| From: | Shauna Holman Harries |
| :--- | :--- |
| To: | Luong, Hoan - OFCCP |
| CC: | Neil Bourque; Charles Nyakundi; Lida Daniel; Kela Moon; Sean Smith |
| Sent: | 10/292015 9:18:01 PM |
| Subject: | HQCA 14 of 29 |
| Attachments: | HQCA - Personnel File - 13- |

Best Regards,
Shauna Holman-Harries

## oracle

Shauna Holman-Harries - Director Diversity Compliance
Phone: +16023339112|Fax: +1 6023339112 | Mobile: +1 4806891858
"Working to create an inclusive, diverse culture that drives innovation and business success."
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ven
Oname is committed to developing practices and products that helly protect the environment


| Product Association | N/A |
| ---: | :--- |
|  | N/A |
| Rep Type | N/A |
|  | N/A |
| Product Descriptor | N/A |
|  | N/A |
| Industry | Not Applicable |
| Budgeted Headcount | Yes |

Channel
University Degree
Romania Local Job Grade Italy Local Job Grade France Local Job Grade Current Employment Local Grade Candidate's Current Job Title

Candidate's Current Salary/ATV
Commission Draw Duration Former Acquired Company Name Shift/Premium Eligible
Display Salary as Hourly? Eligible to work where job is posted

Software Development Manager 106271.00

Salary Information

## Salary Basis Annual

Proposed Salary Grade Range Comparatio
70.399

Quartile
BLW
Annualized FTE Salary Annualized Salary


TIIP Conversion rate as on 31-May-2013 from USD to USD: 1 USD $=$
Additional Offer Details

Individual Compensation Plans for Offers
Stock
Justification
Car Allowance
Justification
Relocation Amount Justification
Sign On Bonus
Justification
Attachments

Internal Documents

| Title | Type | Description | Category | Last Updated By | Last Updated | Usage | Update | Delete |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| No results found. |  |  |  |  |  |  |  |  |

External Documents

| Title | Type | Description | Category | Last Updated By | Last Updated | Usage | Update | Delete |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| No results found. |  |  |  |  |  |  |  |  |



| Approved |  |
| :---: | :---: |
| Pending For Approval |  |
| Return for Correction | Ton, Vicki |
| Pending For Approval |  |
| Approval History |  |



Approval History

| Sequence |  |  |  | 3) Previous 1-10 Next 10 |
| :---: | :---: | :---: | :---: | :---: |
|  | Name | Action | Date | Comments |
| 1 | Mandava, Srikanth | Submit | 11-Mar-2014 12:00:42 | $\square$ has accepted the position to manage the On Demand Marketing product. |
| 2 | Sengupta, Manash | Approved | 11-Mar-2014 12:02:59 | has accepted the position to manage the On Demand Marketing product. |
| 3 | Ton, Vicki | Returned for Correction | 11-Mar-2014 14:35:12 |  |
| 4 | Mandava, Srikanth | Resubmit | 11-Mar-2014 15:36:45 | has accepted the position to manage the <br> has over 300 |


|  |  |  |  | customers. These customers actively use the application throughout the year. $\qquad$ will work with the Product Management team and be responsible to make sure that $\square$ will continue to implement customer desired features working and ongoing patch releases. She will interface with Customer Support teams to make sure any production customer issues will be handled in a prompt manner and to customer satisfaction. Having been donned the roles of a Developer, Manager and in Support understands what it takes to develop and maintain successful Oracle products like $\square$ and make sure on going development meets customer needs. Not filling this position would drastically affect Oracle's ability to maintain $\square$ and keep their customers. |
| :---: | :---: | :---: | :---: | :---: |
| 5 | Sengupta, Manash | Approved | 13-Mar-2014 15:06:48 | has accepted the position to manage the <br> has over 300 <br> customers. These customers actively use the application throughout the year $\square$ will work with the Product Management team and be responsible to make sure that $\square$ will continue to implement customer desired features working and ongoing patch releases. She will interface with Customer Support teams to make sure any production customer issues will be handled in a prompt manner and to customer satisfaction. Having been donned the roles of a Developer, Manager and in Support understands what it takes to develop and maintain successful Oracle products like $\square$ land make sure on going development meets customer needs. Not filling this position would drastically affect Oracle's ability to maintain and keep their customers. |
| 6 | Ton, Vicki | Question | 13-Mar-2014 16:04:09 | Please enter the justification for hire. Thanks. |
| 7 | Mandava, Srikanth | Answer | 13-Mar-2014 20:36:14 | has been a manager for over years now. She has been a part of Oraclein different_organizations like Development, Support. As part of the $\qquad$ team, she understands Enterprise Software and what it takes to deliver a successful product. She understands customers needs since she worked in the Support organization. $\square$ has over 250 customers and she would be a great fit to manage the development team and keep customers satisfied with continued upgrades to the $\square$ software. She also has many years of experience interfacing with multiple teams like Product Management, QA , Support etc. which is needed to manage the product. |
| 8 | Ton, Vicki | Approved | 14-Mar-2014 09:30:24 | Approved, thanks. |
| 9 | Chauhan, Vikash | Approved | 14-Mar-2014 09:33:45 |  |
| 10 | Arun, Gopalan | Approved | 14-Mar-2014 09:46:02 |  |
|  |  |  |  | 3 Previous 1-10 Next 10 ) |

