



# EMPLOYEE GUIDE

INFOR PERFORMANCE APPRAISALS

## Step-by-Step Guide



**FY 2024**

 [learningcc.org](https://learningcc.org)

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# OVERVIEW OF PERFORMANCE APPRAISALS

## TIMELINE & KEY DATES

### SEPTEMBER 27TH - OCTOBER 9TH

200 & 300 level employees may complete a voluntary self-assessment form. These forms are turned in **directly** to the supervisor and are due no later than **October 9th**.

### DECEMBER 2ND

After clearance from Director, the supervisors may begin meeting with Employees and submitting reviews for upline approval in Infor.

### DECEMBER 16TH

All performance conversations should have been held with employees.

### JAN 1, 2025

Merit Raises will take effect. First paycheck with merit raises will be Jan 17th.

### JAN 17, 2025

Deadline to have all employees acknowledge their performance evaluations in Infor system.



# OVERVIEW OF PERFORMANCE APPRAISALS

## ELIGIBILITY

- ALL FULL-TIME & PART TIME **CIVILIAN** EMPLOYEES
- HIRED ON OR BEFORE **03/31/2024**
- FORM MUST BE COMPLETED BY **CURRENT**, IMMEDIATE SUPERVISOR

## RATING SCALE



- QUESTIONS? EMAIL **PERFORMANCEREVIEWS@CCTEXAS.COM**
- LOOKING FOR FORMS? **LEARNINGCC.ORG/PERFORM**
- YOUR REVIEW MUST BE COMPLETED BY **CURRENT**, IMMEDIATE SUPERVISOR.
- ALL SELF-APPRAISALS MUST BE TURNED IN DIRECTLY TO YOUR **SUPERVISOR**, NOT HUMAN RESOURCES.

