

# Performance Management | Worker Self-Evaluation

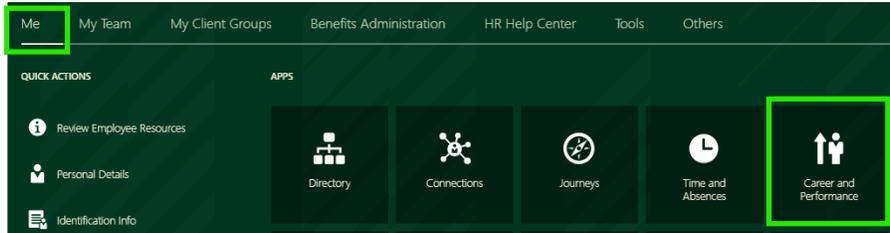
## Introduction

The purpose of this resource is to capture the steps required to complete the Worker Self-Evaluation.

## Getting Started

### Step 1

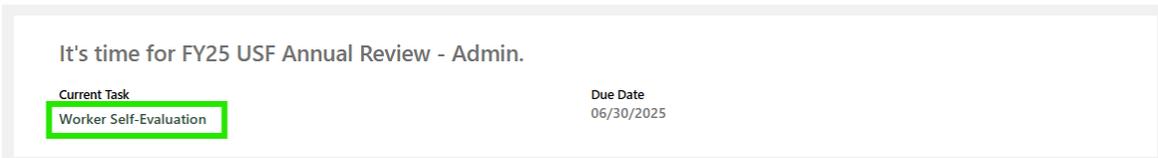
Navigate to Oracle HR. From the **Me** tab, select the **Career and Performance** tile.



### Step 2

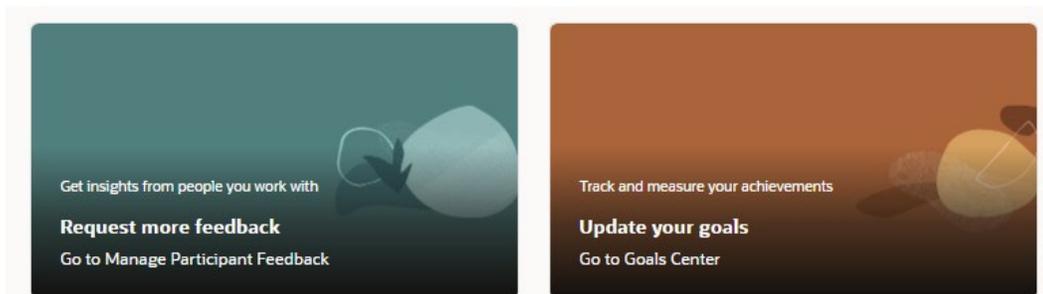
At the top, you'll see a notification stating "It's time for FY## USF Annual Review" with the current task name and designated due date. This section will always reflect the current phase within the Performance Management process.

You can select **Worker Self-Evaluation** to get started.



### Step 3

You will be navigated to the Worker Self-Evaluation Page. You'll first see two boxes: **Request more feedback** & **Update your goals**. These are not **required** steps at this phase, but additional details are below regarding how and when to use them.



Request More Feedback	Update Your Goals
<ul style="list-style-type: none"> <li>You can request feedback from collaborators across USF including peers or direct reports. This is <b>optional</b>.</li> <li>If requested, the feedback will be able to be seen by the employee and their line manager.</li> </ul> <p><b>Note:</b> Oracle Guided Learning (OGL) is available on the <b>Participant Feedback</b> page.</p>	<ul style="list-style-type: none"> <li>You can update your goals at any time during the FY or during quarterly check-ins with your line manager.</li> <li>Frequent updates make it easier to capture goal progress at the end of the FY.</li> </ul>

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## Step 4

Review the page and observe there are three parts to the Worker Self-Evaluation page. You will notice weights next to FY## (65%) and USF Core Values (35%). These weights are not editable and are consistent across USF self-evaluations.