Return To Search $\quad$ Background Check Back Candidate 4 Next

Home Vacancies \& Offers Home Logout Preferences
Privacy Statement
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PROFILE

- Have 15+ years of experience working in various development roles with Service, Field Service and Enterprise Contracts suite of CRM products; and has been involved in several projects starting from their infancy stage to several product revisions going forward with large growing customer base and good visibility across multiple internal divisions
- Extensive knowledge in Tele-Service, Oracle Field Service, Siebel Field Service, Depot Repair, Order Management, Oracle Advanced Pricing and Fusion Enterprise Contracts products; with exemplary track record of completing products in time with high quality
- Periodically attend meetings/brown bag sessions conducted by the architecture teams across the organization and provide appropriate guidance through presentations to the development organization
- Provide excellent guidance and leadership to team members across the globe
- Manage development projects spanning across multiple teams using Agile Scrum methodologies
- Fluent in managing cross-functional relationship with teams consisting of architects, Developers, Product Managers, QA managers, Technical writers, Release managers, Customers and Consulting
- Understand Oracle Applications technically and functionally, Oracle Tools and technologies relating to applications and custom development
- Adept in handling customers in the capacity of Development Manager, Principal Engineer and as a Project Lead
- In depth understanding of the entire life cycle of a Product in Development and support thereafter via bug fixes.


## WORK EXPERIENCE:

Oracle Corporation (Redwood Shores, CA)

- Development Manager,
- Principal Applications Engineer,
- Project Lead, CRM Development,
- Sr. Applications Engineer,
- Applications Engineer,
- Technical Support,



## SKILLS HIGHLIGHT:

Products:
Design/Process:

## Languages/Technology:

JAVA, J2EE, ADF technologies like SOA, Web Services, ADF Model and UI, Oracle Forms \& PLSQL Management/Leadership Skills:
Team Building, Planning, Estimation, Resource Allocation, Resource Management, Mentoring, Managing Team, Project Management
Other:

## INDUSTRY EXPERIENCE:

Oracle Corporation, Development Manager,

- Managed multiple complex projects in applications --
- Design and develop

- Coordinate with external applications like $\quad$ and successfully discuss requirements and help resolve design/development issues; apart from chasing them to deliver dependencies on time
- Expert and technical know-how in
- Work with ST teams across ADF technology to help resolve framework issues
- Work with Contracts QA to ensure smooth delivery of code along with feedback to test documents
- Ensure that team is always on top of timely resolution of bugs with consistent low bug counts
- Work with product management, quality assurance, usability, accessibility, internationalization, documentation, release, operations, customer support, sales and consulting teams during various phases in the product development lifecycle
and
- champion, process used during subscription lines development
- Major customer wins include

- Manage the entire development lifecycle of application software development leading to successful release of products as part of Oracle Applications releases
- Design, develop and enhance using technologies
- Design, develop Service Charges/Billing product that had extensive integrations with
- Design, develop and enhance revenue models, agreement pricing etc for
- Major customer wins include $\square$

- Designed and developed upgrade scripts for customer support suite of applications using PLSQL. These scripts enabled customers move to $\square$.

Oracle Corporation, Technical Analyst,

- Provide technical solutions to customer, regarding installation, design, debugging and coding issues related to tools
- Work in highly escalated with customer priority issues. Coordinate and Collaborate with customers and internal tool development teams to resolve customer bugs.


## EDUCATION:

Masters in Computer Applications (MCA),
Masters in Economics (MA),

## MISCELLANEOUS:

Loves reading, basketball, learning, travelling, good food, friends, family and my two beautiful daughters; continue to maintain a delicate work-life balance!!

## ORACLE CRM - PERFORMANCE REVIEW \& PLANNING FORM

| Employee Name: |  |
| :--- | :--- |
| Employee Number: | Manager Name: |
| Job Title: Project Lead | Cost Center Description: D76 |

I. EMPLOYEF PRE-REVIEW: Please take the opportunity to provide your manager with information regarding your perlormance, your development needs and how your manager can best support your performance. Please indicate " $N / A$ " for any questions which are not applicable.
A. My most significant accomplishments were:

- lnvolved in the design and development of building new
- Enhanced the performance of contracts entitlements engine for
- Changed Contract defaulting rules in based on business processe
- Completed the integration of riles in $\quad$ based on business processes.
- Design of extensible billing types and billing categories.
- Input to multi-org and inventory organization solutions for Tele-Service.
- Add new lunctionality to
- Re-design and development of Service transaction billing types

New proposed by team
UI usability study.

