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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 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** |  |
| 1. Click on the employee’s **2022-2023 Performance Assessment** |  |
| Review the First Three Sections of the Self-Assessment  Sections of the Performance 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. (**Manager Assessment**)  **Introduction** – Brief statement about Performance Evaluations and links to the system wide Performance Management resources.  **User Information** – Employee details | Image of the route map showing box around the Employee Acknowledgement phase in the workflow |
| Evaluate Employee’s Goal Completion | |
| 1. Scroll down to the Goals section and verify Goals weight (25%). If weight needs to be updated, Click **Edit Section Weight.** |  |
| 1. Update goals and competencies weighting. **(25% Goals and 75% Competencies)** 2. Click **Save**. |  |
| 1. Scroll to the first goal. If the employee has assessed the goal, the employee’s rating/comments appear to the right. | Image showing a summary of the first goal with a box highlighting where employee comments can be located. |
| 1. Click the **pencil** to review and edit the goal, if necessary. 2. Assign a **Rating** to the goal. Enter **Manager Comments** to support the rating. Repeat for each goal. | Imaging showing field for assigning a goal rating and manager comments to support the goal rating. |
| 1. Scroll down to the **Overall Comments on Goal Achievement** and enter Manager Comments. (optional) | Overall Manager Comments on Goal Achievement |
| Evaluate Unit Competencies | |
| 1. Scroll down to the Unit Competencies section. If weight needs to be updated, click **Edit Section Weight** and update**.** |  |
| 1. 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 * Click **Place Quote** and then click **Close**   Edit your **Manager Comment** for this Competency as appropriate.  Repeat above for each competency. | Image showing field for assigning a rating to the competency and inserting manager comments to support the competency.  Also shows link to a writing assistant if applicable. | |
| 1. Scroll down to the **Overall Comments on Unit Competencies** and enter **Manager Comments**. (optional)   Note: If you save your work periodically using the **save icon** at the top right of the page, the overall evaluation rating will update after each “save”. This field is located near the top left portion of the assessment | Overall Comments on unit Competencies | |
| 1. Scroll down to the Summary. Review the final **Rating** for each goal and competency. 2. Enter **Overall Comments on Annual Performance Assessment** in the Manager Comments field. (optional) |  | |
| Save and Send to 1:1 Meeting | |
| 1. If you wish, you may **Save and Close** and come back later. 2. 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) 3. When your evaluation is complete, click **Send to Next 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 |  |