

Cheat Sheet: Annual Evaluation, Goals, Development Plan for Staff – Last updated 1/31/19

Accessing SuccessFactors and Basic Navigation

Visit **OneCampus** (<https://one.purdue.edu/>) and select **SuccessFactors**. Log in using your Purdue User ID and Boiler Key passphrase.

From the home page, click the **Home** menu drop down and access one of the following **Performance Management** modules:

- **Performance and 360s:** *Performance* - Rate individual performance and document annual performance feedback comments. *360s* - Collect performance feedback from peers and key stakeholders.
- **Goals:** Document and track strategic and operational performance goals for the performance period.
- **Development:** Document and monitor career and development goals throughout the performance period.

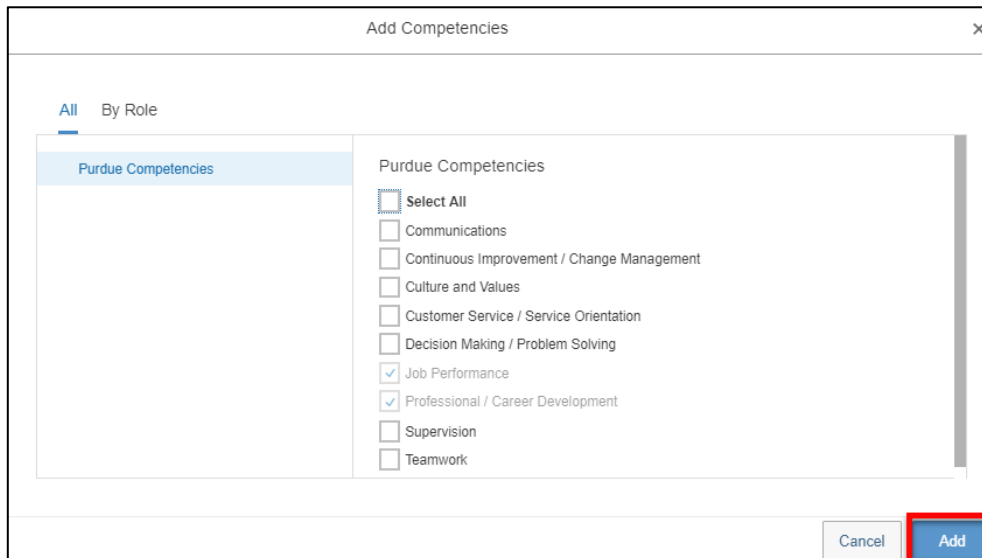
To access comprehensive videos explaining the above modules, visit [Staff Performance Management Resources](#)

Performance (Annual Performance Assessment)

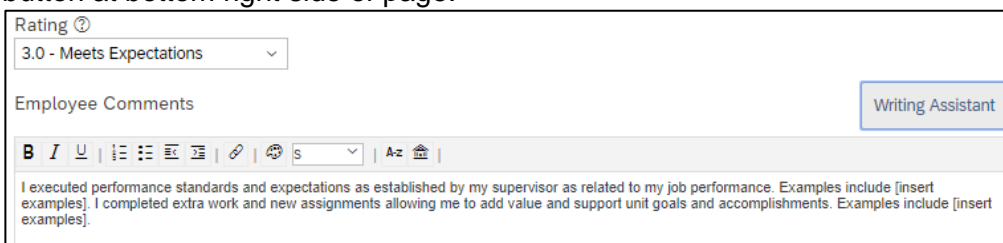
One-Minute Video: [Intro Self-Assessment for Annual Evaluation](#)

Detailed Quick Reference Guide: [Goals and Performance Review for Staff](#)

1. Click link '**2018-19 Performance Assessment**' to open the annual performance form.
2. Scroll down to the **Unit Competencies** section of the form and click the **Add Competency** button. 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.



3. Enter ratings and comments into all employee comment sections and click the '**Submit to Manager**' button at bottom right side of page.

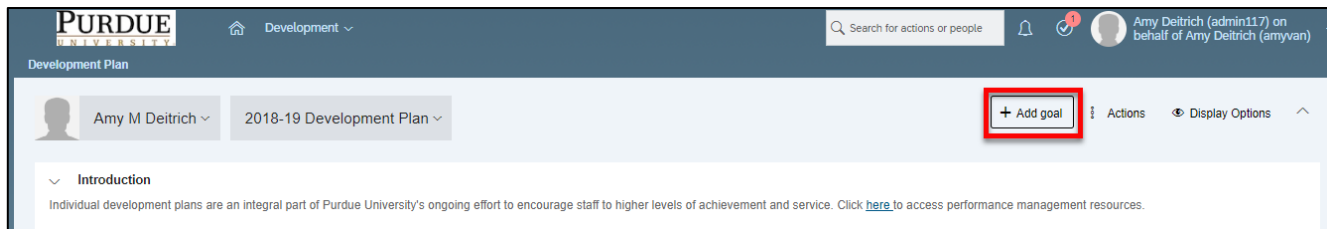


4. After the annual evaluation is completed by your manager, you will leave final comments (optional) and provide your electronic signature in the annual evaluation form.

Development (Individual Professional Development Plan)

One-Minute Video: [Intro to Creating a Development Plan](#)
 Detailed Quick Reference Guide: [Individual Development Plan](#)

1. Click **Add Goal**, enter goal details, and **Save**.



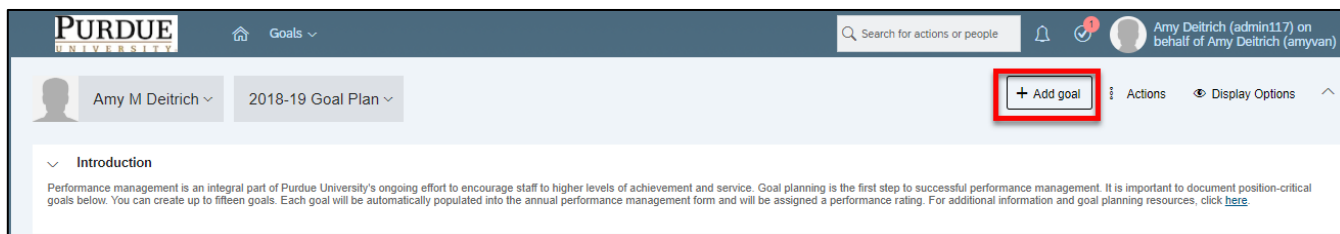
2. Click **Edit** to update goal details.

Visibility	#	Goal Name	Description	Start Date	End Date	Status	Competencies	Action
Private	1.1	Obtain certification	description	01/01/2018	12/31/2018	On Track	Communications, Professional / Career Development	Edit

Goals

Two-Minute Video: [Intro to Goals Management](#)
 Detailed Quick Reference Guide: [Goals and Perform Review for Staff](#)

1. Click **Add Goal**. Select **Blank Goal**, enter goal details, and **Save**.



2. Click **Edit** to update goal details.

1.2 Continuous Improvement of Procedures

Private # of process improvements recommended: 40.0% **On Track** Recommend process improvements to ___ procedures by (date) 25.0%

Edit

Comments

Comment

Cancel Post

360s (360 Feedback Survey)

Three-Minute Video: [Intro to Initiating 360 Feedback](#)
 Detailed Quick Reference Guide: [360 Feedback for Staff](#)

1. Create 360 feedback survey
2. Identify respondents
3. Select competencies
4. Send to manager for approval