- Service Codes redesign and implementation
- Numerous customer enhancements (eg. freight charges, single order creation, ctc).
- Fixing customer bugs for both customers
- Feedback and review for SRD and High Level Design documents for $\square$ Billing Engine.
- Provide guidance and technical help for junior engineers.
- Training QA/Doc/Demo/Support teams with new lunctional changes in $\quad$ Module.
B. Things I would have liked to have done better:
$\mathrm{n} / \mathrm{a}$
A. Barriers or conditions which affected my performance, and what can be done to overcome them: $\mathrm{n} / \mathrm{a}$
B. My manager has supported me in achieving my objectives in the following ways:
- He has been helpful in providing technical and functional guidance
C. I could use additional support from my manager in the following ways:

I would like more responsibility and to take ownership of pieces of the project
D. Things I have done to further my personal or professional development:

- I would like to take java classes and be proficient with the language before moving classes for my personal and professional development.
G. Developmental activities such as work assignments, experjences, course work, reading or training that would be helpful to me during the coming review period: Sce D.
II. PERFORMANCE OBJECTIVES: Please use objectives established at the beginning of or during the review period. Objectives should be specific, measurable, achievable, relevant to department's goals and include time-frames for athievement. Please rank the objectives in priority order ( $\mathbf{1 = h i g h e s t}$ priority; $\mathbf{2 =}$ next highest priority; cte.). The cmployec's performance should be rated according to the Performance Review \& Planning Instructions (1-Does not meet expectations; 2-Needs lmprovement; 3 Meets Expectations; 4-Exceeds Expectations; 5-Outstanding; NH-New Hire; TR-Transfer)


## Objective 1:

Priority:

Comments:

Manager's Rating: __ 1 __ _ _ 3 _ 4 _ 5 __NH __TR
Comments:

Objective 2:
Priority:

Individual's Self- Rating: __ 1 _ 2 _ 3 _ 4 _ 5 __NH __TR
Comments:

Manager's Rating: __ 1 __ 2 _ 3 _- 4 __5 __NH
Comments:

Obiective 3:
Priority:

Comments:

Manager's Rating: ___ __ 2 _3 __ 4 __5 3 NH __TR

## Comments:

Objective 4:
Priority:

Comments:

Manager's Rating: _l $-2$ $\qquad$ $3-4$ $\qquad$ NH TR
Comments:
II. COMPETENCIES: This section assesses behaviors the individual demonstrated in achieving the work objectives in Section II. It should demonstrate the strengths that enabled the individual to achieve objectives as well as improvements that would help them better achieve objectives in the tuture. Please mark an " $X$ " in the box in front of the appropriate performance rating and add comments/examples in the section provided.

## A. Execution \& Quality of Work


2. Analytical Skills $\quad$ Uses logical reasoning; develops alternatives for achieving objectives; consistently identifies and prioritizes best way to deliver



| 4. Oral <br> Communication Skills | Relays and/or presents information clearly and concisely; facilitates open exchange of ideas. |  |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Individual's Self-Rating: | 1 | 2 | x | 3 | 4 | 5 | Transfer | New Hire |
| Comments: |  |  |  |  |  |  |  |  |
| Manager's Rating: | 1 | 2 | x | 3 | 4 | 5 | Transfer | New Hire |



| 8. Professional <br> Conduct/Judgment | Acts responsibly; maintains composure in stressful situations; reaches sound conclusions; shows discretion, tact and sensitivity. |  |  |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Individual's Self-Rating: | : $\quad 1.1$ | 2 | X | 3 |  | 4 | 5 | 'Transfer | New Hire |
| Comments: |  |  |  |  |  |  |  |  |  |
| Manager's Rating: | 1 | 2 |  | 3 | X | 4 | 5 | Transfer | New Hire |




## 

|  |  |  |  |  |  |  |  |  |  |
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| O.I!H M H | ITjSUE.J | S | - | X | $\mathcal{E}$ | Z | I |  |  |
|  |  |  |  |  |  |  |  |  |  |



| 2. Honesty/Integrity ${ }^{\text {I }}$ | Trustworthy; personally models appropriate behaviors to enhance the organization's reputation. |  |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Individual's Self-Rating: | 1 | 2 | 3 | $\mathbf{X}$ | 4 | 5 | Transfer | New Hire |
| Comments: |  |  |  |  |  |  |  |  |
| Manager's Rating: | 1 | 2 | 3 | X | 4 | 5 | Transfer | New Hire |


| 3. Accountability $\quad T$ | Takes responsibility for actions and admits mistakes; does what is right even if it involves risk or conflict. |  |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Individual's Self-Rating: | 1 | 2 | 3 | X | 4 | 5 | Transfer | New Hire |
| Comments: |  |  |  |  |  |  |  |  |
| Manager's Rating: | 1 | 2 | 3 | X | 4 | 5 | Transfer | New Hire |

D. Aptitude For Change \& Learning


E. (This section Is For Managerial Employees Only) Management \& Leadership




IV. OVERALI PERFORMANCE RATING: Select the rating which best describes the employee's overall performance in relation to the objectives and competencies. The overall rating should be consistent with the ratings given throughout the review form.


V. PERFORMANCE OBJECTIVES FOR THE NEXT PERIOD: This section defines the employec's objectives for the next review period. The employee's future performance will be measured against these objectives. As conditions change during the revicw period, they should be reassessed and adjusted if appropriate. Please list and rank the objectives in priority order ( $1=$ highest priority; $2=$ next highest priority; etc.).

| Priority | Objective | Planned Date of Completion |
| :---: | :---: | :---: |


| 1. | Fix Customer Bugs |  |  |
| :--- | :--- | :--- | :--- |
| 2. | Fix Internal Bugs |  |  |
| 3. | Complete Phase 1 of the | implementation |  |
| 4. | Complete | Changes for |  |
| 5. | Complete |  |  |

VI. PERSONAL CAREER DFVELOPMENT STATEGY: This section outines the employee's personal career development needs and goals. They will be the basis for discussions between the employce and manager concerning the cmployec's short-term and long-term career aspirations. Please identify and rank carcer development actions to be taken between now and the next review period. Please rank these development plans in priority order (l=highest priority; $2=$ next highest priority; etc.).

