

Performance Documents (Quarterly Growth Conversations)

This guide walks supervisors through how to create performance documents.

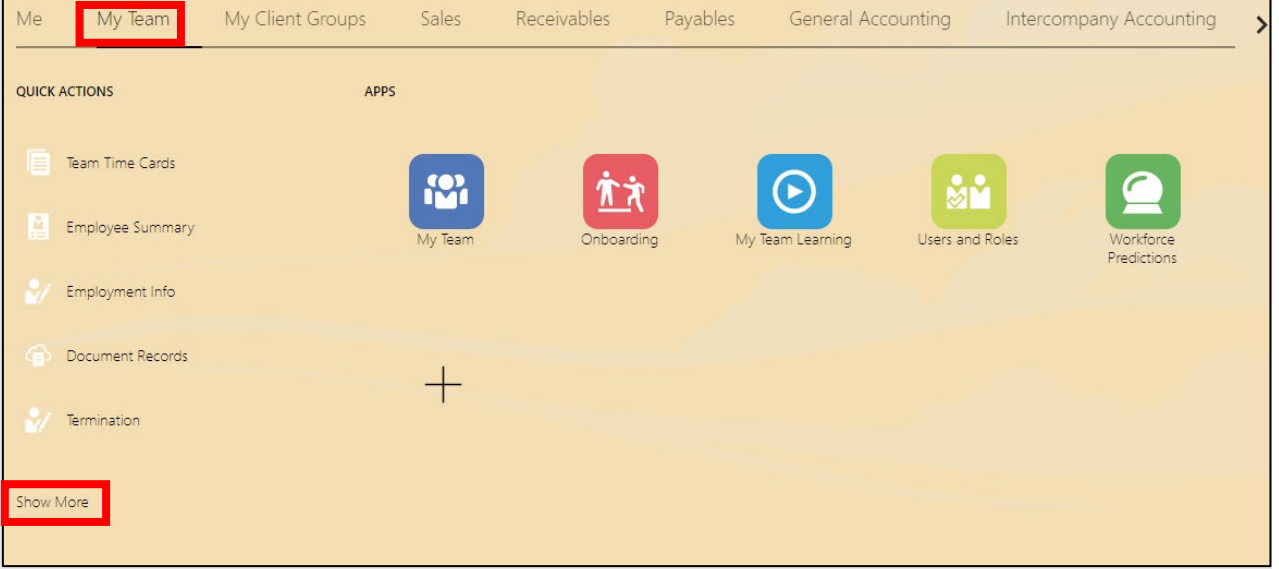
Audience: Supervisors


Additional Resources:

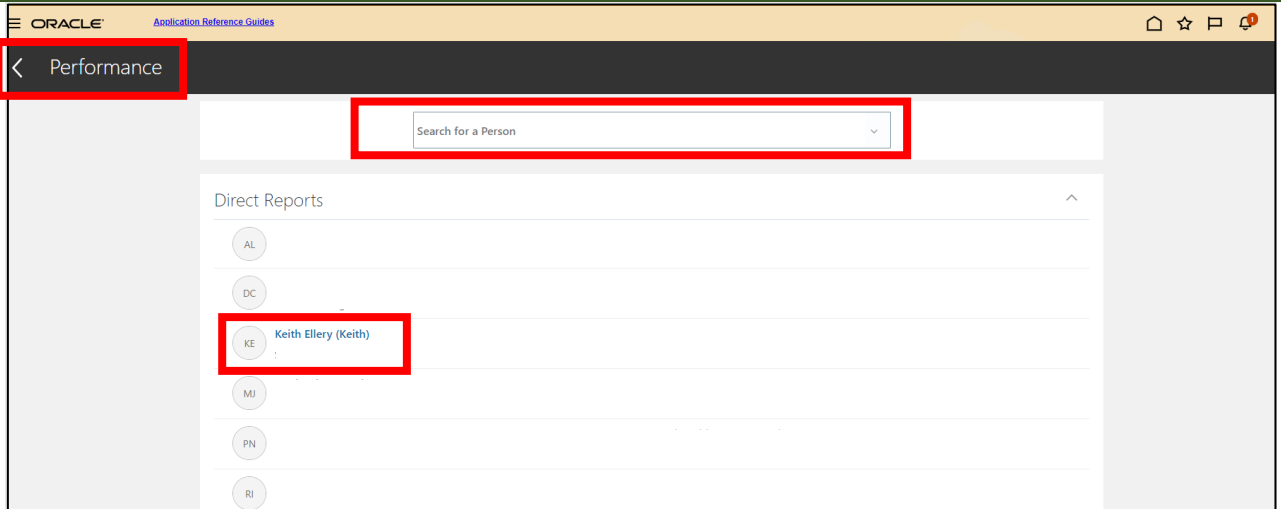
- [GMHEC Knowledgebase](#)

