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**Self-Appraisal
Employee User Guide – Oracle**

Annual Appraisal Process: Snapshot

Oracle System related >> Broad steps

Stage
1

Self-appraisal

Submit your self-appraisal based on approved KRAs & goals (total weightage must be 100%). Complete these appraisal sections: KRAs and Goals, Competencies, Development Goals, and Achievements and submit.

Stage
2

Manager appraisal

Your manager will review your performance appraisal form that has been submitted, add ratings and provide feedback in the system.

Stage
3

System Lock

After the managers' appraisal stage, the performance module on the Oracle system will be locked until ratings & other appraisal related processes are approved.

Stage
4

Calibration process

HRBPs along with business leads will review the ratings, promotions, and other appraisal related processes.

Stage
5

Share & Release Ratings & Feedback

After all system-related approvals are completed, this stage will be initiated, allowing the managers to share and release feedback and approved ratings with the team member(s)

Stage
6

View your ratings & feedback

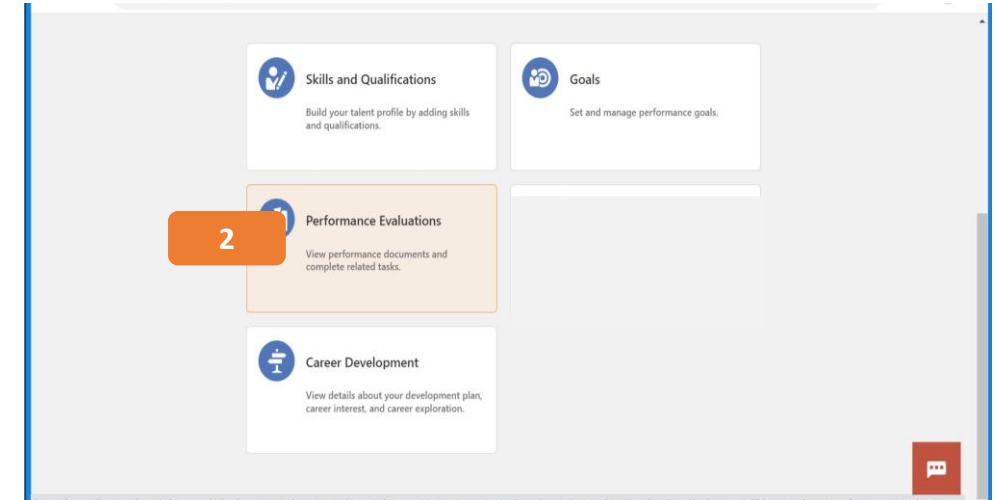
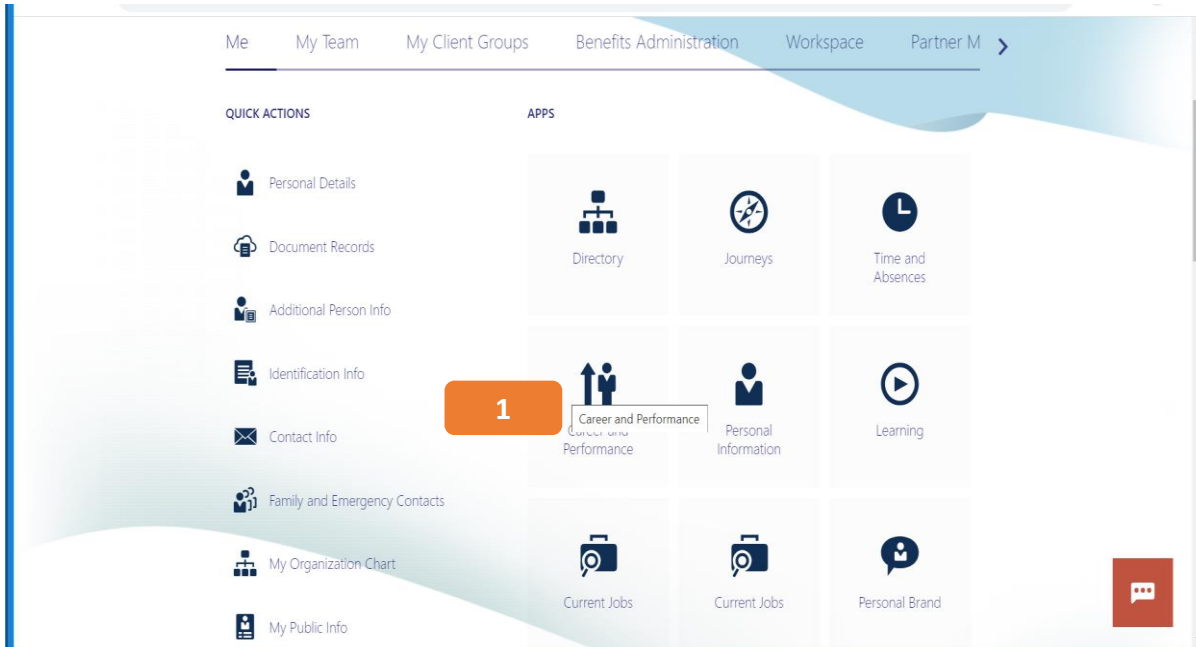
Employees can now view their appraisal ratings and feedback on Oracle

