

---

**From:** Shauna Holman Harries  
**To:** Luong, Hoan - OFCCP  
**CC:** Neil Bourque; Charles Nyakundi; Lida Daniel; Kela Moon; Sean Smith  
**BCC:** Siniscalco, Gary R.; Damrell, Lauri A.  
**Sent:** 10/29/2015 9:36:06 PM  
**Subject:** HQCA 28 of 29  
**Attachments:** HQCA - Personnel File 27 - [REDACTED].zip

Best Regards,  
Shauna Holman-Harries

**ORACLE**

Shauna Holman-Harries - Director Diversity Compliance  
Phone: +1 602 333 9112 | Fax: +1 602 333 9112 | Mobile: +1 480 689 1858

---

**"Working to create an inclusive, diverse culture that drives innovation and business success."**

The Information in this email is confidential and may be legally privileged. It is intended solely for the addressee. Access to this email by anyone else is unauthorized. If you are not the intended recipient, any disclosure, copying, distribution, or any action taken or omitted to be taken in reliance on it, is prohibited and may be unlawful. No internal Oracle email, except that clearly intended for public distribution (e.g. Oracle Press Releases), should be sent to any party outside Oracle.



Oracle is committed to developing practices and products that help protect the environment



Oracle Applications - GSIAP

File Edit View Folder Tools Window Help

Search

Name

Last

First

Title Ms

Prefix

Suffix

Middle

Gender Female

Action

Person Type for Action

Person Types

Employee Applicant

Identification

Employee

Social Security

Personal Employment Office Details Applicant Further Name Other Benefits

Birth Date

Age

Town of Birth

Status Single

Region of Birth

Nationality

Country of Birth

Registered Disabled No

Effective Dates

From

To

Latest Start Date  [ No ]

Address Assignment Special Info Others...



Oracle Applications - GSTAP

File Edit View Folder Tools Window Help

People

Name

Last [Redacted] Gender Female Action [Redacted]

First [Redacted] Person Type for Action [Redacted]

Title Ms Person Types Employee.Applicant

Prefix [Redacted] Identification Employee [Redacted]

Suffix [Redacted] Social Security [Redacted]

Middle [Redacted]

Personal Employment Office Details Applicant Further Name Other Benefits

Ethnic Origin Asian I-9 Status Yes

Ethnicity Disclosed [Redacted] I-9 Expiration [Redacted]

VETS100 [Redacted] New Hire Already Reported

Child Support Obligation Exception Reason [Redacted]

Opted for Medicare Vets 100A [Redacted]

Effective Dates

From [Redacted] To [Redacted] Latest Start Date [Redacted] [No]

Address Assignment Special Info Others...



Oracle Applications - GSIAP

File Edit View Folder Tools Window Help

People

Name

Last

First

Title Ms

Prefix

Suffix

Middle

Gender Female

Action

Person Type for Action

Person Types

Employee Applicant

Identification

Employee

Social Security

Personal Employment Office Details Applicant Further Name Other Benefits

Office

Location

Mailstop

Email

Mail To

Effective Dates

From

To

Latest Start Date

[ No ]

Address Assignment Special Info Others...



Oracle Applications - GSIAP

File Edit View Folder Tools Window Help

People

Previous Employment Information

Previous Employer

Employer	Oracle USA, Inc.	Start Date	
Address	Redwood Shores, CA	End Date	
Country		Years	
Type	Unknown	Months	
Sub Type		Days	
Description	***Manager Job Descript	Further Information	

All Assignments [ ]

Previous Job

Start Date	End Date	Job	Employee Category	Years	Months
		Manager, Quality Assur:			

Extra Information

Assignment - Previous Job Mappings

Assignment	Job	Start Date	End Date	Years	Months



Schools and Colleges Attended

Full Time

School or College	Start Date	End Date	<input type="checkbox"/>	[ ]
Golden Gate University (HR Certificate)	01-SEP-2000		<input checked="" type="checkbox"/>	
West Valley College (Business Major)	01-SEP-2000		<input checked="" type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	

From 11 MAY 2010 To Latest Start Date 22 MAY 2000 Page 1



Oracle Applications - GSIAP

File Edit View Folder Tools Window Help



People

Performance

Interview

Type

Location

Date

Rating

Next Date  [  ]

Every



Oracle Applications - GSIAP

File Edit View Folder Tools Window Help

People

Salary Administration

Previous Proposal

Date [Redacted]  
 Currency USD  
 Bases/Year 1  
 Conversion Rate 1.00

Salary Basis Annual  
 Last Value [Redacted]  
 Annual Salary [Redacted]  
 Converted Salary [Redacted]

Grade Salary Limits

Grade [Redacted]  
 Currency USD  
 Min Salary [Redacted]  
 Max Salary [Redacted]  
 Comparatio 68.206

Salary Proposal

Change Date [Redacted]  
 Change Value [Redacted]  
 Change % 2.0  
 Reason Annual Salary Review  
 Ranking

Currency USD  
 New Value [Redacted]  
 Annual Salary [Redacted]  
 Approved  
 Next Review  
 Performance Review

Salary Information

Salary Basis Annual  
 Pay Basis Annual Salary  
 Bases/Year 1

Proposal Components

Reason	Change Value	Change %	Approved
[Redacted]			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

Performance



Oracle Applications - GSIAP

File Edit View Folder Tools Window Help

People

Performance

Interview

Type

Location

Date

Rating

Next Date  [ ]

Every



Oracle Applications - GSAP

File Edit View Folder Tools Window Help

Oracle

Assignment

Organization PD98 - Fusion HCM Development - ORCL U Group Oracle.No Standard.No  
 Job 10842 QA Manager-ProdDev.PRODEV TECI Position  
 Grade Location 3OP3 Payroll Semi-Monthly  
 Status Active Assignment  
 Vacancy

Assignment Number  
 Assignment Category Full Time - Regular Collective Agreement  
 Employee Category

Salary Information Supervisor Probation & Notice Period Standard Conditions Statutory Information

Name  
 Worker Number  
 Assignment Number

Effective Dates  
 From To [M:]

Salary Entries Others...

Salary History

Oracle Applications - GSAP

File Edit View Folder Tools Window Help

ORACLE

Salary History

Change Date	Review Date	Reason	Approved	Currency	Previous	Change	%	Actual	Rating	Ranking	Grade	Mid	Maximum	Comparatio	Minimum	Hourly	Payroll	Monthly	Annual
		Annual Salary Re	✓	USD			2.0							68.21					
		Annual Salary Re	✓	USD			2.0							68.206					
		Annual Salary Re	✓	USD			5.986							71.63					
		Annual Salary Re	✓	USD			5.0							79.481					
		Annual Salary Re	✓	USD			1.143							88.27					

Oracle Applications - GSAP

File Edit View Folder Tools Window Help

ORACLE

Salary History

Change Date	Review Date	Reason	Approved	Currency	Previous	Change	%	Actual	Rating	Ranking	Grade	Mid	Maximum	Comparatio	Minimum	Hourly	Payroll	Monthly	Annual
		Annual Salary Re	✓	USD			5.459							66.11					
		Annual Salary Re	✓	USD			2.0							107.3					
		Annual Salary Re	✓	USD			5.772							107.227					
		Annual Salary Re	✓	USD			4.589							94.576					
		Annual Salary Re	✓	USD			1.917							113.557					



Oracle Applications - GSAP

File Edit View Folder Tools Window Help

ORACLE

Change Date Review Date Reason Approved Currency Previous Change % Actual Rating Ranking Grade Mid Maximum Comparative Minimum Hourly Payroll Monthly Annual

Change Date	Review Date	Reason	Approved	Currency	Previous	Change	%	Actual	Rating	Ranking	Grade	Mid	Maximum	Comparative	Minimum	Hourly	Payroll	Monthly	Annual
		Annual Salary Re		USD		2.0								107.3					
				USD		5.772								107.227					
				USD		4.599								94.576					
				USD		1.917								113.55					
				USD										95.22					

Oracle Applications - GSAP

File Edit View Folder Tools Window Help

OR

From Date To Date Assignm Contract Employment Categ Grade Internal Ad Job Last Updated By Last Update Date Location Manager Norm: Norm: Normal S Organization Payroll

From Date	To Date	Assignm	Contract	Employment Categ	Grade	Internal Ad	Job	Last Updated By	Last Update Date	Location	Manager	Norm:	Norm:	Normal S	Organization	Payroll
01-MAY-2010				Full Time - Regular			10842 QA Manager-ProdDev-PRODEV.TECHQA.M2	HR_PROCESS_US	16-MAR-2014 15:1	30P3	No	17.00	40	09.00	PD98 - Fusion HCM Development - ORCL USA	Semi-Monthly
01-JUL-2010	05-MAY-2013			Full Time - Regular			10842 QA Manager-ProdDev-PRODEV.TECHQA.M2	HR_PROCESS_US	16-MAR-2014 15:1	30P3	No	17.00	40	08.00	SO33 - EBS Quality Assurance Team - ORCL USA	Semi-Monthly
16-FEB-2010	30-JUN-2010			Full Time - Regular			10842 QA Manager-ProdDev-PRODEV.TECHQA.M2	HR_PROCESS_US	16-MAR-2014 15:1	30P3	No	17.00	40	08.00	SO33 - EBS Quality Assurance Team - ORCL USA	Semi-Monthly
01-FEB-2010	15-FEB-2010			Full Time - Regular			10842 QA Manager-ProdDev-PRODEV.TECHQA.M2	HR_PROCESS_US	16-MAR-2014 15:1	30P3	No	17.00	40	08.00	SO33 - EBS Quality Assurance Team - ORCL USA	Semi-Monthly
19-MAY-2008	31-JAN-2010			Full Time - Regular			10840 QA Analyst 4-ProdDev-PRODEV.TECHQA.IC4	HR_PROCESS_US	16-MAR-2014 15:1	30P3	No	17.00	40	08.00	SO33 - EBS Quality Assurance Team - ORCL USA	Semi-Monthly

