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| 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 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** |  |
| 1. Locate and open your **2022-2023 Performance Assessment**   The Route Map in your performance assessment should indicate **Employee Acknowledgement** step. | Image of the route map showing box around the Employee Acknowledgement phase in the workflow |
| Enter Electronic Signature | |
| 1. Review your manager’s goal/competency ratings and comments. 2. Scroll down to the Signatures section. 3. Add **Employee Comments** regarding the final assessment (optional). 4. Click **Sign and Acknowledge.** |  |
| 1. 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 |  |