Prepare Content for Talent Review Meeting

Introduction

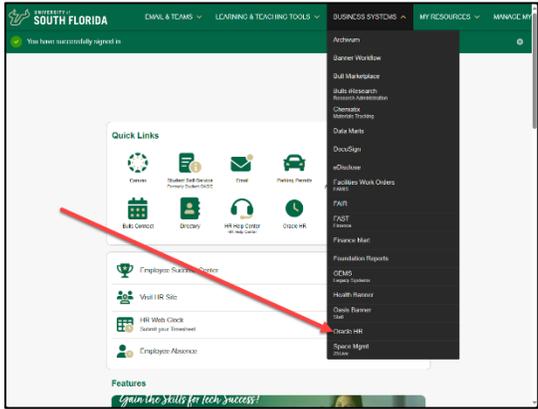
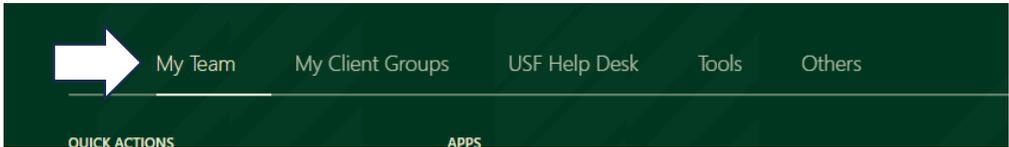
The purpose of this procedure is to provide instructions to line managers about how to prepare content for talent review meetings.

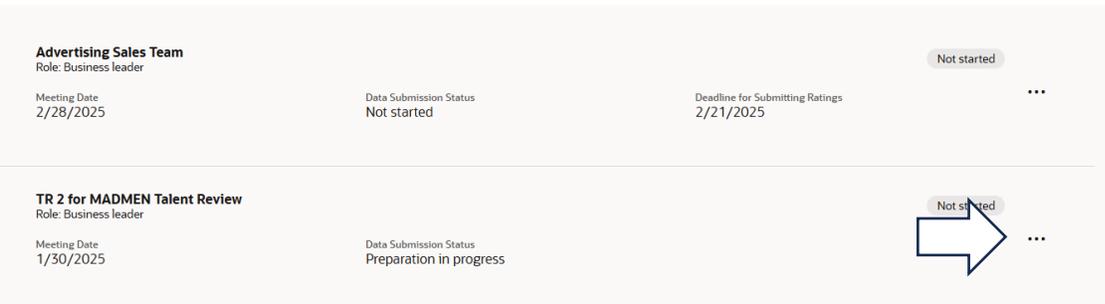
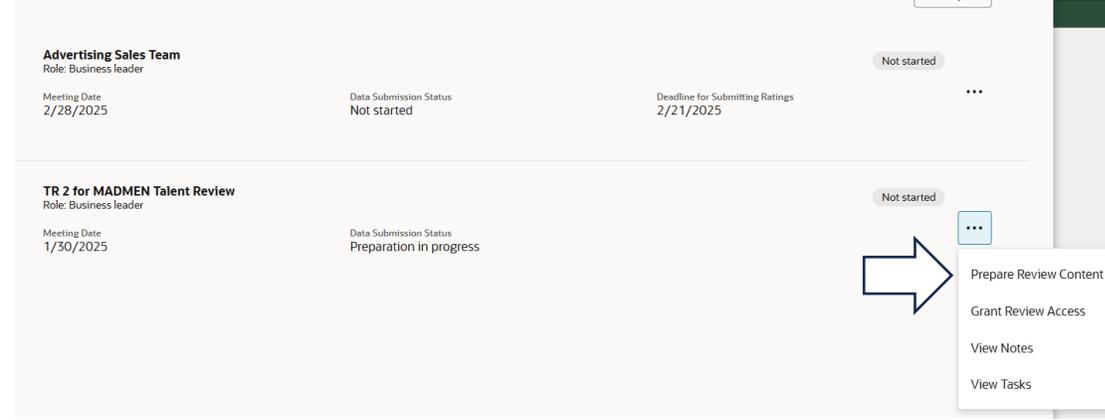
Audience

This document is intended for line managers.

