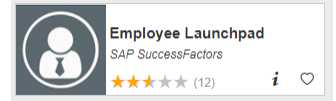


Access SuccessFactors

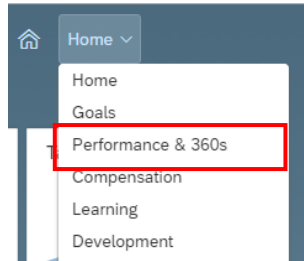
Visit **OneCampus Portal** (<https://one.purdue.edu/>) and select **SuccessFactors** (Employee Launchpad). Log in using your Purdue Username and Boiler Key.



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**



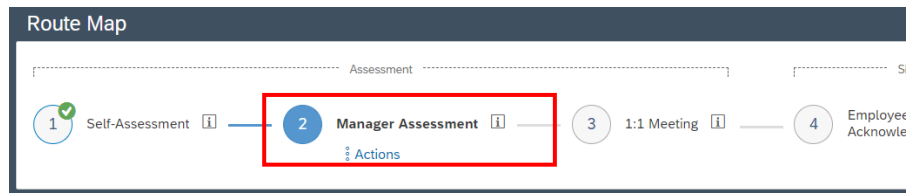
2. Click on the employee's **2019-20 Performance Assessment**



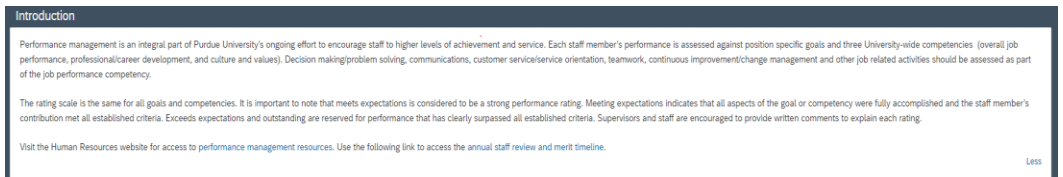
Review the First Three Sections of the Performance Assessment

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. (**Manager Assessment**)



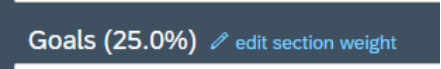
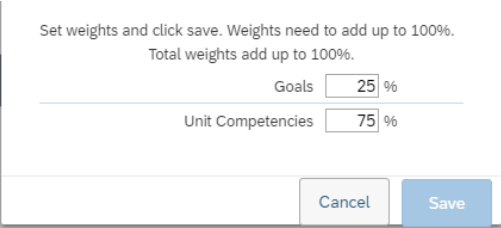
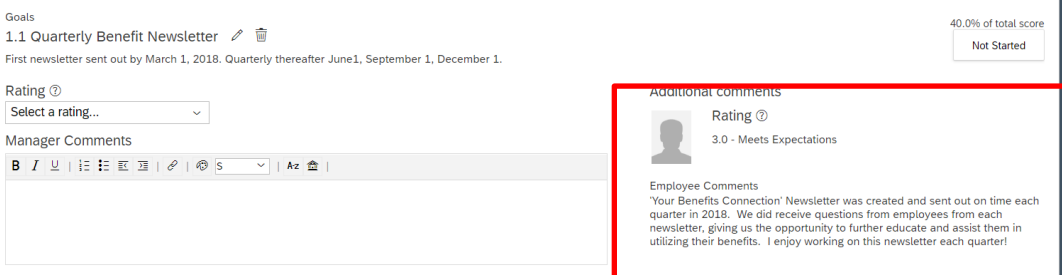
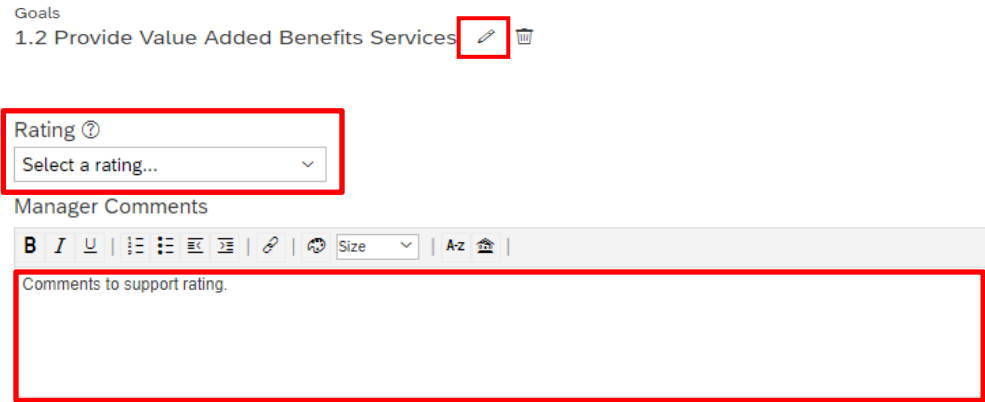
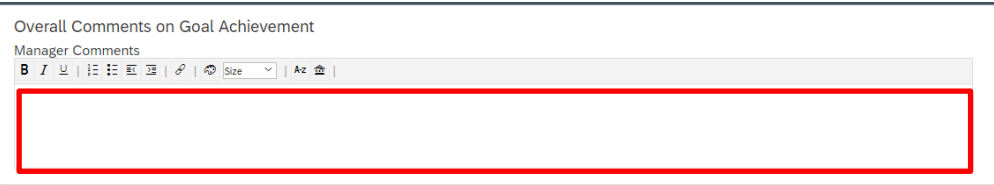
Introduction – Brief statement about Performance Evaluations and links to the Systemwide Performance Management resources.



