

Annual Performance Appraisals in Oracle: A Guide for Team Members

The TriHealth annual performance appraisal process is critical to delivering on our TriHealth brand promise that all team members are **seen, heard** and **valued**. As you and your leader prepare for this important discussion, you are encouraged to take the time to complete your annual self-evaluation by **November 16, 2023**.



While self-evaluations are voluntary, you are strongly encouraged to take the time to provide your leader with input on how you have performed over the past year, providing not only ratings, but also specific examples of how you demonstrated **SERVE, Always Behaviors** and how you **deliver** on your job responsibilities.

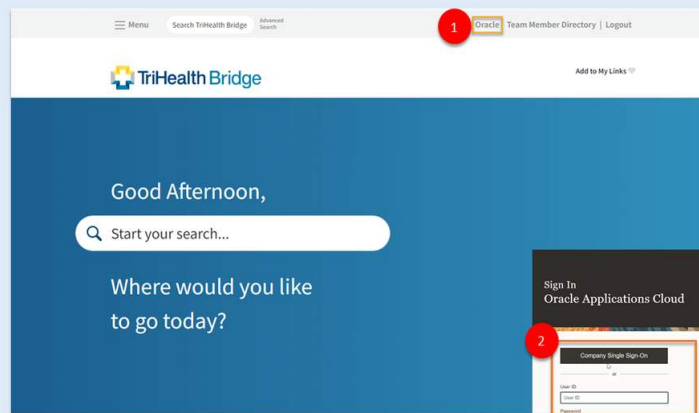


Note that your leader may require you to complete the Self-Appraisal.

The following information provides you a step-by-step process of how you can complete your self-evaluation.

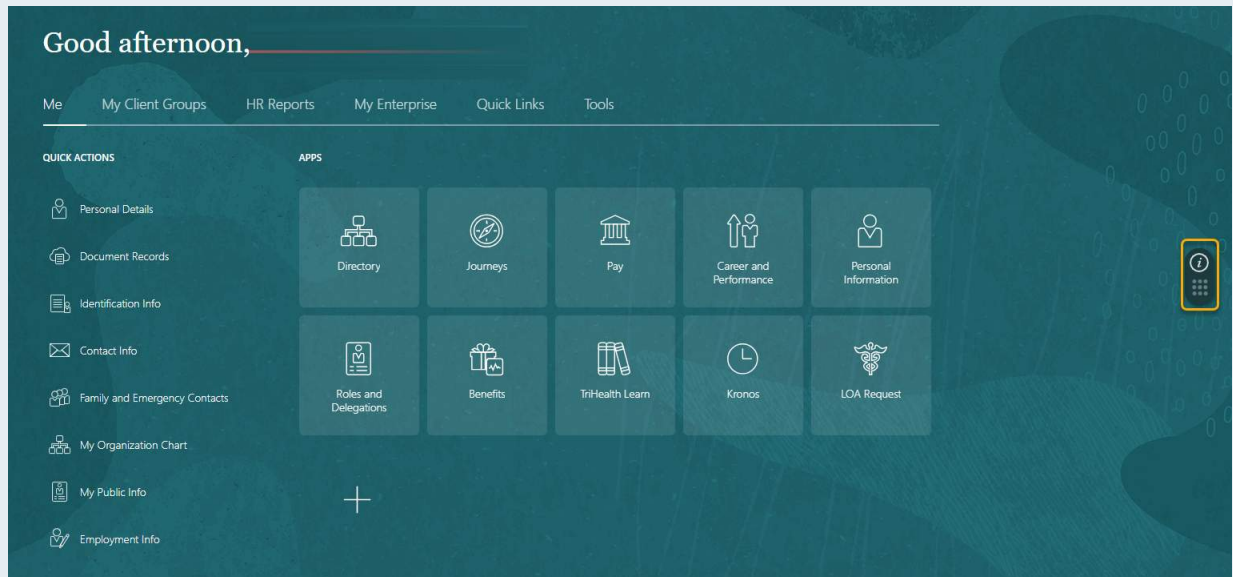
1

Access Oracle from the Bridge Homepage. You will immediately be taken to the Oracle site where you will sign-in.



