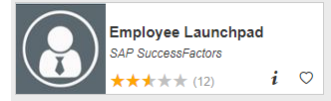


Access SuccessFactors

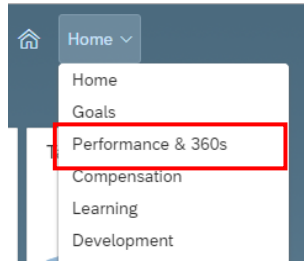
Visit **OneCampus Portal** (<https://one.purdue.edu/>) and select **SuccessFactors** (Employee Launchpad). Log in using your Purdue Username and Boiler Key.



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**



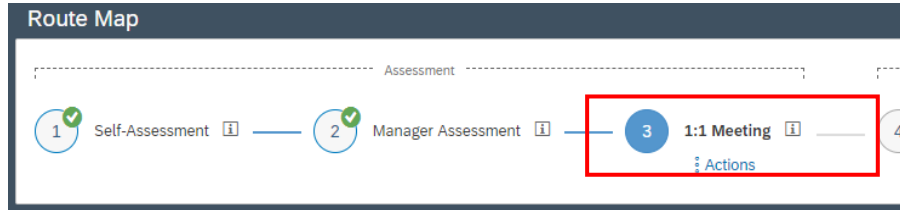
2. Click on the employee's **2019-20 Performance Assessment**



Finalize Employee's Performance Assessment

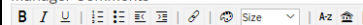
3. **Route Map** -- The route map at the top shows the position in the workflow. (**1:1 Meeting**)

4. After the **1:1 meeting**, scroll to the very bottom and enter **Overall Comments on Annual Performance Assessment** in the Manager Comments field.

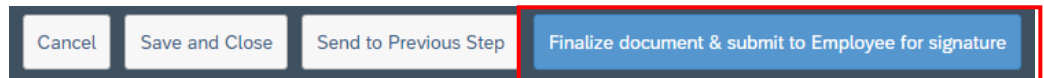


Overall Comments on Annual Performance Assessment

Manager Comments



5. Click **Finalize document & submit to Employee for signature.**



6. Enter **Email Notification Comments** (optional)
7. Click **Finalize document & submit to Employee for signature** a second time.

Performance assessment has now moved to the final step in the workflow -- **Employee Acknowledgement**

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

