

Appraisal		
Action	What's Notable	Additional Notes
Employee Access	 Employees <u>MUST</u> access the appraisal via Employees Direct Access then My Appraisals then the yell pencil update icon to open an actionable appra working buttons and attachments 	oyee• Access to all completed appraisals is available to the employee via EmployeeowDirect Access then click on My Appraisals• Requires Internet access and log-in to Oracle
F5 key	 Refreshes the appraisal/page/ site as needed If the lower left corner shows "Done" and your button/action did not occur – press the F5 key 	 Allow a up to a minute for the system to respond <u>before</u> using the F5 key
Online Assistance	 Employee: 2-page Instructions/Tips; Process Instructions Process: Cycle Overview and Workflows 	 Updated step-by-step instructions in various formats for each user type and process are available online on the HR web site – see link provided below
ADDITIONAL TIPS and REMINDERS		
Limitations	Character limit of 2000 <i>characters</i> (still includes all and punctuation)	spaces No spell check – use Word for spell checking comments
Attachments	 Type "See attachment in official personnel file "Feedback and Overall Rating" text box Can still add an attachment or multiple attach to the appraisal as part of the official personn HR (cannot add to the online appraisal) Give a copy of attachment(s) to your supervis discuss them with him/her Send copies of the attachment(s) to HR Atten Class & Comp to scan into your official file alo copy of the appraisal 	 If adding an attachment to the appraisal, type a comment in the Provide Overall Feedback text box to indicate there is an attachment. For example: See employee attachment in official personnel file in HR. NOTE: The employee attachment will not be visible in online appraisal – critical to add comment directing readers to official personnel file in HR.
Using the	Annual Appraisal: The normal evaluation, given a	nnually, Probationary Appraisal : The evaluation
correct Appraisal Template:	which covers approximately 26 pay periods.	following the initial 12-month period for a new hire in any position. Use <u>only</u> if the employee has completed 12-months of employment.
	Annual/Probationary Appraisal: Single form used employees hired on/between 4-30-2024 and 6-14-2024 to complete both the probationary	<u>only</u> for Extended Appraisal: A follow-up evaluation given after an evaluation period has been extended.
	evaluation and the annual appraisal on just on	e form. Interim Appraisal: An evaluation given at any point during an evaluation period to provide formal feedback on an employee's performance (<i>recommended but not required</i>)
RESOURCES		
Additional	Special Assistance with Appraisals:	Technical Assistance:
Assistance	Bridget Cease: 501-4783	Tammy Parsley: 501-7544
	Gretchen Jenkins: 501-4273	Email: <u>HR-ClassandComp@henrico.gov</u>
Online Resources and Updated Documentation: <u>https://employees.henrico.gov/employment/performance-appraisals/</u>		
Oracle Performance http://employees.henrico.gov/ Appraisal (OPA) • Manager Direct Access > Performance Appraisal Process • Manager Direct Access > Performance Appraisal Process • Employee Direct Access > My Appraisals		