Part	View in Oracle HR																				
<p><b>1</b> <b>Fiscal Year Reflection</b> This reflects the goals you entered into Oracle HR before June.</p>	<p><b>FY25</b> <span style="float: right;">Weight: 65%</span></p> <table border="1"> <tr> <td>Goal #1 Title No comments</td> <td>Employee: No rating</td> <td>Required</td> <td>▼</td> </tr> <tr> <td>Goal #2 Title No comments</td> <td>Employee: No rating</td> <td>Required</td> <td>▼</td> </tr> <tr> <td>Summary</td> <td>Employee: No rating</td> <td></td> <td>▼</td> </tr> </table>	Goal #1 Title No comments	Employee: No rating	Required	▼	Goal #2 Title No comments	Employee: No rating	Required	▼	Summary	Employee: No rating		▼								
Goal #1 Title No comments	Employee: No rating	Required	▼																		
Goal #2 Title No comments	Employee: No rating	Required	▼																		
Summary	Employee: No rating		▼																		
<p><b>2</b> <b>USF Core Values</b> This summarizes the USF Core Values.</p>	<p><b>USF Core Values (IC)</b> <span style="float: right;">Weight: 35%</span></p> <table border="1"> <tr> <td>Advocates for Community No comments</td> <td></td> <td>Required</td> <td>▼</td> </tr> <tr> <td>Agents of Discovery No comments</td> <td></td> <td>Required</td> <td>▼</td> </tr> <tr> <td>Creative Strategic Thinkers No comments</td> <td></td> <td>Required</td> <td>▼</td> </tr> <tr> <td>Purveyors of respect, honesty and consistency No comments</td> <td></td> <td>Required</td> <td>▼</td> </tr> <tr> <td>Summary No comments</td> <td>Employee: No rating</td> <td>Required</td> <td>▼</td> </tr> </table>	Advocates for Community No comments		Required	▼	Agents of Discovery No comments		Required	▼	Creative Strategic Thinkers No comments		Required	▼	Purveyors of respect, honesty and consistency No comments		Required	▼	Summary No comments	Employee: No rating	Required	▼
Advocates for Community No comments		Required	▼																		
Agents of Discovery No comments		Required	▼																		
Creative Strategic Thinkers No comments		Required	▼																		
Purveyors of respect, honesty and consistency No comments		Required	▼																		
Summary No comments	Employee: No rating	Required	▼																		
<p><b>3</b> <b>Overall Performance Rating</b> This section captures an overall rating.</p>	<p><b>Overall Performance Rating</b></p> <table border="1"> <tr> <td>Summary No comments</td> <td>Employee: No rating</td> <td></td> <td>▼</td> </tr> </table>	Summary No comments	Employee: No rating		▼																
Summary No comments	Employee: No rating		▼																		

## Step 5

Fiscal Year Reflection section | The goals you submitted previously will be captured within this section and you will navigate each one individually.

- Starting with the first goal: Select an **Employee Rating** and insert an **Employee Comment**. If you need a reminder of the goal details, select **Show Performance Goal Info**.

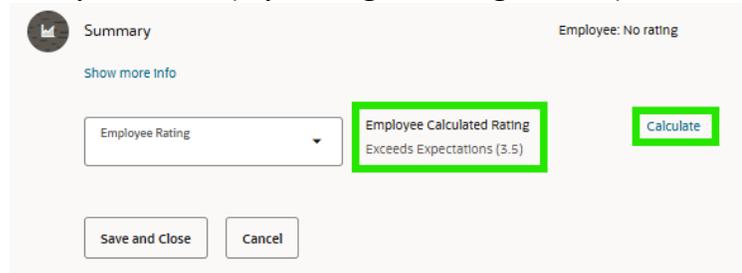


**How do the Employee Ratings work?** You'll be asked to select the appropriate self-evaluation employee rating for each goal. Definitions of the goals are shown below for reference:

- Strong Exceeds Expectations:** Far exceeds performance expectations consistently. Exceptional quality beyond all essential areas of responsibility and within established timeframes. Performance is transformative and/or innovative. Exceptional or unique contribution toward unit and/or department goals. Acts as a champion for change, easily adapts to new situations, and identifies opportunities to increase value. Demonstrates the values (4-I's) while executing goals, models and inspires others to do the same. Invest time in their own development and supports development and shares knowledge with others.
- Exceeds Expectations:** Exceeds performance expectations consistently. Delivers extraordinary performance and results within established timeframes. Demonstrates performance of a very high level of quality in all essential areas of responsibility. Acts as a champion and role model for change. Demonstrates the values (4-I's) while executing goals. Invests time in their own development.
- Meets Expectations:** Fulfills performance expectations consistently and occasionally exceeds. Delivers consistent results with high quality and within established timeframes. Adapts to change easily. Invests time in their own development. Demonstrates the values (4-I's) while executing goals.
- Meets Some Expectations:** Occasionally fails to meet expectations and improvement is needed in essential areas of responsibility. Delivers inconsistent results and improvement needed in quality and/or timeliness. Inconsistently adapts to and/or resists change. Inconsistently demonstrates the values (4-I's).
- Does Not Meet Expectations:** Consistently fails to meet expectations and improvement is needed in most key performance areas/goals. Contributions and quality are low and/or not delivered within established timeframes. Fails to adapt and/or resists change. Inconsistently demonstrates or does not demonstrate the values (4-I's).