Oracle Applications - GSAP

File Edit View Folder Tools Window Help

ORACLE

Organization Payroll People Group Position Primary Probator Probation Probatic Reason Recrutee Recurtime Salary Ba Special Status Statutory Informat Supervisor Title Vacancy Working Hours Fr Effective

Organization	Payroll	People Group	Position	Primary	Probator	Probation	Probatic Reason	Recrutee	Recurtime	Salary Ba	Special	Status	Statutory Informat	Supervisor	Title	Vacancy	Working Hours	Fr	Effective
3 - Fusion HCM Development - ORCL USA	Semi-Monthly	Oracle No Standard		Yes			Transfer		Annual			Active Assignment	Payroll Oracle Am				Week		
3 - EBS Quality Assurance Team - ORCL USA	Semi-Monthly	Oracle No Standard		Yes			Transfer		Annual			Active Assignment	Payroll Oracle Am				Week		
3 - EBS Quality Assurance Team - ORCL USA	Semi-Monthly	Oracle No Standard		Yes			Transfer		Annual			Active Assignment	Payroll Oracle USA				Week		
3 - EBS Quality Assurance Team - ORCL USA	Semi-Monthly	Oracle No Standard		Yes			Transfer		Annual			Active Assignment	Payroll Oracle USA				Week		

Oracle Applications - GSAP

File Edit View Folder Tools Window Help

ORACLE

From Date To Date Assignm Contract Employment Categ Grade Internal Ad Job Last Updated By Last Update Date Location Manager Norm: Norm: Normal S Organization Payroll People G

From Date	To Date	Assignm	Contract	Employment Categ	Grade	Internal Ad	Job	Last Updated By	Last Update Date	Location	Manager	Norm:	Norm:	Normal S	Organization	Payroll	People G
01-DEC-2005	14-DEC-2005			Full Time - Regular			10830 QA Analyst 4-ProdDev-PRODEV.TECHQA.IC4	HR_PROCESS_US	16-MAR-2014 15:1	30P3	No	17.00	40	08.00	0174 - QA, Operations, & Architecture Dev - ORCL	Semi-Monthly	Oracle N
01-SEP-2006	14-SEP-2006			Full Time - Regular			10830 QA Analyst 3-ProdDev-PRODEV.TECHQA.IC3	HR_PROCESS_US	16-MAR-2014 15:1	30P3	No	17.00	40	08.00	0174 - QA, Operations, & Architecture Dev - ORCL	Semi-Monthly	Oracle N
03-JUN-2006	31-AUG-2006			Full Time - Regular			10830 QA Analyst 3-ProdDev-PRODEV.TECHQA.IC3	HR_PROCESS_US	16-MAR-2014 15:1	30P3	No	17.00	40	08.00	0174 - QA, Operations, & Architecture Dev - ORCL	Semi-Monthly	Oracle N
31-MAY-2005	02-JUN-2006			Full Time - Regular			10830 QA Analyst 3-ProdDev-PRODEV.TECHQA.IC3	HR_PROCESS_US	16-MAR-2014 15:1	30P3	No	17.00	40	08.00	0174 - QA, Operations, & Architecture Dev - ORCL	Semi-Monthly	Oracle N
15-JUL-2005	30-MAY-2006			Full Time - Regular			10830 QA Analyst 3-ProdDev-PRODEV.TECHQA.IC3	HR_PROCESS_US	16-MAR-2014 15:1	30P3	No	17.00	40	08.00	0174 - QA, Operations, & Architecture Dev - ORCL	Semi-Monthly	Oracle N

Oracle Applications - GSAP

File Edit View Folder Tools Window Help

ORACLE

Organization Payroll People Group Position Primary Probator Probation Probatic Reason Recrutee Recurtime Salary Ba Special Status Statutory Informat Supervisor Title Vacancy Working Hours Fr Effective

Organization	Payroll	People Group	Position	Primary	Probator	Probation	Probatic Reason	Recrutee	Recurtime	Salary Ba	Special	Status	Statutory Informat	Supervisor	Title	Vacancy	Working Hours	Fr	Effective
- QA, Operations, & Architecture Dev - ORCL	Semi-Monthly	Oracle No Standard		Yes			Job Cha		Annual			Active Assignment	Payroll Oracle USA				Week		
- QA, Operations, & Architecture Dev - ORCL	Semi-Monthly	Oracle No Standard		Yes					Annual			Active Assignment	Payroll Oracle USA				Week		
- QA, Operations, & Architecture Dev - ORCL	Semi-Monthly	Oracle No Standard		Yes					Annual			Active Assignment	Payroll Oracle USA				Week		
- QA, Operations, & Architecture Dev - ORCL	Semi-Monthly	Oracle No Standard		Yes					Annual			Active Assignment	Payroll Oracle USA				Week		

Oracle Applications - GSAP

File Edit View Folder Tools Window Help

ORACLE

From Date To Date Assignm Contract Employment Categ Grade Internal Ad Job Last Updated By Last Update Date Location Manager Norm: Norm: Normal S Organization Payroll People G

From Date	To Date	Assignm	Contract	Employment Categ	Grade	Internal Ad	Job	Last Updated By	Last Update Date	Location	Manager	Norm:	Norm:	Normal S	Organization	Payroll	People G
01-MAR-2005	14-JUL-2005			Full Time - Regular			10830 QA Analyst 3-ProdDev-PRODEV.TECHQA.IC3	HR_PROCESS_US	16-MAR-2014 15:1	30P3	No	17.00	40	08.00	0174 - QA, Operations, & Architecture Dev - ORCL	Semi-Monthly	Oracle N
15-JUL-2004	28-FEB-2005			Full Time - Regular			10830 QA Analyst 3-ProdDev-PRODEV.TECHQA.IC3	HR_PROCESS_US	16-MAR-2014 15:1	30P3	No	17.00	40	08.00	0174 - QA, Operations, & Architecture Dev - ORCL	Semi-Monthly	Oracle N
18-DEC-2003	14-JUL-2004			Full Time - Regular			10820 QA Analyst 2-ProdDev-PRODEV.TECHQA.IC2	HR_PROCESS_US	16-MAR-2014 15:1	30P3	No	17.00	40	08.00	0174 - QA, Operations, & Architecture Dev - ORCL	Semi-Monthly	Oracle N
18-DEC-2003	17-DEC-2003			Full Time - Regular			10820 QA Analyst 2-ProdDev-PRODEV.TECHQA.IC2	HR_PROCESS_US	16-MAR-2014 15:1	30P3	No	17.00	40	08.00	0174 - QA, Operations, & Architecture Dev - ORCL	Semi-Monthly	Oracle N
18-FEB-2003	14-DEC-2003			Full Time - Regular			10820 QA Analyst 2-ProdDev-PRODEV.TECHQA.IC2	HR_PROCESS_US	16-MAR-2014 15:1	30P3	No	17.00	40	08.00	0537 - HRMS Dev. Management - ORCL USA	Semi-Monthly	Oracle N



Oracle Applications - GSAP

File Edit View Folder Tools Window Help

ORACLE

Tasks History of Assignment

Organization	Payroll	People Group	Position	Primary	Probation	Probation	Probation	Reason	Recruiter	Recruited	Salary Ba	Special	Status	Statutory Informatic	Supervisor	Title	Vacancy	Working Hours Fre	Effective
- QA, Operations, & Architecture Dev - ORCL	Semi-Monthly	Oracle No Standard		Yes							Annual		Active Assignment	Payroll Oracle USA				Week	
- QA, Operations, & Architecture Dev - ORCL	Semi-Monthly	Oracle No Standard		Yes							Annual		Active Assignment	Oracle America, In				Week	
- QA, Operations, & Architecture Dev - ORCL	Semi-Monthly	Oracle No Standard		Yes							Annual		Active Assignment	Oracle America, In				Week	
- QA, Operations, & Architecture Dev - ORCL	Semi-Monthly	Oracle No Standard		Yes							Annual		Active Assignment	Oracle America, In				Week	
- HRMS Dev - Management - ORCL USA	Semi-Monthly	Oracle No Standard		Yes							Annual		Active Assignment	Oracle America, In				Week	

Oracle Applications - GSAP

File Edit View Folder Tools Window Help

ORACLE

Tasks History of Assignment

From Date	To Date	Assignment	Contract	Employment Categ	Grade	Internal Ad	Job	Last Updated By	Last Update Date	Location	Manager	Norm	Normal	Normal	Organization	Payroll	People G
18-FEB-2003	17-DEC-2003			Full Time - Regular			10820 QA Analyst 2-ProdDev PRODEV TECHNO IC2	HR_PROCESS_US	16-MAR-2014 15:1	30P3	No	17.00	40	08.00	0074 - QA, Operations & Architecture Dev - ORCL	Semi-Monthly	Oracle N
18-FEB-2003	14-DEC-2003			Full Time - Regular			10820 QA Analyst 2-ProdDev PRODEV TECHNO IC2	HR_PROCESS_US	16-MAR-2014 15:1	30P3	No	17.00	40	08.00	0697 - HRMS Dev - Management - ORCL USA	Semi-Monthly	Oracle N
06-DEC-2000	17-FEB-2003			Full Time - Regular			10820 QA Analyst 2-ProdDev PRODEV TECHNO IC2	HR_PROCESS_US	16-MAR-2014 15:1	30P3	No	17.00	40	08.00	0697 - HRMS Dev - Management - ORCL USA	Semi-Monthly	Oracle N
07-JUL-2000	07-DEC-2000			Full Time - Regular			10820 QA Analyst 2-ProdDev PRODEV TECHNO IC2	HR_PROCESS_US	16-MAR-2014 15:1	30P3	No	17.00	40	08.00	0697 - HRMS Dev - Management - ORCL USA	Semi-Monthly	Oracle N
22-MAY-2000	06-JUL-2000			Full Time - Regular			10820 QA Analyst 2-ProdDev PRODEV TECHNO IC2	HR_PROCESS_US	16-MAR-2014 15:1	30P3	No	17.00	40	08.00	0697 - HRMS Dev - Management - ORCL USA	Semi-Monthly	Oracle N