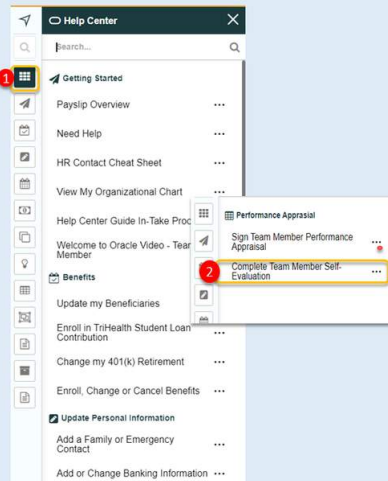
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Once you are in Oracle, you will see the Help Center, which houses step-by-step guides and instructions you need to complete your Self-Evaluation.



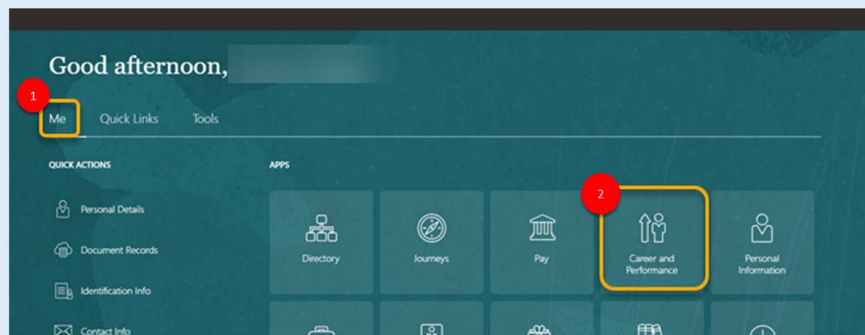
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Once you have navigated to the Help Center, you can click on the icon or search (1) ***"Performance Appraisals."*** Be sure to select the (2) ***"Complete Team Member Self-Evaluation"*** guide and follow the on-screen instructions.



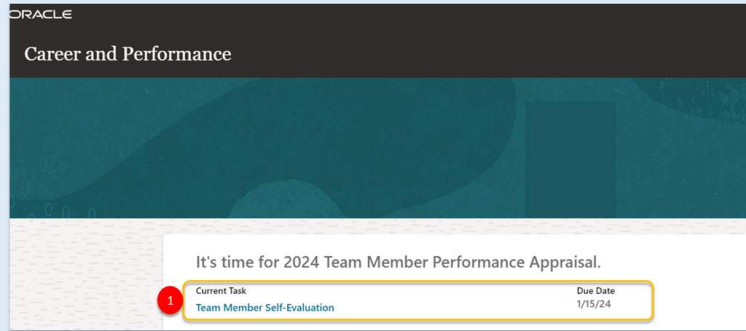
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From the main page of Oracle, select (1) **"Me"** and then (2) **"Career and Performance."**



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Locate the (1) **"Current Task: Team Member Self-Evaluation"** to open the evaluation.

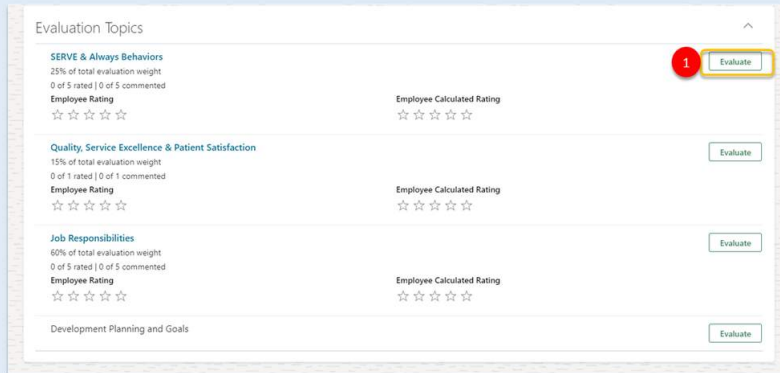


There are a total of **FOUR** sections that you will need to complete as part of your Self-Evaluation:

- **Serve & Always Behaviors**
- **Quality, Service Excellence and Patient Satisfaction:** Your leader will provide you with the rating to select based on your department's external or internal service score. If you are unsure – select "3 – Successful" and your leader will update it as needed.
- **Job Responsibilities:** All team members in the same job code are evaluated on the job responsibilities that appear on the job description. Consult your leader with any questions.
- **Development Planning and Goals:** Your comments are required in order to submit your self-appraisal to your leader.