This document shows supervisors how to create and submit quarterly growth conversation documents. This document also instructions to view employee submitted comments.

Process Step & Description	Action
<p>1.0 Navigation Path</p>	<p>Getting Started</p> <ul style="list-style-type: none"> • Navigation Path My Team > Show More > Performance <p>From the Home screen:</p> <p>Click “My Team” to see all Direct Report applications</p> <p>Click “Show More” on the bottom left</p> <p>Here you will see all actions for your team</p>

	
<p>1.1 Navigation Path</p>	<p>Careers and Performance</p> <p>From the Show More options menu:</p> <p>Scroll to the “Careers and Performance” section</p> <p>Click the Performance Icon</p>

	
<p>2.0 Performance Documents</p>	<p>Finding the Direct Report Record</p> <p>From the Performance module:</p> <p>Use the search field to Search for a Person, or scroll through the list of Direct Reports</p> <p>Click on the name of the employee to evaluate</p>



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< Performance

Search for a Person

Direct Reports

- AL
- DC
- KE Keith Ellery (Keith)
- MI
- PN
- RI

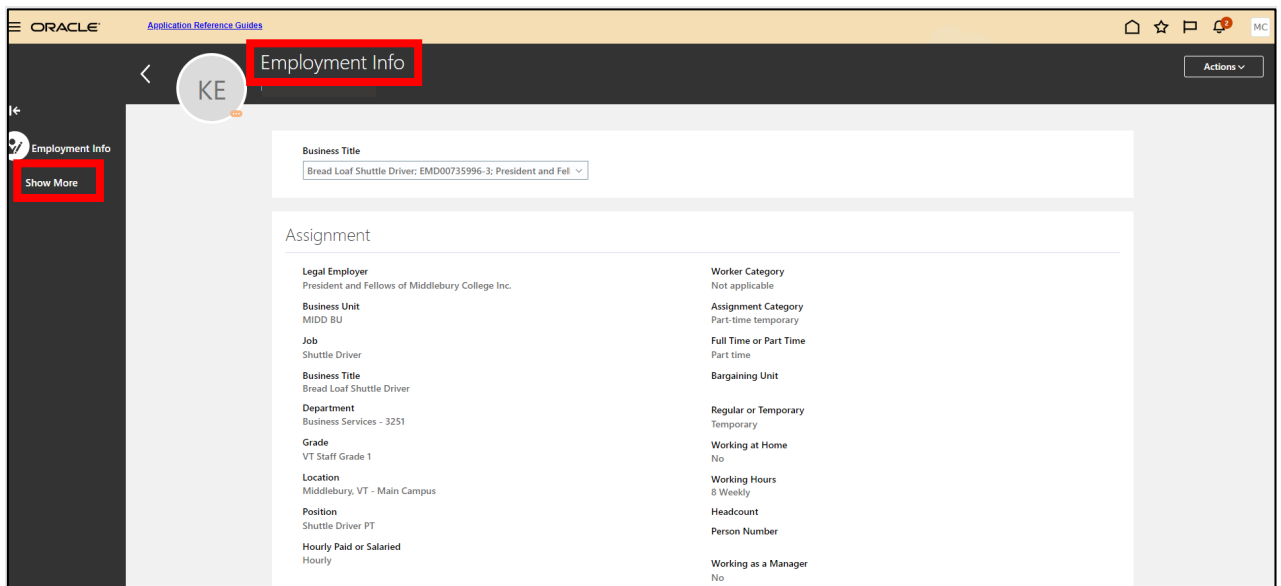
Opening Performance Document

From the Employee Profile:

Click "show more" from the left menu

Click "Performance"

