Quick Reference Guide
Goal Setting and Annual Performance Review for Supervisors – Last updated 1/31/19
This guide includes the steps to add and maintain goals throughout the performance plan year. It also documents the steps for managers in the annual performance review process.

Hyperlinks:
- Intro to Accessing SuccessFactors
- Intro to Goals Management
- Intro to Cascading Goals (Supervisors)
- Intro to Performance Assessment Annual Review (Supervisors)

## Access SuccessFactors
Visit OneCampus ([https://one.purdue.edu/](https://one.purdue.edu/)) and select SuccessFactors. Log in using your Purdue User ID and Boiler Key passphrase.

## Add a New Goal

<table>
<thead>
<tr>
<th>Click on Home Menu at top of screen and select Goals</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Goals dashboard displays.</td>
</tr>
<tr>
<td>Click Add Goal.</td>
</tr>
</tbody>
</table>
There are two options for adding a new goal.

Option 1 – Click **Blank Goal**.

Option 2 – Click **Sample Goal**.

The next two sections cover the steps for each option starting with a **Sample Goal**. This will help provide an understanding of the different components of a goal.
Add a Library Goal

Click the arrow (>) to the left of one of the four Purdue overarching metric and measurement categories to view related goals.

Select one or more goals.

In this example, we’ve select **Effectiveness and Efficiency Measures**.

Click the right facing arrow > to expand the category.
Select the individual goal of Project Completion within Budget.

Click Add Selected.

The new goal is auto-populated with the Goal Name (required), Description, and Metric.

Visibility defaults to Private. This means that the goal is only visible to the employee, their supervisor, and any supervisors up the line of supervision.

Public goals are visible to the employee, their peers, their supervisor, and any other individuals up and down the line of supervision.

Edit the sample goal defaults to meet your needs and those of your unit.

Spell check and legal scan are available.

Scroll down to enter the percentage of Weight (required) this goal carries toward the total weight of 100% for all goals established for the performance plan year.
(Note: Weighting for all goals must equal 100% at the time of the annual performance review.)

<table>
<thead>
<tr>
<th><strong>Start Date</strong> (required) and <strong>End Date</strong> (required).</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Start Date: 01/01/2018</td>
</tr>
<tr>
<td>* Due Date: 12/31/2018</td>
</tr>
</tbody>
</table>

Continue to scroll down to enter the **% Complete** and **Status**.

<table>
<thead>
<tr>
<th>% Complete: 0%</th>
<th>Status: Not Started</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Not Started</td>
</tr>
<tr>
<td></td>
<td>On Track</td>
</tr>
<tr>
<td></td>
<td>Behind</td>
</tr>
<tr>
<td></td>
<td>Completed</td>
</tr>
</tbody>
</table>

Click **Save Changes**.
### Add a Blank Goal

Next, click **Blank Goal**.

The upper portion of the new goal contains the **Goal Name**, a **Description**, and **Metric**; all three of these fields appear blank.

Enter a **Goal Name** (required) and a **Description** and **Metric** (optional).

**Spell check** and **legal scan** are available. The legal scan flags potentially problematic language.

Scroll down to enter the percentage of **Weight** (required) this goal carries toward the total weight of 100% for all goals established for the performance plan year.

*(Note: Weighting for all goals must equal 100% at the time of the annual performance review.)*
### Scroll down to enter the **Start Date** (required) and **End Date** (required).

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>* Start Date:</td>
<td>01/01/2018</td>
</tr>
<tr>
<td>* Due Date:</td>
<td>12/31/2018</td>
</tr>
</tbody>
</table>

### Scroll down to enter the **% Complete** and **Status**.

| % Complete: | 0.0% |
| Status: | Not Started |

### Lastly, scroll down to select **University Initiatives** (optional).

*(Note: When a **Sample Goal** is added, the **University Initiates** do not display, however, they can be viewed when editing a **Library Goal**.)*

- Affordability and Accessibility
- Departmental, College, or School Initiatives
- STEM Leadership
- Transformative Education
- World-Changing Research
### Edit a Goal

<table>
<thead>
<tr>
<th>Click on <strong>Home Menu</strong> at top of screen and select <strong>Goals</strong></th>
</tr>
</thead>
</table>

The **Goals** dashboard displays.

To track your progress or to edit a goal there are two options from the Goals dashboard:

- **Option 1** – Click **Edit** next to the name of the desired goal.
- **Option 2** – Click **Actions** and select **Edit goal**.

*(Note: Indented (subordinate) goal weights are applied to the total goals weight of 100%.)*

In this example, click **Edit**.

Scroll down to enter % **Complete** and/or select a **Status**.

*(Note: Edits to **Goal Name**, **Description**, and **Metric** can also be made throughout the performance plan year.)*

Click **Save Changes**.
Cascade a Goal

Click on **Home Menu** at top of screen and select **Goals**

After a goal is added, a manager can choose to cascade a goal to one or more direct reports or further down in the organization.

Select the goal.

Click **Actions**, and then select **Cascade**.
Select the recipient(s) to whom you want to cascade the goal.

Click Next.

(Note: Click on the employee name to cascade further down in the organization.)

Edit goals, as needed, before cascading.