Oracle Applications - GSAP

File Edit View Folder Tools Window Help

ORACLE

Tasks History of Assignment

Organization	Payroll	People Group	Position	Primary	Probation	Probation	Probation	Reason	Recruiter	Recruited	Salary Ba	Special	Status	Statutory Informatic	Supervisor	Title	Vacancy	Working Hours Fre	Effective
- QA, Operations, & Architecture Dev - ORCL	Semi-Monthly	Oracle No Standard		Yes							Annual		Active Assignment	Oracle America, In				Week	
- HRMS Dev - Management - ORCL USA	Semi-Monthly	Oracle No Standard		Yes							Annual		Active Assignment	Oracle America, In				Week	
- HRMS Dev - Management - ORCL USA	Semi-Monthly	Oracle No Standard		Yes							Annual		Active Assignment	Oracle America, In				Week	
- HRMS Dev - Management - ORCL USA	Semi-Monthly	Oracle No Standard		Yes							Annual		Active Assignment	Oracle America, In				Week	

**HIRE PROCESSING WORKSHEET** *Location*

New Hire  Re-Hire  Temporary Hire   
 International Transfer  Temp to Regular   
 Employee Name [REDACTED] Employee # [REDACTED]  
 Effective/Hire Date [REDACTED] \* Employee Type \_\_\_\_\_  
 Retro Pay Yes  No   
 \* Required Fields (when applicable)

**Employment Information**

Gender F  
 \*Ethnic Origin Asian  
 Visa Type \_\_\_\_\_  
 F-1 Tax exemption checked?   
 J-1 Tax exemption checked?   
 \*\*Veteran Status Vietnam  Veteran   
 \*\*Disability Status Yes  No   
 \*\*If not declared leave blank

**Assignment Information (cont.)**

\*Semi-Monthly  Hourly   
 \*Employee Category  
 Full-time  Regular   
 Part-time  Temp   
 \*Mgr Name [REDACTED] EE# [REDACTED]  
 Standard Hours Per Week \_\_\_\_\_  
 Work Schedule: \_\_\_\_\_  
 \*GRE & other data Oracle  
 Timecard Required: \*Yes  No

**Office Location**

Office Bldg # 30P382  
 Location Flr # 3  
 Cube # 82  
 Resume Exists NO Yes  No   
 Honors: \_\_\_\_\_

**Salary Information**

\*Annual  Hourly

**Additional Assignment Details**

\*HR Code: 01  
 \*Job Title Quality Assurance Analyst

**Additional Personal Information**

Original Country Code \_\_\_\_\_  
 Original Employee # \_\_\_\_\_  
 Original Hire Date \_\_\_\_\_  
 Special Vac. Accrual Date \_\_\_\_\_  
 Boot Camp Yes  No

**Elements**

Elements	Element Value
*Regular Salary	<span style="background-color: black; color: black;">[REDACTED]</span>
*Regular Wages	<input type="checkbox"/>
*Resettlement Bonus	<input type="checkbox"/>
*NR Draw	<input type="checkbox"/>
Car Allowance	<input type="checkbox"/>
Comm Draw	<input type="checkbox"/>
Relocation	<input type="checkbox"/>
Sign On Bonus	<input checked="" type="checkbox"/>
*Vacation	<span style="background-color: black; color: black;">[REDACTED]</span>
*Stock Options	<input type="checkbox"/>

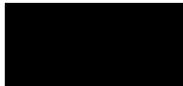
**Assignment Information**

\*Organization/Cost Code 697  
 \*Job Code 10800  
 \*Location Code 30P3

ASR LINDA PSR LINDA

VERIFICATION \_\_\_\_\_

FIELD	DESCRIPTION
Job Post #	 ✓
Department Name	N/P ✓
Other Contact Name	Used for the name of another manager contact N/P
Other Contact USERID	@US.ORACLE.COM
Temp. to Regular Conversion	Yes / No N/P
Transfer from Oracle Sub.	Yes / No
Contractor/Agency Temp.	Yes / No
New Phone Ext. Required	Yes / No
Reassign Phone #	Describe (if provided)
Voicemail	Yes / No
Other Connection Needed	Describe (if provided)





# Personal Information Sheet

Missing information may cause delays in processing your profile.

Employee Name

[Redacted Name]

First Middle Last

Preferred First Name (Known As)

(Optional)

Name as it appears above the address on your offer letter (For Reference Purposes)

[Redacted Name]

First Middle Last

Social Security #

[Redacted SSN]

Date of Birth

[Redacted DOB]

Month Day Year

Street Address

[Redacted Street Address] Apt # [Redacted]

City

[Redacted City]

County

[Redacted County]

State

[Redacted State] Zip Code [Redacted]

Zip Code

Country

[Redacted Country]

Telephone Number

[Redacted Telephone Number]

Emergency Contact Name

[Redacted Emergency Contact Name]

First Middle Last

Telephone Number

[Redacted Emergency Contact Telephone Number]

### Other

Would you like your home address and phone number to be:

Confidential

Available to other Employees

Start Date

[Redacted Start Date]

Month Day Year

DO NOT WRITE IN THIS SECTION

Emp#: [Redacted]

CONFIDENTIAL  
ORACLE CORPORATION  
INTERNAL USE ONLY



---

>  
> The information in this email, and subsequent attachments, may contain  
> confidential information that is intended solely for the attention and use  
> of the named addressee(s). This message or any part thereof must not be  
> disclosed, copied, distributed or retained by any person without  
> authorization from the addressee.  
>  
>  
> Fidelity Employer Services Company  
> 1 Spartan Way - TS1A  
> Merrimack, NH 03054-9600  
> FescoOperations@fmr.com  
> Phone - (800) 410-2363  
>  
> Sent By: LEH

**Hutchinson,Linda**

**From:** [redacted] on behalf of Fesco Operations - Merrimack, NH  
**To:** [redacted]  
**Cc:** Fesco Operations - Merrimack, NH  
**Subject:** URGENT: Requires Immediate Action - Transaction Submitted with missing or invalid information [redacted]

Dear [redacted]

Fidelity Employer Services Company is unable to process the following transaction due to an invalid code or incomplete information.

- 1st request [redacted]
- 2nd request
- 3rd request
- 4th request to HR Manager

Employee: [redacted]  
Ticket Number: [redacted]

**TRANSACTION**

- New Hire
- Temporary New Hire
- Employee Status Change
- Termination
- Leave of Absence

**MISSING DATA**

- Job Code
- Location Code - No Location Code was provided in the New Hire paperwork.**
- Cost Center
- Manager Employee ID#
- Other

Comments: { }

**INVALID DATA**

	DATA SUBMITTED	CORRECT DATA
<input type="checkbox"/> Job Code	{ }	{ }
<input type="checkbox"/> Location Code	{ }	{ }
<input type="checkbox"/> Cost Center	{ }	{ }
<input type="checkbox"/> Manager Employee ID#	{ }	{ }
<input type="checkbox"/> Other	{ }	{ }

Please reply to <[FescoOperations@fmr.com](mailto:FescoOperations@fmr.com)> with the requested information.  
Please respond via email only and reference the ticket number below the employees name.

The information in this email, and subsequent attachments, may contain confidential information that is intended solely for the attention and use of the named addressee(s). This message or any part thereof must not be disclosed, copied, distributed or retained by any person without authorization from the addressee.

---

Fidelity Employer Services Company  
1 Spartan Way - TS1A  
Merrimack, NH 03054-9600  
[FescoOperations@fmr.com](mailto:FescoOperations@fmr.com)  
Phone - (800) 410-2363

Sent By: LEH

---

### Employment Agreement

Please read this Agreement carefully before you agree to its terms by signing it. The Agreement sets forth certain important benefits, terms and conditions related to your employment with Oracle.

Oracle's proprietary rights and confidential information are among the company's most important assets. In addition to signing this Agreement as a condition of employment, you also must sign the Proprietary Information Agreement included in the New Employee Packet.

Your adherence to the Oracle Code of Ethics and Business Conduct, set forth in a booklet included in the New Employee Packet, is vital to Oracle and to your success at Oracle. When you sign this Agreement, you are agreeing to thoroughly familiarize yourself with the Oracle Code of Ethics and Business Conduct and you are agreeing to abide by it. In addition, when you sign this Agreement, you are acknowledging that you have read the letter addressing Oracle's Safety Program highlights included in the New Employee Packet.

In order to comply with the Immigration Reform and Control Act of 1986, the federal government requires the company to examine documents which prove your legal right to work in the United States. Please see the Verification of Eligibility for Employment information which also is a part of the New Employee Packet.

Oracle offers its employees a comprehensive medical, dental, vision, life and disability insurance package through Oracleflex, a flexible benefits program. Oracleflex may require employee contributions. The company also offers a 401(k) Savings and Retirement Plan, an Employee Stock Purchase Plan, a Dependent Care Reimbursement Plan and an Educational Reimbursement Plan. The details of these plans are included in the New Employee Packet or are available from the Human Resources Department.

By signing this Agreement, you authorize Oracle to deduct from your compensation any and all contributions associated with your elections under Oracleflex, the Oracle 401(k) Savings and Investment Plan, the Oracle Employee Stock Purchase Plan, or any other benefit offered by Oracle in which you participate and for which an employee contribution is required.

Your starting compensation, position and other terms and conditions related to your employment are set forth in the offer letter you received. By signing this Agreement, you also are agreeing to the terms and conditions set forth in the offer letter. Oral or written representations contradicting or supplementing the terms of the offer letter are not valid.

Oracle believes that all employees should be treated fairly and equitably in conformance with its Equal Employment Opportunity policies. We take personnel action without

regard to race, color, national origin, sex, marital status, age, religion, disability or sexual orientation. Our commitment to these policies applies to every phase of the employment relationship, and we make every effort to comply with these policies. If, however, you feel you have not been treated fairly in some way in your Oracle employment, you agree, before taking any other action, to make a written complaint to a Director of the Human Resources Department and to allow individuals within the Department a reasonable period of time in which to investigate and informally attempt to resolve your issues.

