



Oracle Performance Appraisal (OPA) How to see your direct report's previous performance appraisals

As a supervisor you have three ways to access previous appraisals:

1. If you would like to view all previous appraisals for your direct reports you can access them with the following steps:
 - Log into Oracle
 - Click once on Manager Direct Access hyperlink
 - Click once on Performance Appraisal Process hyperlink
 - Click once on the **View Appraisals in People Hierarchy button** (upper right quadrant of screen)
 - Click once on the **action icon** at the end of each person's row and you will be able to see a list of all previous appraisals for that person
 - Click once on each **Details icon** and the appraisal will open and **you will be able to see the ratings, all comments, and a working link for each attachment** (it's the document name) **that opens the attachment**

★ **NOTE:** *This access DOES provide access to any attachments*

★ **NOTE:** *You can see each employee's previous appraisals regardless of who created the appraisal*

★ **NOTE:** *You can drill down to view other employees' appraisals under your hierarchy*
 2. If you just want a **quick summary review**, access a quick summary review with the following steps:
 - Log into Oracle
 - Click once on Manager Direct Access hyperlink
 - Click once on Performance Appraisal Process hyperlink
 - Click once on the **Performance Management tab** (under the "Pokie" logo – upper left quadrant)
 - Click once on the Performance tab and you will see a list of all your direct reports
 - Click once on the **employee's name** (it's a hyperlink)
 - Click once on the Performance tab
 - A list of all previous appraisals will appear, click once on the **Show** hyperlink and a **summary view including the rating and overall comments will display (NO access to attachments)**

★ **NOTE:** *This access does NOT provide access to any attachments – just a quick summary of ratings/comments*

★ **NOTE:** *You can see each employee's previous appraisals regardless of who created the appraisal*

★ **NOTE:** *You can drill down to view other employees' appraisals under your hierarchy*
 3. In each successive year the **appraisals you create** will be archived in one place for quick and easy access. To access appraisals you have created AFTER the appraisal has been completed:
 - Log into Oracle
 - Click once on Manager Direct Access hyperlink
 - Click once on Performance Appraisal Process hyperlink
 - Scroll down to the very bottom of the page to the **Previously COMPLETED Appraisals section**
 - You can sort this listing by any of the headers (Appraisee, Appraisal Date etc.)
 - Click once on the **Details icon** at the end of the row for employee/year you want to see and that **appraisal with a working link to each attachment** (it's the document name) **will be displayed**

★ **NOTE:** *You can ONLY see appraisals you have created (current and previous active employees' appraisals)*
- Resources and a wide variety of materials for each appraisal participant (appraiser, approver, employee), including step-by-step training materials in various formats, are available via the Employee Portal. Appraisers and Approvers Only: <http://employees.henrico.us/info/supervisors/performance-appraisal/>