2.1 Opening Performance Document



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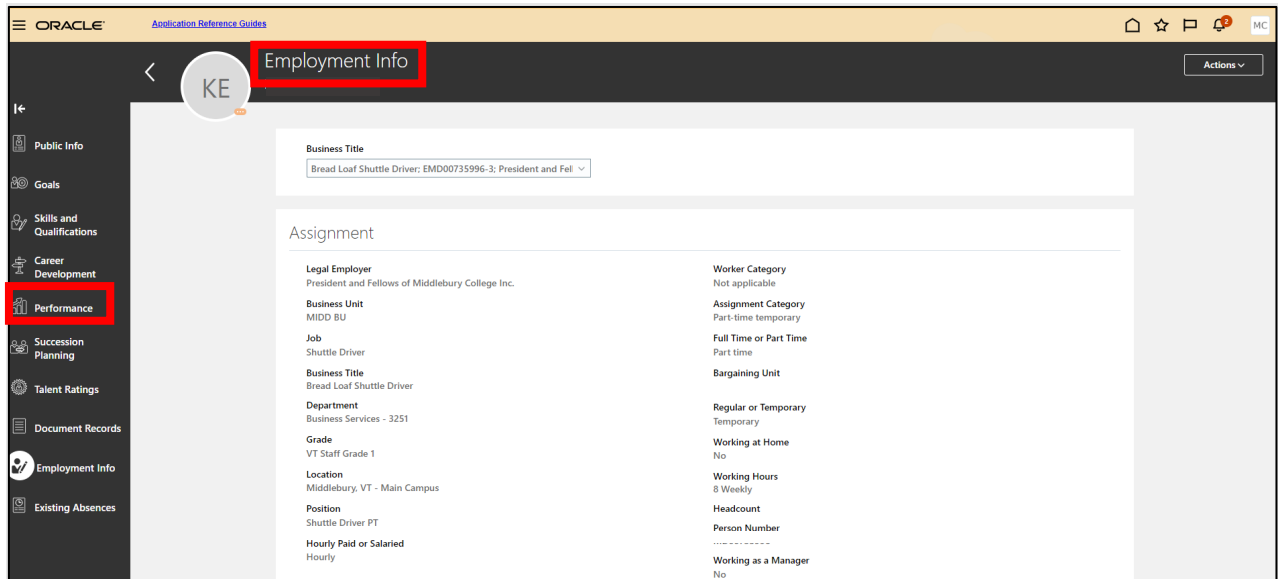
KE Employment Info

Business Title
Bread Loaf Shuttle Driver; EMD00735996-3; President and Fall

Assignment

Legal Employer President and Fellows of Middlebury College Inc.	Worker Category Not applicable
Business Unit MIDD BU	Assignment Category Part-time temporary
Job Shuttle Driver	Full Time or Part Time Part time
Business Title Bread Loaf Shuttle Driver	Bargaining Unit
Department Business Services - 3251	Regular or Temporary Temporary
Grade VT Staff Grade 1	Working at Home No
Location Middlebury, VT - Main Campus	Working Hours 8 Weekly
Position Shuttle Driver PT	Headcount
Hourly Paid or Salaried Hourly	Person Number
	Working as a Manager No

Show More



The screenshot shows the Oracle HR system interface. The top navigation bar includes the Oracle logo, 'Application Reference Guides', and user information 'MC'. The main header is 'Employment Info' with a 'KE' profile icon and an 'Actions' dropdown. A left sidebar contains various HR modules, with 'Performance' highlighted in red. The main content area displays 'Assignment' details for a 'Bread Loaf Shuttle Driver'.

Field	Value
Business Title	Bread Loaf Shuttle Driver: EMD00735996-3; President and Fel
Assignment	
Legal Employer	President and Fellows of Middlebury College Inc.
Business Unit	MIDD BU
Job	Shuttle Driver
Business Title	Bread Loaf Shuttle Driver
Department	Business Services - 3251
Grade	VT Staff Grade 1
Location	Middlebury, VT - Main Campus
Position	Shuttle Driver PT
Hourly Paid or Salaried	Hourly
Worker Category	Not applicable
Assignment Category	Part-time temporary
Full Time or Part Time	Part time
Bargaining Unit	
Regular or Temporary	Temporary
Working at Home	No
Working Hours	8 Weekly
Headcount	
Person Number
Working as a Manager	No

