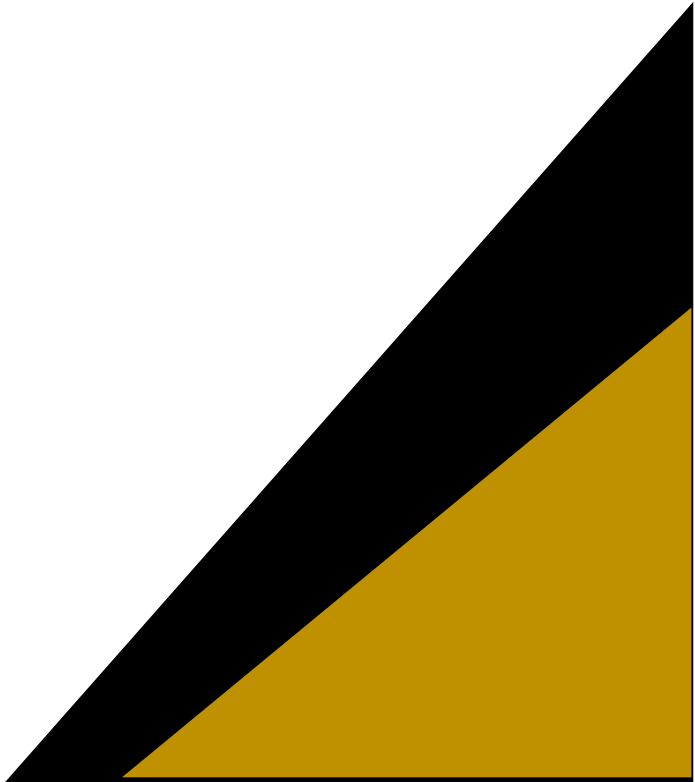




CITY OF MEMPHIS  
ORACLE: PERFORMANCE  
MANAGEMENT  
PROCESS

Human Resources Division





# Manager: Adding a Goal

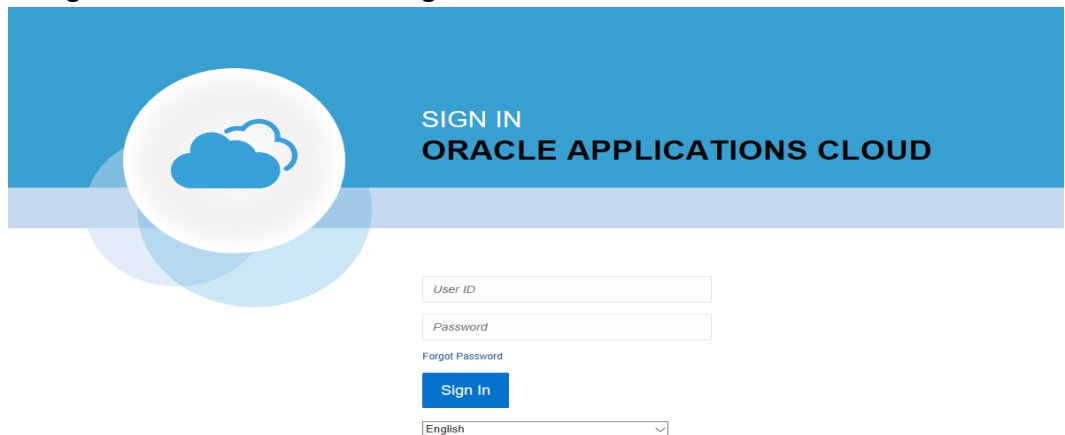
## About

This section describes how to:

- Log into Oracle Fusion as a manager.
- Navigate to the “My Team” Section and “Performance” Page.
- Set and weigh goals within an identified performance period.