If you and the company are unable informally to resolve any dispute arising out of or related to your Oracle employment, you agree that the company may elect, in its sole discretion and at any time, for the dispute to be mediated or submitted to final and binding arbitration. Mediation is an informal process in which a neutral third party without the power to decide or to impose a solution helps the parties resolve a dispute. Arbitration is a process in which the parties submit their dispute to a neutral third party whose purpose is to decide the outcome and make a final and binding decision. By agreeing to this provision, you are giving up your right to have the dispute heard in a judicial forum and by a jury.

The company makes no express or implied commitment that your employment will have a minimum or fixed term, that Oracle may take adverse employment action only for cause or that your employment is terminable only for cause. Either you or Oracle may terminate the employment relationship at any time for any reason. Additionally, Oracle may take any other employment action at any time for any reason. No one at Oracle may make, unless specifically authorized in writing by the Board of Directors, any promise, express or implied, that employment is for any fixed term or that cause is required for the termination of or change in the employment relationship.

Except as set forth in the paragraph above, this Agreement may be changed only by an agreement in writing signed by you and a Senior Vice President of Oracle.

By signing below you are agreeing that you have read and understood every provision of this Agreement and that, in consideration for your employment at Oracle, you agree to abide by its terms.

ACKNOWLEDGED AND ACCEPTED:

\_\_\_\_\_  
Print Name  
\_\_\_\_\_  
Signature  
\_\_\_\_\_  
Date  
Intended Start Date: \_\_\_\_\_

02/00

**ORACLE**

Oracle Corporation      500 Oracle Parkway      phone 650.506.7000  
Redwood Shores      fax 650.506.7200  
California 94065

**PROPRIETARY INFORMATION AGREEMENT**

*Oracle Corporation ("Oracle") develops, markets, licenses and distributes computer software products and other technology, and provides technical support, consultation, training, educational and other services relating to its products. Oracle develops and uses confidential information in its business. This confidential information may relate to technical matters, such as the development of a new product or service, or to non-technical matters, such as marketing or financial information. This agreement sets forth your responsibilities concerning confidential and proprietary information.*

I acknowledge that as a result of my Oracle employment I may develop, receive or otherwise have access to confidential or proprietary information which is of value to Oracle. I therefore agree, as a condition of my employment, to abide by the following terms and conditions:

1. My employment creates a relationship of confidence and trust between me and Oracle with respect to certain information of a confidential, proprietary or trade secret nature which gives Oracle a competitive edge in its business. For the purposes of this agreement, all such confidential, proprietary or trade secret information will be referred to as "Proprietary Information."

Proprietary Information includes without limitation:

- a. all software and other technology developed or licensed by or for Oracle or licensed to Oracle by a third party, and any documentation relating to such software or technology; the term "software" as used in this paragraph refers to software in various stages of development or any product thereof and includes without limitation the literal elements of a program (source code, object code or otherwise), its audiovisual components (menus, screens, structure and organization), any human or machine readable form of the program, and any writing or medium in which the program or the information therein is stored, written or described, including without limitation diagrams, flow charts, designs, drawings, templates, specifications, models, data, bug reports and customer information;
- b. marketing and sales plans, product development plans, competitive analyses, benchmark test results, business and financial plans or forecasts, non-public financial information, agreements, and customer and employee lists of Oracle;
- c. contracts, engagement letters, order forms, approval forms and matrices, consulting proposals, bids, Statements of Work, pricing proposals or quotes, and purchase orders;
- d. all information or material which relates to Oracle's Developments as defined in paragraph 3 below, "know how," purchasing, accounting, merchandising or licensing; and
- e. all information which Oracle has a legal obligation to treat as confidential or which Oracle treats as proprietary or designates as confidential or for internal use only, whether or not owned or developed by Oracle.

Proprietary Information shall not include information known publicly or generally employed in the trade, nor shall it include generic knowledge that I would have learned in the course of similar employment elsewhere.

At all times, both during and after my employment with Oracle, I will hold Proprietary Information in confidence. I will not by any means transfer, publish, disclose or report Proprietary Information directly or indirectly, except such disclosure to other Oracle employees or authorized third parties as may be necessary in the ordinary course of performing my duties for Oracle or otherwise as directed by Oracle. I will not use Proprietary Information except in the course of performing my duties for Oracle.

2. My performance as an employee of Oracle will not breach any agreement or obligation to keep in confidence the proprietary information of a former employer or other entity or person. I will not bring any proprietary information of a former employer or other entity or person to Oracle. I will not use in the performance of my work with Oracle any proprietary information of a former employer or other entity or person without written authorization from my former employer, the other entity or person.
3. I will promptly disclose to Oracle all ideas, discoveries, inventions or "know how," including without limitation, all processes, devices, or apparatus, or any modification, improvement or use thereof (collectively referred to as "Developments"), relating to any current or reasonably anticipated business of Oracle, conceived or reduced to practice by me alone or with others during the term of my employment, whether or not conceived during regular business hours.

All Developments shall be the sole and exclusive property of Oracle. I also agree to execute any documents and to do all things necessary, without additional compensation whether during my Oracle employment or after: (a) to assign all right, title and interest in any Development to Oracle and (b) to assist Oracle in perfecting, protecting, maintaining and enforcing any patent, copyright, trade secret or other right or interest in any Development.

This provision does not apply to Developments which qualify fully under the provisions of section 2870 of the California Labor Code, which states:

- (a) Any provision in an employment agreement which provides that an employee shall assign, or offer to assign, any of his or her rights in an invention to his or her employer shall not apply to an invention that the employee developed entirely on his or her own time without using the employer's equipment, supplies, facilities, or trade secret information except for those inventions that either:
    - (1) Relate at the time of conception or reduction to practice of the invention to the employer's business, or actual or demonstrably anticipated research or development of the employer; or
    - (2) Result from any work performed by the employee for the employer.
  - (b) To the extent a provision in an employment agreement purports to require an employee to assign an invention otherwise excluded from being required to be assigned under subdivision (a), the provision is against the public policy of this state and is unenforceable.
4. I will not during my Oracle employment engage in any other employment, occupation, consulting or other activity related to the business in which Oracle is now involved or becomes involved during the term of my employment.
  5. I will not, during my Oracle employment and for a period of six months after the termination of my Oracle employment, directly or indirectly, whether through a third party or otherwise, recruit, solicit, induce, invite or otherwise encourage any Oracle employee to accept an employment or independent contractor or other business relationship with an employer or entity or person other than Oracle.
  6. I will upon termination of my Oracle employment reaffirm my recognition of the importance of maintaining the confidentiality of Oracle's Proprietary Information and reaffirm all of the obligations set forth in this agreement.
  7. I will upon termination of my Oracle employment deliver to Oracle, and will not keep in my possession, recreate or deliver to anyone else, all property belonging to Oracle including without limitation documents, software, discs, diskettes, tapes, records, data, notes and correspondence and copies or reproductions thereof whether or not developed by me during the course of my employment with Oracle, hardware, computers, terminals, modems, telephones, automobiles, badges, business cards, handbooks, policy manuals, software manuals and telephone directories.
  8. I will not, for a period of six months after the termination of my Oracle employment, for my own account or for the account of any other person or entity, solicit, call on or provide competing services for any of Oracle's customers or clients or prospective customers or clients if I have solicited, called on or performed services for that Oracle customer or client or prospective customer or client during the twelve months preceding my termination from Oracle.
  9. I understand and acknowledge that my employment relationship with Oracle may be altered or terminated "at will" and that nothing in this agreement alters my "at will" status.
  10. I agree that any legal action or proceeding involving Oracle which is in any way connected with this agreement may be instituted in any state or federal court located in San Francisco or San Mateo County, California. I agree to submit to the jurisdiction of, and agree that venue is proper in, the aforesaid courts in any such legal action or proceeding.
  11. If any provision of this agreement is determined to be invalid or unenforceable, the validity or enforceability of the other provisions shall not be affected.
  12. I will not enter into any agreement, written or oral, that conflicts with the provisions of this agreement. I acknowledge that this agreement survives my employment by Oracle.

I acknowledge that I have read and that I understand the terms of this agreement. I understand that by signing this document, I agree to be bound by all the

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**MANDATORY: ALL EMPLOYEES MUST COMPLETE AND SIGN THIS FORM**

**Employment Eligibility Questionnaire:**

Federal law requires Oracle to hire U.S. citizens or non-citizens authorized to work in the United States. Foreign nationals who do not have permanent resident status must have a valid visa, specific to Oracle. To ensure compliance, all employees must answer the following questions and sign and date the form.

- 1) Are you eligible to work in the United States? YES  NO
  
- 2) Which one of the following applies to you?  
U.S. Citizen  Permanent Resident  Alien on Work Visa/Authorization   
(complete section 3)
  
- 3) If on a work visa or work authorization, please check the one that applies to you:
  - H-1 Visa  L-1 Visa  TN Visa   
Is your current work visa sponsored by Oracle? YES  NO   
If no, sponsoring company \_\_\_\_\_  
See Visa Assistance box below.
  
  - J-1 Visa  F-1 Visa   
Start Date of your practical or curricular training \_\_\_\_\_ (required)  
Expiration Date of practical or curricular training \_\_\_\_\_ (required)
  
  - INS Work Authorization  Expiration Date \_\_\_\_\_ (required)

Note: You must have work authorization in-hand to begin working.

**Visa Assistance for Regular, Full Time Employees**

If you will be a regular, full time employee and require assistance in obtaining an Oracle sponsored visa, please do the following:

- Complete and return all New Hire Paperwork, **except I-9 Form (bring on first day of employment)**.
- Contact your manager to complete a purchase order and begin the visa process.
- Contact the Oracle approved immigration attorney recommended by your hiring manager.

