

## 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

Configure appraisals using appraisal and assessment templates and conduct appraisals

Create competencies and competency profiles

Define competency requirements for business groups, organizations, and jobs

Record worker qualifications

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