SAP SuccessFactors

Evaluation Process: 2nd Level Evaluator Role

The 2nd Level Evaluator has two important responsibilities in the Performance Evaluation Process:

- The 2nd Level Evaluator ensures that the supervisor's rating is appropriate for the employee's performance and supporting documentation for the rating is included.
- The 2nd Level Evaluator checks to see if the rating is consistent with others who have similar performance, position descriptions, and job duties.

1 NAVIGATE TO FORM

You can find your form either by:
- Clicking on "Performance" in the Home menu. Open the correct Performance Evaluation form in your inbox.
- Click on the correct tile in the "For You Today" section.

2 REVIEW RATINGS FOR GOALS

- Review the Goal Status, Weight, Metric, Rating, and Supervisor's Comments. Then, use the same steps to review all of the goals on the form.
- Click "Other Details" / "Achievements" / "Goal Details" to view additional information about the goal and targets.

3 REVIEW COMMENTS ON GOAL ACHIEVEMENT

- Scroll down to review the "Overall Comments on Goal Achievement."
- You may need to click "Section Comments from Others" and/or"Show More" to view the comments in their entirety.

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4 REVIEW THE ADJUSTED CALCULATED FORM RATING

In the Summary section, you can view the "Adjusted Calculated Form Rating," as well as the scores for each goal.

Summary Section

Overall Form Rating: ⑦
4.0 - Exceeds Expectations

Adjusted Calculated Form Rating:
4.0 - Exceeds Expectations

Name	Rating	Weight
Goals		100.0% of total score
Create 5 elearning classes with minimal assistance by December 31, 2025	3.0 - Successful	40.0%
Assist with the creation of the learning aids and courses for CPM as instructed by October 1, 2025.	5.0 - Exceptional	20.0%
Assist with evolving department needs by effectively managing additional tasks and responsibilities.	4.0 - Exceeds Expectations	20.0%
Complete the SCS CPTP Leadership Academy by November 1, 2025.	3.0 - Successful	10.0%
Improve time management skills by submitting all courses by the assigned deadline.	5.0 - Exceptional	10.0%

> **!** You cannot change the "Adjusted Calculated Form Rating." The system automatically calculates the employee's overall score based on the ratings assigned by the supervisor. Also, the "Overall Form Rating" and the "Adjusted Calculated Form Rating" are the same per system settings

5 REVIEW COMMENTS ON OVERALL PERFORMANCE

- Scroll down to review the "Overall Comments on Performance."
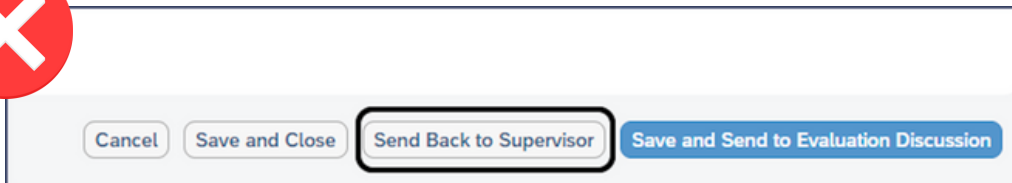- You may need to click "Section Comments from Others" and/or"Show More" to view the comments in their entirety.

Overall Comments on Goal Achievement

⌄ Section Comments from Others (1) ◄━━━

LACI_____ (Manager)
Overall, he consistently met or exceeded expectations across his goals, delivering high-quality work on schedule and often ahead of deadlines. He demonstrated initiative by taking on additional projects, supporting colleagues, and volunteering for committees, all while maintaining strong performance in his primary responsibilities. His
Show More ◄━━━

SAP SuccessFactors

6 IF YOU DO NOT APPROVE THE RATINGS

- If you do **NOT** approve of the ratings click "Send Back to Supervisor."
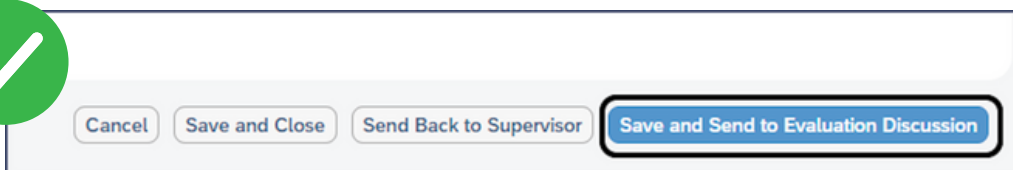
Cancel | Save and Close | Send Back to Supervisor | Save and Send to Evaluation Discussion

- The next screen asks you to confirm your selection. You must click on "Send Back to Supervisor" again for the form to be returned.
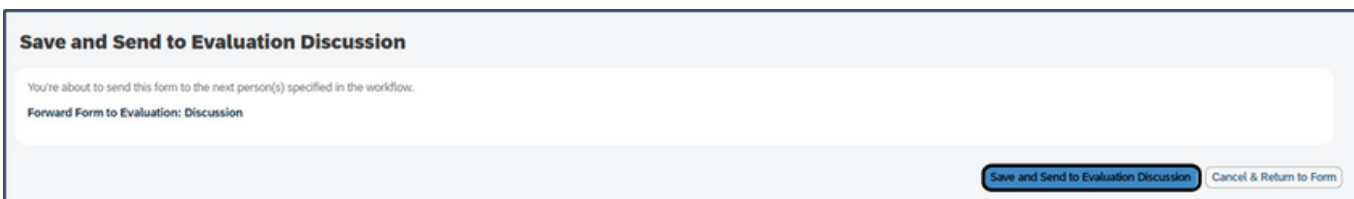
7 IF YOUR APPROVE THE RATINGS

- If you **DO** approve of the planning form, click "Save and Send to Evaluation Discussion."

Cancel | Save and Close | Send Back to Supervisor | Save and Send to Evaluation Discussion

- The next screen asks you to confirm your selection. You must click on "Send to Planning Discussion" again for the form to be returned.

Save and Send to Evaluation Discussion

You're about to send this form to the next person(s) specified in the workflow.

Forward Form to Evaluation: Discussion

Save and Send to Evaluation Discussion | Cancel & Return to Form