Oracle takes pride in helping employees obtain appropriate visas. Generally, Oracle pays the routine and necessary legal fees in connection with obtaining a visa. If you fail to join Oracle or leave within one year of your start date, you agree to repay Oracle for all visa-related expenses which Oracle incurred on your behalf. Please indicate your acknowledgment and acceptance by printing and signing your name and the date below.

\_\_\_\_\_  
Signature

*It is mandatory that ALL employees print and sign their name and date this document.*

2/12/98

ORACLE

Oracle Corporation

500 Oracle  
Redwood Shores  
California 94065

phone  
fax

650.506.7000  
650.506.7200

[REDACTED]

[REDACTED]

Dear [REDACTED]

We are pleased to offer you the position of Quality Assurance Analyst with Oracle Corporation. We offer you starting compensation at the monthly rate of [REDACTED] (equivalent to an annual rate of [REDACTED]). In addition, you will be eligible to receive discretionary incentive compensation based on your productivity and the Company's performance.

To accept this offer, please sign the enclosed Employment Agreement (be sure to confirm your intended start date), the Proprietary Information Agreement and all other documents required by Oracle and return them to the attention of FESCO/Oracle, One Spartan Way, Mailzone TS1A, Merrimack, NH 03054-9600. Employment and employee benefits can only begin after you have signed these documents and they have been received by our Employee Service Center. If you have any questions regarding these documents, please feel free to call our Employee Service Center at (800) 410-2363.

If you have any questions regarding the conditions of your offer, please feel free to call your manager, [REDACTED] or your Human Resources Representative, Karima Ladha, at (650) 506-5382. This offer remains open until [REDACTED]. We look forward to having you begin work with us.

Sincerely,



Joyce Westerdahl  
Senior Vice President, Human Resources

Enclosure: New Employee Packet

[REDACTED]

11/20/01 10:00 AM  
SUN

**Objective:** Utilize my high energy, attention to detail and customer service skills to an organization as a project coordinator

**Qualifications:** Customer service oriented team player with demonstrated ability to problem solve, multitask, and provide attention to detail. Excellent oral and written communication skills. Demonstrated flexibility and quick acclimation to changing business environments and deadlines.

**Computer skills:** Lotus 123, Lotus Smartsuite, Microsoft Windows, Unix, CDE, Star Office, Applix, Frame, Interleaf 6, CAMS, Suntea, SunTime, SunAccess, Solar, Paycheck, Checkmate, Compass, FacTool, Netscape, File Manager, NetAdmin, NameTool, Schedroom, e-mail, Calendar Manager.

**Experience:**

**HR Representative -**

- Provide courteous, accurate and timely support to employee, dependent, and vendor, via phone or e-mail.
- Communicate and administer HR/Benefit plans/programs and policies to all levels of employees and dependents, while complying with applicable government laws, policies and practices of SMI.
- Provide interface to Third Party Administrative (TPA's), and other Internal Departments.
- Member of teams that created and developed procedures for new on-line Vacation Tracking Tool Termination - exit interview process, Quality Customer Service Survey and Rewards Team
- Create procedures for (Life Insurance Vendor) reports and Payroll Badge Access.

**Administrator - Payroll**

- Supported Accounting Service Center Director, Payroll Manager, 3 supervisors, and staff of 14.
- Resolved employee questions, explained company policies on dollars, pre-tax benefits, Health Care and spending accounts.
- Provided confidential corporate communication in areas of: Focal increases, KEIP.
- Followed up on outstanding problems including: PC purchases, Pacific Interactive Network (third party vendor for payroll checks) and shredding service.
- Organized and managed following processes with regard to administration - Payments for all past due and current invoices - Account relationship with Pacific Interactive Network - First American Records Management Records and Log
- Completed presentations for ASC Director in a timely manner while maintaining own workload.
- Created Applix Spread Sheet used for analysis and reconciliation of taxes for funding purposes.
- Coordinated, collected and organized information required for response to legal subpoenas.

**Administrator - Temporary Assignments**

- Supported and planned external tradeshow events for manufacturing and marketing.
- Managed the FY budget, processed purchase orders, and managed capital equipment in loaner pool.
- Liaison for outside vendors and other internal groups and resources.

**Administrator - Temporary Assignments**

- Supported VP of World Wide Field Operations - answered phones, set up travel arrangements, coordinated meetings, prioritized e-mails, handled mail distribution and administered Calendar Manager.
- Supported a manager, and a staff of six in Software and Manufacturing Industries in SMCC.

**Assistant Manager**

- Responsible for managing and recruiting sales team of 20 people. Administered work schedules.
- Provided customer service, maintained inventory levels, performed merchandise transfers to other stores and trained sales associates on marketing merchandise. Audited registers for accuracy.

**Special Reports Clerk**

- Rearranged message circuits, sequenced changes to optimize future spares and new construction to meet channel group disconnect dates. Prepared plans for machine cutovers.

**Invoice Clerk**

- Posted and extended proper unit costs, prices, part numbers, and taxes to format data used for generation of manufacturing work orders.

**Education:**

West Valley College (Business Major) Saratoga, CA  
 Golden Gate University (HR Certificate) Los Altos, CA

**Training - SunJ Workshops:**

- FrameMaker - Beginning
- Applix - Words, Graphics, Spreadsheets
- Intro to the World Wide Web and SunWeb
- HTML - Basic
- StarOffice - StarWriter
- Lotus SmartSuite Approach 3.0 for Window
- Freelance Graphics 2.1
- Managing Within the Law I & II
- Quality Customer Skills

**Special Awards:**

Received recognition award and cash bonus.

Detail notification for HROFFERS



**ORACLE**



Sent [Redacted]

Due

Item **Offer Letter**

Notification **1845277**

Type

To **HROFFERS**

Priority **50**

Subject **Please mail [Redacted] offer letter from [Redacted]**

[Redacted] has been approved for hiring by Wohl, Mr. Ronald A, who has final offer approval authority.

Candidate: [Redacted]  
Hiring Manager: [Redacted]

Last Approver: Wohl, Mr. Ronald A  
Ron, critical candidate for [Redacted] QA to replace former [Redacted] 4.5 years at [Redacted] as a Benefits / Payroll practitioner. Highly recommended by current QA employee. Strong interviews. Fills an open position submitted in budget. Regards, Joel

[Click here to see the Candidate Offer Letter](#)

Print the job offer letter, obtain the required signatures, and mail the offer letter to [Redacted]

To request more information from [Redacted] select More Information Required and fill in specific details in the 'More Information Request' field.

2 5/5  
E-5/4

1 of 1

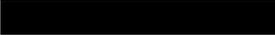
5/4/2000 10:57 AM



## Candidate Offer Information [Additional Offer](#)

### Candidate Information

First Name Last Name Known As



Work Telephone Home Telephone Fax Number

N/A

Address



City State Zip Code Country



### Assignment Information

Organization **697 - Global HR Development**

Job Code **QA Engineer 2-ProdDev.10820.N**

Office Location **PLACEHOLDER LOCATION**

---

## Terms And Conditions

Discretionary Job Title **QA Analyst**

Product **Applications - HR & PAYROLL**

### Salary

FLSA classification **Exempt**

Annual Base Salary (\$)

Compensation Type **Others**

Status **Full Time**

---

## Timing Issues

Offer packet mailing information: **Express 1-Day**

Target start date (to be confirmed by the Candidate on his/her acceptance paper)

Offer remains open until

---

## Justification



Is this position in your budgeted headcount? **Yes**  
Are candidate's salary and related expenses in your approved budget? **No**

1. **We need at least 2 Full-time Benefits experts to QA our**
2. **employees - [redacted] is highly recommended by one of our star QA employees - [redacted]. She has impressed everyone who interviewed her.**
3. **[redacted] has tremendous business knowledge of Benefits in a commercial user environment. We expect her to do an excellent job of QAing the [redacted] as well as bringing along domain knowledge to the team.**

List Oracle employee interviewers **Alvin Roussel Derek Cheeseman Erla Warr Phil Chapman Laura Regalado Elton Wong**  
References checked **Yes**  
Interviewers' Comments **Intelligent, pro-active, knowledgeable in benefits and understands (Mandatory for Product the world of the end user. Very focused. Understanding of some Division) payroll concepts Attention to detail.**

**Additional Information**

Jobpost ID # [redacted] **OK**

**Management Information**

Note: Choosing an employee by using the Userid LOV will fill in all necessary information.

**Hiring Manager**

Userid [redacted]  
Name [redacted]  
Employee ID # [redacted]  
Phone [redacted]

**Candidate Source**

Employee Referral **Yes**  
Employee referral name [redacted]  
Employee referral ID # [redacted]



Date:



Employee Status Change Processing Form



Batch ID 17226

Transfer No Promotion No Change Yes

Approvals:

okay

Audit Data Verify  
Prep Entry

Employee ID:



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)

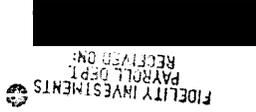
/\_/\_/ /\_/\_/ /\_/\_/

\_\_ Vacation Accrual Change

/\_/\_/ /\_/\_/ /\_/\_/

\_\_ Full to Part  
\_\_ Part to Full

/\_/\_/ /\_/\_/ /\_/\_/



Employee Status Change Processing Form  
Current

New



Work Schedule - - - - - /\_/\_/\_/\_/\_/

\_\_ Add new work schedule to HRMS /\_/\_/\_/\_/\_/

\_\_ Total Hours + Work Schedule Match

Salary Basis Annual Salary /\_/\_/\_/\_/\_/  
\_\_ Change Timecard Req In HRMS

Base Salary: (current req) /\_/\_/\_/\_/\_/

Percentage Change: /\_/\_/\_/\_/\_/

\_\_ Difference between Current and New = Pct. Ch

Car Allowance: /\_/\_/\_/\_/\_/

Bonus: Type Amount /\_/\_/\_/\_/\_/  
Cost Center /\_/\_/\_/\_/\_/

Manager Change: Last Name First Name Employee ID  
Current Manager: /\_/\_/\_/\_/\_/



