



EMPLOYEE GUIDE

INFOR PERFORMANCE APPRAISALS

Step-by-Step Guide



FY 2025

 learningcc.org

 performancereviews@cctexas.com

 361 - 826 - 3300

OVERVIEW OF PERFORMANCE APPRAISALS

TIMELINE & KEY DATES

SEPTEMBER 26TH - OCTOBER 8TH

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 8th**.

DECEMBER 2ND

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

DECEMBER 15TH

All performance conversations should have been held with employees.

JAN 6, 2026

Merit Raises will take effect. First paycheck with merit raises will be Jan 16th.

JAN 16, 2026

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 **03/31/2025**
- 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

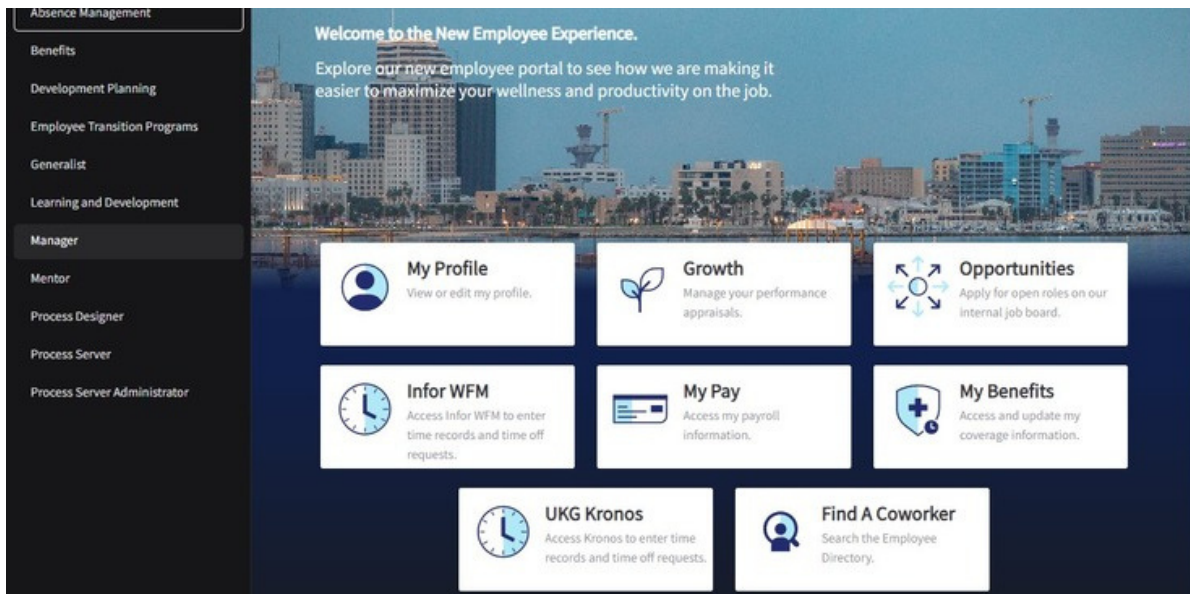


Diagram 1 : Infor Landing Page

CLICK ON “EMPLOYEE”