## FIRST STEP: LOGIN INTO INFOR

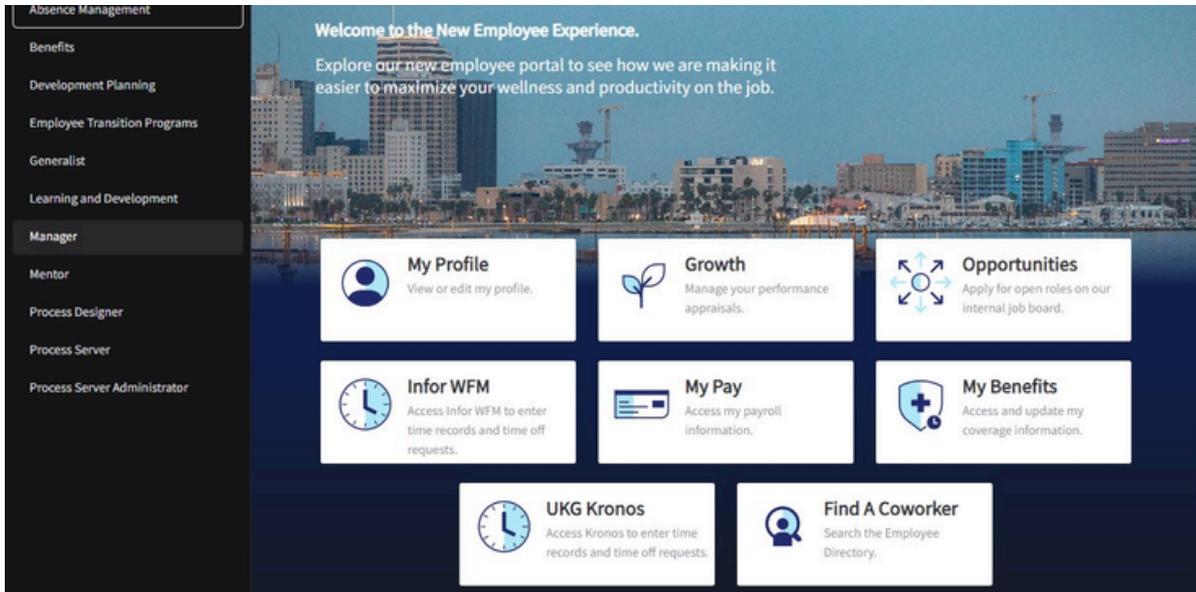


Diagram 1 : Infor Landing Page

## CLICK ON “EMPLOYEE”

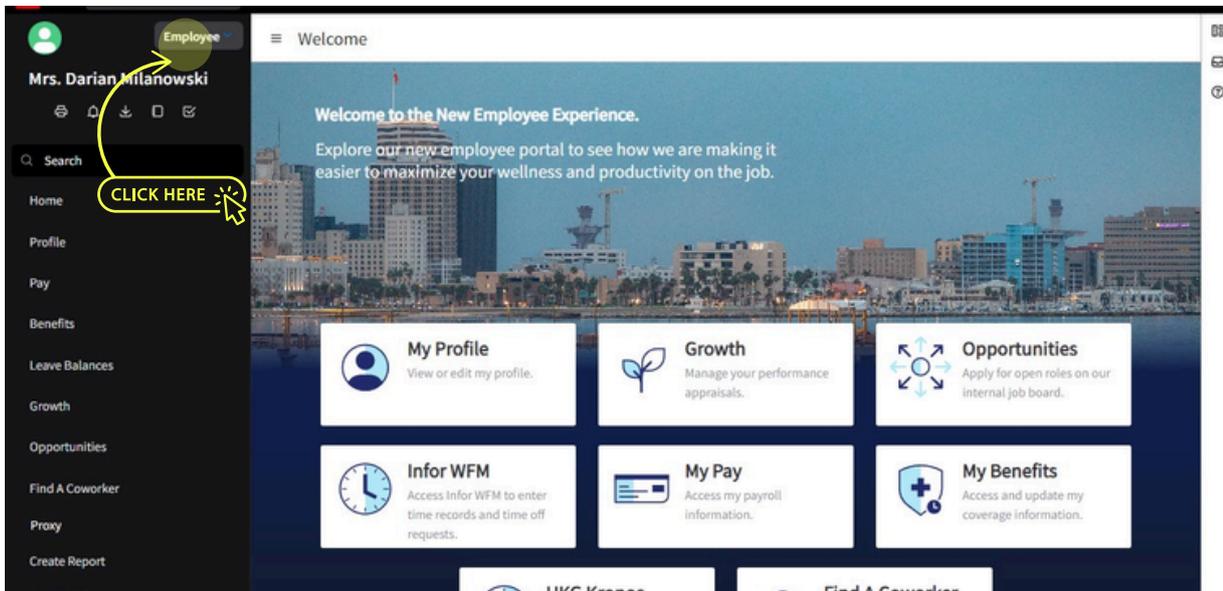