New Manager: /\_/\_/\_/\_/\_/

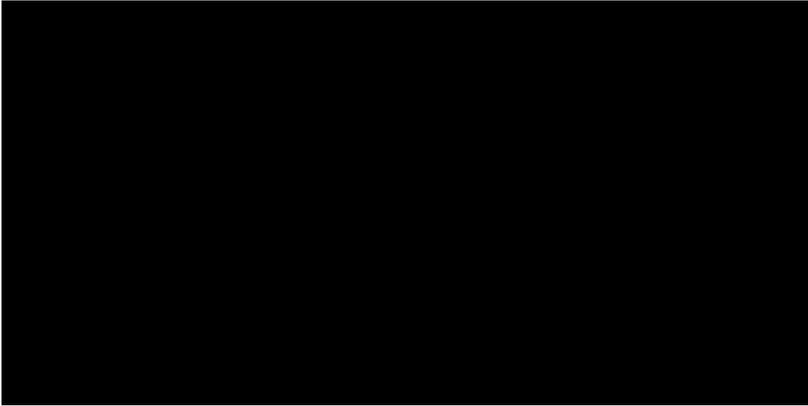


Direct Reports: ~~084796~~ /\_/\_/\_/\_/\_/

- 1. /\_/\_/\_/\_/\_/
- 2. /\_/\_/\_/\_/\_/
- 3. /\_/\_/\_/\_/\_/
- 4. /\_/\_/\_/\_/\_/
- 5. /\_/\_/\_/\_/\_/
- 6. /\_/\_/\_/\_/\_/
- 7. /\_/\_/\_/\_/\_/
- 8. /\_/\_/\_/\_/\_/
- 9. /\_/\_/\_/\_/\_/
- 10. /\_/\_/\_/\_/\_/

ASR cac PSR cac VERIFICATION lm

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



Date:



Employee Status Change



Batch ID

17226

Is this a transfer? No  
 Is this a promotion? No  
 Is this an individual employee change in cost center, manager, or location? Yes  
 Is Regular to Temp? No  
 Will you be filling this employee's previous role? No

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: [REDACTED] Employee Status Change [REDACTED]

Current Title:

New Title:

Current Jobcode:

New Jobcode:

Current Location:

Current Product Association:

New Product Association:

New Location:

Current Mgr L Name: [REDACTED]

Current Mgr F Name: [REDACTED]

Current Mgr Emp No.: [REDACTED]

New Mgr Last Name: [REDACTED]

New Mgr First Name: [REDACTED]

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

	Last Name	First Name	Employee ID
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

C. Compensation

Annual Salary

Salary Basis:

Current Base Salary:

Date: [REDACTED] Employee Status Change [REDACTED]

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)?

Change due to reorganization

Date: [REDACTED] Employee Status Change [REDACTED]

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

- 1.
- 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:

Effective Date: [REDACTED]

Current Business Unit: Development - Larry Ellison

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

[REDACTED]  
0  
1

Offers Workbench >

Candidate Details:

Applicant Number [Redacted]  
 Name [Redacted]  
 Email Address [Redacted]  
 Location [Redacted]  
 Current Employer [Redacted]  
 Vacancy IRC1348285  
 Job Title 10842.QA Manager-  
 ProdDev.PRODEV.TECHQA.M2  
 Offer Extended Date

**Background Check** **Back** Candidate 52  
 Home Phone Number + [Redacted]  
 Last Degree Completed [Redacted]  
 Preferred Language **English**  
 Current Applications **1**  
 Application Date [Redacted]  
 Offer Status **Approved**

**Candidate Profile** **Qualifications** **Resumes and Documents** **Jobs Considered For** **Applications** **Offers**

Select Offer: **View Details**

Select	Vacancy	Posting Name	Expiry Date	Proposed Start Date	Offer Creation Date	Offer Status
<input checked="" type="radio"/>	IRC1348285	QA Manager-ProdDev		[Redacted]	[Redacted]	Approved

**IRC1348285**

Below is the summary of the offer created for this application. Select any one of the available options and click Go to process the task.

Action

**Basic Offer Details**

Offer Status	<b>Approved</b>	Replaced Employee	
Proposed Start Date	<b>01-Jul-2010</b>	Previous Employee/Contractor Number	
Job	<b>10842.QA Manager- ProdDev.PRODEV.TECHQA.M2</b>	Previous Country/Business Group	
Grade	[Redacted]	Justification for this hire	<b>For Compensation QA Manager</b>
Offer Outside of This Vacancy	<b>No</b>	Candidate Source	<b>Internal Applicant</b>
Organization	<b>PD98 - Fusion HCM Development - 001</b>	Employee Referral Name	
Location	<b>30P3</b>	Channel	<b>Hiring Manager</b>
Manager	[Redacted]	Former Emp-Oracle Acquired Cmp	
Recruiter		Former Acquired Company Name	
Business Group	<b>Oracle America, Inc.</b>	Candidate's Current Company/Job Title	<b>10842.QA Manager- ProdDev.PRODEV.TECHQA.M2</b>
Expiry Date		Candidate's Current Salary/ATV	[Redacted]
Discretionary Job Title	<b>Quality Assurance Manager</b>	Shift/Premium Eligible	<b>No</b>
Product Association	<b>Not Applicable</b>	Vacation Plan	<b>Standard Vacation Plan</b>
Industry	<b>Not Applicable</b>	Rehire	
Budgeted Headcount	<b>Yes</b>	Hire Type	<b>Internal Transfer</b>
Salary in Budget	<b>Yes</b>	Work Schedule	<b>1 Schedule: 8-8-8-8-0-0</b>
Replacement Hire	<b>No</b>	Manager Email	[Redacted]
		Manager Employee Number	[Redacted]

**Salary Information**

Salary Basis **Annual**  
 Proposed Salary [Redacted]  
 Grade Range [Redacted]  
 Comparison **69.61**  
 Quartile **Below Range**  
 Annualized FTE Salary [Redacted]  
 Annualized Salary [Redacted]

**Additional Offer Details**

**Individual Compensation Plans for Offers**

Stock Justification  
 Car Allowance Justification

✓ ✓

Relocation Amount  
Justification  
Sign On Bonus  
Justification

**Offer History**

Offer Status	User	Date/Time
Approved	[REDACTED]	[REDACTED] 11:48:27
Pending For Approval	[REDACTED]	[REDACTED] 14:02:31
Return for Correction	Kodali, Smitha	[REDACTED] 09:35:07
Pending For Approval	[REDACTED]	[REDACTED] 14:22:52

**Approval History**

Line number	Approver	Approver Type	Category	Approval Status	Date	Comment
1	CORPCOMP	HR People	Approver	Approved	[REDACTED] 20:22:20	
2	Krishna, Murali	HR People	Approver	Approved	[REDACTED] 23:19:50	
3	Kodali, Smitha	HR People	Approver	Approved	[REDACTED] 15:55:07	
4	Koss, Caroline	HR People	Approver	Approved	[REDACTED] 10:34:44	
5	Swan, Clive	HR People	Approver	Approved	[REDACTED] 10:46:47	
6	Miranda, Steven	HR People	Approver	Approved	[REDACTED] 20:57:28	
7	Kurlan, Thomas	HR People	Approver	Approved	[REDACTED] 09:18:07	
8	Cheeseman, Derek	HR People	Approver	Approved	[REDACTED] 11:29:27	
9	HROFFERS	HR People	For Your Information	Notified	[REDACTED] 11:29:31	

[Return To Search](#)

**Background Check**

**Back**

Candidate 52

[Home](#) [Logout](#) [Preferences](#)

[Privacy Statement](#)

Copyright (c) 2009, Oracle. All rights reserved.

[REDACTED]

**Objective:** Utilize my high energy, attention to detail and team player/customer service skills to an organization as a Manager

**Qualifications:** Total 10 Years Service with Oracle. 8 years experience as a [REDACTED] 2 years as [REDACTED] 9 years in [REDACTED] and 1 year in [REDACTED] Possess experience with [REDACTED] Customer service oriented team player with demonstrated ability to problem solving, multitask, and provide attention to detail. Demonstrate flexibility and quick acclimation to changing business environments and deadlines.

**Computer skills:** Lotus 123, Lotus Smartsuite, Microsoft Windows, Unix, CDE, Star Office, Applix, Frame, Interleaf 6, CAMS, Suntea, SunTime, SunAccess, Solar, Paycheck, Checkmate, Compass, FacTool, Netscape, File Manager, NetAdmin, NameTool, Schedroom, e-mail, Calendar Manager, Oracle/Java Applications/Environments, BugDB, iDeas, MPP, KIX

**Experience:**

- **Manager, Quality Assurance for [REDACTED]**
- Manage and lead a small team of engineers. [REDACTED] Direct Reports
  - Meet division and/or product family release dates and follow release processes
  - Balance functional and organizational priorities in development plans
  - Improve product quality by enforcing processes
  - Provide detailed subject matter direction to team
  - Recommend improvements to defined processes and standards
  - Analyze and provide tactical solutions to problems
  - Deliver results that meet or exceed expectations
  - Submit all administrative work, internal and external, on time
  - Manage assigned project tasks effectively, completing deliverables on time with quality
  - Mentor employees
  - Provide technical and functional guidance to team members
  - Recommend employment actions (i.e. hiring, compensation, promotions and terminations to the next level manager)
  - Facilitate career development and professional growth of staff
  - Administer company policies that directly affects staff
  - Develop work plans with employees and provide regular supervision of work
  - Conduct 1 on 1 meetings with each employee periodically
  - Conduct bi-weekly team meetings with DEV and QA
  - Possess previous experience in other functions (i.e. Support, Quality Assurance, Product Management, etc.) or extensive cross-functional team involvement.
  - Sets clear performance goals and targets, and regularly reviews these with team members
  - Develops and executes software test plans
- **Principal Quality Assurance Engineer for [REDACTED]**
- **Principal Quality Assurance Engineer for [REDACTED]**

- **Quality/Senior Assurance Engineer for** [REDACTED]

