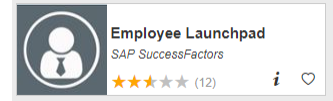


Access SuccessFactors

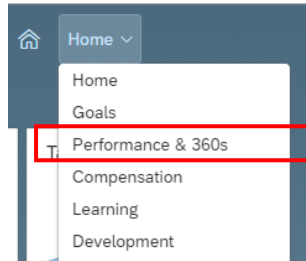
Visit **OneCampus Portal** (<https://one.purdue.edu/>) and select **SuccessFactors** (Employee Launchpad). Log in using your Purdue Username and Boiler Key.



Locate the Employee's Performance Assessment

1. Click on **Home Menu** at top of screen and select **Performance & 360s**

The **My Forms** dashboard opens and displays items in your **In Progress Inbox**



2. Click on the employee's **2019-20 Performance Assessment for ...**



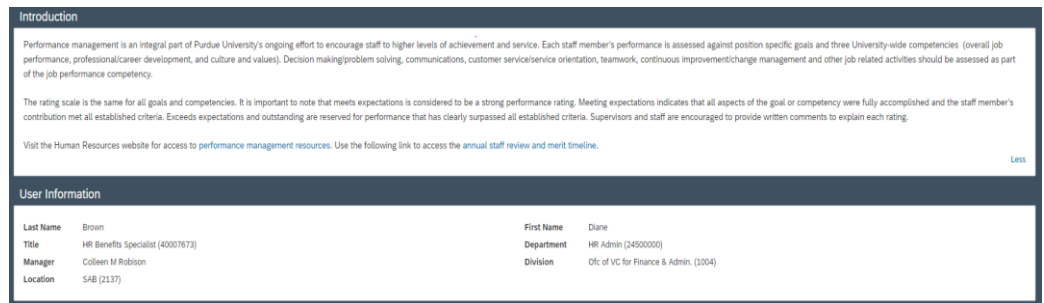
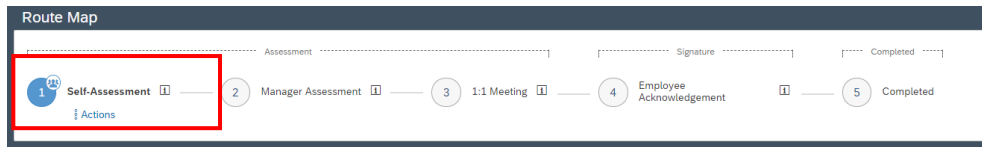
Review the First Three Sections of the Performance Assessment

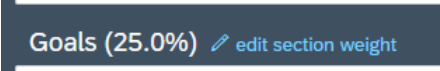
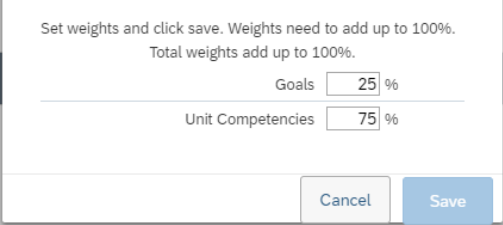
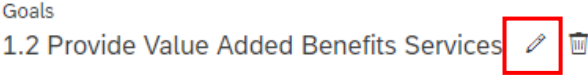

3. The first couple sections of the assessment contain important information about the workflow, assessment resources and the employee:

Route Map -- The route map at the top shows the assessment's current position in the workflow. (**Self Assessment**)

Introduction -- Brief statement about Performance Evaluations and links to the Systemwide Performance Management resources.

User Information -- Employee details



Edit/Add Goals	
<p>4. Scroll down to the Goals section and click edit section weight</p>	
<p>5. Update goals and competencies weighting. (PNW recommends 25% Goals and 75% Competencies)</p> <p>Click Save.</p>	
<p>6. Verify goals from the employee's 2019-20 Goal Plan plan loaded into the performance assessment.</p> <p>Update each goal description and metric if necessary - click the pencil next to the goal name and edit the goal fields accordingly by following step 8.</p> <p><i>If goals did not load, manually add goal(s) by clicking +Add Goal and then follow steps 7 and 8.</i></p>	 
<p>7. Click on Blank Goal.</p>	<p>Choose what type of goal to add.</p> <p>+ Blank Goal</p> <p>Add a blank goal template</p>

<p>8. Enter or edit goal details.</p> <ol style="list-style-type: none"> Set Visibility to Private. Enter a brief Goal Name Enter a Description of the goal. Enter a Metric. <p>(A spell check and legal scan are available. The legal scan flags potentially problematic language.)</p>	<p>Edit your goal below.</p> <p>Fields marked with * are required.</p> <p>Visibility: <input type="text" value="Private"/> spell check... legal scan...</p> <p>* Goal Name*: <input type="text" value="SuccessFactors Testing and Conversion"/> spell check... legal scan...</p> <p>Description: <input type="text" value="Assist with the implementation of HCM. Involves testing the Leaves/Performance Mgmt/Onboarding modules of SuccessFactors and providing User Acceptance Testing Feedback to module SMEs in West Lafayette. Prepare SAP leaves data for conversion."/> spell check... legal scan...</p> <p>Metric: <input type="text" value="Testing and Feedback completed by deadlines for each module. Leaves data prepared for conversion by 12/31/18"/> spell check... legal scan...</p>
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<ol style="list-style-type: none"> Enter Weight of this goal. Enter the Start Date for this goal. Enter the Due Date for completing the goal. Leave % Complete, Status and Comments fields blank. Click Save Changes. <p>Repeat the add goal process for each remaining goal that needs to be added.</p>	<p>* Weight: <input type="text" value="34.0"/> %</p> <p>* Start Date: <input type="text" value="04/01/2019"/></p> <p>* Due Date: <input type="text" value="04/30/2020"/></p> <p>% Complete: <input type="text" value="50.0"/> %</p> <p>Status: <input type="text" value="On Track"/></p> <p>Comments: <input type="text"/></p> <p>University Initiatives (optional):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Affordability and Accessibility <input type="checkbox"/> Departmental, College, or School Initiatives <input type="checkbox"/> STEM Leadership <input type="checkbox"/> Transformative Education <input type="checkbox"/> World-Changing Research <input type="checkbox"/> Online Learning <p><input type="button" value="Save as New"/> <input type="button" value="Cancel"/> <input type="button" value="Save Changes"/></p>
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Verify Unit Competencies

<ol style="list-style-type: none"> Scroll to Unit Competencies section and edit section weight, if necessary. (PNW recommends 25% Goals and 75% Competencies) Verify four competencies loaded: Professional / Career Development, Job Performance, Culture and Values and Supervision. 	<div style="border: 1px solid black; padding: 10px;"> <p>Unit Competencies (75.0%) edit section weight</p> <p>Note: The Supervision competency is only applicable for those employees that administratively supervise others. There is no need to remove the competency. If this competency is not applicable, the competency simply will not be rated.</p> </div>
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Save the Performance Assessment

11. Review the Summary section to verify all content.
12. Scroll to bottom and click **Save and Close**.