Diagram 2 : Left Hand Bar Dropdown



## CLICK THE BELL ICON TO ACCESS YOUR NOTIFICATIONS

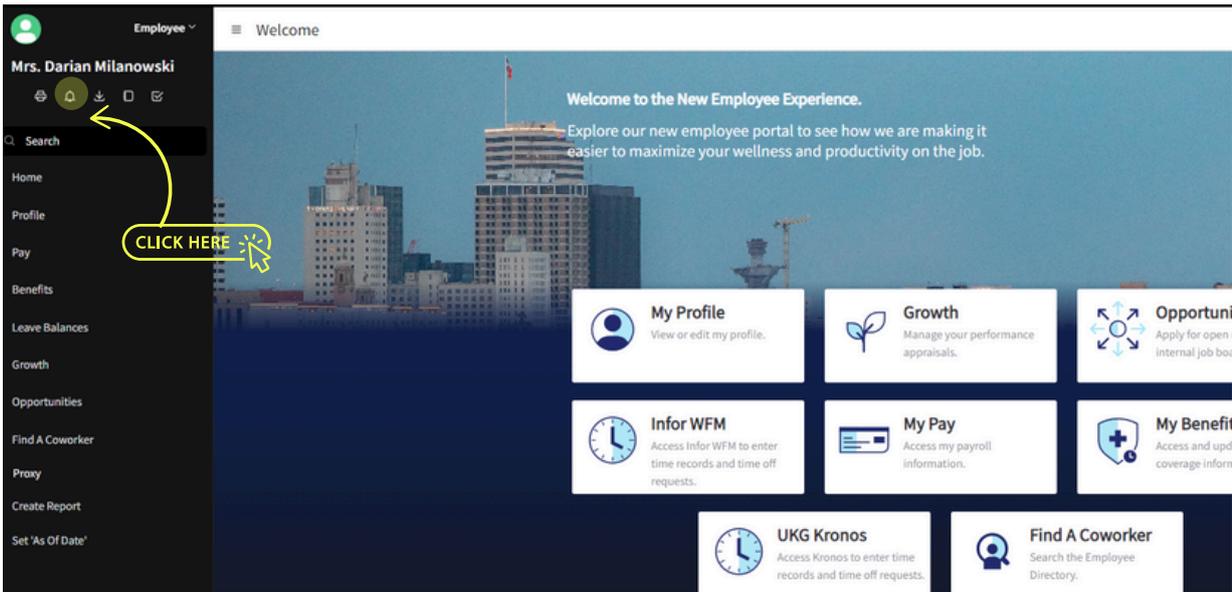