Steps

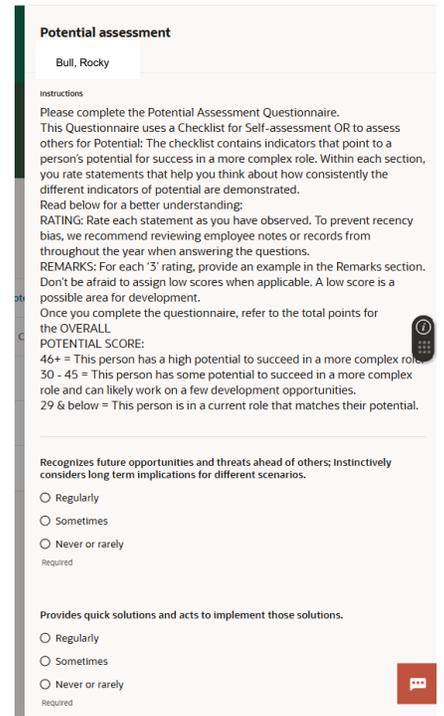
The steps below detail the steps required to prepare for a direct report's talent review meeting.

Step	Details
1	<p>Log Into Oracle HR from MyUSF.EDU</p> 
2	<p>Select My Team</p> 
3	<p>Select Talent Review</p> 

<p>4</p>	<p>Select the Actions (...) dropdown for the desired Talent Review Meeting</p>	
<p>5</p>	<p>Select Prepare Review Content</p>	
<p>6</p>	<p>Select Potential Assessment icon next to one of the employee names.</p> <p>Note: Only employees added to the Talent Review Meeting population by the partner who scheduled the meeting will display here.</p> <p>Note: You may need to zoom in or out to see the full review content menu next to each employee name.</p>	

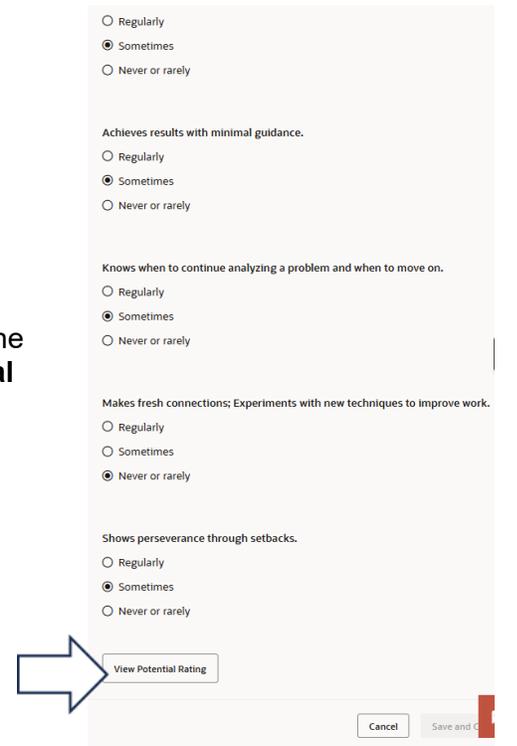
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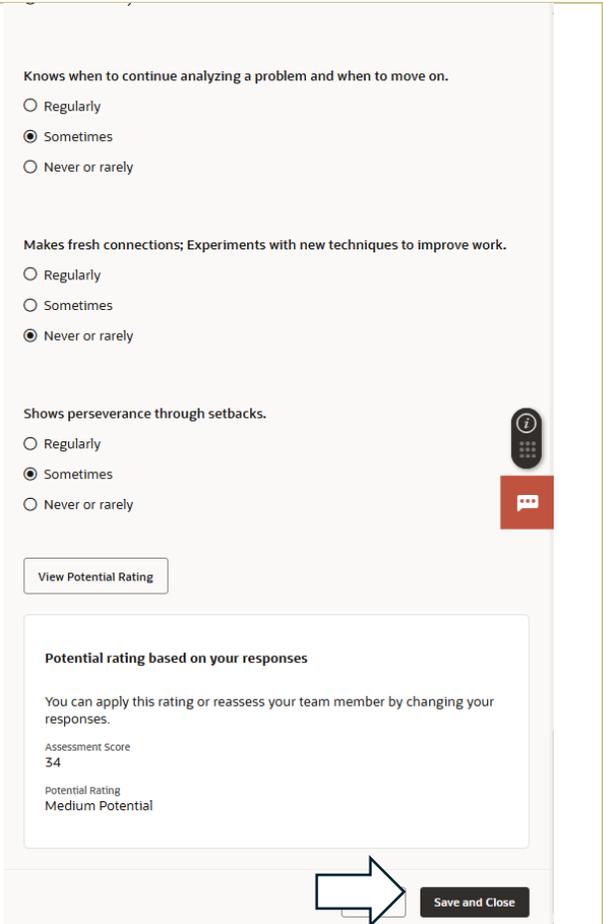
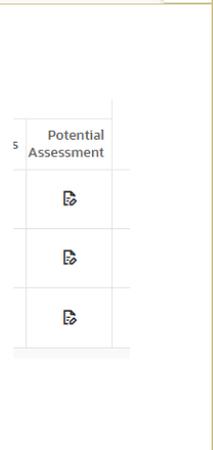
Read the instructions and complete the **Potential Assessment Questionnaire** (scrolling will be required).