Employee Role: Self-Appraisal

Oracle – system process

Self-Appraisal – Oracle System Process

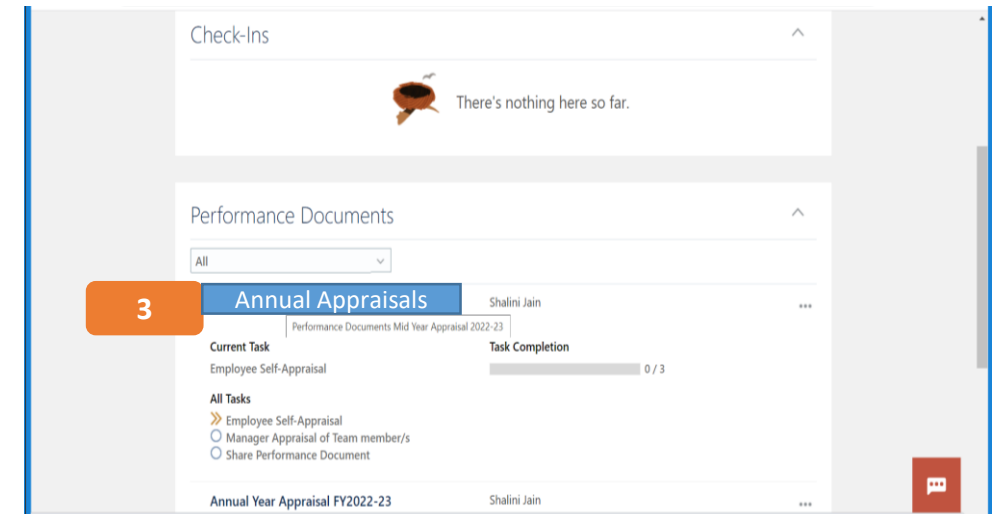
Step 1: Log on Oracle → Me → Career and Performance → Performance Evaluations → Performance Document : **Annual Appraisal (current cycle)**



Important Points: Before Initiating your Self-Appraisal:

- ✓ Ensure your KRAs and Goals and Development Goals have been approved by your manager
- ✓ Verify that the total weightage for KRAs and Goals adds up to 100% before proceeding on self-appraisals

If not, you'll not be able to submit your self-appraisals.



For any queries, please reach out to your respective HR Business Partner or write to Performance_Scoreboard@eclerx.com. Images shared here are for sample purpose only.