Diagram 3 : Notification Button

## DOUBLE CLICK ON YOUR NOTIFICATION

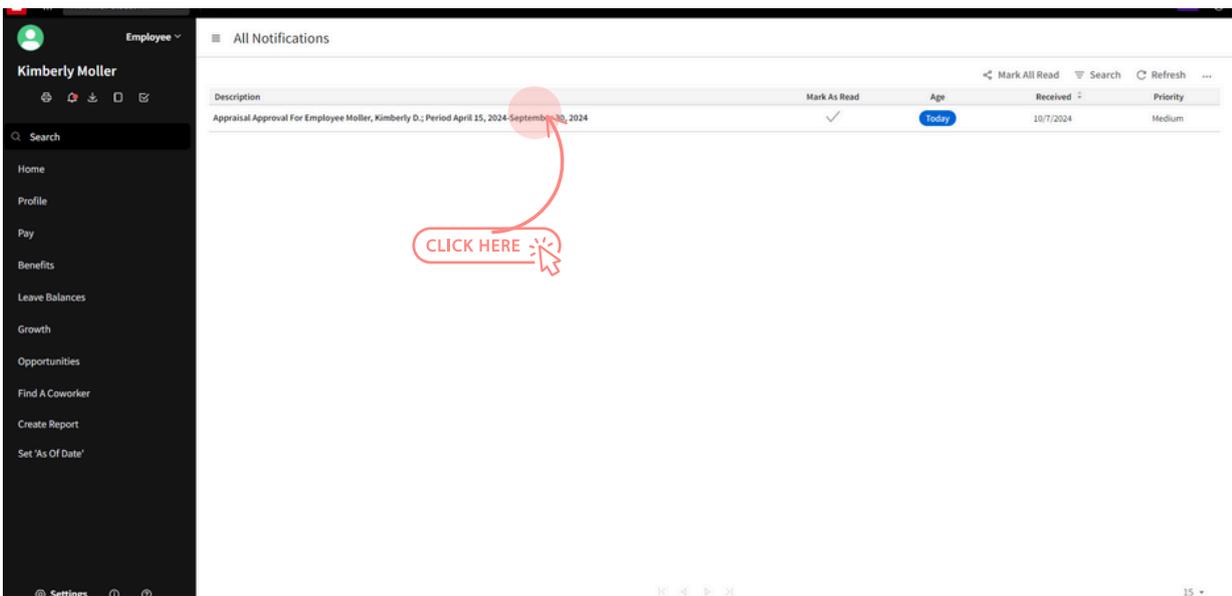
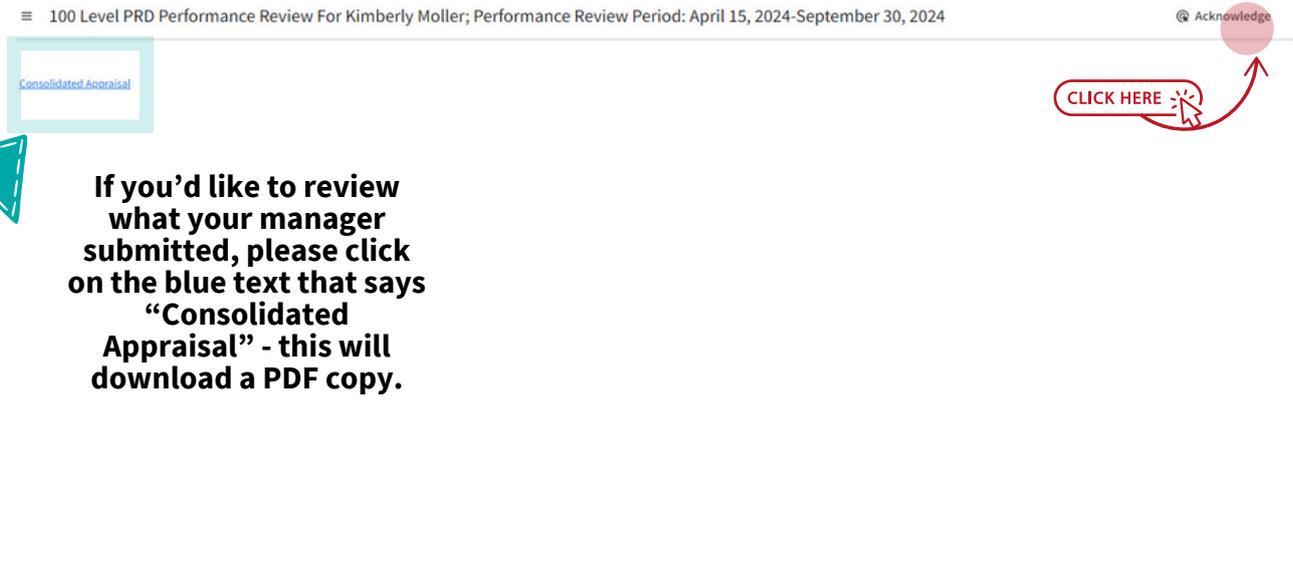