VII. ADDITIONAL EMPLOYEE COMMENTS:

*Please note: Employee's signature signifies receipt of evaluation only and does not necessarily indicate agreement with the evaluation.

# ORACLE <br> PERFORMANCE REVIEW AND PLANNING FORM <br> APPLICATIONS DEVELOPMENT 

| Employee's Name: | Manager's Name: |
| :--- | :--- |
| Employee Number: |  |
| Job Title: Project Lead | Cost Center Description: F15 |

I. EMPLOYEE PRE-REVIEW: Please take the opportunity to provide your manager with information regarding your performance, your development needs and how your manager can best support your performance. Please indicate "N/A" for any questions which are not applicable.

A. Things I would have liked to have done better: n/a

Efficient and thorough research.
Constant updates to all the bugs with relevant research information.
Provide $24 / 7$ support to all the P1 bugs.
Help team members in debugging their bugs.
Attend conference calls with customers and support in understanding the problem.

## Manager's Comments:

has been very responsive to Customer bugs. She monitors the bugs in the evenings and weekends and has put in a great deal of time in off hours dealing with escalated customer issues.


V. OVERALL PERFORMANCE RATING: Indicate the rating which best describes the employee's overall performance in relation to the objectives and competencies. The overall rating should be consistent with the ratings given throughout the review form.

Employee's Overall Self-Rating: [4 ] Manager's Overall Rating: [4]

Manager's Comments Regarding Employee's Overall Performance:

## A. EXECUTION \& QUALITY OF WORK

## Technical Skills:

- Possesses adequate technical skills to perform the job.


## Analytical Skills:

- Uses logical reasoning; develops alternatives for achieving objectives; consistently identifies and prioritizes best way to deliver results; solves problems creatively.


## Written Communication Skills:

- Expresses ideas clearly/succinctly and in an organized manner; writing is clear, thorough and easy to understand.


## Oral Communications Skills:

- Relays and/or presents information clearly and concisely; facilitates open exchange of ideas.

Industry Awareness:

- Understands current market environment and industry trends; acts within a broad business perspective.


## Quality Orientation:

- Successfully deploys work process improvements; effectively identifies core issues; participates in developing best methods for division; ensures outcomes that meet or
exceed others' expectations; is attentive to detail and accuracy.


## Problem Solving:

- Explores ideas from different approaches; contacts appropriate sources to resolve problems and develops contingency plans.


## Professional Conduct/Judgment:

- Acts responsibly; maintains composure in stressful situations; reaches sound conclusions; shows discretion, tact and sensitivity.


## Producing Results:

- Independently gets tasks accomplished on or before schedule with high quality results, commensurate with the expertise expected at their career level.


## B. TEAMWORK AND PROFESSIONALISM

Collaborative Skills/Teamwork:

- Coordinates efforts with others to achieve common goals; realizes impact that behavior has on others; consistently contributes to team meeting goals; contributes to a


## Availability/Approachability:

- Is accessible to coworkers/subordinates; shows willingness to address concerns.


## Interpersonal Effectiveness:

- Has a personal impact on others and responds appropriately; questions and listens effectively; predicts and prepares for others' reactions; is sensitive to others; creates and maintains effective working relationships.


## External Relations:

B. Barriers or conditions which affected my performance, and what can be done to overcome them: Need to go for training classes in order to understand ERP modules in depth.
C. My manager has supported me in achieving my objectives in the following ways: - He has provided technical and functional guidance.
D. I could use additional support from my manager in the following ways: n/a
E. Things I have done to further my personal or professional development:

- Knowledge and understanding of OA framework.
G. Developmental activities such as work assignments, experiences, course work, reading or training that would be helpful to me during the coming review period:
- Need to attend training classes to understand ERP modules.
- Java and xml training.
II. PERFORMANCE OBJECTIVES: Please use objectives established at the beginning of or during the review period. Objectives should be specific, measurable, achievable, relevant to department's goals and include time-frames for achievement. The employee's performance should be rated according to the rating scale below.

| Rating Key: |
| :--- |
| 5: Outstanding: Performance consistently exceeds the requirements of |
| the position. |
| 4: Exceeds Expectations: Performance frequently exceeds the <br> requirements of the position. |
| 3: Meets Expectations: Performance consistently meets the <br> requirements of the position. |
| 2: Needs Improvement: Performance occasionally does not meet the <br> requirements of the position. |
| 1: Does Not Meet Expectations: Performance does not meet the <br> requirements of the position. |
| N/A - Not Applicable |

Objective 1: Fix Customer Bugs

Employee's Comments: This is not applicable as the design has been postponed.
Manager's Comments:
III. ROLES, RESPONSIBILITIES AND DELIVERABLES; This section is for the manager to describe the employee's overall function within the organization. On my team, has the most experience with the As such, she takes ownership of the most diffi other developers on their bugs. She has been involved in all design efforts with the $\square$ She developed the new $\square$ consults with the team when I have been absent.
IV. COMPETENCIES: This section assesses behaviors the individual demonstrated in achieving the work objectives in Section II. It should demonstrate the strengths that enabled the individual to achieve objectives as well as improvements that would help them better achieve objectives in the future. Definition of each competency is located in the Appendix at the end of this form.