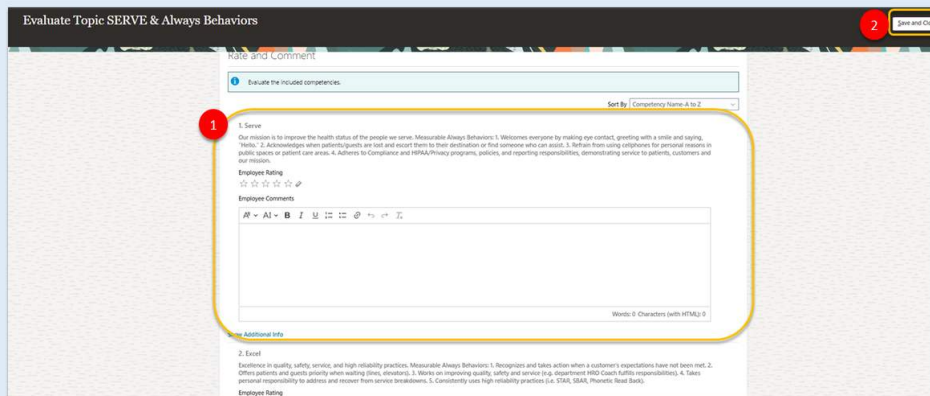
6

Click on (1) ***Evaluate*** to complete the **Serve & Always Behaviors** portion of the evaluation.



7

Complete all your self-ratings for (1) **Serve and Always Behaviors**. Comments are optional but strongly encouraged. Be sure to select (2) **“Save and Close”** when you are finished or want to come back later.



8

Click on (1) **"Evaluate"** to fill out and complete the **Quality, Service Excellence and Patient Satisfaction** section.

The screenshot shows a web interface with three evaluation sections. The first section, 'Quality, Service Excellence & Patient Satisfaction', has a weight of 15% and shows '0 of 1 rated | 0 of 1 commented'. It includes an 'Employee Rating' (5 stars) and an 'Employee Calculated Rating' (5 stars). A red circle with the number '1' highlights the 'Evaluate' button. The second section, 'Job Responsibilities', has a weight of 60% and shows '0 of 5 rated | 0 of 5 commented'. It also includes an 'Employee Rating' (5 stars) and an 'Employee Calculated Rating' (5 stars). The third section, 'Development Planning and Goals', is partially visible. Each section has an 'Evaluate' button.

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Complete your self-rating for (1) **Quality, Service Excellence and Patient Satisfaction**. *Comments are optional.* Your leader will provide the rating for this item. If you are unsure, select "3-Successful." Next, select (2) **"Save and Close"** when you are finished or want to come back later.

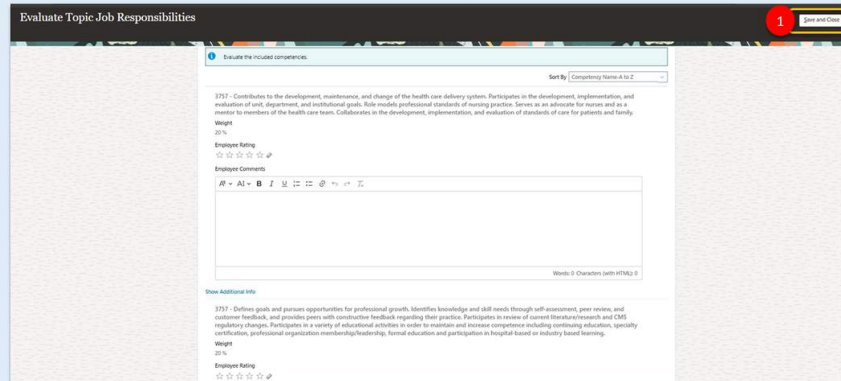
The screenshot shows the 'Rate and Comment' interface. At the top, there is a 'Save and Close' button highlighted with a red circle and the number '2'. Below this is a search bar with the text 'Evaluate the included competencies'. A dropdown menu is set to 'Competency Name: A to Z'. A red circle with the number '1' highlights the 'Quality, Service Excellence & Patient Satisfaction' item in the list. The item description reads: 'Quality, Service Excellence & Patient Satisfaction. If your department uses a survey from the list below, select the rating based on Fiscal Year End final performance or the One-Up LEM score (whichever is higher). If your department does not use one of the surveys from the list below, select the rating based on the TRHealth Inpatient Experience HCAHPS system result.' Below the description is an 'Employee Rating' section with 5 stars and an 'Employee Comments' field.

