

Cheat Sheet: Annual Evaluation, Goals, and Development Plan for Supervisors – Last updated 10/18/19

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 the [Leadership and Organizational Development website](#).

Performance (Annual Performance Assessment)

Two-Minute Video: [Intro to Annual Evaluation](#)

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

1. Click link '**2018-19 Performance Assessment for <EmployeeName>**' to access annual evaluation 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.

Add Competencies

All By Role

Purdue Competencies

- Select All
- Communications
- Continuous Improvement / Change Management
- Culture and Values
- Customer Service / Service Orientation
- Decision Making / Problem Solving
- Job Performance
- Professional / Career Development
- Supervision
- Teamwork

Cancel **Add**

3. Assign ratings and enter comments for all performance criteria.

Rating ⓘ

3.0 - Meets Expectations

Manager Comments

Writing Assistant

You have achieved performance standards and expectations as established by your supervisor as related to your job performance. Examples include [insert examples]. You completed extra work and new assignments that allowed you add value and support unit goals and accomplishments. Examples include [insert examples].

4. Meet with employee and finalize annual evaluation.

Development (Individual Professional Development Plan)

One-Minute Video: [Intro to Creating a Development Plan](#)

Detailed Quick Reference Guide: [Individual Development Plan](#)

1. Click <YourName> and select team member to access the individual's development plan.

2. Click the **Edit** button to view and update development goals.

| Development Goals | 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 | ⋮ |

Goals

Two-Minute Video: [Intro to Goals Management](#)

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

1. Click <YourName> and select team member to access the individual's goal plan (see Step 1 above).
2. Click the **Edit** button to view and update goals.

3. Looking to save time? Watch a two-minute video to learn how assign an existing goal to one or more employees. View video: <https://www.purdue.edu/hr/lod/media/videos/gmpm/4/story.html>

360s (360 Feedback Survey)

Three-Minute Video: [Intro to Initiating 360 Feedback](#)

Detailed Quick Reference Guide: [360 Feedback for Supervisors](#)

1. Create 360 feedback survey
2. Identify respondents
3. Select competencies
4. Distribute document to raters
5. Interpreting 360 results – View one-minute video:
<https://www.purdue.edu/hr/lod/media/videos/gmpm/7/story.html>