Adding Performance Document

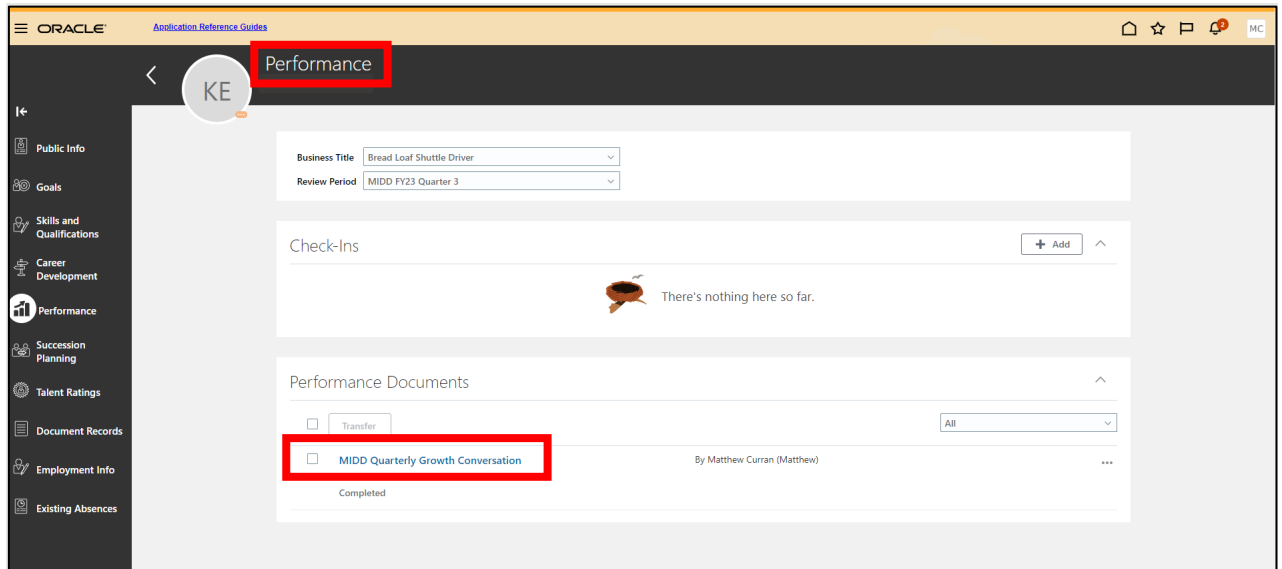
From the "Performance" menu:

In the Performance Documents section, click on the assigned task (MIDD Quarterly Growth Conversation)"

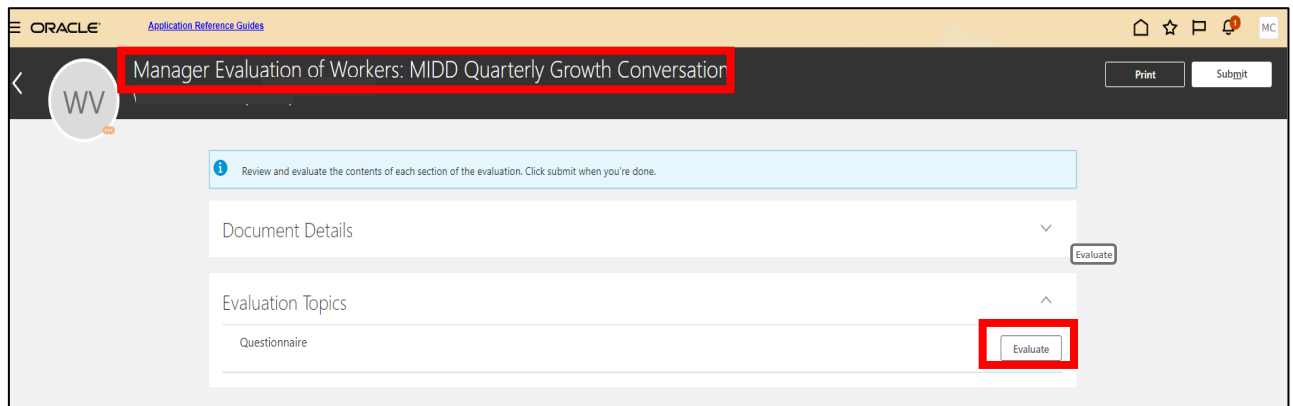
In the Evaluations Topic section, click "Evaluate"

