

EMPLOYEE GUIDE

INFOR PERFORMANCE APPRAISALS

Step-by-Step Guide





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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 **<u>supervisor</u>** 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.

FY 2024 Performance Review Overview







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.

INFOR NAVIGATION GUIDE

FY 2024

FIRST STEP: LOGIN INTO INFOR



Diagram 1 : Infor Landing Page

CLICK ON "EMPLOYEE"



Diagram 2 : Left Hand Bar Dropdown

Infor User Guide - FY 2024





SCAN CODE FOR MORE INFORMATION AND TO WATCH AN INSTRUCTIONAL VIDEO



CLICK THE BELL ICON TO ACCESS YOUR NOTIFICATIONS



Diagram 3 : Notification Button

DOUBLE CLICK ON YOUR NOTIFICATION

Employee ~	■ All Notifications				
Kimberly Moller				< Mark All Read	C Refresh
0 0 C C C	Description	Mark As Read	Age	Received ÷	Priority
Q. Search	Appraisal Approval For Employee Moller, Kimberly D.; Period April 15, 2024 September 20, 2024	\checkmark	Today	10/7/2024	Medium
Home					
Profile					
Pay	CLICK HERE				
Benefits					
Leave Balances					
Growth					
Opportunities					
Find A Coworker					
Create Report					
Set 'As Of Date'					
@ Settings (1) (?)					15 *

Diagram 4 : Notification Inbox

CLICK HERE

TO REVIEW, CLICK "CONSOLIDATED APPRAISAL" TO ACKNOWLEDGE, CLICK ON THE ACKNOWLEDGE BUTTON

≡ 100 Level PRD Performance Review For Kimberly Moller; Performance Review Period: April 15, 2024-September 30, 2024

Consolidated Apprais



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



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.

TO VIEW YOUR FINAL APPRAISAL, NAVIGATE TO THE "GROWTH" TAB ON THE LEFT-HAND MENU

Employee *	≡ Growth						D Add Personal Activity	Print Developm
Mrs. Darian Milanowski	Activities 0		Development Plans 0		Certifications 0		Evaluat O	lons
Q. Search	Summary To Do List	Activities Development Plans	Certifications Evaluations C	Continuing Education Credits P	erformance Fit Analysis	Goals		
Home		In Progress Appraisals						
Profile		Appraisal	Period Peri	od Status Next S				
Pay								
Benefits								
Leave Balances								
Growth			No Appraisals					
Find A Coworker	1 I							
Proxy								
Create Report								
Set 'As Of Date'								
© Settings ① ⑦								

Diagram 7 : Left hand menu

FY 2024

CLICK ON "PERFORMANCE"

Employee ~	≡ Growth)									Add Personal Activity	Print Development Profile	🖨 Prin
ilanowski	Activities 0				Development Plans 0		Certif	Certifications 0		Evaluations 0			
	Summary	To Do List	Activities	Development Plans	Certifications	Evaluations	Continuing Educat	on Credits Performance	Fit Analysis	Goals			
			In Prog	gress Appraisals					\sim				
			Appraisal			Period	Period Status	iext S)			
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					6				CLICK				
										~			
					NO A	ppraisais							
0 0													

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.

In Progress				
Appraisal	Period Begin	Period End	Status	Next Step
	No Appraisals			
Ready For Review				🛱 Consol
Appraisal		Period Begin	Period End	Meeting Date
2024 SUPV TST HOLLY Due Date: 1/6/2025		2/26/2024	9/30/2024	10/24/2024
Completed				Consolidated Apprai
Appraisal		For Resource	Overall Rating	Docume
2024 NSUP PRD TEST 4 Period Begin: 2/26/2024 Period End: 9/30/2024			Meets Standard	Manager
2024 SUP PRD TEST 5 Pendol Begin: 1/21/2024 Pendol Begin: 2/21/2024 Pendol End: 9/202024			Meets Standard	Manager

Diagram 9: Appraisal Views