



1.0 SCOPE

1.1 This document describes the process to bypass the Goal Setting step of the APPR document.

2.0 PROCEDURE

2.1 Log in and Navigate to the Current Performance Documents page. Navigation: **Manager Self-Service > Performance Management > Performance Documents > Current Documents.**

ORACLE

Favorites | Main Menu > Manager Self Service > Performance Management > Performance Documents > Current Documents

Current Performance Documents

Listed below are the current performance documents for which you are the Manager.

Documents you own						Customize	Find	First	1-7 of 7	Last
Employee	Document Type	Begin Date	End Date	Job Title	Status					
Fred Flintstone	RTA	09/01/2011	06/30/2012	TCHR-SPEC ED	In Progress					
Fred Flintstone	Formal Observation	09/01/2011	06/30/2012	TCHR-SPEC ED	In Progress					
Wilma Flintstone	RTA	10/01/2011	06/30/2012	TCHR-SPEC ED	In Progress					
Wilma Flintstone	Formal Observation	10/01/2011	06/30/2012	TCHR-SPEC ED	In Progress					
Tyranus Rex	RTA	10/01/2011	06/30/2012	TCHR-SPEC ED	In Progress					
Barney Rubble	RTA	09/01/2011	06/30/2012	Tchr-Elem 4-6	In Progress					
Betty Rubble	RTA	10/01/2011	06/30/2012	Tchr-Elem 4-6	In Progress					

2.2 Click on the [RTA](#) link next to *Fred Flintstone*.



ORACLE
 Favorites | Main Menu > Manager Self Service > Performance Management > Performance Documents > Current Documents

Current Performance Documents

Document Details

Fred Flintstone, TCHR-SPEC ED
 RTA: 09/01/2011 - 06/30/2012

Performance Document Details				
Employee:	Fred Flintstone	Job Title:	TCHR-SPEC ED	
Document Type:	RTA	Period:	09/01/2011 - 06/30/2012	
Template:	RTA Teachscape 2011_80%	Document ID:	98	
Manager:	Mister Slate	Status:	In Progress	

Document Progress				
Step	Status	Due Date	Action	Next Action
Set Goals	○ Not Started	09/30/2011		Start
Nominate Participants	○ Not Started	02/06/2012		
Track Nominations	○ Not Started	02/06/2012		
Review Participant Evaluations	○ Not Started	06/30/2012		
Complete Manager Evaluation	○ Not Started	06/30/2012		

[Return to Select Documents](#)

2.3 Click the [Start](#) link in the *Next Action* column of the *Set Goals* step.

ORACLE
 Favorites | Main Menu > Manager Self Service > Performance Management > Performance Documents > Current Documents

Performance Document - RTA

Performance Criteria

Fred Flintstone, TCHR-SPEC ED
 RTA: 09/01/2011 - 06/30/2012

[Return to Document Detail](#)

2.4 Click on the **Complete** button.



ORACLE

Favorites | Main Menu > Manager Self Service > Performance Management > Performance Documents > Current Documents

Performance Document - RTA

Complete Performance Criteria

To confirm that you would like to complete, select the Complete button.

2.5 Click on the **Complete** button.

ORACLE

Favorites | Main Menu > Manager Self Service > Performance Management > Performance Documents > Current Documents

Current Performance Documents

Document Details

Fred Flintstone, TCHR-SPEC ED
RTA: 09/01/2011 - 06/30/2012

You have successfully completed the Set Goals step.

Performance Document Details

Employee:	Fred Flintstone	Job Title:	TCHR-SPEC ED
Document Type:	RTA	Period:	09/01/2011 - 06/30/2012
Template:	RTA Teachscape 2011_80%	Document ID:	98
Manager:	Mister Slate	Status:	In Progress

Document Progress

Step	Status	Due Date	Action	Next Action
Set Goals	✔ Completed	09/30/2011	View	
Nominate Participants	○ Not Started	02/06/2012		Start
Track Nominations	○ Not Started	02/06/2012		
Review Participant Evaluations	○ Not Started	06/30/2012		
Complete Manager Evaluation	○ Not Started	06/30/2012		Start

[Return to Select Documents](#)

2.6 Note that the Goal Setting step was completed successfully.

2.7 Click the [Return to Select Documents](#) link to return to the Performance Documents page.

*** End of Job Aid ***