Click Cascade.
<table>
<thead>
<tr>
<th><strong>A confirmation displays.</strong></th>
<th><img src="image-url" alt="Image" /></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Click OK.</strong></td>
<td>This site says...</td>
</tr>
<tr>
<td></td>
<td>Congratulations! You have cascaded your goals successfully.</td>
</tr>
<tr>
<td></td>
<td><img src="image-url" alt="Image" /></td>
</tr>
</tbody>
</table>

The goal now displays the name(s) of the direct report(s) to whom it was cascaded.
Review Employee Goals

From the Home page click the Manage My Team tile.

Your team displays.

Select the desired employee.

Click Take Action.

Jump To the employee’s Goal Plan.

The goal plan for the current performance plan year displays.

From here you can view and track the status of goals set by the employee to facilitate ongoing discussions throughout the plan year.

Helpful Hint: To access goals for other direct reports, click the name of the active direct report; a search field displays.

Enter the name of another direct report.

Click the name below the search box.
Complete Performance Assessment Annual Review

Click the Review Performance & 360s tile.

Click Manager Assessment.

The Performance Assessment form provides:

1. Navigational jump links to each section of the form via the form map.

2. A process flow Route Map that tracks where you are in the process and the steps completed.

Scroll down to Goals.

For each Goal, review the Additional Comments, enter a Rating and relevant Manager Comments (optional).

After all the goals have been rated, scroll down to enter Overall Comments on Goal Achievement. (optional)
Scroll down to Unit Competencies and click **Add Competency**.

Ensure a checkmark is placed beside the competencies utilized by your unit. Add checkmarks, as appropriate, and click **Add** to save the unit competencies in the form. Remove competencies by selecting the adjacent trash icon next to the competency name.

Review **Additional Comments**, complete the **Rating** and **Manager Comments** (optional) for each section.

For suggested wording, click **Writing Assistant**.
For each unit competency sample language is provided that aligns to three performance levels.

Click the performance level; sample language appears in the Preview Quote Below section.

From here you can Adjust the positivity (- / +).

Once you are satisfied with the wording, click Paste Quote and Close.

Edit sample language as appropriate.

Scroll down to the Summary.

Review the final Rating for each goal and competency.

Enter Overall Comments on Annual Performance Assessment before moving to the next step (1:1 meeting).

To view the Overall Score, scroll to the top of the form.

At any time, you can send the form back to the employee for review and additional edits.

<table>
<thead>
<tr>
<th>Name</th>
<th>Rating</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kerry L Blankenship</td>
<td>3.17</td>
<td>100%</td>
</tr>
</tbody>
</table>

Select topics below

**Exceeds Expectations**
- All aspects of the goal were fully accomplished and the staff member’s contributions surpassed established criteria.

**Meets Expectations**
- All aspects of the goal were fully accomplished.

**Does Not Meet Expectations**
- Significant aspects of the goal were not accomplished negatively impacting stakeholders and or goal attainment. Specific improvements are required.

Describe Behavior

Select a Narrative:  
-  
-  
-  

Adjust the positivity:

-  
-  
-  
-  

Preview Quote Below

I have executed cost-effectiveness, efficiency and transparency standards as established by my supervisor. Performance includes (insert accomplishments). I built established positive relationships with stakeholders. Performance was...

<table>
<thead>
<tr>
<th>Overall Comments on Annual Performance Assessment</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Performance __________________________</td>
<td></td>
</tr>
<tr>
<td>Performed Duties ______________________________</td>
<td></td>
</tr>
<tr>
<td>Met Goals and Objectives _________________________</td>
<td></td>
</tr>
<tr>
<td>Held Appointments ______________________________</td>
<td></td>
</tr>
<tr>
<td>Attended Meetings ______________________________</td>
<td></td>
</tr>
<tr>
<td>Completed Tasks ________________________________</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Overall Comments on Annual Performance Assessment</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>[Employee’s Name] ______________________________</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Overall Score</th>
<th>3.17</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incomplete Items</td>
<td>0</td>
</tr>
</tbody>
</table>

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Click **Send back to Employee for review.**

If the performance assessment is complete, click **Send to 1:1 Meeting Step.**

Confirm by clicking **Send to 1:1 Meeting Step** again.
## Finalize Annual Evaluation After 1:1 Meeting

1. Click the **Review Performance & 360s** tile.

2. Click **1:1 Meeting**.

   - The employee’s **Performance Assessment** form indicates the process is at Step 3: **1:1 Meeting**.

3. After the 1:1 meeting, make any necessary edits to the form and enter final **Overall Comments on Annual Performance Assessment**.

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

5. Enter **Email Notification Comments** (optional).

6. Click **Finalize document & submit to Employee for signature again**.
Verify Employee Electronic Signature

Click the My Team tile.

(Note: You can also navigate to the Performance dashboard to see a list of documents.)

Select the desired employee.

Click Take Action.

Jump To the employee’s Performance Assessment.

The Route Map indicates Step 5 in the process is Completed.

Scroll to the bottom of the page to view final comments, if left by the employee.

Signatures

When your review form reaches the Signature Mode, click on the Send button to sign the document. Your electronic signature will be stored in this section of the form. Signatures indicate that the Performance Assessment discussion has been held.

Employee: Kerry Blankenship 08/09/2018