- Assignments include functional testing for minimally complex to highly complex projects:
- Develop and maintain functional test scripts according to provided functional and technical design documents
- Execute/run functional test scripts and document test results
- Perform filing of bugs and bug fix testing by running test plans or creating ad hoc test cases for affected functionality
- Participate in defect and issue resolution process
- Coordinate testing project management by contribution task definitions and estimates for testing project plans and preparing progress reports for Quality Assurance management team
- Lead in definition and implementation of Quality Assurance processes and standards in collaboration with other Quality Assurance teams
- Contribute to the selection, validation and implementation of Quality Assurance tools
- Participate in review of development document deliverables such as requirements, functional designs, technical designs, and functional test scripts written by other Quality Assurance team members
- Perform project tasks and solve problems with little or no assistance and guidance
- Operate both independently and as part of a team, typically as the primary Quality Assurance contact for other Applications Development project team members
- Serve as a mentor for one or more lower level staff
- [REDACTED] will be eight years working as a [REDACTED] .7 years in [REDACTED] and 1 year in [REDACTED]
- Demonstrate extensive knowledge of functional area in both [REDACTED]
- Share knowledge of functionality and Quality Assurance practices with others through both informal interaction and formal training
- Demonstrate outstanding written and oral communication skills
- Demonstrate excellent presentation skills
- Demonstrate outstanding analytical skills with ability to recognize and articulate deviations from design specifications and standards
- Possess very good project management and decision-making skills
- Possess experience with a variety of productivity tools such as Microsoft Office (Word, Excel) and some Microsoft Project
- Possess experience with [REDACTED]
- Possess some experience with software development tools such as SQLPlus

**HR Representative** [REDACTED]

- Provide courteous, accurate and timely [REDACTED] HR support to employee, dependent, and vendor, via phone or e-mail.
- Communicate and administer [REDACTED] plans/programs and policies to all levels of employees and dependents, while complying with applicable government laws, policies and practices of SMI.
- Provide interface to Third Party Administrative (TPA's), and other Internal [REDACTED] Departments.
- Member of teams that created and developed procedures for new on-line Vacation Tracking Tool Termination - exit interview process, Quality Customer Service Survey and Rewards Team.
- Create procedures for Cigna (Life Insurance Vendor) reports and [REDACTED] Payroll Badge Access.

**Administrator - Payroll** [REDACTED]

- Supported Accounting Service Center Director, Payroll Manager, 3 supervisors, and staff of 14.
- Resolved employee questions, explained company policies on [REDACTED] dollars, pre-tax benefits, Health Care and [REDACTED] spending accounts.
- Provided confidential corporate communication in areas of: [REDACTED] Focal Increases, KEIP.

- Followed up on outstanding problems including: PC purchases, Pacific Interactive Network (third party vendor for payroll checks) and shredding service.
- Organized and managed following processes with regard to administration - Payments for all past due and current invoices - Account relationship with Pacific Interactive Network - First American Records Management Records and Log
- Completed presentations for ASC Director in a timely manner while maintaining own workload.
- Created Applix Spread Sheet used for analysis and reconciliation of taxes for funding purposes.
- Coordinated, collected and organized information required for response to legal subpoenas.

**Administrator - Temporary Assignments**

- Supported and planned external tradeshow events for manufacturing and marketing.
- Managed the FY budget, processed purchase orders, and managed capital equipment in loaner pool.
- Liaison for outside vendors and other internal groups and resources.

**Administrator - Temporary Assignments**

- Supported VP of World Wide Field Operations - answered phones, set up travel arrangements, coordinated meetings, prioritized e-mails, handled mail distribution and administered Calendar Manager.
- Supported a manager, and a staff of six in Software and Manufacturing Industries in SMCC.

**Assistant Manager**

- Responsible for managing and recruiting sales team of 20 people. Administered work schedules.
- Provided customer service, maintained inventory levels, performed merchandise transfers to other stores and trained sales associates on marketing merchandise. Audited registers for accuracy.

**Special Reports Clerk**

- Rearranged message circuits, sequenced changes to optimize future spares and new construction to meet channel group disconnect dates. Prepared plans for machine cutovers.

**Invoice Clerk**

- Posted and extended proper unit costs, prices, part numbers, and taxes to format data used for generation of manufacturing work orders.

**Education:**

West Valley College (Business Major)      Saratoga, CA  
 Golden Gate University (HR Certificate)      Los Altos, CA

- Training - SunU Workshops:
  - FrameMaker - Beginning
  - Applix - Words, Graphics, Spreadsheets
  - Intro to the World Wide Web and SunWeb
  - HTML - Basic
  - StarOffice - StarWriter
- Lotus Smartsuite Approach 3.0 for Window
- Freelance Graphics 2.1
- Managing Within the Law I & II
- Quality Customer Skills

**Special Awards:**

Received recognition award and cash bonus.

**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: [REDACTED]	Manager's Name: [REDACTED]
Employee Number: [REDACTED]	Cost Center/Organization: 0X74 - QA, Operations, & Architecture Dev.
Job Title: Senior Quality Assurance Analyst	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.

<p><b>I. Key Accomplishments:</b> Summarize the key accomplishments from June 2004 to February 2005.</p> <p>Appraisee's Comments: Completed the following project testing and Test Scripts: [REDACTED]</p> <p>[REDACTED]</p> <p>Appraiser's Comments: [REDACTED] is always very thorough, and willing to learn. She has covered a lot of functional areas, and specializes in cross-product areas like [REDACTED] testing, where her knowledge is invaluable to me.</p>
<p><b>II. Demonstrated Strengths:</b> Identify areas in which the appraisee has shown a high level of performance.</p> <p>Appraisee's Comments: Works well as a team player. Shares knowledge to co-workers. Works well and closely with QA peers, QA manager, developers, development managers, project managers and Learning &amp; Information regarding [REDACTED] issues. Rather it is in person, aim, conference calls, netmeeting/web conferencing. Very proactive and obtaining excellent resources to resolve issues. Detailed oriented. Meets project deadlines. Works hours as needed to put out fires/issues.</p> <p>Appraiser's Comments: Totally agree with the strengths listed here.          Very detailed orientated and methodical in her approach to testing.          Very good team player, works well with development and product management and her peers. Always approaches writing test plans from the aspect that it should be easy for someone else to pick up without asking questions.          Very proactive in seeking help from development and product management, or me when necessary.          [REDACTED] is always flexible, and is willing to work the hours necessary to get the job done, and at weekends.</p> <p>Another quality not mentioned here, is that she always questions something she does not understand, and does not take what a developer says on face value if she disagrees with it.</p> <p>Also a very willing learner, always wants to find out more about the product or an area she is unfamiliar with.</p>
<p><b>III. Areas for Development or Improvement:</b> 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.</p>

Appraisee's Comments: Better communication with information sharing between development and QA in regards to updates with new, existing or changes to [REDACTED] To allow QA sufficient time to write test scripts for new projects and have them reviewed by [REDACTED] upper management before it comes into QA environment.

**Appraiser's Comments:**

Yes agree we need to continually improve communication between development and QA.

I agree we always need more time to write test plans ahead of the functionality being delivered; this is always a challenge for us. Probably more of an objective for me is to ensure [REDACTED] has enough time to write the test plan, have it reviewed and signed off before testing.

One area [REDACTED] can continue to improve on is in test plan writing. [REDACTED] should look to write directly into the word doc instead of writing test cases onto paper first as she has done previously.

[REDACTED] needs to also obtain more business functional knowledge, to aid the testing. This area of [REDACTED] testing has improved a lot recently, testing from a typical users standpoint, running life events, backing them out, running multiple life events, as she has learnt more about the way our customers typically use the system. This is something [REDACTED] needs to continue to improve on, and is a continuing objective for the whole team.

**IV. Overall Performance:** Describe the appraisee's overall performance in relation to accomplishments and expectations of the role.

Appraisee's Comments: Excellent – Hard worker and self-conscience in doing my job efficiently to benefit our QA team.

**Appraiser's Comments:**

[REDACTED] is a very good experienced QA Analyst, very detailed orientated, always questioning, and always looks to do a thorough job.



**ORACLE**  
**PERFORMANCE REVIEW AND PLANNING FORM**  
**APPLICATIONS DEVELOPMENT**

Employee's Name: [REDACTED]	Manager's Name: [REDACTED]
Employee Number: [REDACTED]	Cost Center Description: OO19
Job Title: Senior Manager	Review Period: March 1, 2004 – November 30, 2004

**I. EMPLOYEE SELF-EVALUATION:** 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. My most significant accomplishments were:

- Took over QA management of the [REDACTED] products and the [REDACTED]
- Tested and released one patchset [REDACTED] and five RUPs [REDACTED] for [REDACTED]
- Moved most of the [REDACTED] test cases into the [REDACTED] tool.
- Mentored and managed team in [REDACTED], teaching them [REDACTED] tool, and having several brown bag sessions where they transferred knowledge to other team members.
- Tested and released one patchset [REDACTED] and one RUP [REDACTED] for [REDACTED]
- Entered all of the [REDACTED] test cases into the [REDACTED] tool.
- Wrote SQL statements to query [REDACTED] to ensure the data entered into UI is loaded into the correct tables/columns.
- Ensured Change Request Process was followed for changes required in [REDACTED] and [REDACTED] products.
- Transferred to [REDACTED] as Senior Manager for [REDACTED]
- Attended [REDACTED] reviews and provided appropriate feedback on the documents.
- Created a schedule for the [REDACTED] and tracking the progress of developing this courseware.
- Reviewed, provided input to, developed and presented for the [REDACTED] presentation to HQ and IDC documentation teams.
- Create a schedule for the Arbortext conversion for the Sales Documentation.
- Provided guidelines and mentoring for the documentation team.

A. Things I would have liked to have done better:

- Had the time to spend on learning more of the [REDACTED] functionality. As this was such a large system and there were many deliverables scheduled to be released, I mainly concentrated on managing the tasks and resources. I think I could have identified several areas of improvement in this product.
- As [REDACTED] I should have been immediately involved in the [REDACTED] schedule and communicated review requirements of other teams in advance.

