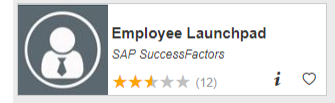


Access SuccessFactors

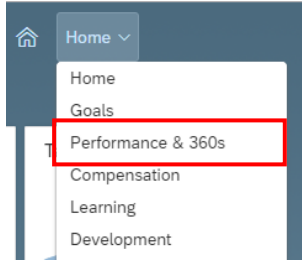
Visit **OneCampus Portal** (<https://one.purdue.edu/>) and select **SuccessFactors** (Employee Launchpad). Log in using your Purdue Username and Boiler Key.



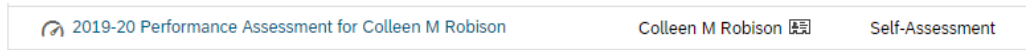
Locate your Self-Assessment

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. Locate your performance assessment and Click **2019-2020 Performance Assessment for ...**



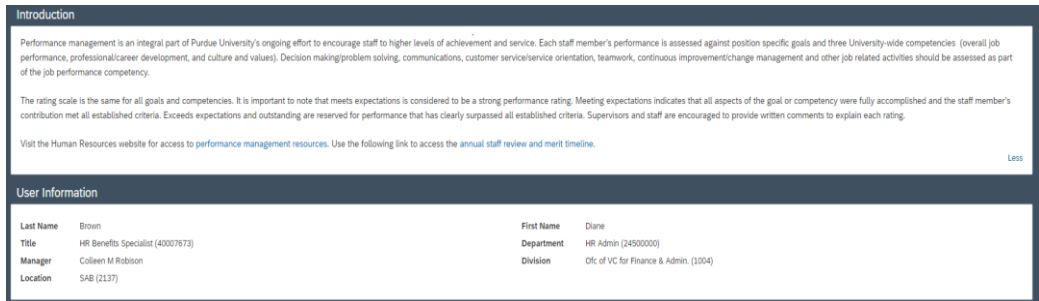
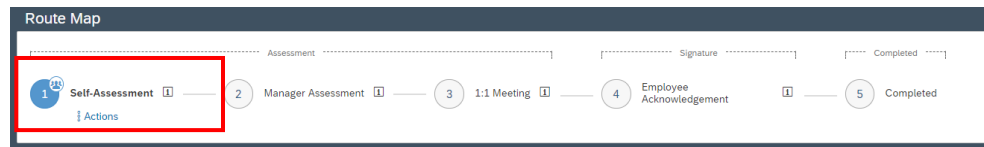
Review the First Three Section of the Self Assessment

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**)

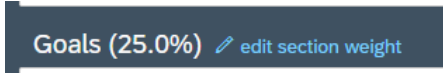
Introduction – Brief statement about Performance Evaluations and links to the Systemwide Performance Management resources.

User Information – Employee details



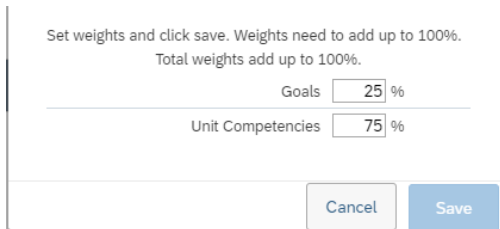
Assess Your Goal Completion

4. Scroll down to the Goals section and verify Goals weight. (If you have questions about what the weight should be, speak to your supervisor.) If weighting needs to be updated, Click **Edit Section Weight**.



5. Update goals and competencies weighting. **(PNW recommends 25% Goals and 75% Competencies)**

Click **Save**.

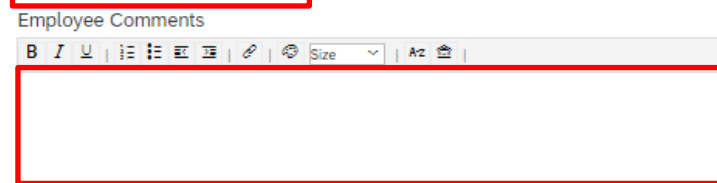
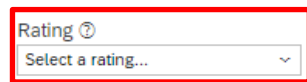
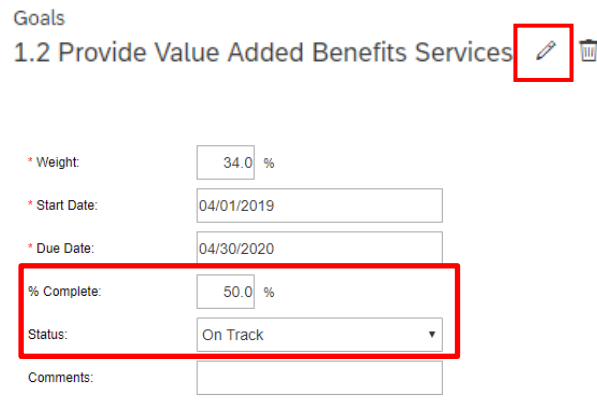


