

## Performance Notes

Planning **Performance Notes** Evaluation Reports

Once the manager and employee have completed the competencies and goals, Performance Notes will be used to allow both the manager and employee to keep track of the progress during the performance year. This tool enables both participants of the process to enter in progress as it happens, rather than waiting for each review cycle to end.

This field does not have spell check or a legal scan. All notes should be professional, objective in nature and help to assess your performance.

**Performance Notes  
 Manager**

**Step 1**

The screenshot shows the Oracle HRMS interface for the Performance Notes Manager. On the left is a navigation menu with options like 'Self Service', 'Manager Self Service', and 'Performance Management'. The main content area has a search bar and a 'New Note' button. Below the search bar, there are instructions and a section for 'Selection Criteria' with input fields for 'ID', 'Earliest Note Date', and 'End'. A 'Search' button is next to the 'ID' field. At the bottom, a message reads: 'There are no existing notes for the specified search criteria.'

Step 1: A manager can add notes throughout the year.

- Access screen: Manager → Self Service → Performance Management → Maintain Performance Notes
- Select an Employee ID

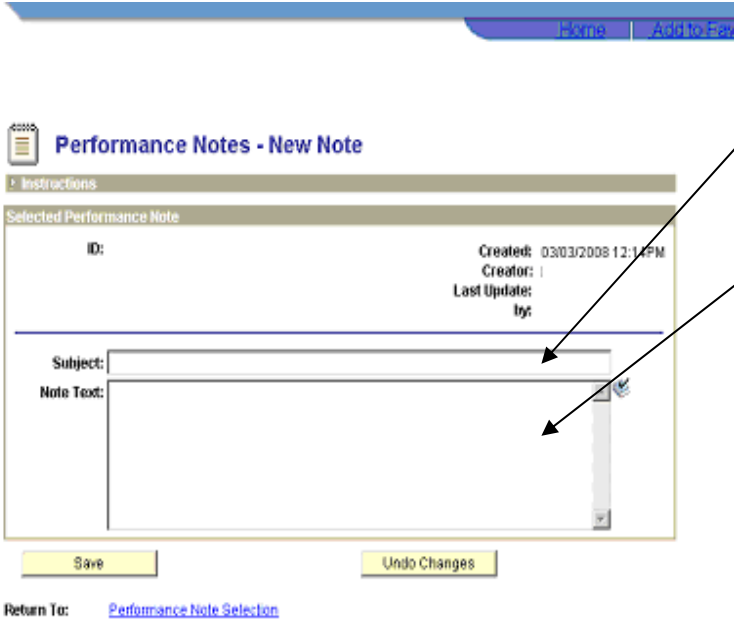
**Step 2**

This screenshot is identical to the one in Step 1, but the 'Add a New Note' button is highlighted with a yellow box. A yellow callout box with the text 'Add A New Note' is positioned above the button, with a black arrow pointing from the callout to the button. The rest of the interface remains the same.

Step 2: Select "Add a New Note"

**Add A New Note**  
 The ID and name is blank since the data is not masked.

Step 3

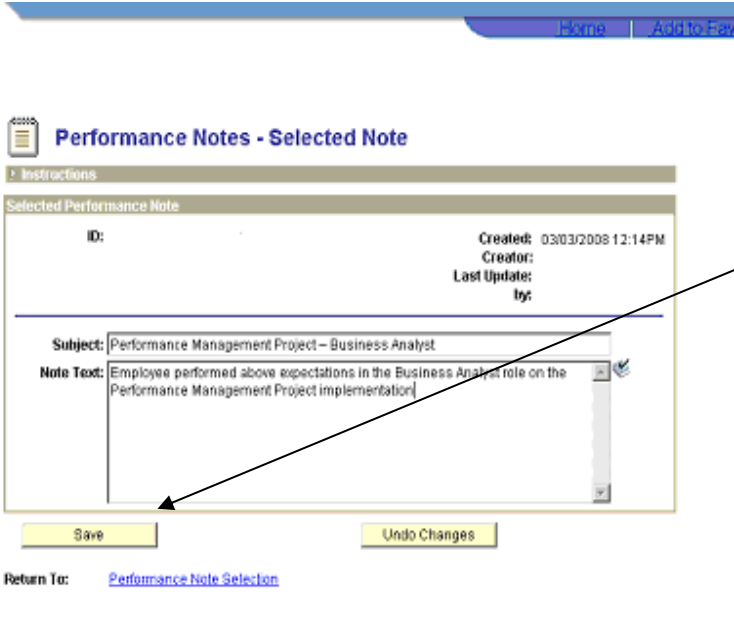


Step 3: Example:

Example: Enter Subject: "Performance Management Project – Business Analyst"

Example: Enter Note Text: "Performed in business analyst role on performance management project implementation. Responsibilities included analysis of the as-is and to-be performance plan process."

