

# Career Conversation - Employee



TEXAS DEPARTMENT OF TRANSPORTATION

Oracle PeopleSoft



Human Resources



Includes timesheets, W-2s, holiday schedules and direct deposit information.

Finance & Supply Chain



Includes links and information on Travel and Expense, Purchasing, Inventory, Budget, Contracts and Supply Chain Management.

Training & Development



Includes training and development information.

TxDOT Job Center



Career opportunities for TxDOT staff.

1.

Log into the Human Resources component of Oracle PeopleSoft. Use your Novell login. Make sure your User ID is in all caps.



User ID

Employee User ID

Password

••••••••

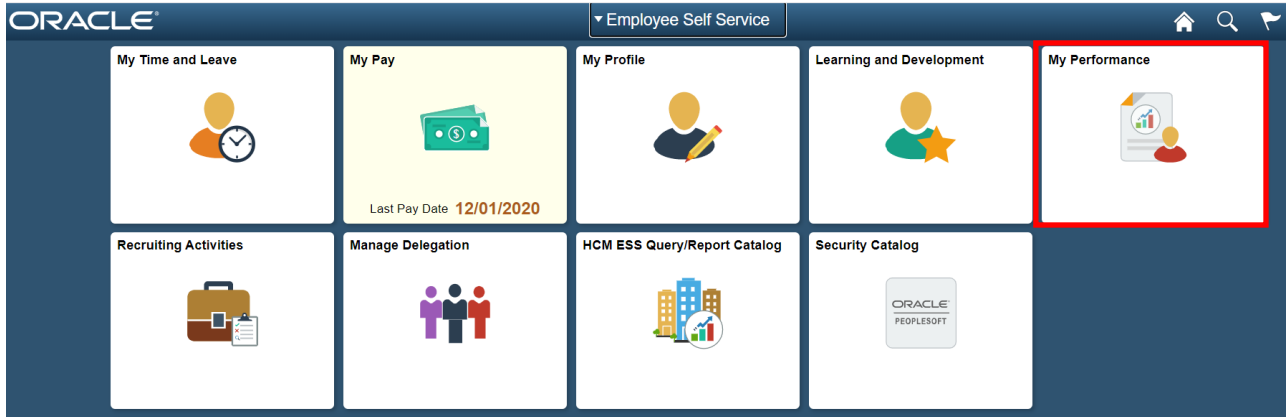
Select a Language

English

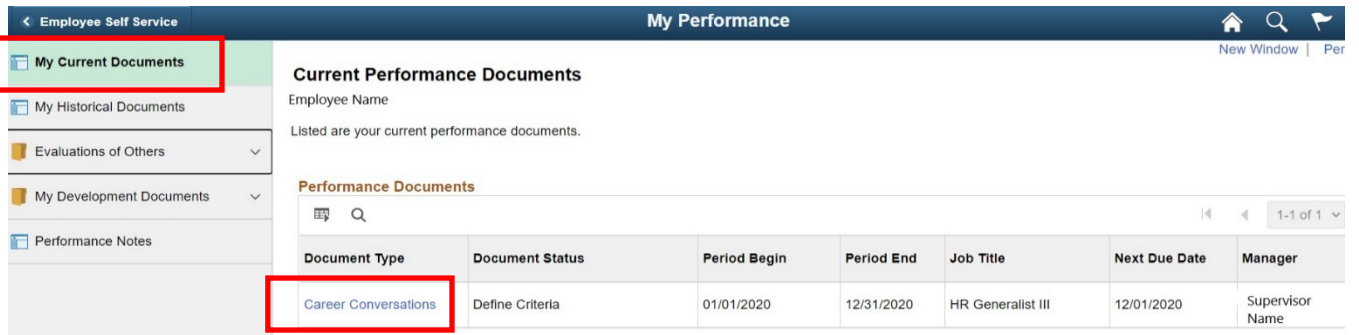
Sign In

Enable Accessibility Mode

**2. Click on "My Performance"**



**3. Select "Career Conversations."**



**4a. Both evaluator and employee may add comments and attachments throughout the year. NOTE: Comments are immediately visible to both employee and evaluator when SAVED**  
1) Click "Add Item" below Section 3.

Section 3 - Optional-Employee Comments (Visible to Manager)

Employee optional input, including strengths, areas needing improvement, goals and career development.



**Attachments**

No Attachments have been added to this document



- 4b. 2) Add a "Title," e.g. a date or nature of meeting such as "One-on-One."
- 3) Add comments in the "Description."
- 4) Click Add

Career Conversations  
Add Your Own Item

\*Title January One-on-One

Description

Summary of the one-on-one.

Add

Return

- 4c. Click "Save" at the top right corner. \*

Career Conversations

Define Criteria - Update

Jane Doe

Job Title Resource Support Spec III  
Document Type Career Conversations  
Template TxDOT Annual Evaluation NEW  
Status In Progress

Manager Manager Name  
Period 01/02/2020 - 12/31/2020  
Document ID 82682  
Due Date 12/01/2020

Return to Current Document **Save**

Print | Notify | Export

Key objectives of Career Conversation meetings: Communication to acknowledge performance/productivity, career development, review qualifications, skills, responsibilities, and expectations.

The Job Description, Manager Comments and Employee Comments can be updated at anytime during the performance cycle by selecting the **SAVE** button. Attachments can also be added.

- 4d. Employees can edit or delete comments added after saving if needed.

Section 3 - Optional-Employee Comments (Visible to Manager)

Employee optional input, including strengths, areas needing improvement, goals and career development.

Expand | Collapse | Add Item

2021 Comments

Description : Test Comments

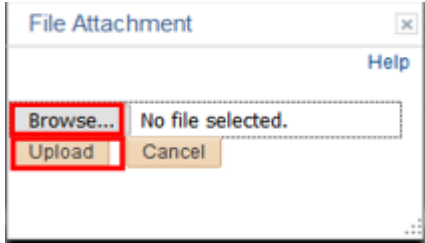


**5a.** Both evaluator and employee may add attachments throughout the year.  
Click Add Attachment > Browse > Select File > Open > Upload

**Attachments**

No Attachments have been added to this document

**+** **Add Attachment**



**5b.** On the main page, select “Employee and Manager” under “Attachment Audience” and save. If “Employee Only” is selected, only the employee will have access to the document. **NOTE: If nothing is selected, only the employee will be able to access the document.**

| File Name                     | Description | Attachment Audience | Last Update Date/Time | Uploaded By  |
|-------------------------------|-------------|---------------------|-----------------------|--------------|
| Resource_Support_Spec_III.pdf |             | Employee And Manag  | 01/12/2020 9:46:42PM  | Manager Name |

**+** Add Attachment

**6.** **End-of Year Process: Employee comments are OPTIONAL.**  
Employee will add their comments as listed in step 3 before the Managers begins the end of year process.

If employee wants to add comments after the End-of-Year Career Conversation meeting with Manager, s/he has 3 business days to submit final comments either by adding them in Section 3, emailing them to their manager or uploading a document in PeopleSoft.