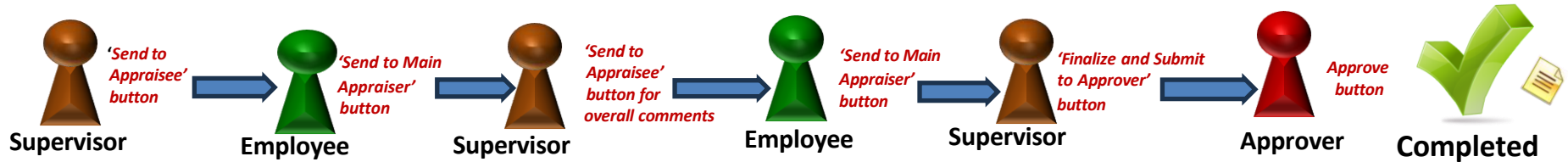


Workforce Performance Management (WPM) Process Map



Routing buttons

- ❖ The **'Send to Appraisee'** button routes appraisal from supervisor to employee
- ❖ The **'Send to Main Appraiser'** button routes appraisal from employee to supervisor.
- ❖ The **'Finalize and Submit to Approver'** button has one function: Route appraisal from the supervisor to the Approver (Reviewing Official) for final, end-of-year approval.
- ❖ The **'Approve'** button closes the appraisal.
- ❖ The **'Return for Correction'** link routes the appraisal from the Reviewing Official back to the supervisor.

BEGINNING of Plan Year

- 1) Performance Plans Published
- 2) Supervisor **creates** appraisal
- 3) Supervisor **prints** appraisal for Employee
- 4) Progress discussions should take place during January to March.



END of Plan Year

- 4) Supervisor **sends** appraisal to Employee
- 5) Employee enters **end-of-year feedback**
- 6) Employee **returns** appraisal to Supervisor
- 7) Supervisor **enters ratings**
- 8) Supervisor **shares** appraisal with reviewing official
- 9) Supervisor conducts **review meeting** with employee and routes appraisal to employee
- 10) Optional: Employee enters **final Feedback** and reroutes appraisal to supervisor
- 11) Supervisor **submits** appraisal for final approval
- 12) Approver (Reviewing Official) reviews and **approves** appraisal
- 11) Oracle **notifies** supervisor and employee of approval

Step-by-Step Instructions on the employee intranet:

- Performance Management
- Transform MCG