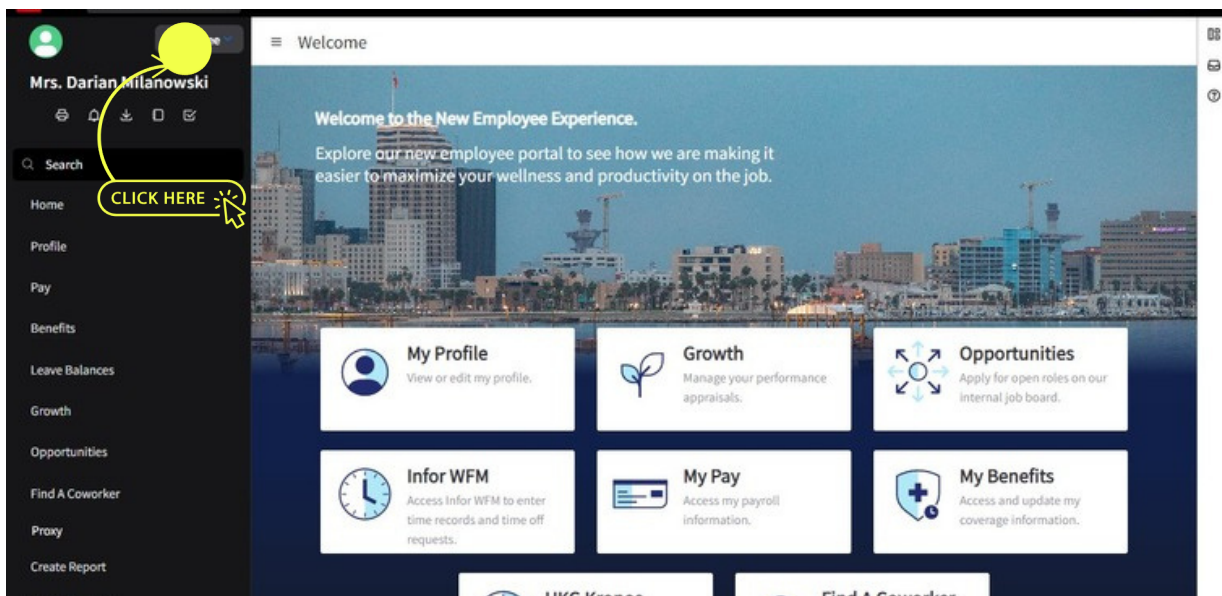


Diagram 2 : Left Hand Bar Dropdown



CLICK THE BELL ICON TO ACCESS YOUR NOTIFICATIONS

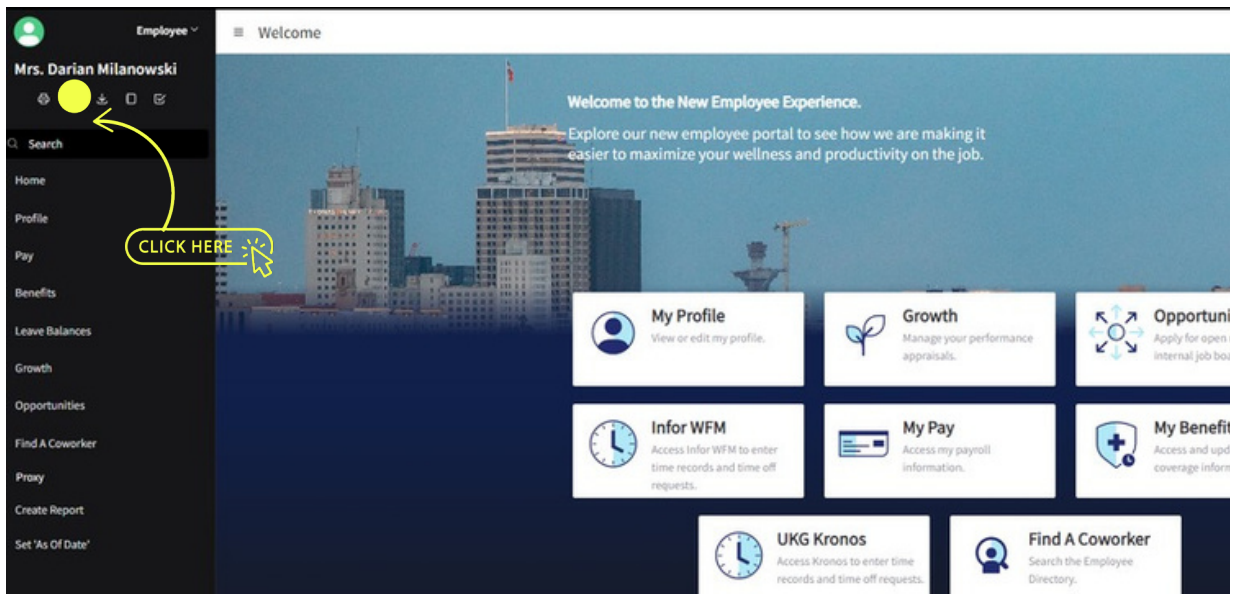


Diagram 3 : Notification Button