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- Based on your selection of Employee Rating, provide comments on why you chose the rating, the results of the goal, any measurements, or evidence.
- Select **Save and Next** once complete.
- Repeat for all other goals listed.
- Once all goals have a rating and comments entered, you'll be on the Summary section.
- Share an overall summary across all goals. You can select **Calculate** and the system will automatically suggest an overall rating based on previously selected employee ratings for each goal. Example:



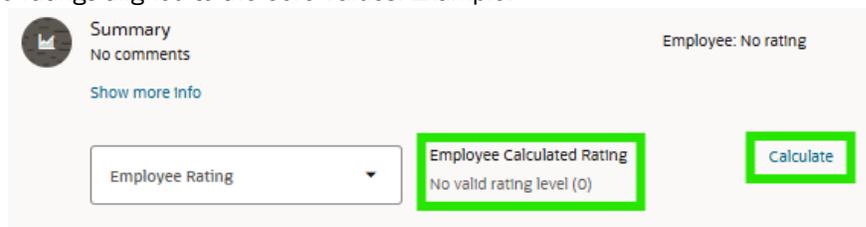
The screenshot shows a 'Summary' section for an employee with 'No rating'. It features a 'Show more info' link, an 'Employee Rating' dropdown menu, and a 'Calculate' button. The 'Employee Calculated Rating' is displayed as 'Exceeds Expectations (3.5)'. Below these are 'Save and Close' and 'Cancel' buttons.

- Select **Save and Close** to continue part 2, USF Core Values.

## Step 6

USF Core Values section | Listed here are USF's Core Values. You'll be required to provide a brief statement for each core value and how you demonstrated these during the FY.

- Starting with the first value: Insert an **Employee Comment** that shares details of how you demonstrated that value during the FY.
- Select **Save and Next** once complete.
- Repeat for all other values listed.
- Once all values have comments entered, you'll be on the Summary section.
- Share an overall summary across all values. Note: You will see Calculate populated, but it will not calculate this section because there are no ratings aligned to the Core Values. Example:



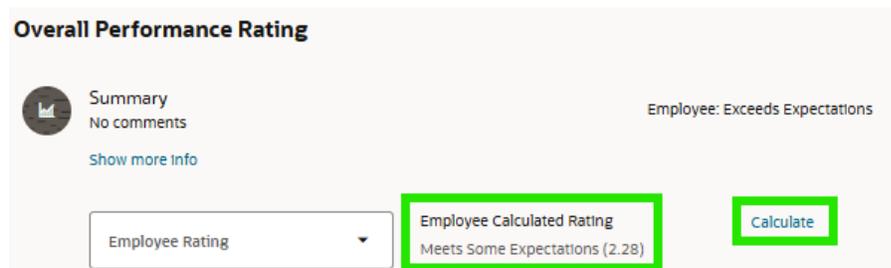
The screenshot shows a 'Summary' section for an employee with 'No comments'. It features a 'Show more info' link, an 'Employee Rating' dropdown menu, and a 'Calculate' button. The 'Employee Calculated Rating' is displayed as 'No valid rating level (0)'. Below these are 'Save and Close' and 'Cancel' buttons.

- Select **Save and Close** to continue to part 3, Overall Performance Rating.

## Step 7

Overall Performance Rating section

- Within the Summary section, choose your overall performance rating based on your goals and core values.
- You may choose **Calculate** again to have the system suggest an employee rating based on your previous entries. Example:



The screenshot shows the 'Overall Performance Rating' section. It features a 'Summary' section with 'No comments' and a 'Show more info' link. The 'Employee' rating is 'Exceeds Expectations'. The 'Employee Calculated Rating' is 'Meets Some Expectations (2.28)'. Below these are 'Save and Close' and 'Cancel' buttons.

- In the employee comment section, share how you did overall with your goals and demonstrating core values.
- Select **Save and Close** to continue to Attachments.

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## Step 8

[Attachments section](#) | Although not **required**, you can load any supporting documentation on your goals or demonstrating core values. This includes metrics, reports, examples, etc. You may also link to URLs.

## Step 9

Once complete, scroll back up to the top and look at the top-right. You can select **Submit** once you are complete with your Worker Self-Evaluation.

## Oracle Guided Learning (OGL) Available

OGL is a tool within Oracle HR that provides step-by-step guidance and interactive tutorials for essential tasks, such as performance management tasks. After logging in to Oracle HR, activate OGL by clicking the floating information icon on the right side of the screen. [See how OGL works here.](#)

### Participant Feedback

- Select Feedback Participant
- Select Feedback Participant Feedback for Worker Evaluation

## Need help?

If you need further assistance or technical support, visit the [HR Help Center](#) through the MyUSF Quick Links to submit an [HR Help Desk](#) ticket.