| CORE COMIPETENCIES: | $\begin{aligned} & \text { SELF- } \\ & \text { RATING } \end{aligned}$ | EMPPLOYEE'S COMINENTS | MCR'S RATING | MANACERS COMIMENTS |
| :---: | :---: | :---: | :---: | :---: |
|  |  |  |  |  |
| 1. Technical Skills | 4 | - Adept with Oracle Technology (Forms, PLSQL , OA framework and oracle database concepts ) required for apps development. <br> - Good understanding of design methodologies. <br> - Helping/Solving team's technical questions/issues. | 4 | has a very high skill level with the is a technical resource for the rest of my team. She also learned the OA framework very quickly during the release cycle. |
|  | 3 4 |  | 4 | has very good diagnostic skills. She has shown many times that she analyzes issues and comes up with the best approach. |
| 3. Written Communication Skills | 4 | Please Ref. documents, technical documents and e-mails. | 3 | has good written communications skills in line with her current position. |
| 4. Oral Communication Skills | 4 | - Meetings and Presentations. | 3 | has good oral communications skills. Her one drawback is that she needs to project more when speaking. |
| 5. Industry Awareness | 3 |  | 3 |  |
| 6. Quality Orientation | 4 | $\begin{array}{ll} - & \text { Delivered quality code for } \\ - & \text { Bugs fixed with zero regressions. } \\ - & \text { Peer code reviews. } \\ \hline \end{array}$ | 4 in | consistently demonstrates that she is more interested in during the right thing, rather than the expedient thing. |
| 7. Problem Solving | 4 | - Handled complex customer issues. | $4$ | consistently handles the more complex $\qquad$ and has shown that she can track down the most difficult issues. $\qquad$ |
| 8. Professional Conduct/Judgment | 4 | Left for others to decide ${ }^{\text {P }}$ | 3 P | fonduct and judgment are consistent with her position. |

is an invaluable member of the team. I feel that she has done a very good job during the last six months. She also stepped in during my absence in January lead the team. During this time she also represented the team in all staff meetings and bug meetings.
VI. PERFORMANCE OBJECTIVES FOR THE NEXT PERIOD: This section defines the employee's objectives for the next review period. The employee's future performance will be measured against these objectives. As conditions change during the review period, they should be reassessed and adjusted if appropriate.

VII. PERSONAL CAREER DEVELOPMENT STATEGY: This section outlines the employee's personal career development needs and goals. They will be the basis for discussions between the employee and manager concerning the employee's short-term and long-term career aspirations. Please identify career development actions to be taken between now and the next review period.


*Please note: Employee's signature signifies receipt of evaluation only and does not necessarily indicate agreement with the evaluation.
APPENDIX
CORE COMPETENCIES FOR ALL INDIVIDUAL CONTRIBUTORS AND MANAGERS

- Builds relationships, trust and confidence with customers, the field and other teams within Oracle.


## C. TRUST \& INTEGRITY

Reliability:

- Accepts and follows through on assignments and administrative responsibilities.


## Honesty/Integrity:

- Trustworthy; personally models appropriate behaviors to enhance the organization's reputation.


## Accountability:

- Takes responsibility for actions and admits mistakes; does what is right even if it involves risk or conflict.


## D. APTITUDE FOR CHANGE \& LEARNING

Adaptability/Flexibility:

- Adjusts behavior appropriately to meet changing conditions; allocates time and effort as needed to multiple teams; demonstrates versatility and creativity; seeks new ways of doing things; embraces new ideas.

Continuous Learning:

- Demonstrates active curiosity, self-reflection, and ability to translate performance feedback into personal development; learns new ways of working from both positive and negative experiences.


## CORE COMPETENCIES FOR MANAGERS

## A. MANAGEMENT \& LEADERSHIP

Workforce Management:

- Selects, organizes and oversees employees effectively.

Business Planning \& Execution:

- Plans, prioritizes, mobilizes and controls time and resources to fulfill team/business goals.

Team Building/Alignment:

- Develops high performance work teams by focusing on productive team practices and motivating members to aspire and adhere to them.

Integration \& Influence:

- Coordinates team efforts across organizational boundaries and networks of people to improve work effectiveness.


Batch ID 14197
Transfer No Promotion Yes Change No

Approvals


Cost Center
__Change effective date to

Job Code
10710
10720
Iocation
Location of HOME not in HRMS (Complete HOME Location Form)
State Change
Go to HRMS Tax Info to activate

Employment Category $\qquad$
$\qquad$
Discretionary Title

$$
\begin{array}{ll}
\text { Current Title Applications Engineer } \\
\text { New Title } & \text { Senior Applications Engineer }
\end{array}
$$

Hours: (not > 40)
$\qquad$ Vacation Accrual Change
Full to Part
Part to Full

Audit Data Verify Prep Entry
$\qquad$ 11 $\qquad$ 1 $\qquad$
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Employee ID:
Social Security \#
Employee Last Name Employee First Name

Effective Date ASSIGNMENT:


New


Work Schedule
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1
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Annual Salary
Salary Basis Change Timecard Req In HRMS
Base Salary （current req）
Percentage Change：
Difference between
Current and New $=$ Pct．Ch
Car Allowance：
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Bonus：Type
Cost Center

Amount

Manager Change： Last Name
Current Manager：
First Name

New Manager：

Direct Reports：
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Employee ID ，

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 VERIFICATION



Is this a transfer? No
Is this a promotion? Yes
Is this an individual
employee change in cost center, manager, or
location?
Is Regular to Temp?