## How To


1. Navigate to the Oracle Fusion Sign-In Screen.

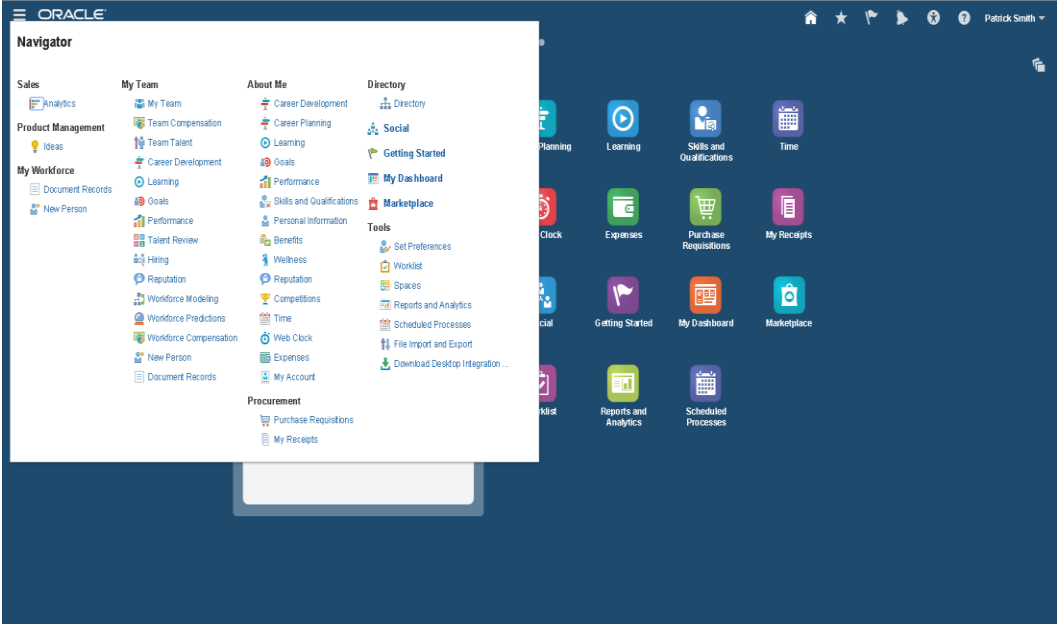


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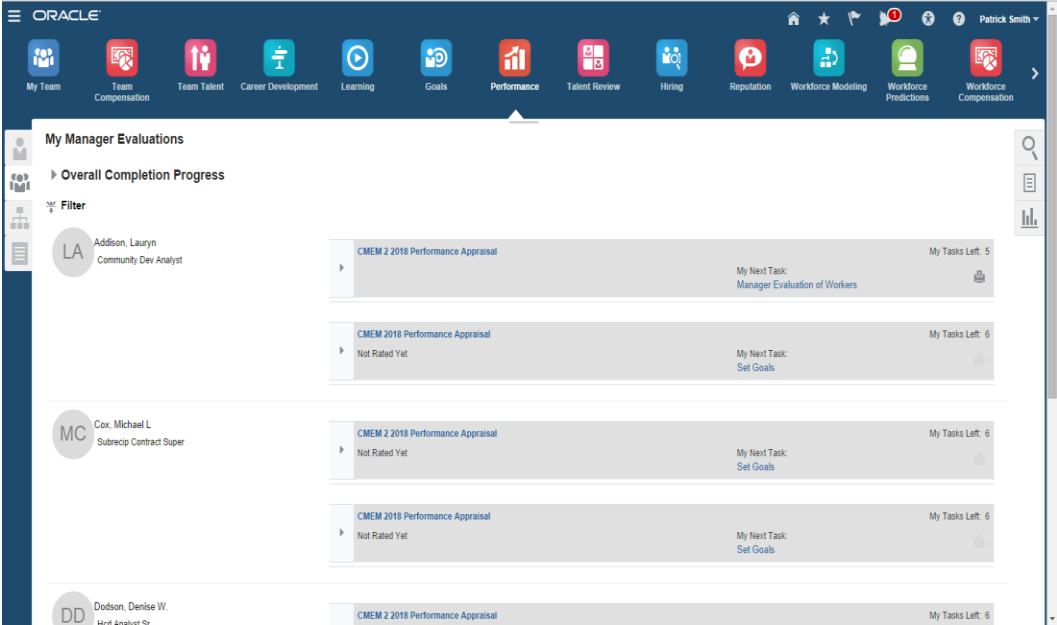
2. Input your User ID and Password. Click “Sign In.”



