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TENNESSEE

To: City of Memphis Managers  
From: Alex Smith, CHRO  
Date: December 19, 2017  
Re: FY18 Goal-Setting and Performance in Oracle Fusion

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Earlier this fall, the Mayor met with the senior leadership team to set the goals and strategic direction for our City. He then shared his vision and objectives with chiefs and directors and asked that they translate his vision into a set of actionable goals with supporting success metrics for their divisions.

As managers, we're here to connect the dots between individual performance and organizational success. Many of you have been working with your employees already to set performance goals for FY18. Now that we are live with Oracle Fusion, we would like you to put these goals into our new city-wide HR system to make sure all eligible City employees can participate in our performance management programs going forward.

#### **Purpose**

Making Memphis "brilliant at the basics" begins with sparking that brilliance in every City employee. Using the new Fusion system, we can strengthen overall alignment to that mission by providing employees better performance management services.

#### **ACTION: Add all goals to Oracle Fusion by January 12, 2018.**

Please make sure *all* eligible employees' goals are added to Oracle Fusion no later than January 12, 2018. An "eligible employee" is anyone with full-time status and at least 6 months of service at the City of Memphis.

#### *Steps to Success*

1. Set performance goals for all eligible employees. Managers should review goals with employees.
2. Enter goals into the Fusion performance system by January 12, 2018 – *see attached implementation toolkit.*
3. Prepare for Quarterly and Annual reviews (training to be provided) – *see toolkit for City Employee Performance Management Calendar.*

#### **Toolkit: Setting a Goal**

We created the attached implementation toolkit to ensure your success with the new system and its features. This toolkit includes:

- A copy of this memo.
- The City Employee Performance Management Calendar.
- Setting Employees' SMART Goals (Worksheet and Template)
- Instructions Manual - Adding a Goal in Oracle Fusion (see also [this YouTube video](#)).  
*Explains logging in, setting, and updating goals.*

Please direct any questions about managing employee performance in Oracle Fusion to [HRAnalytics.performance@memphistn.gov](mailto:HRAnalytics.performance@memphistn.gov).

Regards,  
Alex Smith