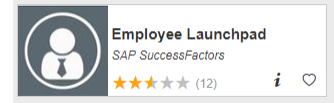


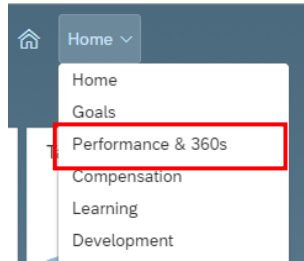
Access SuccessFactors

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



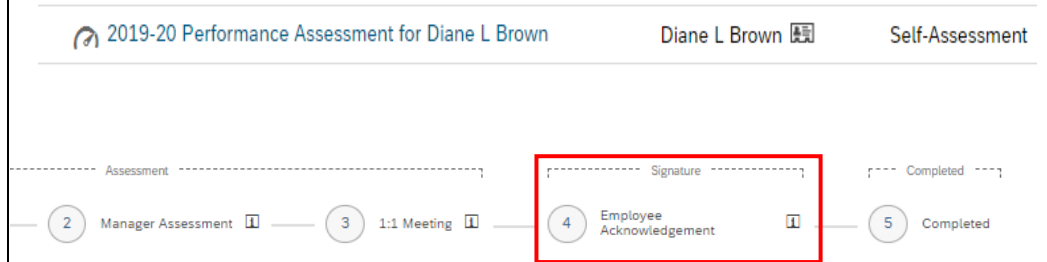
Locate and Open Your Performance Assessment

1. After your manager has completed your performance assessment, the final assessment is routed back to you for electronic signature and acknowledgement. Click on **Home Menu** at top of screen and select **Performance & 360s**



2. Locate and open your **2019-20 Performance Assessment**

The Route Map in your performance assessment should indicate **Employee Acknowledgement** step.



Enter Electronic Signature

3. Review your manager's goal/competency ratings and comments.
4. Scroll down to the Signatures section.
5. Add **Employee Comments** regarding the final assessment (optional).
6. Click **Sign and Acknowledge**.



7. Confirm by clicking **Sign and Acknowledge** a second time.

The annual performance assessment is complete.

The completed assessment is stored in the **Completed** folder in your **Performance and 360 Forms Dashboard**.



Miscellaneous Actions

You can access the completed performance assessment and print it out or save it as a PDF.

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

The My Forms dashboard opens. Select the **Completed** folder and open your assessment.

In the upper right corner, click on:

Printer – print hard copy or save to PDF

