

Oracle Fusion Cloud Talent Management

**How do I configure a mass
assignment process for
performance goals in Redwood?**



Oracle Fusion Cloud Talent Management

How do I configure a mass assignment process for performance goals in Redwood?

G40698-01

Copyright © 2025, Oracle and/or its affiliates.

Author: Malini Sampathkumar

Contents

Get Help	i
<hr/>	
1 How do I configure a mass assignment process for performance goals in Redwood?	1
<hr/>	
Overview of Mass Assignment of Performance Goals	1
Create a Mass Assignment Process for Performance Goals	1
Schedule a Mass Assignment Process for Performance Goals	2

Get Help

There are a number of ways to learn more about your product and interact with Oracle and other users.

Get Help in the Applications

Some application pages have help icons  to give you access to contextual help. If you don't see any help icons on your page, click your user image or name in the global header and select Show Help Icons. If the page has contextual help, help icons will appear.

Get Support

You can get support at [My Oracle Support](#). For accessible support, visit [Oracle Accessibility Learning and Support](#).

Get Training

Increase your knowledge of Oracle Cloud by taking courses at [Oracle University](#).

Join Our Community

Use [Cloud Customer Connect](#) to get information from industry experts at Oracle and in the partner community. You can join forums to connect with other customers, post questions, suggest [ideas](#) for product enhancements, and watch events.

Learn About Accessibility

For information about Oracle's commitment to accessibility, visit the [Oracle Accessibility Program](#). Videos included in this guide are provided as a media alternative for text-based topics also available in this guide.

Share Your Feedback

We welcome your feedback about Oracle Applications user assistance. If you need clarification, find an error, or just want to tell us what you found helpful, we'd like to hear from you.

You can email your feedback to oracle_fusion_applications_help_ww_grp@oracle.com.

Thanks for helping us improve our user assistance!

1 How do I configure a mass assignment process for performance goals in Redwood?

Overview of Mass Assignment of Performance Goals

As an administrator, you might want to assign some performance goals to many employees in your organization at the same time.

To mass assign performance goals, do these steps:

1. Create a mass assignment process.

Tip: You can copy an existing mass assignment process and update it.

2. Schedule the mass assignment process.

After the mass assignment process is complete, the employees who you selected for the goal assignment can see the goals on the Performance tab of their Goals Center.

Create a Mass Assignment Process for Performance Goals

To create mass assignment processes for performance goals, use the **Setup of Goals Mass Processes** page if your organization has enabled combined administrator pages for performance and development goals. Else, use the **Setup of Performance Goals Mass Assignment and Mass Sharing** page.

1. Go to **My Client Groups > Goals**.
2. Use 1 of these tasks depending on whether your organization has enabled combined administrator pages for performance and development goals or not:
 - **Setup of Goals Mass Processes:** If combined pages are enabled
 - **Setup of Performance Goals Mass Assignment and Mass Sharing:** If combined pages aren't enabled
3. If combined administrator pages are enabled, on the **Setup of Goals Mass Processes** page, ensure that **Performance** is selected in the **Type** filter.
4. Click **Add**.
You can see the **New Mass Assignment or Mass Share Goals Process** page.
5. Select the process type as **Mass assign goals**.
6. Specify these details:
 - A unique mass assignment process name
 - Review period
 - Goal plan

Note: If an active primary goal plan exists for the review period, it's selected by default. You can't select another goal plan

- The requester name if you're creating the process for a manager. Select the assignees after you specify a requester as one of these values:
 - Selected persons only
 - All direct reports
 - All direct reports and indirect reports
- If you don't want to assign the goals in the mass assignment to those who aren't assigned the goal plan, set the **Exclude workers who aren't part of the goal plan** switch to **On**.

7. In the **Who do you want to include?** section, add employees who you want to assign the performance goals to. After selecting an employee, select one of these options to indicate who to assign the goals to:

- **Self:** To assign only to the selected employee
- **Direct Reports:** To assign to only to persons who directly report to the selected employee
- **Self and Direct Reports:** To assign to the selected employee and all direct reports of the selected employee
- **All Reports:** To assign to both the direct and indirect reports of the selected employee
- **Self and All Reports:** The selected employee and all direct and indirect reports of the selected employee

Note: You can't see the **Who do you want to include?** section when you select a requester and specify that you want the goals to be assigned to only persons who report to the requester. HR specialists can select any employee in the organization for assigning goals even if they don't have access to the employee.

8. In the **Who do you want to exclude?** section, add employees who you don't want to assign the performance goals to.

9. In the Goals section, if you haven't added a requester, add existing library goals or create goals. When you add a requester, you can select and add goals of the requester.

If a selected library goal is already assigned to an employee, it won't be assigned again even if you change the name of the library goal.

10. Add eligibility profiles to restrict the goal assignment to employees who conform to the added eligibility profiles.

Note: You can't specify eligibility profiles when you select a requester.

11. Click **Create**.

Schedule a Mass Assignment Process for Performance Goals

To mass assign performance goals, you need to schedule a process after creating the mass assignment request.

This table shows the different ways that you can use to schedule the process for mass assigning performance goals and the parameters that you need to specify.

Navigation	Parameters
If if your organization has enabled combined administrator pages for performance and development goals, use the Scheduled Processes for Goals task on the administrator Goals page. Else, use the Scheduled Processes for Performance Goals task.	<ul style="list-style-type: none">• Process Type: Mass assign or share performance goals• Process Name: The name of the mass assignment process that you want to schedule
Tools > Scheduled Processes	Name: Mass Assign Goals

