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 competencies 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