DOUBLE CLICK ON YOUR NOTIFICATION

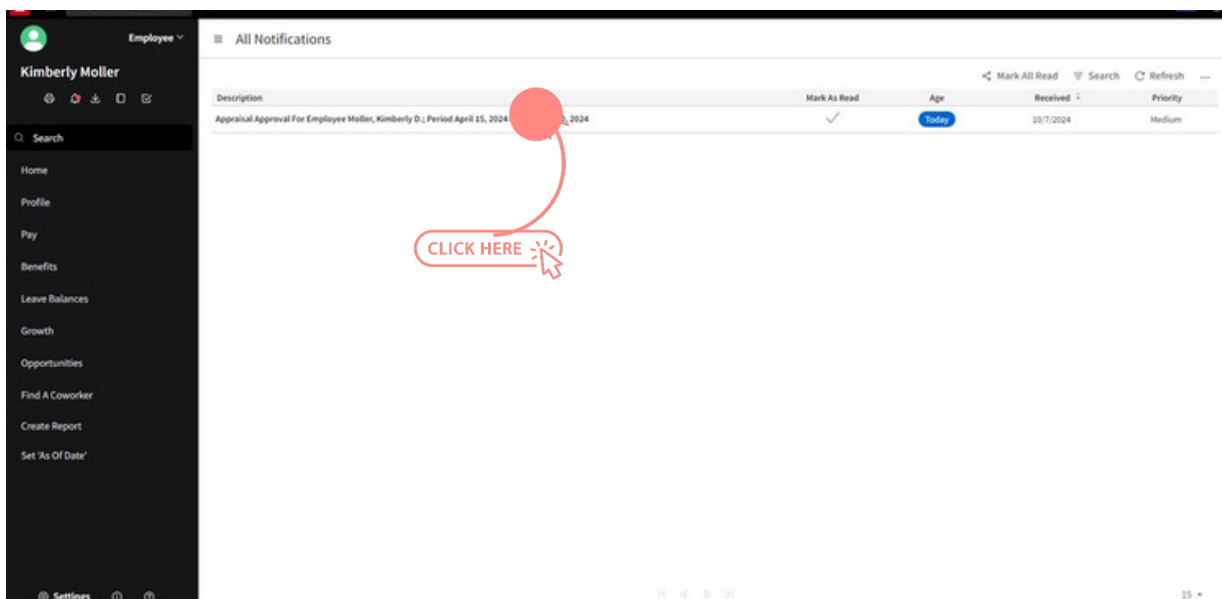


Diagram 4 : Notification Inbox

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

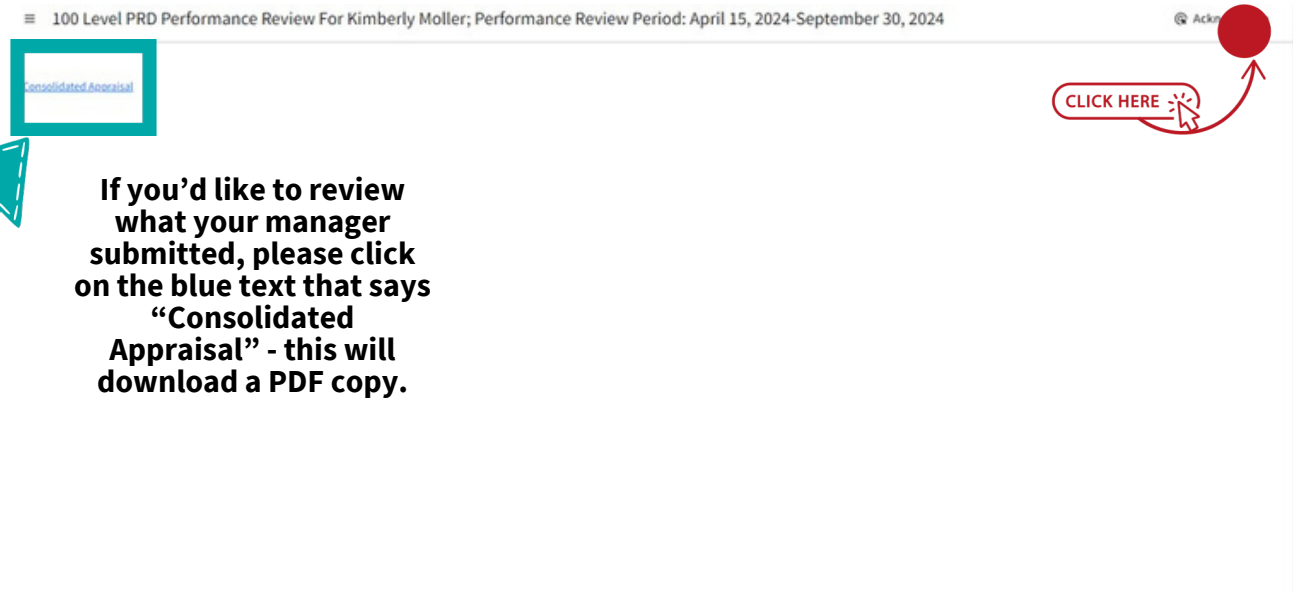