Enter documentation

2.2 Adding Performance Document



The screenshot shows the Oracle Performance page for user KE. The 'Performance' tab is highlighted in red. The page displays 'Business Title' as 'Bread Loaf Shuttle Driver' and 'Review Period' as 'MIDD FY23 Quarter 3'. Under 'Check-Ins', there is a message: 'There's nothing here so far.' Under 'Performance Documents', a document titled 'MIDD Quarterly Growth Conversation' by Matthew Curran (Matthew) is listed and highlighted with a red box. The document status is 'Completed'.



The screenshot shows the Oracle Manager Evaluation of Workers page for user WV. The title 'Manager Evaluation of Workers: MIDD Quarterly Growth Conversation' is highlighted in red. The page includes a 'Print' and 'Submit' button. A blue information box states: 'Review and evaluate the contents of each section of the evaluation. Click submit when you're done.' The 'Evaluation Topics' section is expanded, showing 'Questionnaire' with an 'Evaluate' button highlighted in red.

Submitting Performance Document

2.2 Submitting Performance Document

From the “Questionnaire” menu:

Click “Save and Close” on the top right.

From the “Manager Evaluation of Workers: MIDD Quarterly Growth Conversations” screen, click “Submit” on the top right.

The supervisor task will be marked as complete. This will trigger a notification to employees to add a comment. Employee comments are optional and not required to consider the assessment complete.

Questionnaire **Save and Close** **Cancel**

WV

My Questionnaire

Quarterly Growth Conversations allow you to address questions, concerns, or challenges your employee may be facing. They are also a great way to facilitate professional development conversations and create/review action plans.

The goal of the conversation is to celebrate successes, acknowledge areas for improvement, AND be forward looking to maintain momentum towards achieving individual and institutional goals.

Please briefly answer the following questions.

Performance Review Questions

- * What are the individual's work-related strengths?
great donut maker
- * What are the individual's work-related opportunities?
bring coffee with the donuts
- * What are two to three goals for the upcoming Quarter?
bring coffee every day
make donuts from scratch

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Manager Evaluation of Workers: MIDD Quarterly Growth Conversation **Print** **Submit**

WV

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

Document Details

Evaluation Topics

Questionnaire **Evaluate**

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Performance

WV

Review Period: MIDD FY23 Quarter 3


Performance Documents

Transfer All

MIDD Quarterly Growth Conversation By Matthew Curran (Matthew) ...

Current Task
Employee Final Feedback | Due 30-Apr-2023

All Tasks
 Manager Evaluation of Workers | Due 15-Apr-2023
 Employee Final Feedback | Due 30-Apr-2023

Task Completion
 1 / 2

Review Employee Comments on Performance Document

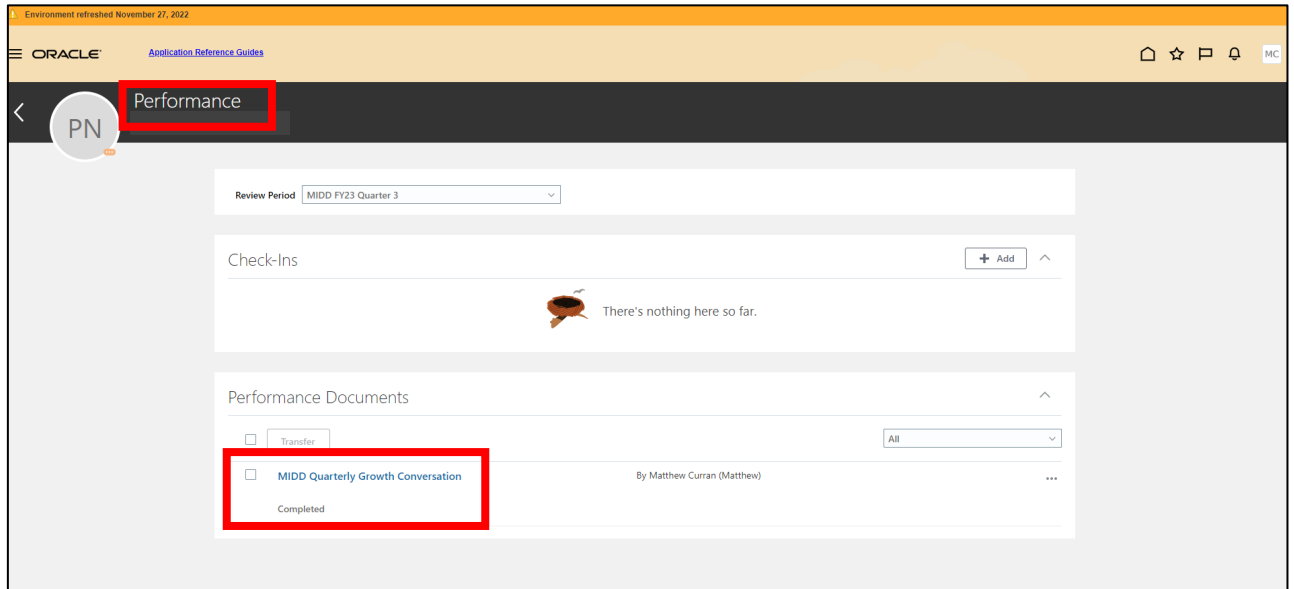
You will receive a notification when an employee provides a comment on the performance document.

