Office of *Human* **Resources**

Workforce Performance Management (WPM) Terminologies and Actions

Oracle Workforce Performance Management (WPM) Terminology

This section is a list the terms found in the WPM system and their descriptions.

Performance Plans	Hierarchy-based performance plans in the Oracle WPM Performance Management system - MCG Executive Branch Performance Plan - MCG Legislative Branch Performance Plan - MCG Sheriff Office Performance Plan
Performance Templates	Individual employee templates located in MCG Performance Plans
Appraisal	Performance plans
Appraisee	Employees or direct reports
Main Appraiser	Supervisor
Approver	Reviewing Official (second level supervisor)
Approver Participant	Performance Contributor: Another supervisor, project lead or project manager who has valuable input about an employee's performance and can evaluate an employee's performance and provide supporting comments/feedback
Reviewing Participant	Performance Contributor: Another supervisor, project lead or project manager who has valuable input about an employee's performance but who can only provide feedback on an employee's performance

MCG Performance Appraisals (Plans) Status Monitoring Report Terminology

This section is a list the terms found on MCG Performance Plan Status Monitoring Reports and their descriptions.

Planned	The employee's performance plan creation has not been started in WPM.
Saved	The supervisor is working on the employee's performance plan. Appraisal is in the first stages (similar to Planned).
Transferred to Appraisee	The supervisor has routed the performance plan to the employee.
Ongoing with Supervisor	The supervisor is reviewing the employee's performance plan.
Return for Corrections	Reviewing Official returned a performance plan to the supervisor for corrections.
Return for More Information	Reviewing Official returned a performance plan to the supervisor for more information.
Pending Approval	Reviewing Official to approve an employee's performance evaluation. Once approved, the appraisal cannot be edited.
Transferred From Plan	Employee is no longer in the performance plan.
Completed	The employee's performance evaluation has been finalized.

MCG Performance Appraisals (Plans) Actions

Enter Employee Feedback	Employee to provide his/her performance feedback/self-assessment (optional).
Enter Overall Rating Feedback	Employee to provide his/her overall rating performance feedback (optional).
Submit an Appraisal for Final Approval	Supervisor sends an appraisal to the Reviewing Official for final approval.