Diagram 4 : Notification Inbox

## TO REVIEW, CLICK “CONSOLIDATED APPRAISAL” TO ACKNOWLEDGE, CLICK ON THE ACKNOWLEDGE BUTTON



If you'd like to review what your manager submitted, please click on the blue text that says "Consolidated Appraisal" - this will download a PDF copy.

Diagram 5 : Appraisal Menu

## TYPE YOUR COMMENTS & CLICK THE OK BUTTON

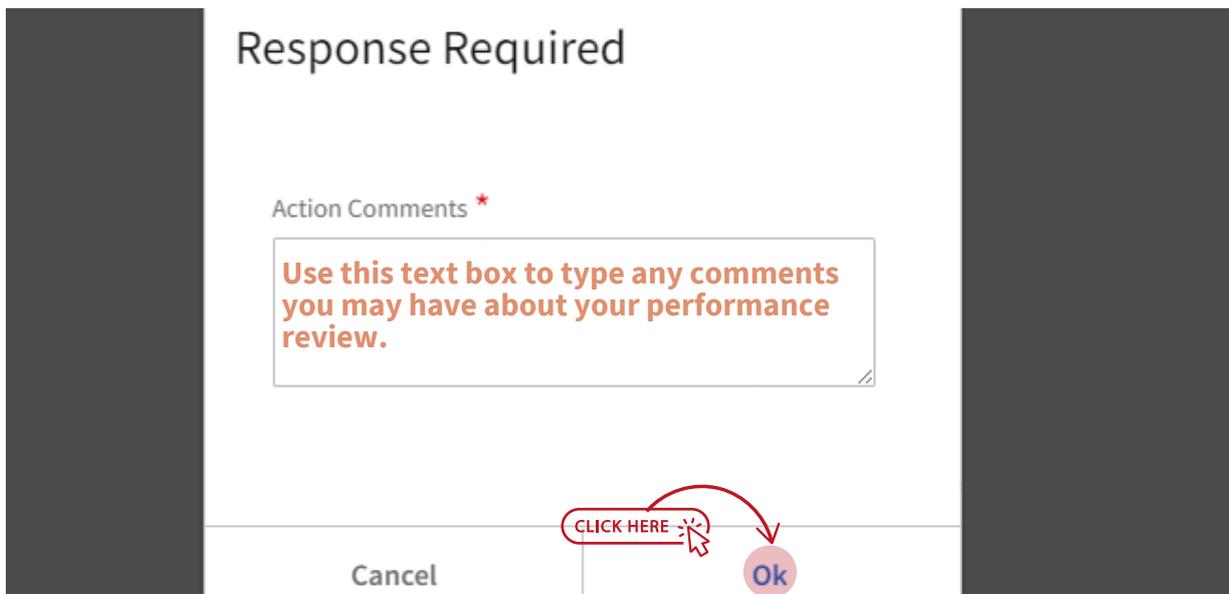


Diagram 6 : Comments & Acknowledgement



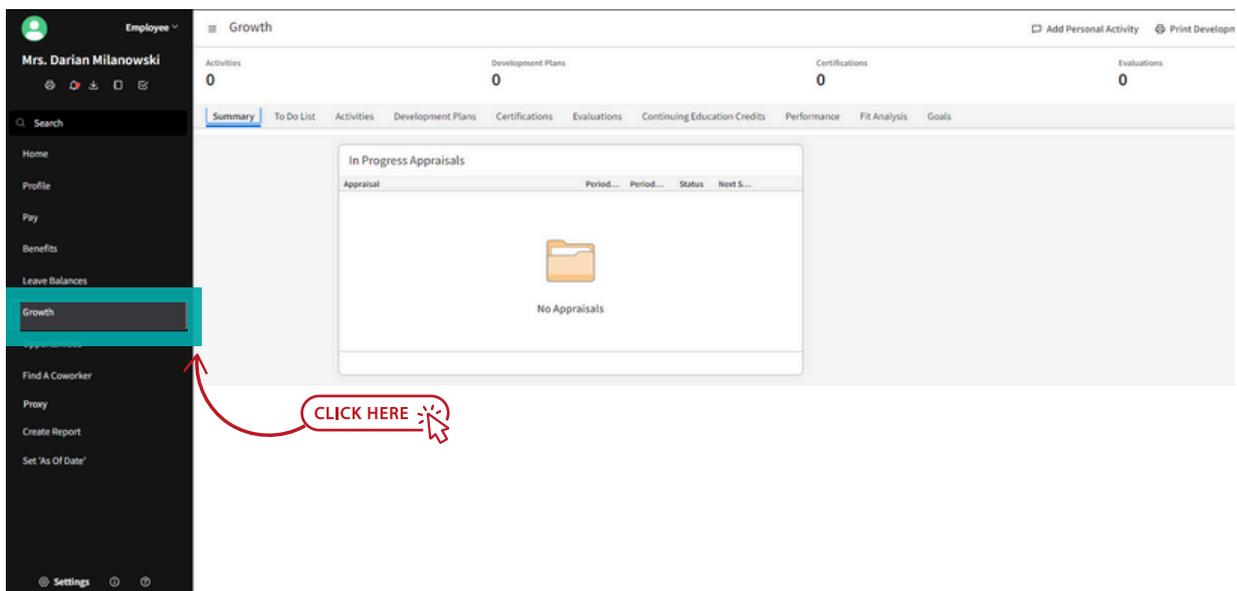
**PLEASE READ THE STATEMENT BELOW**

**AFTER YOU ACKNOWLEDGE THE APPRAISAL, YOUR MANAGER WILL REVIEW AND ADD THEIR STATEMENT. THEY WILL THEN FINALIZE THE APPRAISAL.**

**YOU WILL NOT BE ABLE TO VIEW YOUR FINAL APPRAISAL UNTIL THE MANAGER HAS ADDED THEIR STATEMENT.**

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**TO VIEW YOUR FINAL APPRAISAL, NAVIGATE TO THE “GROWTH” TAB ON THE LEFT-HAND MENU**



