

Career Conversation - Supervisor



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.

ORACLE
PEOPLESOFT

User ID

SUPERVISOR NAME

Password

••••••••

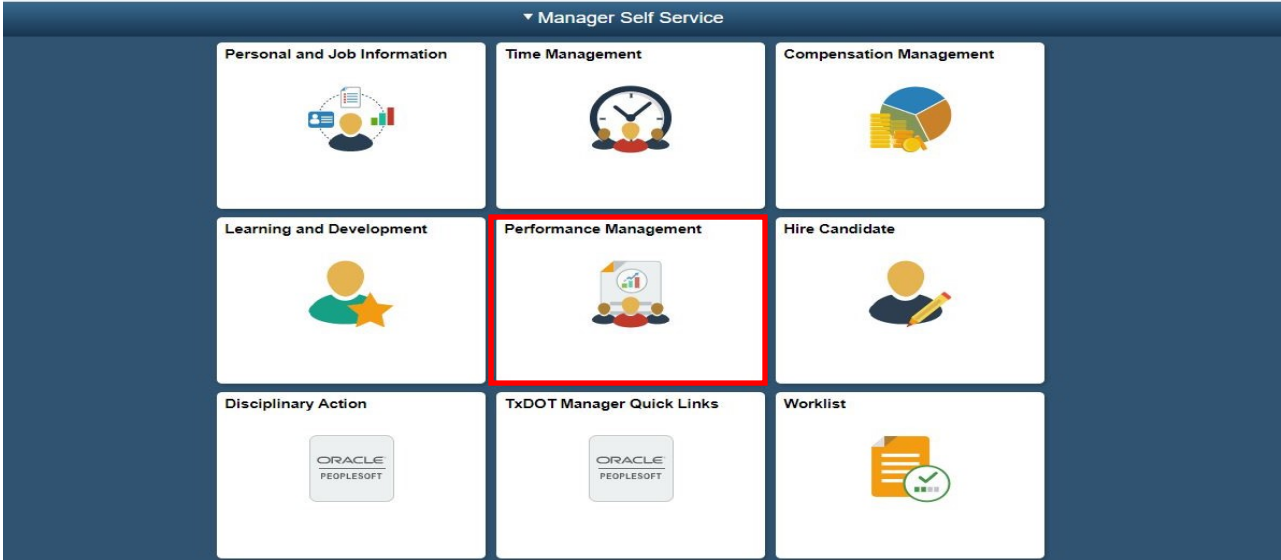
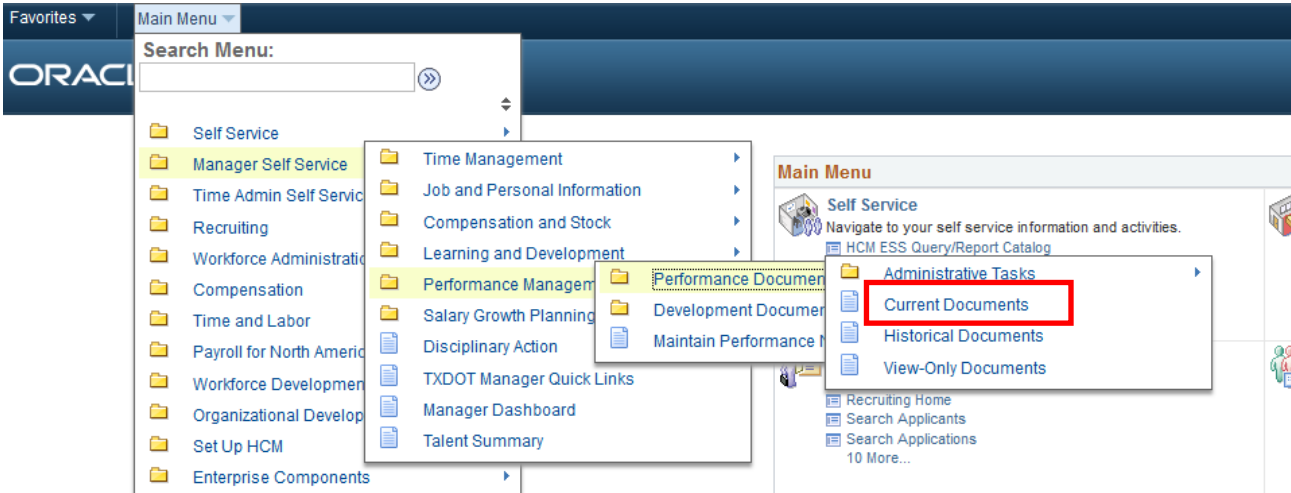
Select a Language

English

Sign In

Enable Accessibility Mode

2. Click on "Current Documents."



3. Select an employee.



Current Performance Documents

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

Filter Criteria

Performance Documents						
Employee	Document Type	Document Status	Period Begin	Period End	Job Title	Next Due Date
Jane Doe	Career Conversations	Define Criteria	01/11/2020	12/31/2020	Resource Support Spec III	02/29/2020
James Doe	Career Conversations	Define Criteria	01/08/2020	12/31/2020	Resource Support Spec III	12/31/2020
Victoria Someone	Career Conversations	Define Criteria	01/07/2020	12/31/2020	Resource Support Spec III	12/31/2020
Kevin Another	Career Conversations	Define Criteria	01/06/2020	12/31/2020	Resource Support Spec III	12/31/2020

4. Confirm Job Title and Job Description is the same. If they are not the same, follow steps 4a through 4c, or 4d and 4e, and add a Job Description consistent with the Job Title. If they are the same, go to step 5 and print out the job profile and review with employee.