Self-Appraisal – Oracle System Process

Step 2: Log on Oracle → Me → Career and Performance → Performance Evaluations → Performance Document: Annual Appraisal (current cycle) → KRAs and Goals Evaluate → Enter your comments/ achievements against each goal → Save (Repeat the same steps for all the goals)

Summary

Employee Comments

Summary 123Summary 123Summary 123Summary 123Summary 123Summary 123Summary 123Summary 123Summary 123

Words: 10 Characters (with HTML): 106

4

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Evaluate Topic KRAs & Goal Plan

5 Save and Close Cancel

Assessment

Evaluate the included performance goals.

Sort By Display Sequence

Goal2	Status	Weight
Goal2 Testing123	Not started	70 %

Employee Comments

Achieved 2 TestingAchieved 2 TestingAchieved 2 TestingAchieved 2 TestingAchieved 2 TestingAchieved 2 TestingAchieved 2

Note:

- ✓ You can add all your achievements and supporting metrics for the appraisal cycle review period against each goal at this stage.
- ✓ Ensure that you enter appraisal comments for each goal

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Self-Appraisal – Oracle System Process

Step 3: Log on Oracle → Me → Career and Performance → Performance Evaluations → Performance Document: Annual Appraisal (current cycle) → Competencies Evaluate → Enter your comments in Competency Section → Save

Summary 123Summary 123Summary 123Summary 123Summary 123Summary 123Summary 123Summary 123Summary 123

Competencies

6

Evaluate

Employee Comments

Competencieschecks

Development Plan

Evaluate

Employee Comments

Achievements - Overall Achievements Section

Evaluate

Final Performance Rating

Edit

^

Show Additional Info

Note: Ensure that you enter comments in the Competency section, this is mandatory field.

For any queries, please reach out to your respective HR Business Partner or write to Performance_Scoreboard@eclerx.com

Self-Appraisal – Oracle System Process

Step 4: Log on Oracle → Me → Career and Performance → Performance Evaluations → Performance Document: Annual Appraisal (current cycle) → Development Plan Evaluate → Enter your comments against Development Plans → Save

Summary 123Summary 123Summary 123Summary 123Summary 123Summary 123Summary 123Summary 123Summary 123

123Summary 123

Competencies

Evaluate

Employee Comments

Competencieschecks

Development Plan

7

Evaluate

Employee Comments

Achievements - Overall Achievements Section

Evaluate

Final Performance Rating

Edit

Show Additional Info

Self-Appraisal – Oracle System Process

Step 5: Log on Oracle → Me → Career and Performance → Performance Evaluations → Performance Document: Annual Appraisal (current cycle) → Achievements – Overall Achievements Section Evaluate → Enter your comments in this Section → Save

Summary 123Summary 123Summary 123Summary 123Summary 123Summary 123Summary 123Summary 123Summary 123