6. Scroll to your first goal and click on the **pencil** to edit the goal.

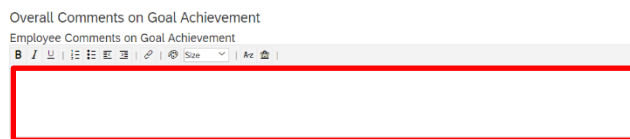
7. Review the goal name, description, metric and due date.

8. Enter a **% Complete** and **Status** and then click **Save Changes**.

9. Add a **Rating** for this goal and provide **Employee Comments**. Repeat for each goal.



10. Scroll down to the **Overall Comments on Goal Achievement** and enter employee comments. (optional)



Assess Your Competencies

11. Scroll down to the Unit Competencies section. If weighting needs to be updated, click **Edit Section Weight** and update.

Unit Competencies (75.0%) [edit section weight](#)

12. For each competency select a **Rating**. You are encouraged to enter accomplishments in the **Employee Comments** section.

Click on the **Writing Assistant** for help with sample wording.

In the Writing Assistant, language is provided that aligns with three performance levels.

- Click a Performance Level
- Sample language appears in the **Preview Quote Below** section
- You can **Adjust the positivity (-/+)** of the sample language.
- Click **Place Quote** and then click **Close**

Edit your **Employee Comment** for this Competency as appropriate.

Repeat above for each competency.

Culture and Values Supports a culture of professionalism through cost-effective, efficient, transparent, and impactful work. Demonstrates ability to maintain positive relationships that enrich the work environment.

Rating
Select a rating...

Employee Comments

Writing Assistant

B *I* U | | | | | | | Size | Az

Culture and Values

Supports a culture of professionalism through cost-effective, efficient, transparent, and impactful work. Demonstrates ability to maintain positive relationships that enrich the work environment.

Select topics below

<p>Exceeds Expectations</p> <ul style="list-style-type: none"> All aspects of the goal were fully accomplished and the staff member's contributions surpassed established criteria. 	<p>Meets Expectations</p> <ul style="list-style-type: none"> All aspects of the goals were fully accomplished. 	<p>Does Not Meet Expectations</p> <ul style="list-style-type: none"> Significant aspects of the goal were not accomplished negatively impacting stakeholders and or goal attainment. Specific improvements are required.
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Describe Behavior Give Advice

Select a Narrative: I Colleen

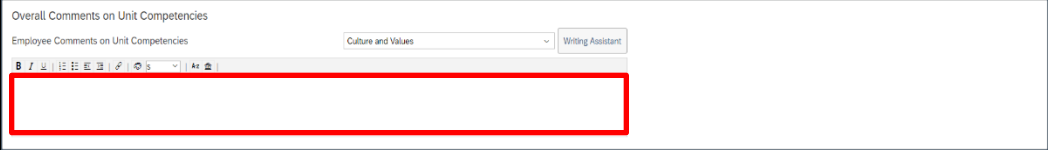
Adjust the positivity:

Preview Quote Below

I have executed cost effectiveness, efficiency and transparency standards as established by my supervisor. Examples include (insert examples). I have established positive relationships with stakeholders. Examples

Close Place Quote

13. Scroll down to the **Overall Comments on Unit Competencies** and enter **Employee comments**. (optional)

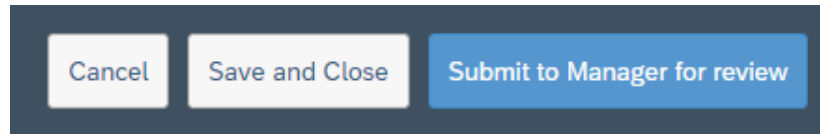


Save and Submit to Manager

14. If you wish, you may **Save and Close the self-assessment** and come back to work on later.

15. When your self assessment is complete, click **Submit to Manager for Review**.

Your self-assessment has now moved to the next step in the Workflow – **Manager Review**.



Miscellaneous Actions

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. Locate and open your assessment.

In the upper right corner, click on:

Actions – spell check or perform a legal scan

History – access prior years' performance assessments

Printer – print hard copy or save to PDF

Save – save the assessment

PaperClip – attach supporting documents

