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.

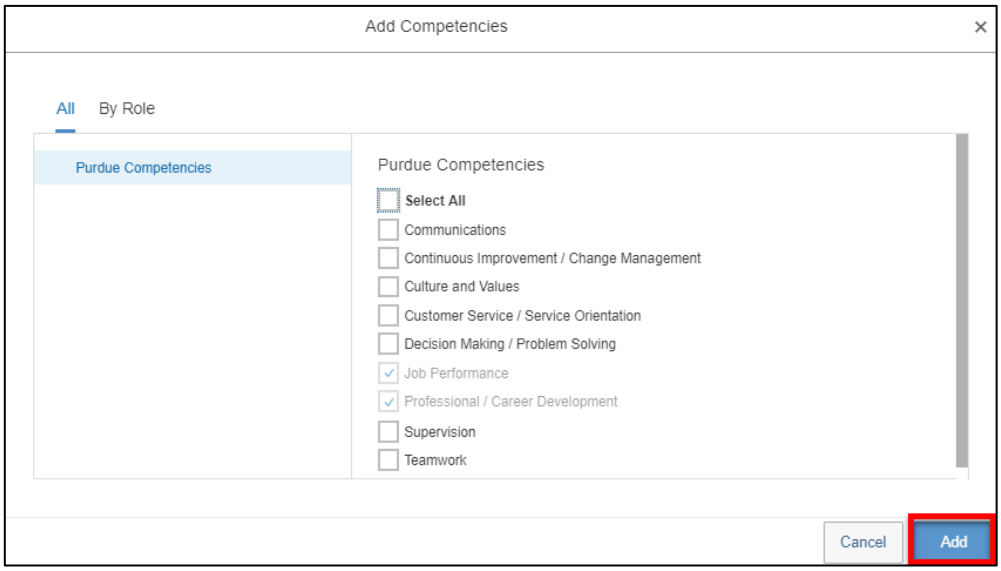
To access comprehensive videos explaining the above modules, visit the Leadership and Organizational Development website.

Performance (Annual Performance Assessment)

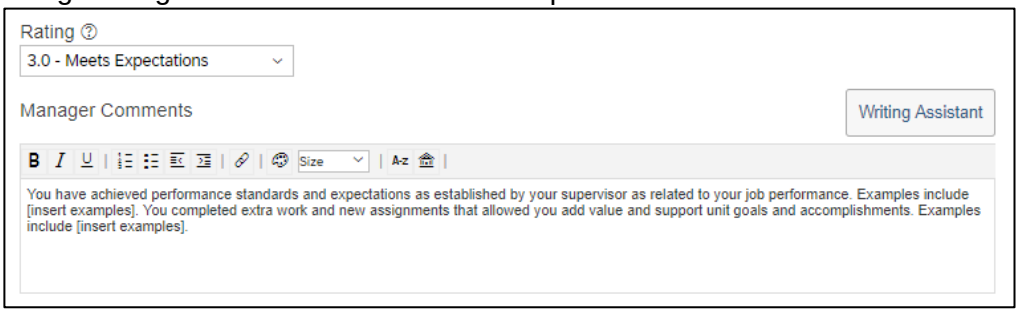
Two-Minute Video: Intro to Annual Evaluation

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.



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



4. Meet with employee and finalize annual evaluation.

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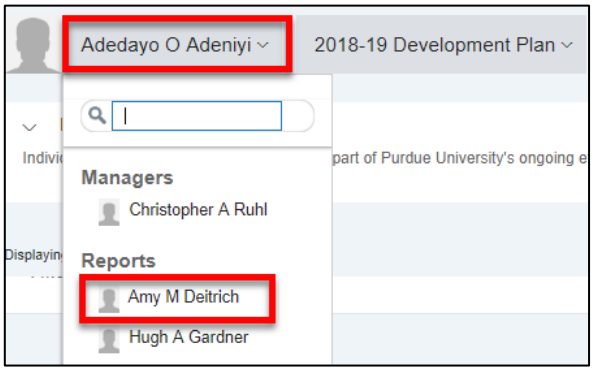
Development (Individual Professional Development Plan)

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.

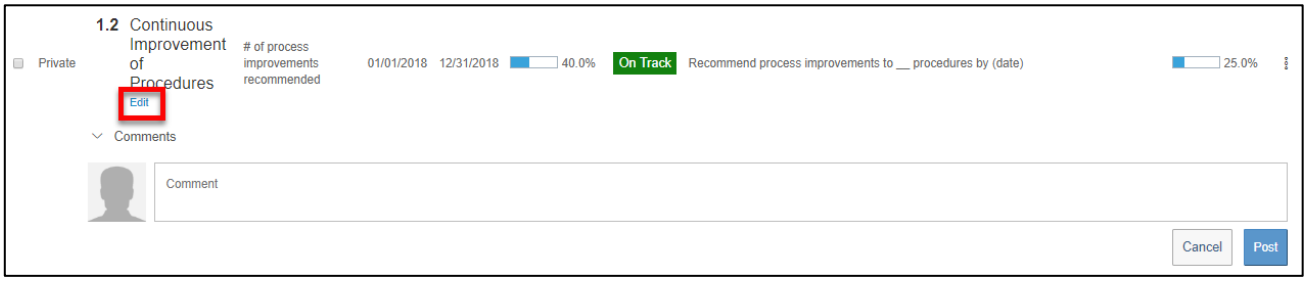


2. Click the **Edit** button to view and update development goals.

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

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