Diagram 5 : Appraisal Menu

TYPE YOUR COMMENTS & CLICK THE OK BUTTON

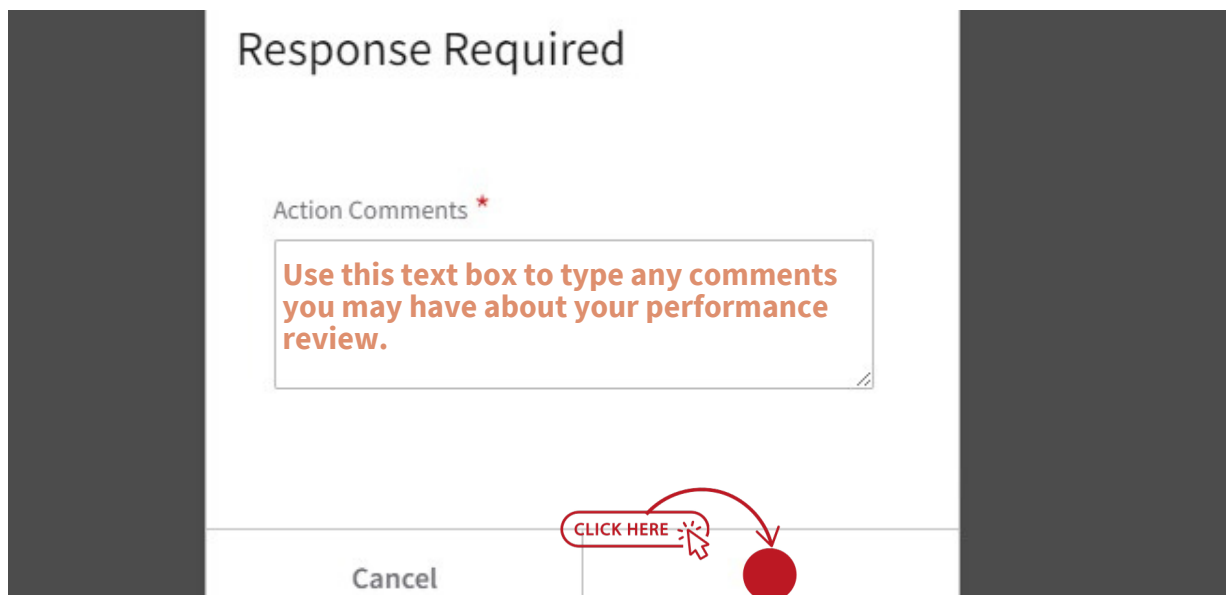


Diagram 6 : Comments & Acknowledgement



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.