From the bell icon, click on the notification to go to the task.

Alternatively, navigate to My Teams > Show More > Performance > Employee

Click on the completed performance document "MIDD Quarterly Growth Conversation" to view the employee provided comment. Use the back arrow to exit the document.

3.0 Review Employee Comments on Performance Document



Environment refreshed November 27, 2022

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Performance

Review Period: MIDD FY23 Quarter 3

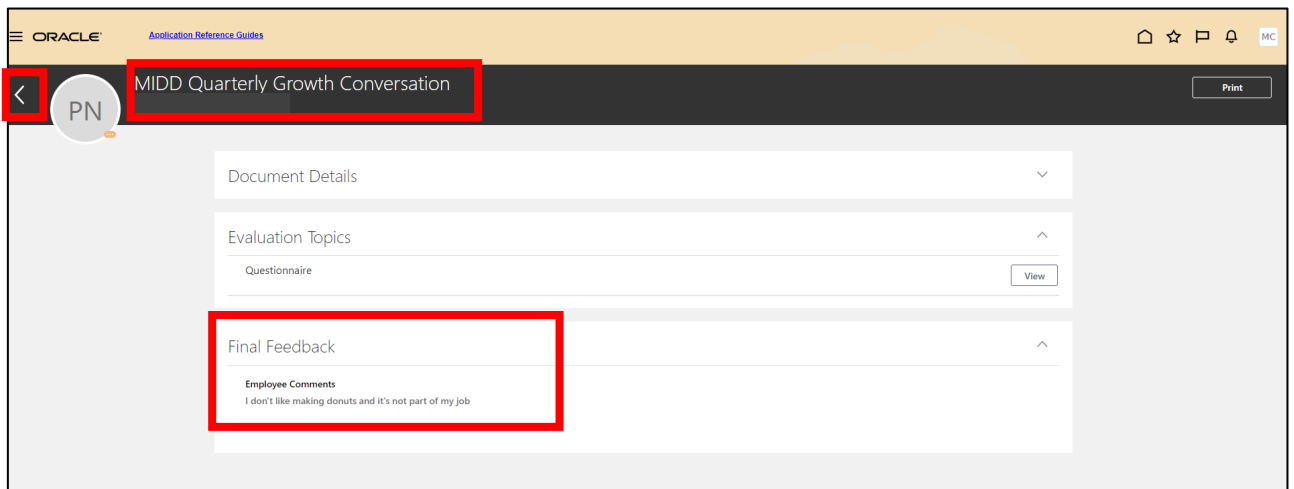
Check-Ins: + Add

There's nothing here so far.

Performance Documents

Transfer: All

MIDD Quarterly Growth Conversation
By Matthew Curran (Matthew)
Completed



ORACLE Application Reference Guides

MIDD Quarterly Growth Conversation

Print

Document Details

Evaluation Topics

Questionnaire: View

Final Feedback

Employee Comments
I don't like making donuts and it's not part of my job