123Summary 123

Competencies

Employee Comments

Competencieschecks

Evaluate

Development Plan

Employee Comments

Evaluate

Achievements - Overall Achievements Section

8

Evaluate

Final Performance Rating

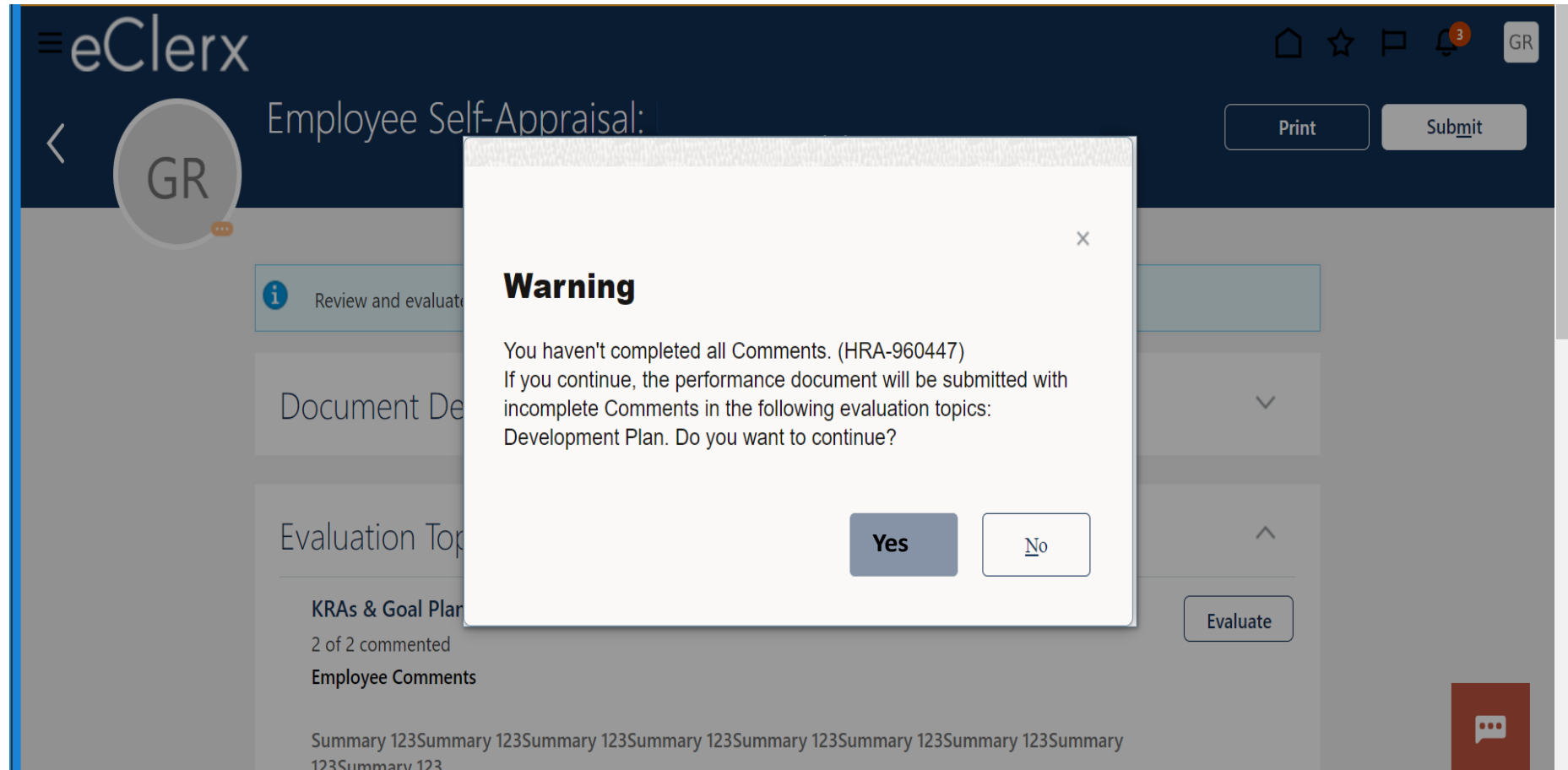
Edit

^

Show Additional Info

Self-Appraisal – Oracle System Process

Step 6: Log on Oracle → Me → Career and Performance → Performance Evaluations → Performance Document: Annual Appraisal (current cycle) → **Submit** (final submission for next stage - Manager Appraisals) → Yes



Important Point: Ensure you review all your comments at this stage before submitting. Click "Submit" once you are ready to submit your self-appraisal for manager review.

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Self-Appraisal – Oracle System Process

