

## R12.x Oracle HRMS Performance Management Fundamentals

**Duration:** 2 Days

### What you will learn

This course offers an introduction to the functionality and use of Oracle HRMS Performance Management. Participants familiarize themselves with the application, and learn how to perform performance management tasks using the Oracle HRMS Performance Management functions. Participants learn to create competencies and worker competency profiles, and define competency requirements for the enterprise.

Participants learn how to configure and conduct appraisals and assess competencies and objectives during an appraisal. They also learn how to establish a workforce performance management (WPM) system with the incorporation of the objectives library and performance management plans (PMP). Participants familiarize themselves with the PMP tasks that the application generates, to guide managers and workers through the performance management process.

### Audience

Business Analysts  
Business Intelligence Developer  
End Users  
Functional Implementer  
Project Manager  
Reports Developer  
Sales Consultants  
Support Engineer

### Course Objectives

Create competencies and competency profiles

Define competency requirements for business groups, organizations, and jobs

Record worker qualifications

Configure appraisals using appraisal and assessment templates and conduct appraisals

Assess competencies and objectives during appraisals

Create objectives in the Objectives Library

Create performance management plans to manage workforce performance

Use performance management tasks to set objectives and manage appraisals in a performance management plan

## Course Topics

### **Performance Management Overview**

- Performance Management in Oracle HRMS
- Competency Management
- Education and Qualifications
- Appraisals Management
- The Objectives Library
- Workforce Performance Management
- Performance Management Plans
- Reporting in Performance Management

### **Competencies**

- Competency Scope
- Measuring Competencies
- Measuring Competencies Using General Proficiency Rating Scales
- Unit Standard Competencies
- Rating Scales
- Competency Types
- Uploading Third-Party Competencies

### **Competency Profiles, Competency Requirements, and Qualifications**

- Competency Profiles
- Competency Requirements
- Suitability Matching
- Qualifications

### **Objectives**

- Workforce Performance Management (WPM)
- The Objective Definition
- Measuring Objectives
- The Objective Library
- Creating Objectives
- Updating Objectives
- Objectives Outside WPM

### **Appraisal and Assessment Templates**

- Planning the Appraisal Process
- Questionnaires
- Competency Templates
- Assessing Competencies and Objectives
- Assessing Competencies Using Formulas
- Objective Templates
- Configuring the Appraisal
- Career Paths

### **Performance Management Plans**

- Creating the Performance Management Plan (PMP)
- Identifying the PMP Members
- Specifying the PMP Process
- Reviewing and Publishing the PMP
- Allocating Objectives Automatically

PMP Status Values  
Updating the PMP  
Changing the Objective-Setting Deadline

### **Performance Management Tasks**

Worker Objective-Setting Tasks  
Manager Objective-Setting Tasks  
Parallel and Cascading Processes  
Cascading Objectives  
Sharing, Aligning, and Tracking Objectives  
Populating Personal Scorecards  
Personal Scorecards in Appraisals  
Manage Appraisal Tasks

### **Appraisals**

Oracle HRMS Appraisals Function  
Appraisal Participants  
Appraisal Types  
Initiating the Appraisal  
Ownership of the Appraisal  
Changing the Main Appraiser  
Appraisal Approval and Completion  
Using the Offline Appraisals feature

### **Performance Management Administrator's Tasks**

Monitoring Published Performance Management Plans  
Enrolling Workers into Published Plans  
Refreshing, Removing, and Reopening Worker Scorecards  
Rolling Back Performance Management Plans  
Sending Mass Notifications  
Viewing Summary and Error Reports  
Viewing Performance Management Plan Appraisal Rating Summary

### **Performance Management Fundamentals Summary**

Summary