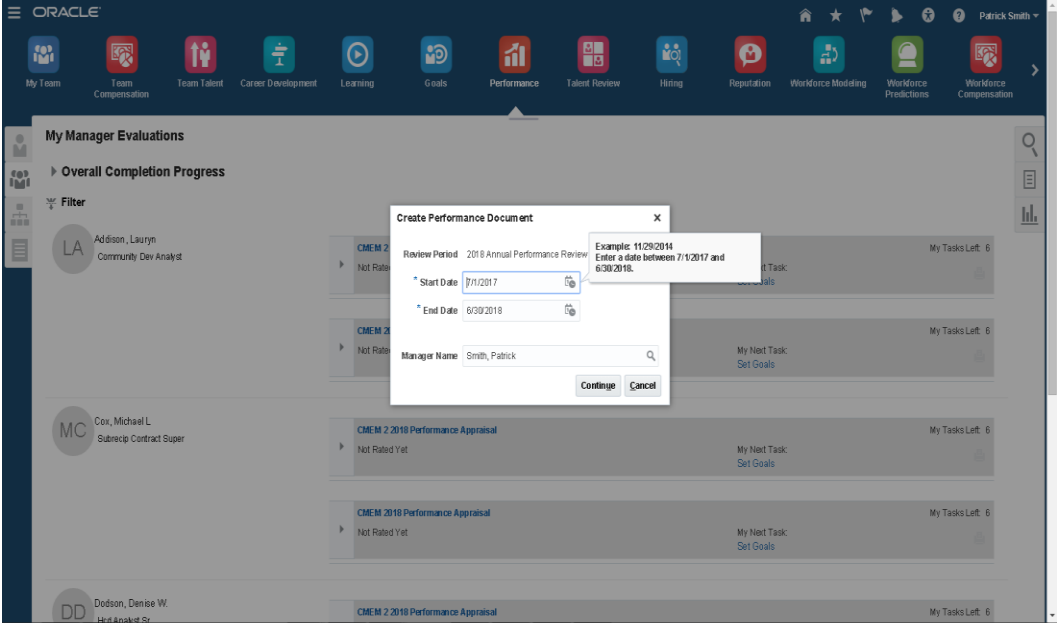
3. Click the Navigator (  ) and under “My Team,” click the link labeled “Performance.”



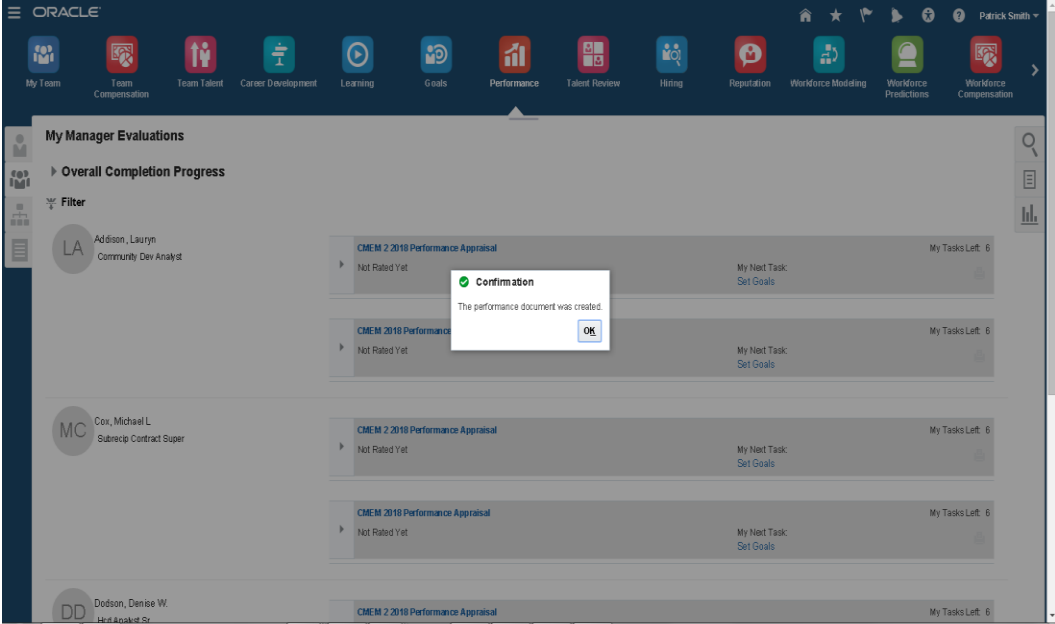
4. Select the employee for whom you are setting goals. Click “Set Goals” under My Next Task.