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

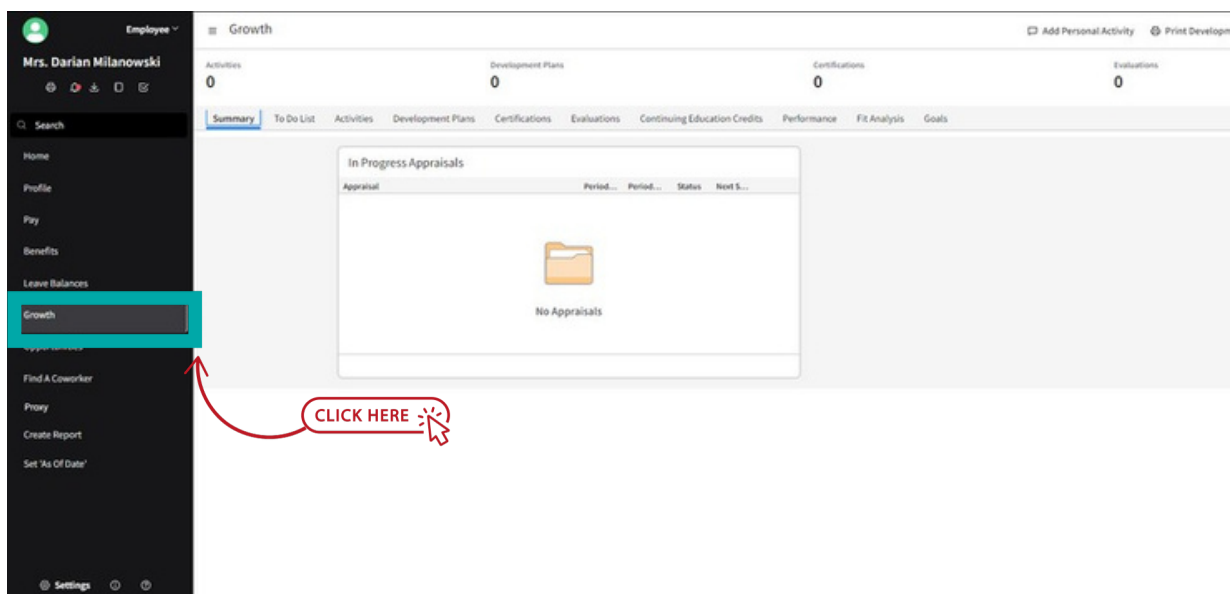


Diagram 7 : Left hand menu

CLICK ON “PERFORMANCE”