Will you be filling this employee's previous role?
B. Employment Data

Last Name:
First Name:

Employee Number:
Current Cost Cent
New Cost Center
Current Hours:
New Hours:
Mon Tue Wed Thu Fri Sat Sun

```
Date:
        Employee Status Change
    Current Title:
    New Title:
    Current Jobcode:
    New Jobcode:
    Current Location:
    Applications Engineer
    Senior Applications Engineer
    10710
    Current Product Association
    New Product Association:
    New Location:
    Current Mgr L Name:
    Current Mgr F Name:
    Current Mgr Emp No.:
    New Mgr Last Name:
    New Mgr First Name:
    New Mgr Emp No.
LOB Supervisor L Name:
LOB Supervisor F Name:
LOB Supervisor ID:
Geo Supervisor L Name:
Geo Supervisor F Name:
Geo Supervisor ID:
Does this employee have direct reports? No
        Last Name Direct Reports First Name
        Employee ID
1.
2.
4.
6.
7.
9.
C. Compensation
Salary Basis:
Current Base Salary:
```



Compensation Justification:
Relocation not to exceed:
D. Transfer Initiation:

What brought about this transfer request (pick one)?
Employee initiated response to job posting

Provide three reasons why this candidate is the most qualified for this position:

1. has been long enough in the group to master the various essential things needed to continue product development.
2. She has shown ownership, for instance, by discharging her duties as a UTF rep in a very responsible manner
3. She is a very good team player and that is reflected in the manner she handled integration issues with other product teams.
F. Releasing Managers Comments

The current releasing manager must provide brief written comments regarding the employee's job performance
G. Position Information

Job Post \#:
Date Posted:
Job Description - provide a brief description of the position:

Comments:
Effective Date:
Current Business Unit:
Development - Larry Ellison
New Business Unit:
Approval's
Development - Larry Ellison Approval Order



Cost Center
$\qquad$ Change effective date to
Job Code 1072010730 mb

Location
Location of HOME not in HRMS
(Complete HOME Location Form)
$\qquad$ State Change
Go to HRMS Tax Info to activate

Employment Category
Discretionary Title

> Current Title Senior Applications Engineer New Title Senior Applications Engineer Hours: (not $>40$ )
$\qquad$ Vacation Accrual Change
Full to Part Part to Full
ES:2101 tic haname


Current Business Unit: Development - Larry Ellison
New Business Unit: Development - Larry Ellison Approval's Approval Order


Is this a transfer? No

Is this a promotion? No
Is this an individual
employee change in cost No
center, manager, or
location?
Is Regular to Temp? No

Will you be filling this No employee's previous role?
B. Employment Data

Last Name:
First Name:

Employee Number:
Current Cost Cent


New Cost Center
Current Hours:
New Hours:
Mon Tue Wed Thu Fri Sat Sun

Date

    Current Title:
    New Title:
    Current Jobcode:
    New Jobcode:
    Current Location:
    Current Product Association:
    New Product Association:
    New Location:
    Current Mgr L Name:
    Current Mgr F Name:
    Current Mgr Emp No.
    New Mgr Last Name
    New Mgr First Name:
    New Mgr Emp No.
LOB Supervisor L Name:
LOB Supervisor F Name:
LOB Supervisor ID:
Geo Supervisor L Name:
Geo Supervisor F Name:
Geo Supervisor ID:
Does this employee have direct reports? No
Last Name Direct Reports First Name
1.
2.
3.
4.
5.
6.
8.
10.
c. Compensation
Salary Basis:
Annual Salary
Current Base Salary


New Base Salary:
Current Base Salary Chg \%:
Emp Comp Plan Eligibility:
Current Car Allowance
New Car Allowance:
Car Allowance Chg $\%$ :

Bonus Type 1:
Bonus Amount 1:
Cost Center to Charge 1:
Bonus Type 2:
Bonus Amount 2: Cost Center to Charge

Compensation Justification
Relocation not to exceed:
D. Transfer Initiation:

What brought about this transfer request (pick one)?
Employee initiated response to job posting

Provide three reasons why this candidate is the most qualified for this position:

1. This is not a promotion. This is a Job Code correction. She was promoted to Senior Applications Engineer couple of months ago promoted to senior Applications. Correcting the Job code to 10730 which is the right one for Senior Applications Engineer.
2. 
3. 