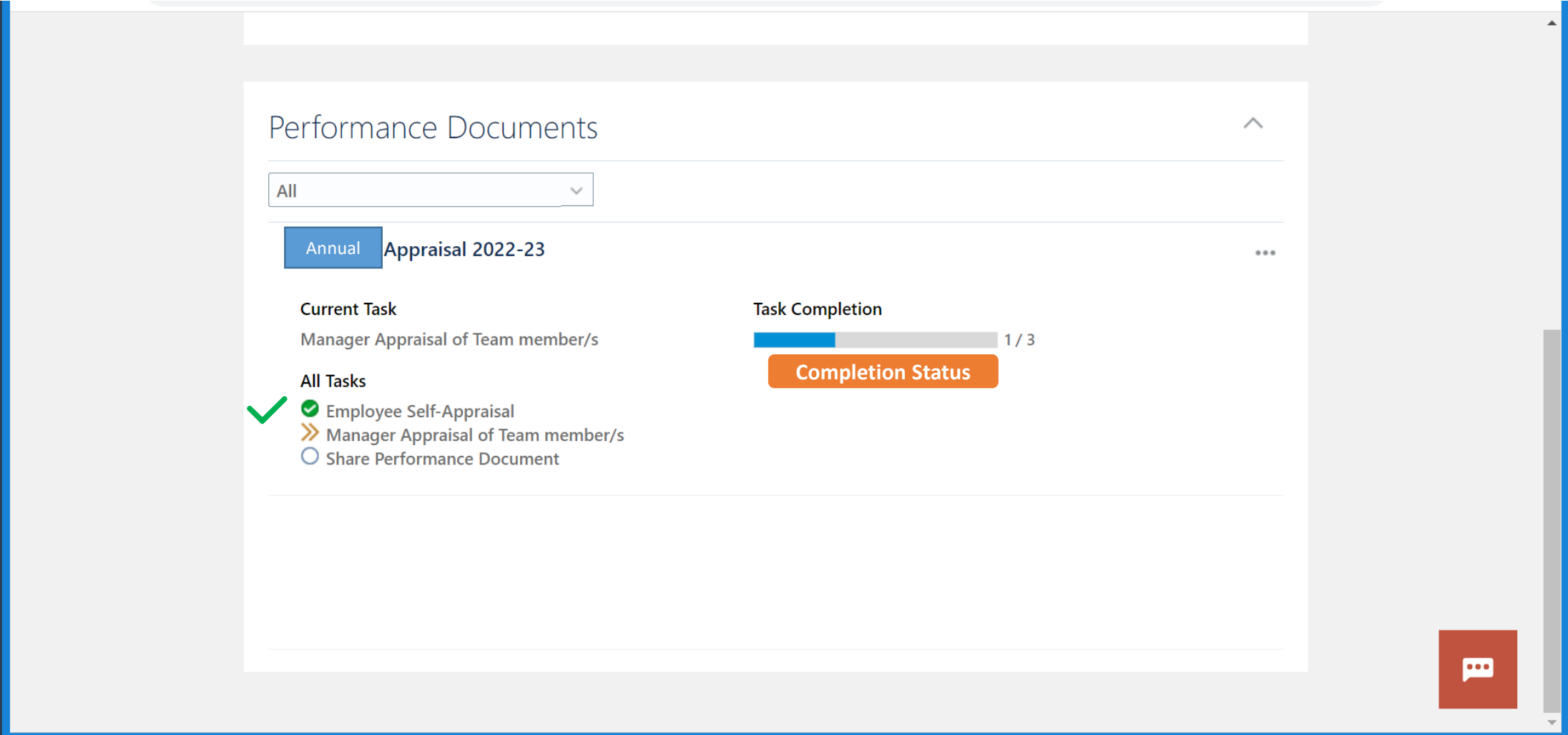
Submission Confirmation >> You'll receive [Oracle Bell Notification and Email from Talent@eclerx.com](#) on self-appraisal submission form to your manager (current appraisal)



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Self-Appraisal – Oracle System Process

Submission Confirmation >> Once the employee submits the self-appraisal, Employee Self-appraisal will be marked as completed (green tick) for the ongoing appraisal cycle (Annual Appraisal/Mid-Year Cycle, as applicable)



A photograph of two men in business suits sitting at a desk, looking at a tablet together. The man on the left wears glasses and a striped tie, while the man on the right is smiling. A laptop and a glass of water are on the desk. The image has a blue tint.

Thank you