**Diagram 7 : Left hand menu**

## CLICK ON “PERFORMANCE”

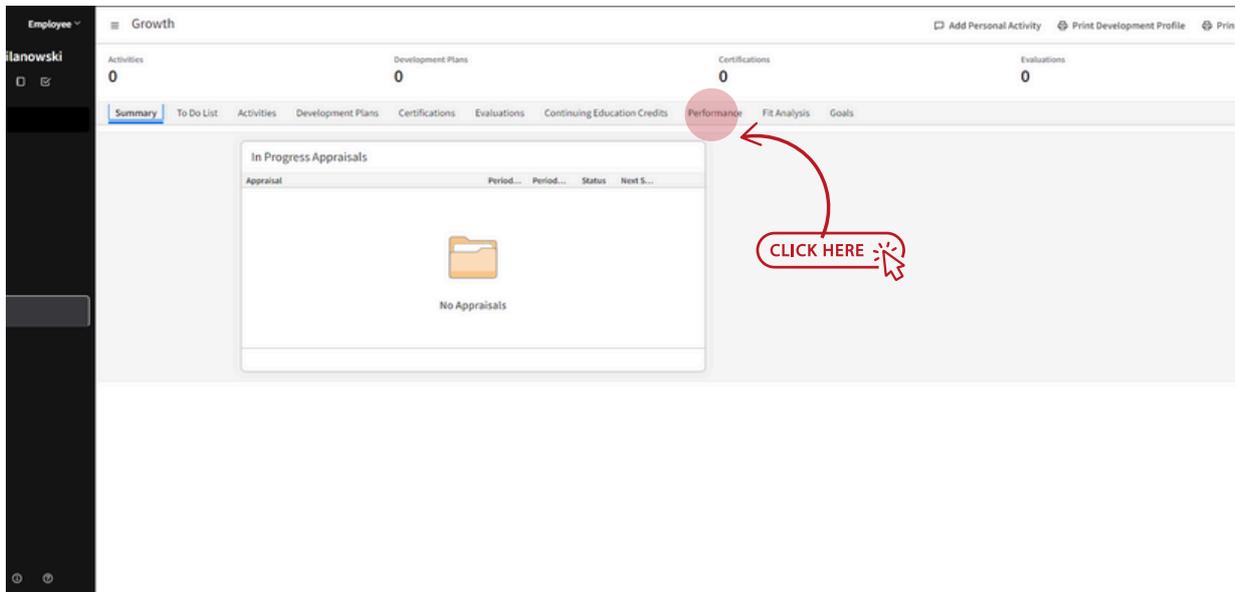


Diagram 8 : Growth Module

**YOUR FINAL APPRAISAL WILL BE UNDER “COMPLETE”.**  
**PENDING APPRAISALS MAY APPEAR UNDER “READY FOR REVIEW”.**  
**SELECT YOUR DESIRED APPRAISAL AND CLICK “CONSOLIDATED APPRAISAL” TO OPEN PDF.**

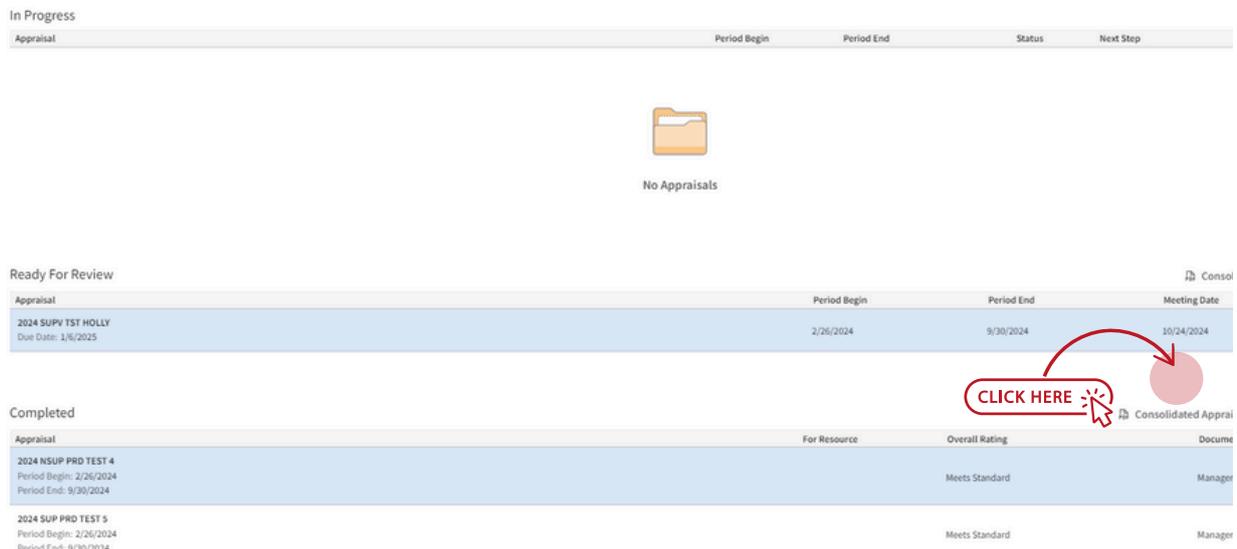


Diagram 9: Appraisal Views