



Workforce Performance Management (WPM) Workflow



Performance Plan Administrator publishes Appraisals.

The Performance Plan Administrator creates Performance Plans and publishes appraisal templates at the beginning of each fiscal year. Once published, supervisors will receive a notification in Oracle.



Supervisor creates Employee Appraisal and sends to employee to review.

When supervisors receive notification that the appraisal templates are available, they should establish the appraisal right away by adding content and sharing it with the employee for review. NOTE: The supervisor may elect to have their MLS/PSM employees create their own appraisal.

For detailed instructions, refer to 'Creating a Direct Report Appraisal' and/or 'Copy Past Objectives to a Current Appraisal' Job Aids.



Employee Reviews Appraisal then sends it back to the supervisor.

The employee receives an Oracle notification whenever the supervisor sends their appraisal to them. They are able to review it and add comments. MLS and PSM employees may also add content. When their review is complete, the employee should immediately return the appraisal to their supervisor.

For detailed instructions refer to the 'Accessing Your Own Appraisal' Job Aid and 'Send Your Appraisal to Your Supervisor'.



Optional: Supervisor sends Appraisal to Employee for mid-year updates, then employee sends it back.

Interim year, a supervisor may elect to send the appraisal their employee to capture comments related to progress. Once complete, the employee should immediately return the appraisal to their supervisor.

For detailed instructions, refer to 'Send a Direct Report their Appraisal for Interim Updated' Job Aid and 'Send Your Appraisal to Your Supervisor'.



Supervisor sends appraisal to employee for year-end feedback, then employee sends it back.

At the end of the Plan year, a supervisor sends the appraisal to their employee to enter self-assessment comments (optional). When complete, the employee should immediately send the appraisal back to their supervisor.

For detailed instructions, refer to the 'Send a Direct Report Their Appraisal for Year-End Feedback' and 'Send Your Appraisal to Your Supervisor' Job Aids.



Supervisor rates employee performance and conducts a performance review meeting.

At the end of the appraisal period, the Supervisor applies ratings and enters end-of-year comments to the appraisal. The supervisor sends the appraisal to the Approver (Reviewing Official) for review/feedback, and the appraisal is sent back to the supervisor. Once completed, the appraisal is sent to the employee to review and feedback before and/or after evaluation is discussed.

For detailed instructions, refer to the 'Enters End of Year Ratings', the 'Send a Direct Report Their Appraisal for Year-End Feedback' and the 'Send Your Appraisal to Your Supervisor' Job Aids.



Supervisor submits Appraisal to Approver for final approval.

Following the review meeting with the employee, the Supervisor applies any updates and finalizes the appraisal. The finalization includes the supervisor sending the appraisal to their own supervisor for final approval. NOTE: Directors are able to approve their own direct report appraisals.

For detailed instructions, refer to 'Submits an Appraisal for Final Approval' Job Aid.



Approver reviews and approves the Appraisal.

When an appraisal is submitted for approval, the Approver (Reviewing Official) receives an Oracle notification. When the Approver has completed their review, they can either return it to the supervisor for correction or approve it. Once approved, the appraisal closes and cannot be edited. A copy of the approved appraisal then routes to the employee for review.

For detailed instructions, refer to the 'Reviewing Official – Approve and Appraisal Submitted by a Direct Report'.

End of Procedure.