



Employee References

Updating Talent Information

Keeping your talent information updated is an important element of owning your career at Oracle. You will benefit from:

- The opportunity to further consider and adjust your career goals, aspirations and work preferences over time.
- Your manager having immediate access to your talent information. This enables your manager to easily match you with projects, opportunities and development that align with your current and potential future roles that support the overall business objectives. On the job learning is valuable for you and the company.
- More productive career conversations.
- Increased visibility across your business and throughout Oracle. All employees can view your Areas of Expertise, Areas of Interest, and About Me from your personalized directory page.

Skills & Qualification Considerations

While you are updating your skills and qualifications consider the following:

- Oracle's Core Competencies
 - Where are you today?
 - Where you like would be based on your current performance and career aspirations?
- Creating a line item under Accomplishments indicating you have an individual development plan. In the comments section, share a summary or item of particular interest.
- Creating a line item under Accomplishments indicating completion of professional development activities. Briefly explain or list in the comments section.
- Becoming or finding a mentor.
- Increasing your business acumen.
- Initiating performance and career conversations with your manager.

Learning Links

Employee HCM Talent Management Playlist –

(https://otube.oracle.com/embedplaylist/secure/embed/playlistId/0_njys6bpp/uiConfId/14969467)

Update a Profile Picture –

(https://otube.oracle.com/media/Oracle+Talent+ReviewA+Uploading+Photo+and+Using+the+Directory/0_shg8tpbz)

Entering Skills & Qualifications –

(https://otube.oracle.com/media/Oracle+Talent+ProfileA+Skills+and+Qualifications/0_natwxmok/381)

Career Planning Videos –

(https://otube.oracle.com/media/Oracle+Talent+ProfileA+Career+Planning/0_rebk2yrn/381)

Career Development Website – (<http://my.oracle.com/site/hr/LearningDevelopment/CD/index.html>)

Know your Role in Career Development Website –

(<http://my.oracle.com/site/hr/LearningDevelopment/CD/Managers/index.html>)

Oracle Career Guide: Career Conversations – (<http://my.oracle.com/content/web/cnt2666521>)

Global Performance Appraisal Training Center – (<http://my.oracle.com/site/hr/OTD/PerfApp/index.html>)

Performance Management Toolkit – (<http://my.oracle.com/site/hr/OTD/PerfApp/pmtoolkit/index.html>)

Manager References

Questions for Preparing for a Talent Review Meeting

- How long has the employee worked for Oracle and your team?
- What accomplishments make them stand out?
- What are they currently working on?
- What feedback have you received from peers or leaders that is noteworthy?
- What are their skills, qualifications?
- What are their aspirations for the near future?
- What are their long term aspirations?
- What is their growth potential?
- Is there risk of leaving?
- Are they in a critical role?
- Are they a succession plan candidate?
- What do they need right now?
- Would this employee be a good mentor?

Employee Presentation Example

Employee Presentation Example

Accomplishments/Present/Background:
Isabel Landa has been at Oracle for 4 years. She is an analytics expert. She is willing to pick-up all new projects and has a the ability to quickly learn new technologies. Isabel delivered the CCR, GCCA, TBS projects on time and under budget. The past 3 years she has been a solid manager, with a very broad network and works with different groups throughout Oracle. She handles set backs well and knows how to successfully implement projects. She has strong communication and technical skills.

Growth Potential: High

Aspirations Near Term Future: Manage a larger global team and drive global projects.

Aspirations Long Term: Move into a senior leadership role at Oracle.

Development Areas: Ensure more delegation within her team. Identify succession candidates for her role. Isabel needs to increase her visibility.

Potential Risks: She is very committed to Oracle but has received several job offers. Impact on the business would be wide since she manages the key team for CCR.

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Talent Grid Definition

Growth Potential	High	7-Potential Talent Under performer capable of significant growth; or recently promoted; or new to Oracle and yet to demonstrate performance in new role.	2-Rising Talent Full performer with capacity to grow quickly in current role and to advance further, including vertical and horizontal moves within and across lines of business.	1-Top Talent Outstanding performer capable of rapid learning, ability to stretch and take on complex assignments of significantly larger scope. Possible candidate for rapid vertical and horizontal moves within and across lines of business.
	Some	8-Inconsistent Talent Under performer; with improved performance, is capable of continued growth in current career level.	4-Key Talent Full performer capable of continued growth in current career level. Vertical moves can be considered, especially for exceeding performers.	3-Adaptable Talent Outstanding performer and professional expert capable of growth in current career level and more complex assignments; vertical moves can be considered.
	At	9-Mismatched Talent Under performer not capable in current role.	6-Solid Talent Full performer likely to stay in current role. Solid contributor to the organization.	5-Expert Talent Outstanding performer in area of expertise; likely to stay in current role. Acknowledged leader or professional expert; valued asset to the organization.
		1 and 2 Unsatisfactory - Needs Improvement		3 and 4 - Satisfactory or Exceeds
Performance				