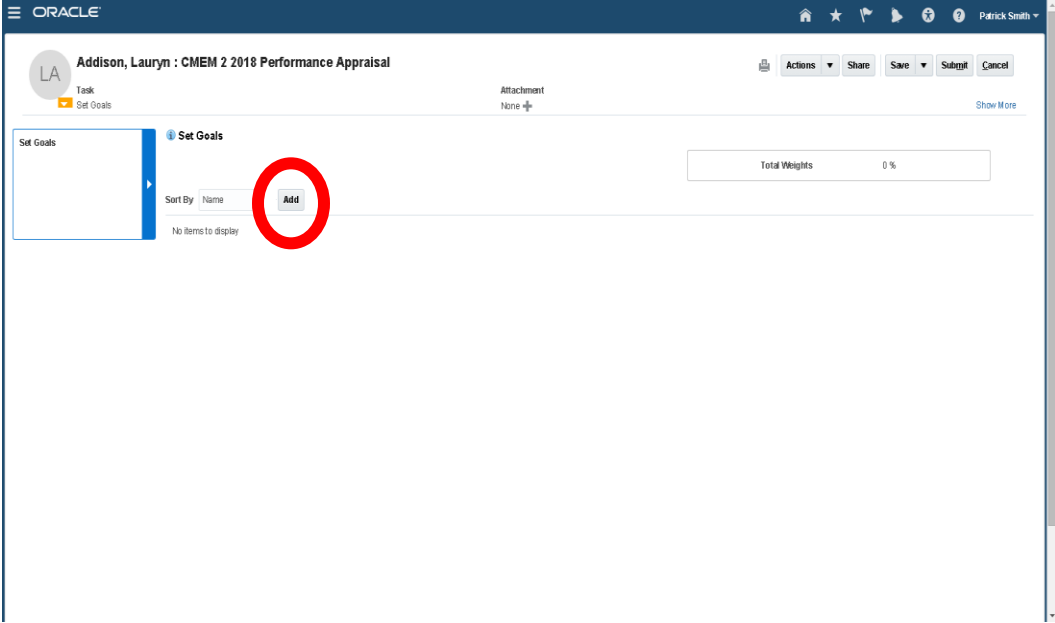
5. Validate that the correct Performance Period is displayed Click “Continue.”



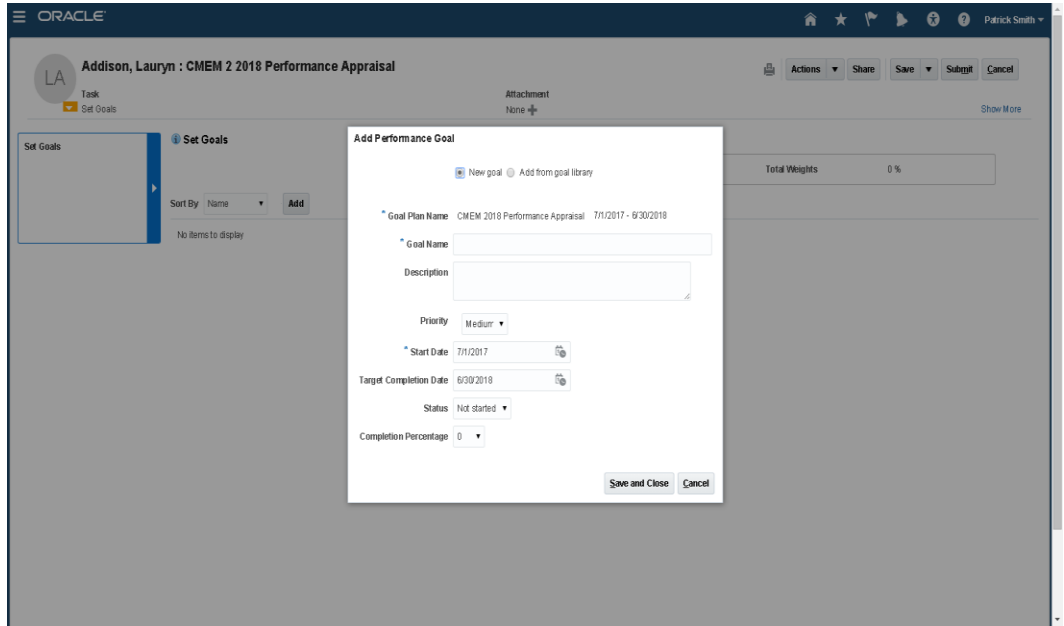
6. The performance document has been created. Click "OK." A new screen opens.