Career Conversations

Define Criteria - Update and Save

Jane Doe



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

Manager: Lourdes Fulton
Period: 01/12
Manager Name: [redacted]
Document ID: 82674
Due Date: 12/01/2020

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.

At the end of the performance cycle, the manager should select the **APPROVE** button in order to update the performance review.

After the review has been discussed with the employee then select the **COMPLETE** button to close the evaluation.

Expand All | Collapse All

Section 1 - Job Description

Job Description will be evaluated by: Employee, Manager

Expand | Collapse | Add Item

- K507 - General Transp Tech II

4a. Adding a pre-defined Job Title
1) Click "Add Item" below Section 1.
2) On the next page, ensure "Add pre-defined item" is selected, and click "Next."

Section 1 - Job Description

Job Description will be evaluated by: Employee, Manager

Expand | Collapse | Add Item

- K507 - General Transp Tech II

Add Item

Add pre-defined item

Add your own item

Next

4b. Type the job title in the "Title" box and click "Search."

Add a Pre-Defined Item

To search for items to add to the document enter any search below. You can also enter search criteria to help refine your results.

Search Criteria

Title: Resource Support Spec

Content Group Type: [dropdown]

Content Group: [dropdown]

Search Clear

4c. Checkmark next to the Job Description and click “Add.” On the next page click “Save” in the top right corner.

Add a Pre-Defined Item

To search for items to add to the document enter any search below. You can also enter search criteria to help refine your results.

Search Criteria

Title

Content Group Type

Content Group

Search Results [Personalize](#) | [1-10 of 10](#)

Job Description
<input type="checkbox"/> A481 - Resource Support Specialist I
<input type="checkbox"/> A482 - Resource Support Spec II
<input checked="" type="checkbox"/> A483 - Resource Support Spec III
<input type="checkbox"/> A484 - Resource Support Spec IV
<input type="checkbox"/> A485 - Resource Support Spec V
<input type="checkbox"/> C012 - Info Resource Support Spec I
<input type="checkbox"/> C014 - Info Resource Support Spec II
<input type="checkbox"/> C016 - Info Resource Support Spec III
<input type="checkbox"/> C017 - Info Resource Support Spec IV
<input type="checkbox"/> C018 - Info Resource Support Spec V

[Select All](#) [Deselect All](#)

[Return](#)

4d. Adding or editing an existing Job Title:

- 1) If possible, copy an approximate Job Title and Description.
- 2) Click “Add Item” below Section 1.
- 3) On the next page, ensure “Add pre-defined item” is selected, and click “Next.”

▼ Section 1 - Job Description

Job Description will be evaluated by: Employee, Manager

Expand | Collapse

▶ K507 - General Transp Tech II

Add Item

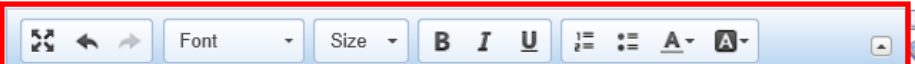
Add pre-defined item

Add your own item

- 4e.**
- 1) Add a Job Title
 - 2) Paste the Approximate Job Description in the Description box and edit as needed
 - 3) Click Add
 - 4) On the next page, click Save in the top right corner

Career Conversations
Add Your Own Item

*Title

Description 

Description : Performs [routine] work related to transportation activities such as construction inspection; routine and contract maintenance inspection; material and process inspection; laboratory testing; [calculations]; drafting; [design]; traffic and accident data collection; surveying [and the use of surveying equipment], pavement data collection and evaluation; [bridge inspection; construction record-keeping; plan review; Plans, Specifications and Estimates (PS&E) processing]; and/or [skilled] roadway maintenance

[Return](#)

- 5.** To view and print a job profile, click Actions > Development > View Job Profiles.

Career Conversations
Define Criteria - Update and Save

Jane Doe

Actions

- Job and Personal Information > Resource Support Spec III
- Compensation and Stock > Career Conversations
- Development** >
 - View Current Team Profiles
 - View Team Historical Profiles
 - View Job Profiles**
- Performance Management > Wedge performa

Key objectives of career conversations include qualifications, skills, responsibilities, and

The Job Description, Manager Comments and Employee Comments can be updated the **SAVE** button. Attachments can also be added.

6. Type the Job Title in the Profile Name and click "Search."

View Job Profiles

Select a Profile

To view a Profile, enter your search criteria and select the "Search" push button.