Step 4



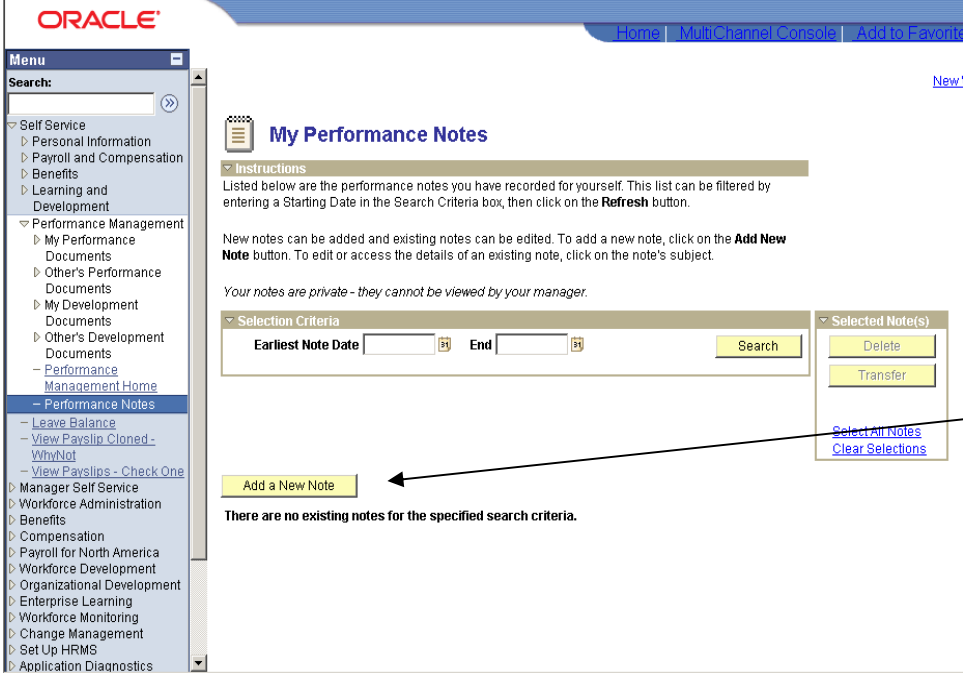
Step 4: Click "Save"

The performance note for the employee has now been saved and can be referenced in the future.



**Performance Notes  
 Employee**

**Step 1**

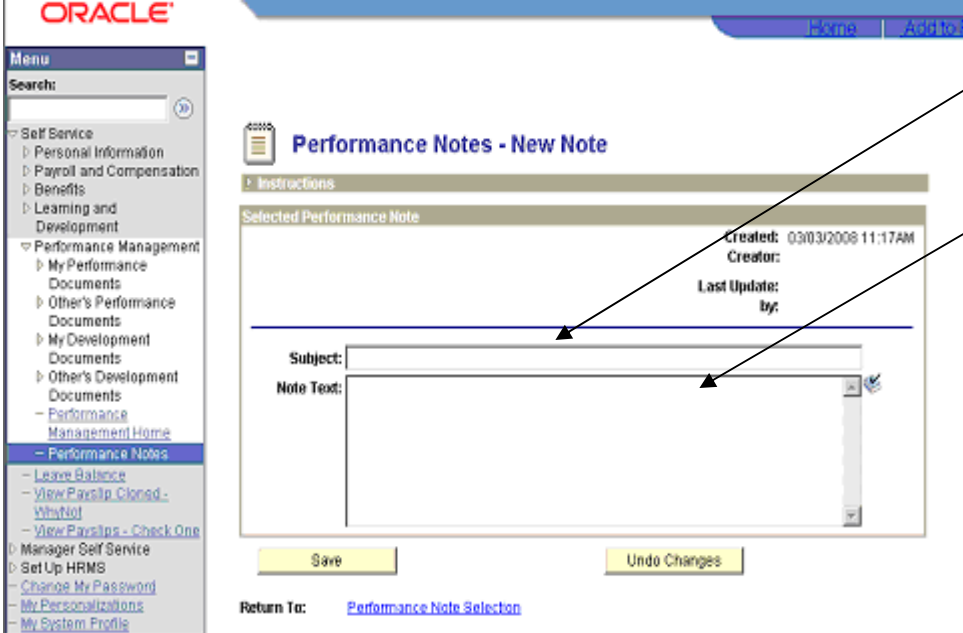


Step 1: An employee can add notes.

Access screen: Self Service  
 → Performance Management → My Performance Documents → Performance Notes

**Add A New Note**  
 Add a New Note

**Step 2**



Step 2: Example:

Example: Enter Subject: "Performance Management Project – Business Analyst"

Example: Enter Note Text: "Performed in business analyst role on performance management project implementation. Responsibilities included analysis of the as-is and to-be performance plan process."

Step 3



Home | Add to Favorites

### Performance Notes - New Note

Instructions

Selected Performance Note

Created: 03/03/2008 11:17 AM  
 Creator:  
 Last Update:  
 by:

Subject:

Note Text:

Save Undo Changes

Return To: [Performance Note Selection](#)

Step 3: Complete note entry –

Click Save



The entry has now been saved and can be referenced by the employee or the manager in the future.

**NOTE:**  
 Managers cannot see employee's notes and employees cannot see Manager's notes.