Click on (1) **"Evaluate"** to fill out and complete the Job Responsibilities portion of your evaluation.

The screenshot displays a web interface titled "Evaluation Topics". It contains four evaluation categories, each with a title, weight, completion status, and a five-star rating system. The "Job Responsibilities" category is highlighted with a red circle and a yellow box around its "Evaluate" button, which is labeled with a red "1".

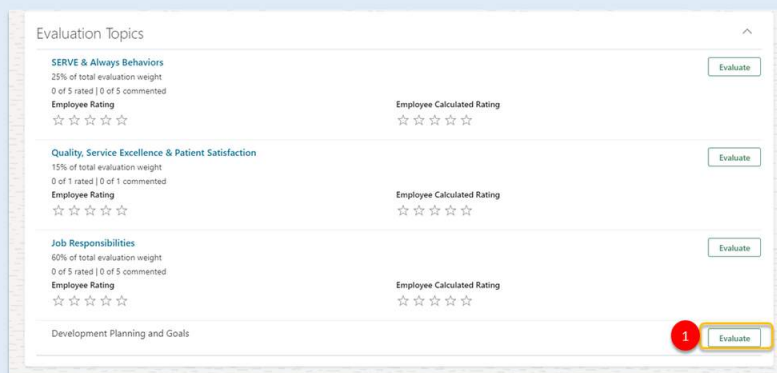
Topic	Weight	Completion	Employee Rating	Employee Calculated Rating	Action
SERVE & Always Behaviors	25%	0 of 5 rated 0 of 5 commented	☆☆☆☆☆	☆☆☆☆☆	Evaluate
Quality, Service Excellence & Patient Satisfaction	15%	0 of 5 rated 0 of 5 commented	☆☆☆☆☆	☆☆☆☆☆	Evaluate
Job Responsibilities	60%	0 of 5 rated 0 of 5 commented	☆☆☆☆☆	☆☆☆☆☆	Evaluate (1)
Development Planning and Goals					Evaluate

Complete all your self-ratings for your Job Responsibilities. Comments are optional but strongly encouraged. **Note that the weights are evenly distributed among your Job Responsibilities.** Your leader will adjust the weights as needed after you submit your Self-Appraisal. Be sure to select (1) **"Save and Close"** when you are finished or want to come back later.



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Click on (1) **"Evaluate"** to complete your **Development Planning and Goals**.



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(1) Responses to both questions as seen below are **REQUIRED**. Select
(2) **"Save and Close"** when you are finished or want to come back later.

My Questionnaire

1 Reviewee Development Plan/Goals

* What skills and knowledge would you like to develop this next year?

* What progress was made on the prior year's development planning activities?

2 Save and Close

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Now that you have successfully filled out your Self-Evaluation, you are able to (1) **"Print"** a hard copy and (2) **"Submit"** the form to be forwarded on to your 1-up Leader. Additionally, you can select the (3) **back arrow** to come back and complete the form at another time.

ORACLE

Team Member Self-Evaluation: 2024 Team Member Performance Appraisal

1 Print 2 Submit 3

Review and evaluate the contents of each section of the evaluation. Click Submit when you're done.

Document Details

Overall Summary

Employee Rating: 4 stars (4) | Exceeds Expectations

Employee Calculated Rating: 4.5 stars (4.5) | Exceeds Expectations (5.0)

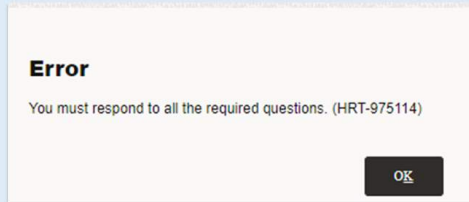
Evaluation Topics

Topic	Weight	Employee Rating	Employee Calculated Rating
SERVE & Always Behaviors	25% of total evaluator weight	4.5 stars (4.5) Exceeds Expectations	4.5 stars (4.5) Exceeds Expectations (4.5)
Quality, Service Excellence & Patient Satisfaction	15% of total evaluator weight	4.5 stars (4.5) Exceeds Expectations	4.5 stars (4.5) Exceeds Expectations (4.5)
Job Responsibilities	60% of total evaluator weight	4.5 stars (4.5) Exceeds Expectations	4.5 stars (4.5) Exceeds Expectations (4.5)