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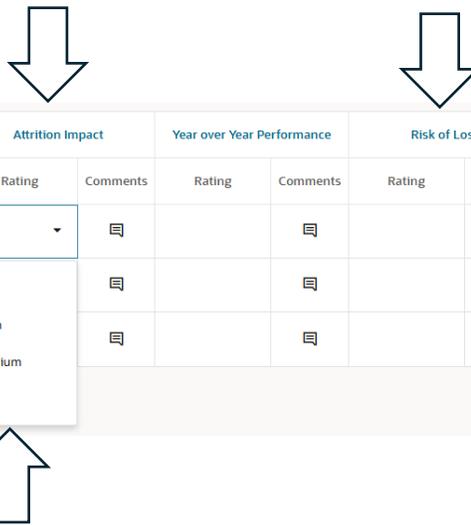
After entering a response for each of the items appearing on the Potential Assessment Questionnaire, select the **View Potential Rating** button.



<p>9</p>	<p>Select Save and Close</p>	 <p>The screenshot shows a questionnaire with three questions, each with radio button options: Regularly, Sometimes (selected), and Never or rarely. A 'View Potential Rating' button is visible. Below, a box displays 'Potential rating based on your responses' with an 'Assessment Score' of 34 and a 'Potential Rating' of 'Medium Potential'. A large white arrow points to the 'Save and Close' button at the bottom right.</p>								
<p>10</p>	<p>The employee's Potential Rating displays on the Prepare Review Content page based on the completed Questionnaire. Repeat the Potential Assessment completion steps for all employees in the review population.</p>	 <p>The screenshot shows a table with the following structure:</p> <table border="1"> <thead> <tr> <th colspan="2">Potential Assessment</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> </tbody> </table>	Potential Assessment							
Potential Assessment										

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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.



Notes	Tasks	Manager	Attrition Impact		Year over Year Performance		Risk of Loss		Potential			Talent Pools	Succession Plans
			Rating	Comments	Rating	Comments	Rating	Comments	Rating	Comments	Potential Assessment		
		Don Draper	<input type="text"/>						Medium Potential			0	0
		Don Draper	<input type="text"/>						High Potential			0	0
		Don Draper	High Medium Low						Low Potential			0	0

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Select **Notes** and **Tasks** icons to add (optional) or view previously submitted notes and tasks. Select the **Comments** icons to add (optional) any comments to that area (Attrition Impact, YoY Performance, Risk of Loss, Potential).

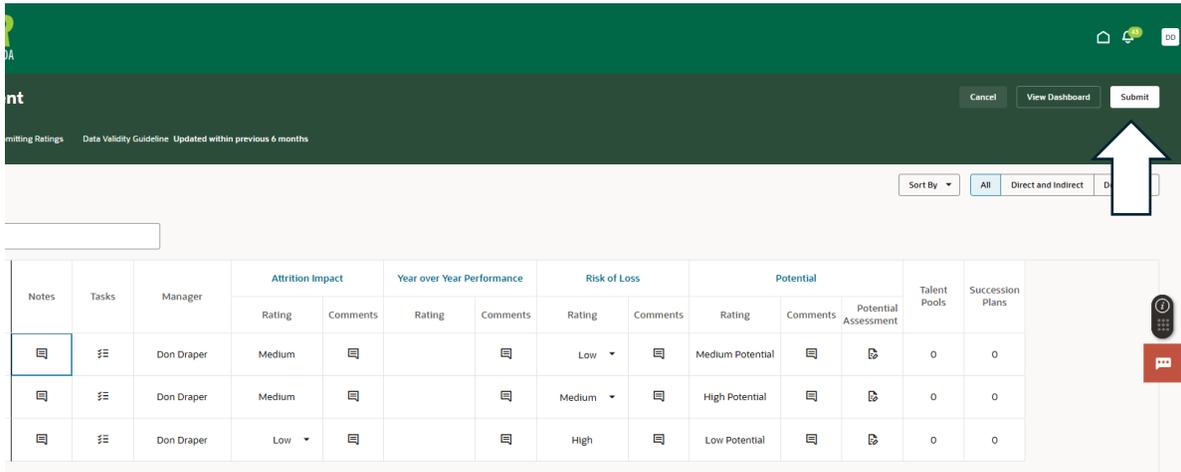
Note: Numbers in the Talent Pools and Succession Plan columns indicate the employee is included in one or more Talent Pools or Succession Plans based on previously completed Talent activities.