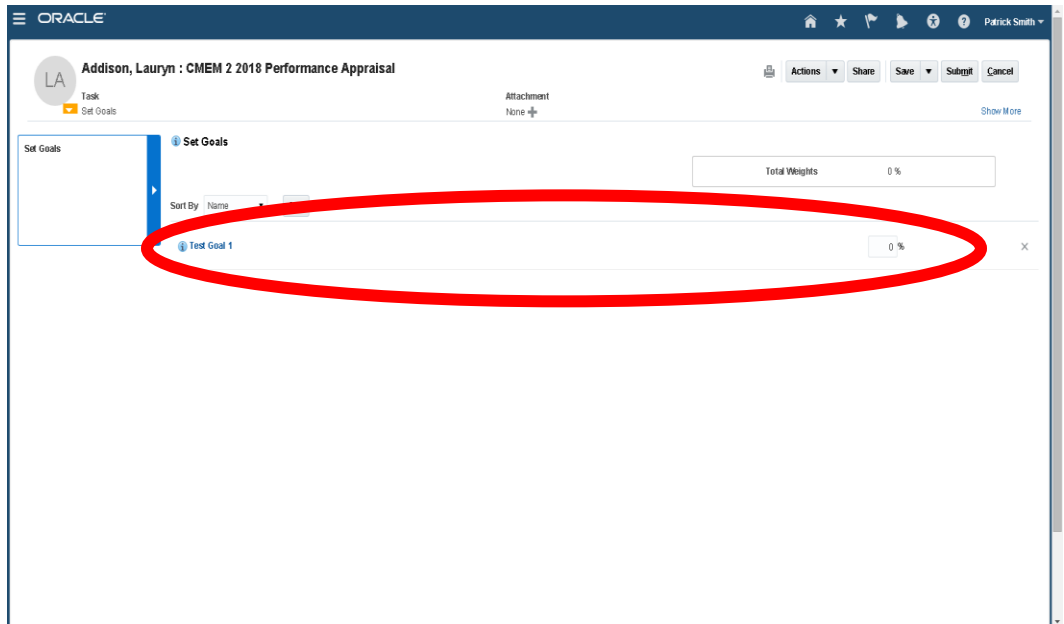
7. Click the "Add" button under "Set Goals."



8. A window opens on the page. Add data to the following fields: **Goal Name** and **Description**. Click the “Save and Close” button.