Development Planning and Goals

i **IMPORTANT!** If you receive an error message, please check that you have rated all items and have responded to the 2

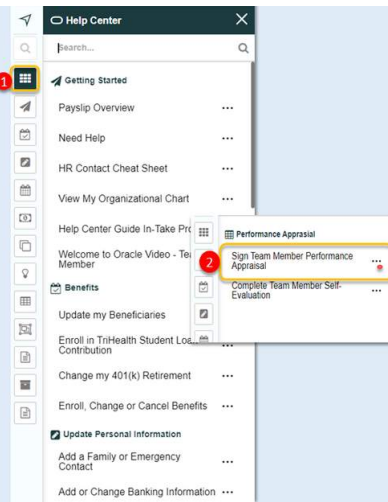
Development Planning and Goals questions.



Let's walk through the step-by-step process of how you can sign-off on your Team Member Appraisal.

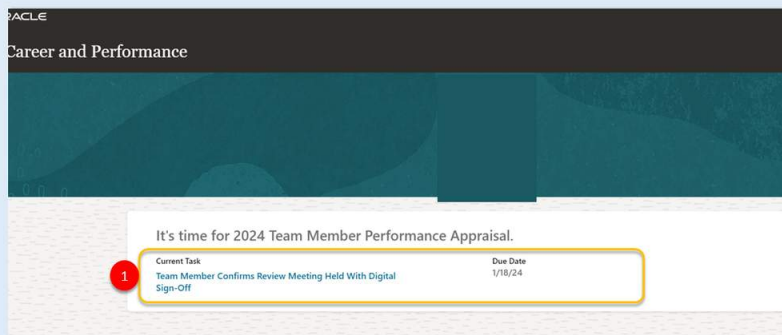
15

Your 1-up leader will share your completed form for your digital sign-off following your annual Performance Appraisal discussion. Once you are in Oracle, you will see the (1) Help Center, which houses step-by-step guides and instructions you need to sign-off. Select the (2) ***"Sign Team Member Performance Appraisal"*** guide and follow the on-screen prompts.



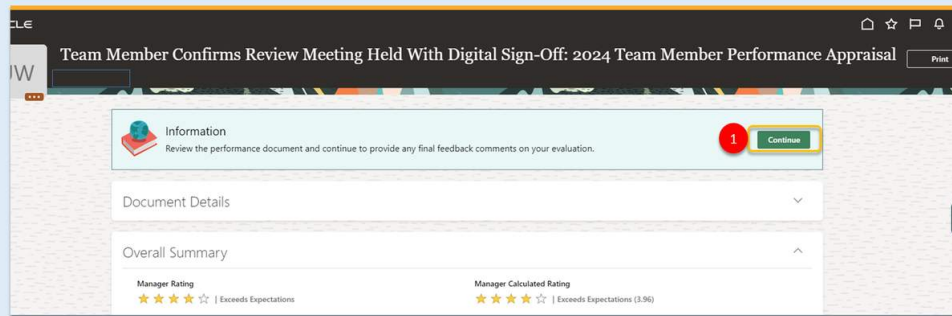
16

Select the (1) ***Current Task: Team Member Confirms Review Meeting Held with Digital Sign Off***.



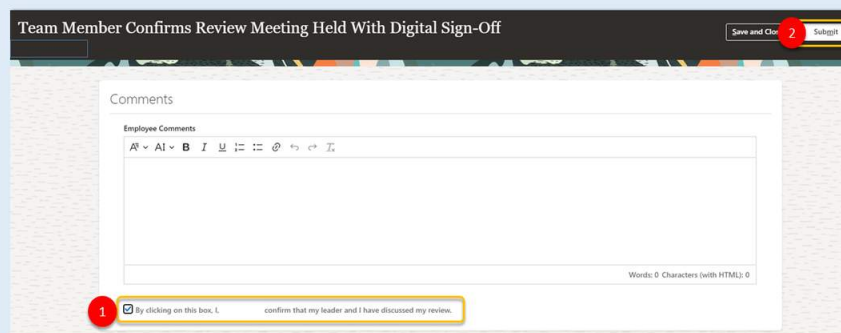
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Click on (1) ***Continue*** after reviewing the final document.



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Click (1) the box to serve as your digital signature, add any final comments and click (2) **"Submit."**



Thank you for taking the time to review each of these important steps for your **Annual Performance Appraisals**.

If you have any questions, be sure to reach out to your leader.