F. Releasing Managers Comments

The current releasing manager must provide brief written comments regarding the employee's job performance:
G. Position Information

Job Post \#:
Date Posted:
Job Description - provide a brief description of the position:

Comments:
$5 / 5 / 00$ This requires the approval of two immediate
levels of Management... still needs
approval. Thank you, Lyn
Effective Date:
Current Business Unit:
Development - Larry Ellison
New Business Unit: Development - Larry Ellison
Approval's
Approval order


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3
5


Batch ID 23922

Transfer No
Promotion No

Approvals:
Employee ID:

Audit Data Verify
Prep Entry

Social Security \#
Employee Last Name Employee First Name

Effective Date ASSIGNMENT:

Current New

Cost Center
Change effective date to

Job Code
Location
Location of HOME not in HRMS
(Complete HOME Location Form
State Change:
Go to HRMS Tax Info to activate

Employment Category
Discretionary Title
Current Title
New Title

Hours: (not > 40)
_ Vacation Accrual Change
Full to Part Part to Full
$\qquad$ 1 $\qquad$ $1 /$ $\qquad$
/__ $/ 1+1 /+1$
$\qquad$ 1 $\qquad$
$\qquad$
/_/ $11+1$ $1 /$ ,
$\qquad$
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$\qquad$ 1
$\qquad$ $11+\infty 1$
$\qquad$ 113



Current Business Unit:
New Business Unit: Approval's

Development - Larry Ellison
Development - Larry Ellison Approval Order



Employee Status Change
Is this a transfer? ..... No
Is this a promotion? ..... No
Is this an individual
employee change in cost ..... Yescenter, manager, orlocation?
Is Regular to Temp? ..... No
Will you be filling this ..... Noemployee's previous role?
B. Employment Data

Last Name:

## First Name:

Employee Number:
Current Cost Cent


New Cost Center
Current Hours:
New Hours:
Mon Tue Wed Thu Fri Sat

Sun

| Date: Employee Status Change |  |
| :---: | :---: |
| Current Title: |  |
| New Title: |  |
| Current Jobcode: |  |
| New Jobcode: |  |
| Current Location: |  |
| Current Product Association: |  |
| New Product Association: |  |
| New Location: |  |
| Current Mgr L Name: |  |
| Current Mgr F Name: |  |
| Current Mgr Emp No.: |  |
| New Mgr Last Name: |  |
| New Mgr First Name: |  |
| New Mgr Emp No.: |  |
| LOB Supervisor L Name: |  |
| LOB Supervisor F Name: |  |
| LOB Supervisor ID: |  |
| Geo Supervisor L Name: |  |
| Geo Supervisor F Name: |  |
| Geo Supervisor ID: |  |
| Does this employee have direct reports? No Direct Reports |  |
| 1. Employee |  |
| 2 |  |
| 3 |  |
| 4. |  |
|  |  |
| 6. |  |
| 7 |  |
| 8 |  |
| 9 |  |
| 10. |  |
| C. Compensation |  |
| Salary Annual Salary |  |
| Salary Basis: Current Base Salary: |  | Employee Status Change

New Base Salary:
Current Base Salary Chg \%: Emp Comp Plan Eligibility: No

Current Car Allowance
New Car Allowance:
Car Allowance Chg :

Bonus Type 1
Bonus Amount 1:
Cost Center to Charge 1:
Bonus Type 2:
Bonus Amount 2:
Cost Center to Charge

## Compensation Justification:

Relocation not to exceed:
D. Transfer Initiation:

What brought about this transfer request (pick one)?
Employee initiated response to job posting



Batch ID 22358

Transfer No Promotion Yes Change No


## Audit Data Verify Prep Entry

$\qquad$
$\qquad$
$\qquad$ 11 $\qquad$ _/
1 $\qquad$
$\qquad$ / /_/
$\qquad$ $-1$ $\qquad$ 1 N 1 _/ 1 $\qquad$ $1 /$ $\qquad$

Job Code
10730
10740
Location
_Location of HOME not in HRMS
(Complete HOME Location Form)
$\qquad$
_ Go to HRMS Tax Info to activate

Employment Category $\qquad$
$\qquad$
Discretionary Title
Current Title Senior Applications Engineer New Title Project Leader

Hours: (not $>40$ )
$\qquad$ Vacation Accrual Change
Full to Part
Part to Full
$\qquad$ _/ 1 $\qquad$ 11 $\qquad$
$\qquad$ $1 /$ _ 1 $\qquad$
$\qquad$
$\qquad$ 11 11 $\qquad$

Work Schedule
＿Add new work schedule to HRMS Total Hours＋Work Schedule
Match
Annual Salary

$$
\begin{aligned}
& \text { Salary Basis } \\
& \text { _ Change Timecard Req In HRMS }
\end{aligned}
$$

Base Salary
（current req）
percentage Change
Difference between
Current and New＝Pct．Ch
Car Allowance：
$\qquad$
$\qquad$

Bonus：Type
Amount
Cost Center
$\qquad$ －
$\qquad$

Manager Change
Last Name
Current Manager：

First Name
$\qquad$ ＿$/$ $\qquad$ ＿／ Employee ID
$\qquad$
$\qquad$
New Manager：

Direct Reports：
1.
2.
3.
4.
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7.
9.