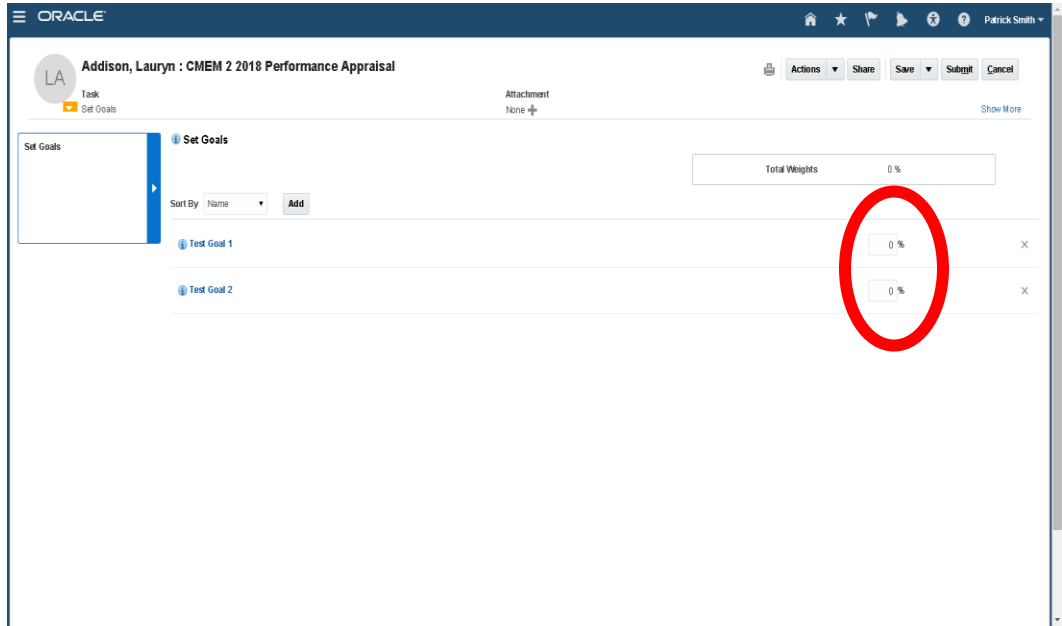


9. The window will close, and you will see the main performance screen for that employee with the new goal.

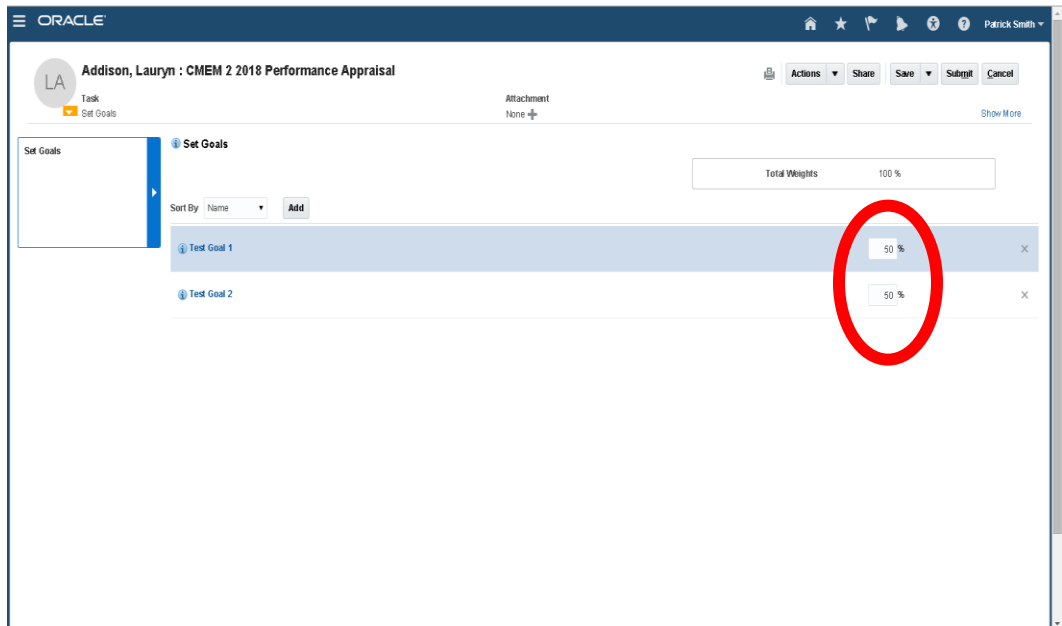


10. To add additional goals, repeat steps 7 – 9. Repeat until you enter all goals for the performance period.

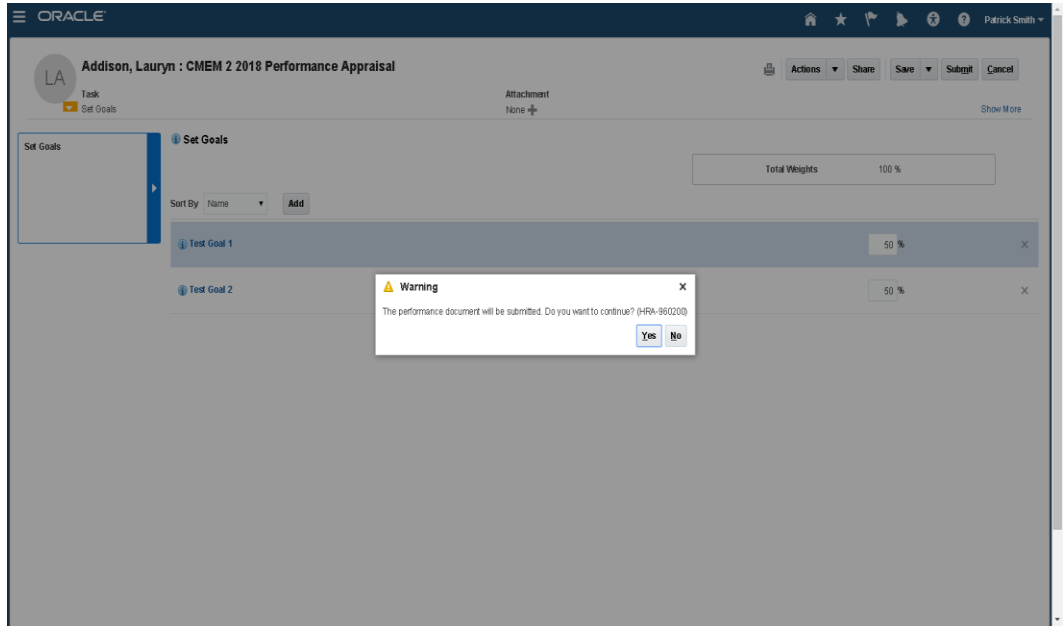
11. After all goals have been entered, the next step is to weigh each goal.