Notes	Tasks	Manager	Attrition Impact		Year over Year Performance		Risk of Loss		Potential			Talent Pools	Succession Plans
			Rating	Comments	Rating	Comments	Rating	Comments	Rating	Comments	Potential Assessment		
		Don Draper	Medium				Low		Medium Potential			0	0
		Don Draper	Medium				Medium		High Potential			0	0
		Don Draper	Low				High		Low Potential			0	0



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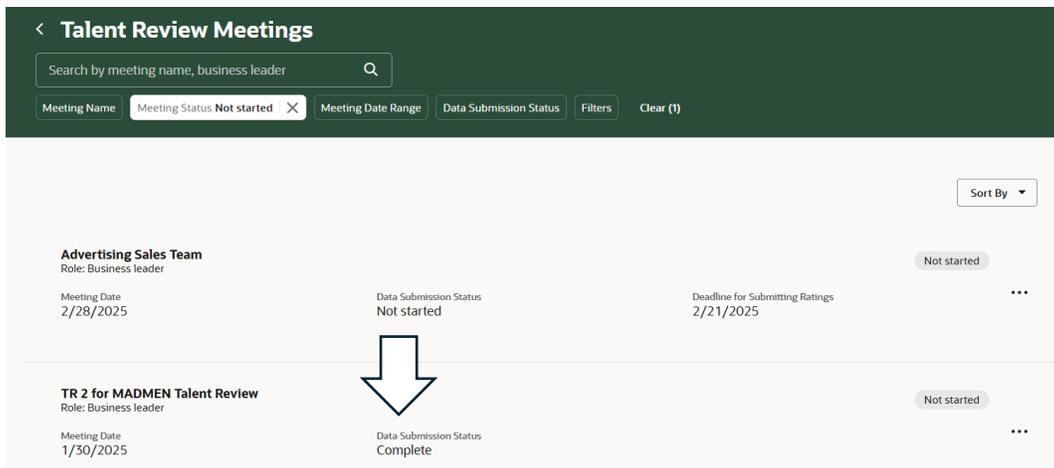
Select Submit once all fields are completed.



The screenshot shows a web interface for Talent Review Meetings. At the top right, there are buttons for 'Cancel', 'View Dashboard', and 'Submit'. A white arrow points to the 'Submit' button. Below the buttons is a table with the following columns: Notes, Tasks, Manager, Attrition Impact (Rating, Comments), Year over Year Performance (Rating, Comments), Risk of Loss (Rating, Comments), Potential (Rating, Comments, Potential Assessment), Talent Pools, and Succession Plans. The table contains three rows of data, all managed by 'Don Draper'. The 'Submit' button is highlighted with a white arrow.

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Data Submission Status displays as Complete on the Talent Review Meetings page.



The screenshot shows the 'Talent Review Meetings' page. It features a search bar and filter buttons for 'Meeting Name', 'Meeting Status', 'Meeting Date Range', 'Data Submission Status', 'Filters', and 'Clear (1)'. Below the filters, there is a list of meetings. The first meeting is 'Advertising Sales Team' with a 'Not started' status. The second meeting is 'TR 2 for MADMEN Talent Review' with a 'Complete' status. A white arrow points to the 'Complete' status for the second meeting.

Meeting Name	Meeting Status	Meeting Date Range	Data Submission Status	Filters	Clear (1)
Advertising Sales Team Role: Business leader	Not started		Not started		
TR 2 for MADMEN Talent Review Role: Business leader	Not started		Complete		