Growth Potential Definition and Survey

Growth Potential

Growth Potential is defined as an employee's level of aspiration, capability and commitment which determines the likelihood for accelerated and significant vertical and horizontal career growth, taking on roles with much broader responsibility and complexity.

Please look at the sets of statements below to explore this employee's growth potential. Use the rating scale and select the extent to which you observe this employee exhibiting the described behaviors and attitudes.

Rating scale: 1 - To some extent 2 - To a great extent 3 - To a very great extent

To arrive at the overall growth potential ratings the following ranges are applied:
 High Growth Potential : 25 to 27; Some Growth Potential : 18 to 24; At Growth Potential : 17 and below
 For further details please visit <http://my.oracle.com/content/web/cnt1782527> (cut and paste into your browser)

***Aspiration: Level to which employee thrives on advancement, influence, and recognition (prestige, financial rewards)**

Demonstrates self confidence influencing key stakeholders to get the job done. Stays with a task to completion overcoming obstacles and challenges

- ☐ To a very great extent
☐ To a great extent
☐ To some extent

Actively works to develop and build a fulfilling career. Current status-quo is not an option. Grows network in support of business and career goals

- ☐ To a very great extent
☐ To a great extent
☐ To some extent

Exhibits passion, energy and ambition. Takes on stretch assignments with drive to win. Focuses on achievement.

- ☐ To a very great extent
☐ To a great extent
☐ To some extent

***Capability: Level to which employee can rely on innate characteristics and learned skills (mental/cognitive agility, judgment and problem solving, development orientation)**

Provides balanced judgment and problem solving in complex and ambiguous situations. Experiments to find best solution for task. Looks beyond current limitations. Brings new ideas to solve problems and create strategies.

- ☐ To a very great extent
☐ To a great extent
☐ To some extent

Anticipates needed decisions, considers the implications, risks and opportunities and takes action. Takes full accountability for actions. Can deal with pressure.

- ☐ To a very great extent
☐ To a great extent
☐ To some extent

Readily seeks and accepts feedback. Learns from experience. Adapts to new tasks and situations quickly. Constantly seeks development and career opportunities.

- ☐ To a very great extent
☐ To a great extent
☐ To some extent

***Commitment: Level to which employee is a fit for Oracle, believes in Oracle and shows discretionary effort**

Believes in Oracle. Is champion of Oracle values. Leads by example. Thrives in Oracle environment and achieves superior results.

- ☐ To a very great extent
☐ To a great extent
☐ To some extent

Puts organizational goals before personal pursuits. Collaborates with others to achieve organizational goals. Inspires others to do their best.

- ☐ To a very great extent
☐ To a great extent
☐ To some extent

Shows willingness to contribute far beyond expectations. Proactively takes on responsibilities beyond required job scope and demonstrates capability to handle multiple roles or a range of initiatives with success.

- ☐ To a very great extent
☐ To a great extent
☐ To some extent

OK Cancel

Learning Links

Manager HCM Talent Management Playlist –

(https://otube.oracle.com/embedplaylist/secure/embed/playlistId/0_yh9c6vym/uiConflId/14969467)

Growth Potential Survey – (<http://webcenter.us.oracle.com/webcenter/wccproxy/d?dID=1085690>)

Career Planning Videos –

(https://otube.oracle.com/media/Oracle+Talent+ProfileA+Career+Planning/0_rebk2yrn/381)

Career Development Website – (<http://my.oracle.com/site/hr/LearningDevelopment/CD/index.html>)

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HR References

Learning Links

[HR HCM Talent Management Playlist](#) –

(https://otube.oracle.com/embedplaylist/secure/embed/playlistId/0_87zzruz2/uiConfld/14969467)

[Career Planning Videos](#) –

(https://otube.oracle.com/media/Oracle+Talent+ProfileA+Career+Planning/0_rebk2yrn/381)

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