



# FY26 Manager Guide

## Infor Performance Appraisals



# Key Dates



**Observation Period: October 1, 2025 - September 30, 2026**

Non-Civilian positions are not included in this Performance Review Cycle

**Oct 9**

Performance Evaluations Spreadsheet sent to all Department Directors.

**Oct 12**

Managers may begin creating performance evaluations and saving them as drafts in Infor. Please do not submit evaluations until the ELT has completed the rating review.

**Oct 30**

300-level employees must complete Sections I and II of their performance evaluation and submit the form to ELT for review.

**Oct 30**

Performance Evaluations Spreadsheet Submission Deadline. Department Head submits to HR.

**Nov 4 - 25**

Performance Evaluations spreadsheet will be reviewed by ELT.

**Dec 4**

Performance Evaluations spreadsheet will be returned to departments. Managers may begin meeting with employees to review performance evaluations.

**Dec 18**

All 100 & 200 level performance evaluations must be submitted through Infor. HR will complete Form 12's.

**Dec 18**

300-level performance evaluations must be completed and provided to HR. HR will complete Form 12's.

**Dec 28**

New pay rate takes effect. (Reflective on Jan 15 check)

# 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.

Due to manager by October 16th  
and may be attached to  
performance evaluation



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](mailto: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

### Employee Relations

If you would like to discuss a Performance Improvement Plan (PIP), please reach out to Employee Relations via email at:  
[EmployeeRelations@corpuschristi.onmicrosoft.com](mailto:EmployeeRelations@corpuschristi.onmicrosoft.com)

4

### Performance Evaluation Process

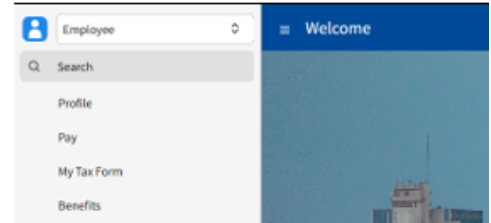
If you have questions about the performance evaluation process, please email [performancereviews@corpuschristitx.gov](mailto:performancereviews@corpuschristitx.gov)

# Steps to Review and Acknowledge

Fiscal Year 2026 Performance Evaluations

1

Log in to Infor PRD



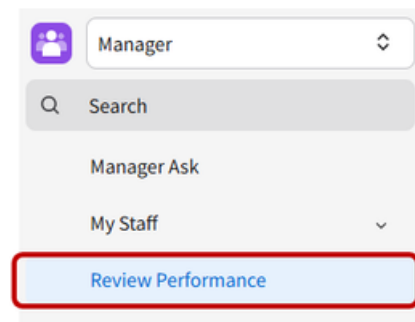
2

From the left navigation panel open Manager View



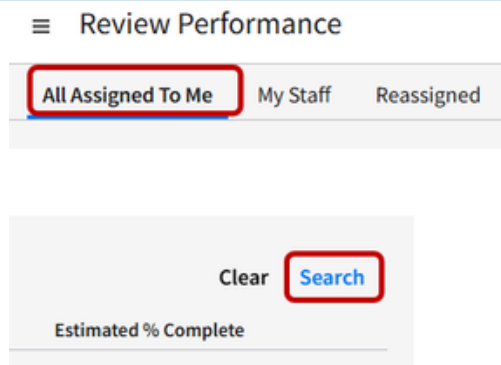
3

Select Review Performance from the left panel



4

Under the All Assigned to Me tab, Click Search

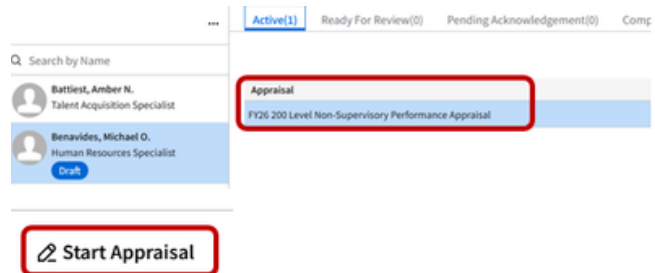


# Steps to Review and Acknowledge

Fiscal Year 2026 Performance Evaluations

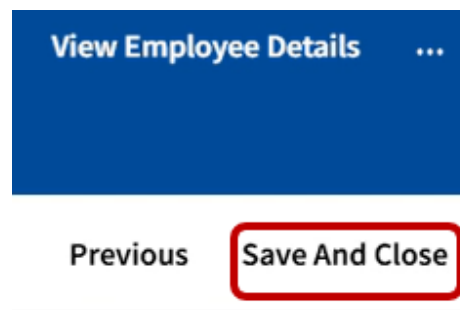
5

Select the employee and Click Start Appraisal



6

Please complete the evaluation and Click Save and Close



7

There's nothing else you need to do until ELT approves the performance ratings. HR will send instructions on next steps once you're cleared to continue.



Thank you for your continued partnership and for helping make the City of Corpus Christi a great place to live, work, and thrive. We are proud of all we have accomplished together and look forward to building on that success for an exciting and prosperous Fiscal Year 2027!



Our Email  
**performancereviews@corpuschristitx.gov**

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