



Workforce Performance Management

WPM Terminology

MCG Performance Plan Status Terminology

This section is a list the terms found in the WPM system and their descriptions.

<i>MCG Performance Plans</i>	Hierarchy-based performance plans in the Oracle WPM Performance Management system <ul style="list-style-type: none"> - MCG Executive Branch Performance Plan - MCG Legislative Branch Performance Plan - MCG Sheriff Office Performance Plan
<i>Performance Templates</i>	Individual employee templates located in MCG Performance Plans
<i>Appraisee</i>	Employees or direct reports
<i>Main Appraiser</i>	Supervisor
<i>Approver</i>	Reviewing Official (second level supervisor)
<i>Approver Participant</i>	Another supervisor, project lead or project manager who has valuable input about an employee’s performance and can evaluate an employee’s performance <u>and</u> provide supporting comments/feedback
<i>Reviewing Participant</i>	Another supervisor, project lead or project manager who has valuable input about an employee’s performance but who can only provide feedback on an employee’s performance

MCG Performance Appraisals (Plans) Status Monitoring Report Terminology

This section is a list the terms found on MCG Performance Plan Status Monitoring Reports and their descriptions.

<i>Planned</i>	The employee’s (direct report’s) performance plan creation has not been started in WPM
<i>Saved</i>	The employee’s supervisor is working on the employee’s performance plan
<i>Transferred to Employee</i>	The appraisal has been routed to the employee
<i>Ongoing with Supervisor</i>	Supervisor is reviewing the employee’s performance plan
<i>Return for Corrections</i>	Reviewing Official (second level supervisor returned an appraisal to the supervisor for corrections
<i>Return for More Information</i>	Reviewing Official (second level supervisor returned an appraisal to the supervisor for more information
<i>Pending Approval</i>	Reviewing Official (second level supervisor) to approve employee’s performance plan
<i>Pending Employee Feedback</i>	Employee to provide his/her performance feedback (optional)
<i>Transferred From Plan</i>	Employee is no longer in the performance plan
<i>Completed</i>	The employee’s performance evaluation has been finalized