B. Barriers or conditions which affected my performance, and what can be done to overcome them:

- As a QA Manager, all of my staff was located in [REDACTED]. If I had some resources, as leads, at HQ I could have been delegated additional management responsibilities.

C. My manager has supported me in achieving my objectives in the following ways:

- Giving me additional responsibility of being QA manager for [REDACTED] products.
- Being supportive of my transfer into the [REDACTED]

D. I could use additional support from my manager in the following ways:

- Suggestions on education course I should take to enhance my technical writing skills.

E. Things I have done to further my personal or professional development:

- Reviewing the Sales Fundamentals curriculum courseware has given me some insight to what to do / not to do when writing courseware. I feel this is an area I can provide benefit to in the future.

G. Developmental activities such as work assignments, experiences, course work, reading or training that would be helpful to me during the coming review period:

- I will need to get up to speed on the Documentation processes by reviewing information available on the web site.
- Epic training would be helpful, as I will be responsible for writing some of the documentation.
- I am interested in writing some OU curriculum.

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.

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

**Objective 1:**

Employee's Self-Rating: [ 3 ]

Manager's Rating: [ ]

Continue to be an active participant in the Task Forces, by assisting in defining common processes and procedures throughout QA and providing timely updates on Task Force deliverables during the QA status meeting.

**Employee's Comments:**

Although, the [redacted] were put on hold, I continue to participate in defining processes for our team. I developed the [redacted] held reviews and posted the finalized process to the web site. I worked with [redacted] to provided valuable feedback and update the RUP Process documentation.

**Manager's Comments:**

[redacted] is very process driven

**Objective 2:**

Employee's Self-Rating: [N/A]

Manager's Rating: [ ]

Establish a QA team in [redacted]

**Employee's Comments:**

The headcount for QA Engineer positions was not approved. The Development group continued to work independently of QA. It was not possible to complete this objective.

**Manager's Comments:**

N/A

**Objective 3:**

**Employee's Self-Rating:** [ N/A ]

**Manager's Rating:** [ ]

Ramp up QA teams in [REDACTED]

- Development and execution of training plan for new hires in [REDACTED]
- Ensure [REDACTED] products are following QA processes during the system life cycle.

**Employee's Comments:**

New-hire training documentation was developed with a two-week agenda. This includes orientations, self-training, 1-1 training, documentation review, testing guidelines, FAQs, and presentations by other employees.

Since the QA headcount was not approved for the [REDACTED] products, it was not possible to fulfill this objective.

**Manager's Comments:**

N/A

**Objective 4:**

**Employee's Self-Rating:** [ 4 ]

**Manager's Rating:** [ ]

Self-training by watching the management videos: Meetings Bloody Meetings, The Helping Hand and Strategic Talking.

**Employee's Comments:**

I have completed watching all three management videos.

**Manager's Comments:**

**III. ROLES, RESPONSIBILITIES AND DELIVERABLES:** This section is for the manager to describe the employee's overall function within the organization.

**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 COMPETENCIES:	SELF-RATING	EMPLOYEE'S COMMENTS	MGR'S RATING	MANAGER'S COMMENTS
Execution and Quality of Work				

1. Technical Skills	5	I quickly got up to speed in learning some of the functionality and inadequacies of the [redacted] product. My technical knowledge of the [redacted] products is invaluable in my new role as [redacted].	4	[redacted] technical skills are strong for a QA position and very strong for a [redacted] position. She needs to be careful that she lifts herself from the intricate technical details to the big picture view at the appropriate times. A new technical area for [redacted] are the [redacted] tools e.g. [redacted].
2. Analytical Skills	5	I have solid analytical skills in most areas of the [redacted] process. I participate at all levels from [redacted] reviews through end user documentation reviews.	4	[redacted] has strong analytical skills. She needs to keep the big picture in mind.
3. Written Communication Skills	4	I provide clear written communications and have written many of the processes used by the [redacted] teams. I take excellent meeting minutes.	3	Good written communication skills from an administrative capacity.
4. Oral Communication Skills	4	I provide clear verbal communication.	3	[redacted] speaks well and clearly. She sometimes appears nervous when she speaks and makes jokes that can undermine what she is saying. She does not need to be nervous.
5. Industry Awareness	2	There are areas of the industry where I will need to research for my role as [redacted] as this is not my background.	3	I agree that [redacted] has things to learn about the documentation process. Her industry awareness for her product is good.
6. Quality Orientation	3	My desire for exceptional quality is already proven to be beneficial in my role when writing and reviewing documentation.	4	[redacted] is very quality orientated
7. Problem Solving	3		3	
8. Professional Conduct/Judgment	3		3	
9. Producing Results	4	I have worked well with the Development teams to deliver patches on schedule. This often required weekly or even daily bug review meetings with the IGS team.	3	[redacted] is realistic in her plans. I have yet to see tangible results for documentation
<b>Teamwork and Professionalism</b>				
1. Collaborative Skills/Teamwork	4	I have proven that I am capable of working effectively with the [redacted] Development teams. I also work well with [redacted] to meet common objectives. I have learned to be flexible in accepting the shortcomings of when other teams when they are unable to meet their commitments.	4	[redacted] works well within and across team. She has been readily accepted within the documentation team.
2. Availability/Approachability	5	I often work outside normal business hours to accommodate my global teams and they often call me during the weekends to discuss work.	4	Everyone has commented how approachable [redacted] has been in her new role.
3. Interpersonal Effectiveness	4	I am very supportive of my team and the groups I have a working relationship with. My new doc team is very happy to have a manager that is able to give them guidance and feedback.	4	Agree with [redacted] comments
4. External Relations	3	The good relationships I have with other teams will continue to enhance the quality of many areas in the SDLC, as well as the documentation that is being written.	3	[redacted] has a good relationship with the development teams. She has yet to build a relationship within the documentation community.
<b>Trust and Integrity</b>				
1. Reliability	4	I am very reliable. I follow through on assignments and administrative responsibilities.	4	
2. Honesty/Integrity	5	I am trustworthy.	4	

3. Accountability	4	I accept responsibility for all (positive and negative) tasks and deliverables that have been assigned to my team. I also give credit to those who deserve it.	4	
<b>Aptitude For Change and Learning</b>				
1. Adaptability/Flexibility	3	I have learned to adjust to the ever-changing schedules that have resulted from indecisions of other teams, specifically the deliverables of [REDACTED] functionality and the scope of the [REDACTED] patches.	3	[REDACTED] is very good at developing plans and can be flexible and adaptable. Sometimes she shows a stubborn streak. [REDACTED] is flexible with the products assigned (recently Order Management and Pricing). She is also flexible in terms of working on deliverables.
2. Continuous Learning	2	My new position should give me an opportunity to improve in this area.	3	
<b>Core Management &amp; Leadership Competencies (for managerial employees only)</b>				
1. Workforce Management	4	Every employee that I have hired, since joining QA four years ago, continues to perform productively in a QA position. I manage my remote teams effectively, holding weekly team meetings, as well as being involved in additional weekly management meetings.	4	[REDACTED] keeps all her team members informed and involved. Her team know what is expected and when.
2. Business Planning & Execution	3	I have taken responsibility for developing the schedule for [REDACTED] releases and I manage my team to complete assigned tasks on schedule.	3	Very good at detailed planning and reporting. She can sometimes get lost in the details
3. Team Building/Alignment	4	I have empowered my teams to be self-sufficient with little supervision. I was also involved in initiating team-building outings (movies).	4	
4. Integration/Influence	3	I work effectively with [REDACTED] to obtain team goals.	3	

**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:**

I am very pleased that [REDACTED] is a member of the [REDACTED] team. She has a wealth of experience from a variety of aspects that I think will result in an improved documentation set which better supports the audience needs. [REDACTED] has quickly adapted to being a part of the documentation team and taken management responsibility for a team of experienced mostly experienced writers. She had to make some hard decisions in the recent layoffs, she made and implemented them well, quickly backfilling positions and making her remaining team feel comfortable.

[REDACTED] has a lot to learn about the documentation tools and processes, but she has made an excellent start. She should remain aware that her previous background is very beneficial, keep a bigger picture approach and not get pulled into all the details.

I think [REDACTED] will be very successful in her current position.

**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.

Objective	Planned Date of Completion
Ensure text reduction and value add is incorporated into all [REDACTED]?)	June 2005
Ensure all [REDACTED] is converted to [REDACTED]	April 2005
Develop an additional advanced online course for Territories	September 2005
Ensure [REDACTED] is represented in the [REDACTED] when reviewing Requirements and Design documentation.	Ongoing
Update the doc website – Ensure consistency, completeness and develop a process for keeping the site current	July 2005

**VII. PERSONAL CAREER DEVELOPMENT STRATEGY:** 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.

Area Of Development	Planned Accomplishment	Planned Date Of Completion

VIII. SIGNATURES:

[Redacted Signature]

[Redacted Signature]

Date

[Redacted Signature]

[Redacted Signature]

Date

---

**From:** Shauna Holman Harries  
**To:** Atkins, Hea Jung K - OFCCP  
**CC:** Neil Bourque; Bill Couch  
**Sent:** 10/28/2014 9:32:40 PM  
**Subject:** HQCA 2 of 4  
**Attachments:** 

Best Regards,  
Shauna Holman-Harries

**ORACLE**

Shauna Holman-Harries - Director Diversity Compliance  
Phone: +1 602 333 9112 | Fax: +1 602 333 9112 | Mobile: +1 480 689 1858

---

**"Working to create an inclusive, diverse culture that drives innovation and business success."**  
The Information in this email is confidential and may be legally privileged. It is intended solely for the addressee. Access to this email by anyone else is unauthorized. If you are not the intended recipient, any disclosure, copying, distribution, or any action taken or omitted to be taken in reliance on it, is prohibited and may be unlawful. No internal Oracle email, except that clearly intended for public distribution (e.g. Oracle Press Releases), should be sent to any party outside Oracle.

---

 | Oracle is committed to developing practices and products that help protect the environment