|  |  |
| --- | --- |
| Acce ss S uccess Factors | |
| Employee LaunchpadVisit **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** |  |
| 1. Locate your performance assessment and Click **2022-2023 Performance Assessment for …** |  |
| Review the First Three Sections of the Self-Assessment | |
| 1. 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 System-wide Performance Management resources.  **User Information** – Employee details |  |
| Assess Your Goal Completion | |
| 1. 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.** |  |
| 1. Update goals and competencies weighting. **(25% Goals and 75% Competencies)**   Click **Save**. |  |
| 1. Scroll to your first goal and click on the **pencil** to edit the goal.      1. Review the goal name, description, metric and due date. 2. Enter a **% Complete** and **Status** and then click **Save Changes**. 3. Add a **Rating** for this goal and provide **Employee Comments**. Repeat for each goal. | Imaging showing field for assigning a goal rating and employee comments to support the goal rating. |
| 1. Scroll down to the **Overall Comments on Goal Achievement** and enter employee comments. (optional) | Overall Employee Comments on Goal Achievement |
| Assess Your Competencies | |
| 1. Scroll down to the Unit Competencies section. If weighting needs to be updated, click **Edit Section Weight** and update. |  |
| 1. 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. | Image of the writing assistant with Meets Expectations performance level highlighted, adjusting the positivity field highlighted and a sample quote highlighted.  Also shows button for placing the quote in the employee comments field. |
| 1. Scroll down to the **Overall Comments on Unit Competencies** and enter **Employee comments**. (optional) | Overall Comments on unit Competencies |
| Save and Submit to Manager | |
| 1. If you wish, you may **Save and Close the self-assessment** and come back to work on later. 2. 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 |  |