Basic Search Criteria

Type TxDOT Job Profile

Profile Name

[Advanced Search](#)

7. Select the job profile and print. Highlight applicable responsibilities and competencies and save the job Profile.

Select a Profile

To view a Profile, enter your search criteria and select the "Search" push button.

Basic Search Criteria

Type TxDOT Job Profile

Profile Name

[Advanced Search](#)

✔ Your search has returned 5 results.

Profile Search Results [Personalize](#) | [Find](#) | [View All](#) | [Print](#) | [Grid](#) | [First](#) | [1-5 of 5](#) | [Last](#)

Profile Type	Profile Name
TxDOT Job Profile	Resource Support Specialist I
TxDOT Job Profile	Resource Support Spec II
TxDOT Job Profile	Resource Support Spec III
TxDOT Job Profile	Resource Support Spec IV
TxDOT Job Profile	Resource Support Spec V

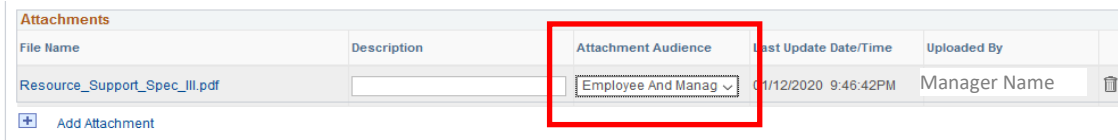
[Select All](#) [Deselect All](#)

8. Review the Job Profile and its general expectations with the employee.

- 9. After meeting with employee, attach the job profile to the Career Conversation document:**
- Add Attachment
 - Browse, select file, click “Open”
 - Upload



- 10a. On the main page, select “Employee and Manager” under “Attachment Audience” and save.**



- 10b. Managers can attach any documents needed throughout the year including optional 360 feedback. If attaching feedback from others on the employee, only select “Manager” under Attachment Audience.**

11a. 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 2.

▼ Section 2 - Manager Comments (Visible to Employee)

Focus for the current and next year, including goals, development opportunities, and strengths.

 Add Item

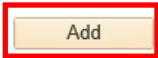
11b. 2) Add a “Title,” e.g. a date or nature of meeting such as “One-on-One.”
 3) Add comments in the “Description.”
 4) Click Add

Career Conversations
 Add Your Own Item

Title January One-on-One

Description

Summary of the one-on-one.



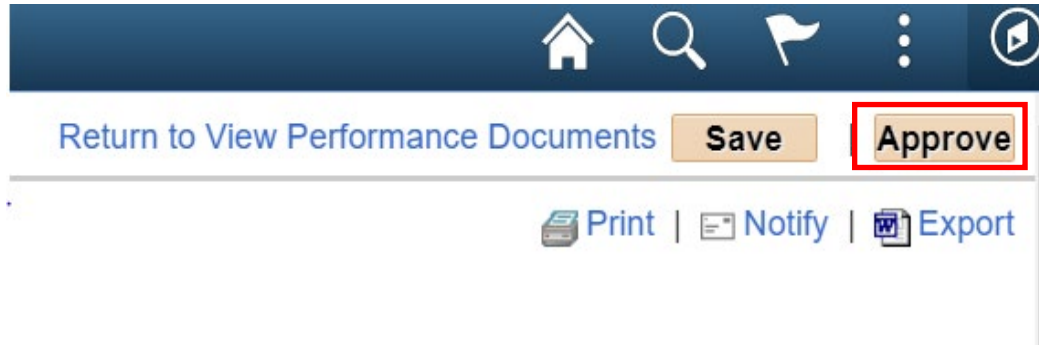
[Return](#)

11c. Click “Save” at the top right corner.
 Managers will need to inform their employees of their opportunity to input their comments before proceeding to step 12 for the end of year Career Conversation process. ***All Manager and Employee comments must be entered and saved before proceeding to step 12.**



12a. At the end of year performance cycle; 1) select the APPROVE button to update the performance review by selecting the rating of “Achieved” or “Not Achieved”; 2) Print the performance document and review with the employee. ***This locks the document from entering comments for the manager.**

1)



2)

Performance Review Summary

Achieved Not Achieved

Manager Rating

12b. Click “Save” at the top right corner. Thereafter Print and meet with the employee for the year-end Career Conversation.

Career Conversations

Return to Current Documents **Save** | Complete

Manager Evaluation - Update and Complete

Jane Doe

Actions ▾



Job Title	Resource Support Spec III	Manager	Manager Name
Document Type	Career Conversations	Period	01/11/2020 - 12/31/2020
Template	TxDOT Annual Evaluation NEW	Document ID	82651
Status	Evaluation in Progress	Due Date	12/31/2020

Print | Notify | Export

13. Following the end of year Career Conversation, attach additional employee comments (if provided) following steps 9 and 10 on attaching documents

14.

Click "Complete" and the document automatically gets moved to "Historical Documents."




Career Conversations

[Return to Current Documents](#)

Save

Complete

Manager Evaluation - Update and Complete

 Print |  Notify |  Export

Jane Doe

Actions ▾



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

Manager Manager Name
Period 01/11/2020 - 12/31/2020
Document ID 82651
Due Date 12/31/2020