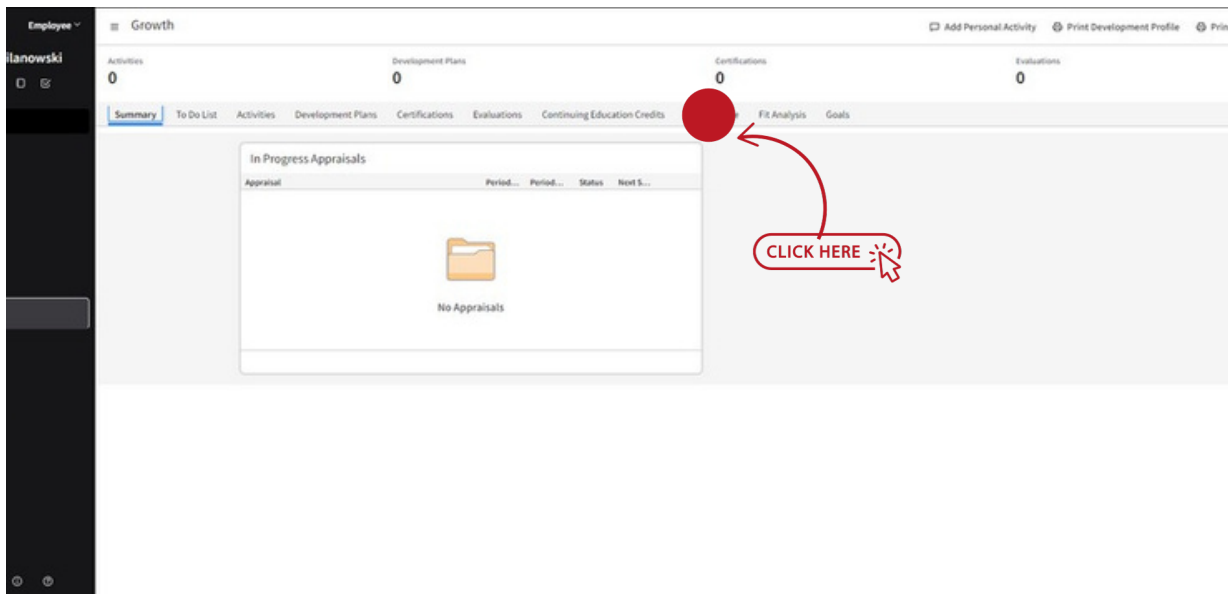


Diagram 8 : Growth Module

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.

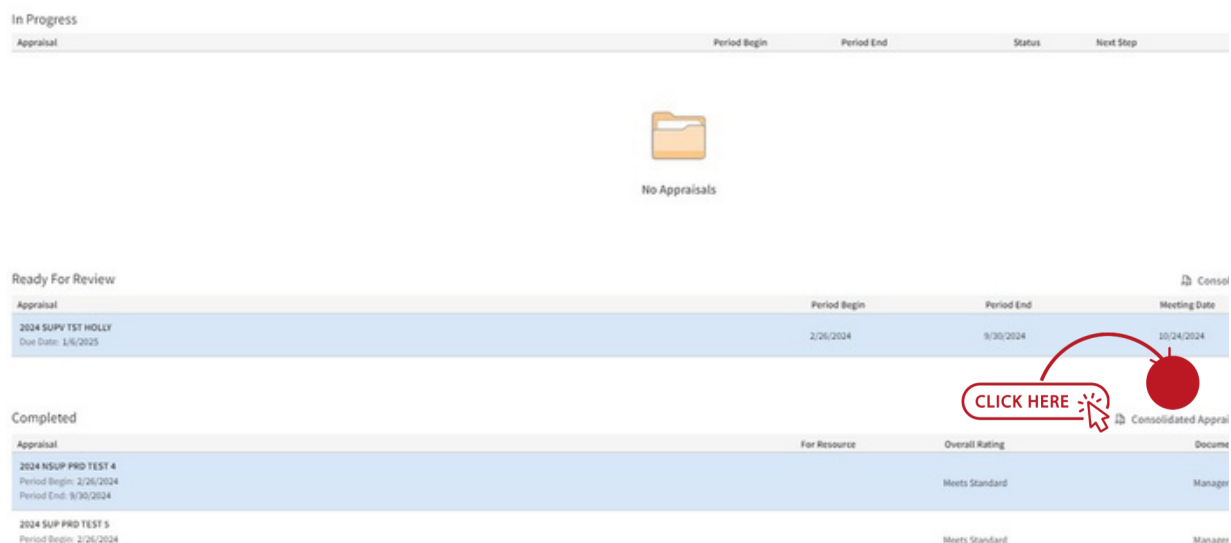


Diagram 9: Appraisal Views