



FY26 Employee Guide

Infor Performance Appraisals



FY2026 Performance Evaluations - Overview

INFOR PERFORMANCE APPRAISALS

1

Review eligibility and timeline.

- Full-Time & Part-Time CIVILIAN employees
- Hired On or Before 03/31/2026
- Form must be completed by the manager



2

Employee will complete employee self-evaluation, if applicable.

Submit all completed forms to your manager no later than October 16, 2026.



3

Manager completes the performance evaluation and discusses with ELT



4

HR Reviews the rating and comments submitted



5

Manager meets with the employee to discuss results, expectations, and development.



6

Employee acknowledges, adds comments, and submits the completed evaluation.



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Questions?

Email performancereviews@corpuschristitx.gov

Eligibility Criteria

Full-Time & Part-Time CIVILIAN employees
Hired On or Before 03/31/2026
Form must be completed by immediate supervisor

Rating Scale

1

1 - Does Not Meet Expectations - No Increase Given

Does not meet the expectations of the position. IMPROVEMENT PLAN REQUIRED

2

2 - Needs Improvement - 1% Increase

Meets some expectations of the position. Performance plan at discretion of manager

3

3 - Meets Expectations - 2% Increase

Successfully and consistently meets the expectations of the position.

4

4 - Exceeds Expectations - 3% Increase

Far exceeds the expectations of the position.

Self-Evaluation Forms

At the department's discretion, if applicable, the employee must submit all completed forms to their direct supervisor no later than **October 16, 2026**.

Resources

1

Self-Evaluation Form (PDF)

Link to access the form: [Self-Evaluation Form \(PDF\)](#).

2

Self-Evaluation Form (Word)

Link to access the form: [Self-Evaluation Form \(Word\)](#).

3

Performance Evaluation Process

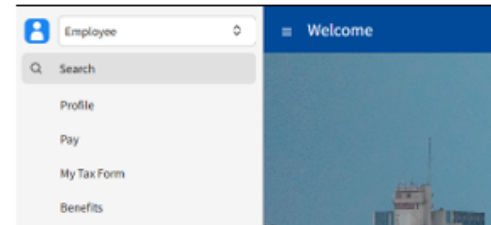
If you have questions about the performance evaluation process, please email performancereviews@corpuschristitx.gov

Steps to Review and Acknowledge

Fiscal Year 2026 Performance Evaluations

1

Log in to Infor PRD



2

Click InBasket at the bottom-left of the screen



3

Under Task, Click once to highlight your Name



	Task
☐	
☐	Laura Cervantes

4

You will see your Performance Evaluation under Work Items

Work Items

	Work Unit	Work Description
☐	=	[A]
☐	1730	Appraisal Approval For Employ

Steps to Review and Acknowledge

Fiscal Year 2026 Performance Evaluations

5

Double Click on the Work Item to open your evaluation

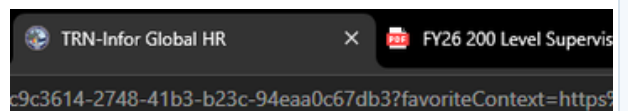
Inbasket / FY26 200 Level Supervisory Performance Appraisal For L

Click the Performance Evaluation Form link below to view your rating at

[Performance Evaluation Form](#)

6

Click on the Performance Evaluation Form link. The form will open in a new tab for you to review.



7

Return to the Infor tab, Click Acknowledge, Enter Comments, and Click OK



8

Your performance evaluation is complete, and your manager will receive an email notification with the comments you provided.

Response Required

Action Comments *

Cancel

Ok



Thank You

The Human Resources Department extends our heartfelt appreciation to all City of Corpus Christi employees for your dedication, hard work, and commitment to serving our community. Your contributions make a meaningful difference each and every day, and we are grateful for all that you do.

Thank you for helping make the City of Corpus Christi a great place to live, work, and thrive. We celebrate all we have accomplished together and look forward to an exciting and successful Fiscal Year 2027!



Contact Information



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***Building bridges between People, Policy, and Progress.
-Human Resources***