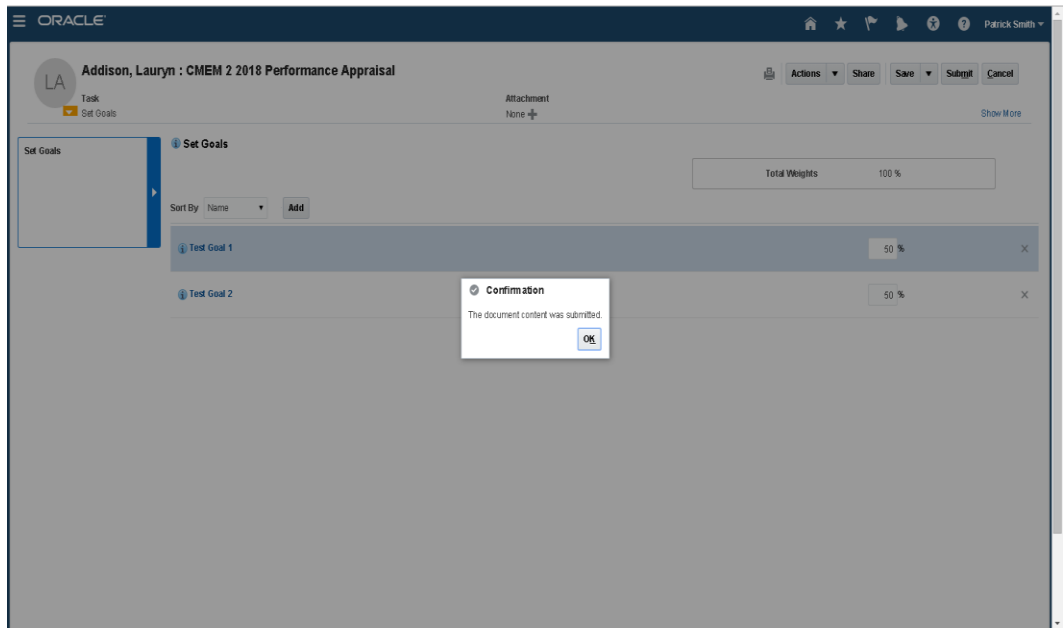
12. After reviewing each goal, add weights. REMEMBER THAT THE WEIGHT OF ALL GOALS TOGETHER MUST TOTAL 100%. Click "Submit" at the top right of the page when you have finished.



13. After clicking “Submit,” a warning box appears informing you that your document will be submitted to the system. Click “Yes.”



14. After clicking “Yes,” a confirmation box appears to let you know your document was submitted. Click “Ok.”





15. CONGRATULATIONS! Goals have been submitted for this employee. The system will now take you back to the main performance screen.

The screenshot displays the Oracle HR system interface for 'My Manager Evaluations'. The top navigation bar includes icons for My Team, Team Compensation, Team Talent, Career Development, Learning, Goals, Performance, Talent Review, Hiring, Reputation, Workforce Modeling, Workforce Predictions, and Workforce Compensation. The main content area is titled 'My Manager Evaluations' and shows 'Overall Completion Progress'. A filter is applied for 'Addison, Lauryn, Community Dev Analyst'. The table below lists performance appraisal tasks for three employees:

Employee	Appraisal Title	Status	Next Task	Tasks Left
Addison, Lauryn Community Dev Analyst	CMEM 2 2018 Performance Appraisal	Not Rated Yet	My Next Task: Manager Evaluation of Workers	5
	CMEM 2018 Performance Appraisal	Not Rated Yet	My Next Task: Set Goals	6
Cox, Michael L. Subscrip Contract Super	CMEM 2 2018 Performance Appraisal	Not Rated Yet	My Next Task: Set Goals	6
	CMEM 2018 Performance Appraisal	Not Rated Yet	My Next Task: Set Goals	6
Dodson, Denise W. Hrnl Analyst Sr	CMEM 2 2018 Performance Appraisal	Not Rated Yet	My Next Task: Set Goals	6