User Information – Employee details

User Information			
Last Name	Brown	First Name	Diane
Title	HR Benefits Specialist (40007673)	Department	HR Admin (24500000)
Manager	Colleen M Robison	Division	Off of VC for Finance & Admin. (1004)
Location	SAB (2137)		

Evaluate Employee's Goal Completion

<p>4. Scroll down to the Goals section and verify Goals weight. If weighting needs to be updated, Click Edit Section Weight.</p>	
<p>5. Update goals and competencies weighting. (PNW recommends 25% Goals and 75% Competencies)</p> <p>6. Click Save.</p>	
<p>7. Scroll to the first goal. If the employee has assessed the goal, the employee's rating/comments appear to the right.</p>	
<p>8. Click the pencil to review and edit the goal, if necessary.</p> <p>9. Assign a Rating to the goal. Enter Manager Comments to support the rating. Repeat for each goal.</p>	
<p>10. Scroll down to the Overall Comments on Goal Achievement and enter Manager Comments. (optional)</p>	

Evaluate Unit 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 enter a **Rating** and **Manager Comments**. Click on the **Writing Assistant** for help with sample wording.

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 **Manager Comment** for this Competency as appropriate.

Repeat above for each competency.

Professional / Career Development

Increase and/or expand skills through on-going development activities (e.g. on-the-job learning, workshops, Lynda.com, etc.). Establishes short and long-term and is actively pursuing goal attainment.

Rating

Select a rating...

Additional comments

Rating

3.0 - Meets Expe

Writing Assistant

Manager Comments

Employee Comments

I participated in 1 profession. completed 4 SHRM webinar

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

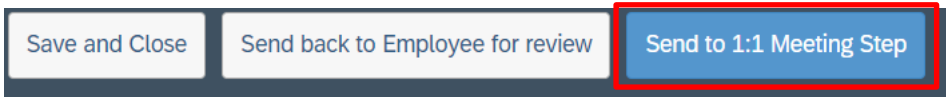
I have executed cost effectiveness, efficiency and transparency standards as established by my supervisor. Examples include (insert examples). I have established onstive relationships with stakeholders. Examples

Close Place Quote

Save and Send to 1:1 Meeting

- 16. If you wish, you may **Save and Close** and come back later.
- 17. At any time, you can **send back to the employee** for additional edits. (employee does not see manager's ratings or comments until after the 1:1 meeting phase)
- 18. When your evaluation is complete, click **Send to 1:1 Meeting Step**.

The assessment has now moved to the next step in the Workflow – **1:1 Meeting**



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 the 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