AGR $\qquad$ PR $\qquad$ VERIFICATION

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| Current Business Unit: | Development - Larry Ellison |  |
| ---: | ---: | ---: |
| New Business Unit: | Development - Larry Ellison |  |
| Approval's |  | Approval Order |





[^0]Annual Salary
Date:Employee Status Change
New Base Salary:
Current Base Salary Chg \%
Emp Comp Plan Eligibility: ..... NoCurrent Car Allowance
New Car Allowance:
Car Allowance Chg \%
Bonus Type 1:Bonus Amount 1
Cost Center to Charge 1:Bonus Type 2:Bonus Amount 2 :Cost Center to Charge
Compensation Justification
Relocation not to exceed
D. Transfer Initiation:
What brought about this transfer request (pick one)?Employee initiated response to job posting

G. Position Information

Job Post \#:
Date Posted:
Job Description - provide a brief description of the position:

Comments:
Effective Date:
Current Business Unit:
New Business Unit:
Development - Larry Ellison
Development - Larry Ellison Approval Order

Oracle Applications : GSMA
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Name



Effective Dates
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Latest Stert Date $\square$ [ Ne ]
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Previous Employer


- All Assignments

Previous Jobs


Assignment - Previous Job Mappings


Oracle Applizations - GS14P
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Oracle Applications - GSIAP
Eile Edit View Folder Tools Mindow Help


Oracle Applications GSIAP


## Salary History




## Assignment History






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| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
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## ORACLE

## Mid-Year Performance Review Applications Development

## Directions

1. Employee (Appraisee) completes the Mid-Year Performance Review Form and forwards to their manager.
2. Manager (Appraiser) adds comments and returns the Performance Review to Appraisee.
3. Appraiser and Appraisee meet to discuss the Performance Review.
4. Appraisee and Appraiser sign the Performance Review.
5. Appraiser sends the signed, completed hardcopy Performance Review to the HR Manager.

| Employee's Name: | Manager's Name: |
| :--- | :--- |
| Employee Number: | Cost Center/Organization: OF15 |
| Job Title: Sr.Project Lead | Review Period: June 2004 to February 2005 |

Past Performance - Use the table below to record comments on the accomplishments, strengths and areas of improvement for the current performance review period, June 2004 to February 2005.

1. Key Accomplishments: Summarize the Key accomplishments from Juñe 2004 to February 2005;

support in solving customer querres,

Appraiser's Comments:
 maintenance by answering support queries, fixing customer bugs and by providing support to PQE team.
II. Demonstrated Strengths: Identify areas in which the appraisee has shown a high level of performance.

Appraisee's Comments: Leadership qualities in handling the projects and maintained good quality in the delivered features

Appraiser's Comments:
has good functional knowledge of and all its intearating components. She plays active role in design discussions and tries to see the big picture when designing solutions. is a good team player and is very flexible in taking up assignments.
III. Areas for Development or Improvement: Provide a summary of areas that could be developed further to increase contribution to the team or areas that need attention and should be an area of focus during the next performance period:

Appraisee's Comments: Improve knowledge of $\square$ and $\square$ database

Appraiser's Comments:
I suggest improvement in the following areas:
a. Design Documentation
b. Advanced PL/SQL
c. OA Framework techstack knowledge
d. Overall knowledge of Service application and íts integrating products
IV. Overall Performance: Describe the appraisee's overall performance in relation to accomplishments and expectations of the role.

Appraisee's Comments: Delivered projects on time with high quality, interacted with other teams (OM, Pricing, Service Contracts) in coming up with solutions for the projects, appreciative comments from support, consulting \& customers for solving their problems

Appraiser's Comments:
was successful in implementing all the assigned tasks and has met all the performance expectations. She is a key resource in the team.

Future Performance - Use the table below to set objectives for the next review period, March 2005 to June 2005. Objectives should be specific, measurable, achievable, results oriented, and include target dates.

| Objective 1 |
| :---: |
| Contribute to support Oracle Service customers by doing the following in very timely fashion: <br> - Answer question posted on $\qquad$ mailing list. <br> - Investigate issue and suggest resolution. <br> - Resolve issues with high quality within the specified timelines. |
| Objective 2 |
| Contribute to patches by Investigating and resolving issues with high quality (no regressions, no QA rejection of the fix), within the timelines set by management. |
| Objective 3 |
| Execute the following $\square$ tasks within the specified timelines: <br> - Create, review and get the documents aoproved before April 15,2005. <br> - Create, review and get the $\square$ <br> 30,2005. <br> - Create, review and get the $\square$ approved before May 30,2005 . <br> - Complete coding of <br> ing of component before June 15. <br> - Complete unit testing of $\square$ component before June 30. Deliver the code with no P1 issue and no blocking P2 issues. <br> - Complete unit testing of $\square$ oroject before July $31^{\text {st }}$. Deliver the code with no P1 issue and no blocking P2 issues. <br> - Co-ordinate with $\square$ team on the delivery of $\square$ enhancement and Honoring Depot Repair Contract projects. Make sure that the code is delivered with no P1 issue and no blocking P2 issues. <br> - Contribute to $\qquad$ user guide and implementation guide contents. <br> - Equip QA for System test by doing dev-handoff and TOI sessions to QA <br> - Support $\qquad$ test and Certification process by answering queries from QA and by fixing reported issues in time and with high quality. |
| Objective 4 (add other objectives as needed) |
| 1. Contribute to project fusion designs. <br> 2. Complete $O A$ framework training before August 31 , subject to availability of the training. <br> 3. Overall knowledge of Service application and its integrating products |



Please Note: Employee's signature signifies receipt of performance review and does not necessarily indicate agreement with the content of the review.

Managers - Please submit the signed, completed hardcopy Performance Review Form to your HR Manager .


[^0]:    Salary Basis:
    Current Base Salary:

[^1]:    
    
    

