SAP SuccessFactors
Supervisor Evaluation of Employee

Performance evaluation can be a learning opportunity for both the supervisor and the employee. Through this process, employees can learn what their supervisors view as important to be successful. Employees can, also, learn how to improve and enhance their performance through the feedback provided by their supervisors.

1 GATHER SUPPORTING DOCUMENTATION

Before evaluating your employee, you may want to gather any supporting documentation you have prepared during the performance year. Doing this will allow you to see what evidence has been collected, so you can factor that into the evaluation from the start.

2 NAVIGATE TO THE CORRECT PERFORMANCE MANAGEMENT FORM

At a designated date, your employee's performance management form will be available in your "In Progress – Inbox." Navigate to and open the employee's form.
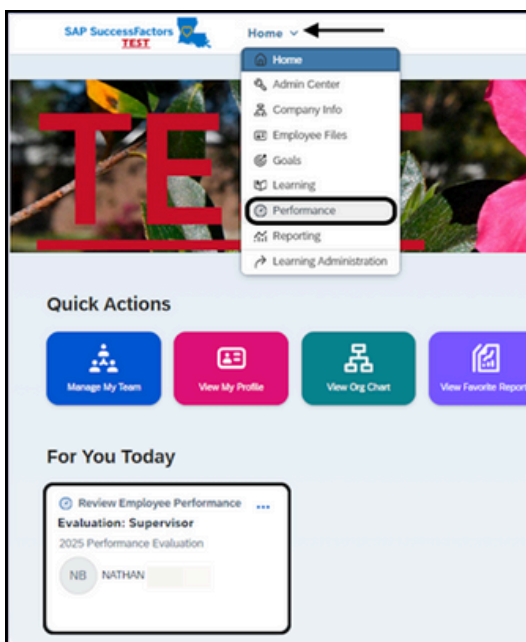
> ! At any point in this process, you can scroll to the bottom of the page and click "Save and Close." This will allow you to save your work, without forwarding it to the next step in the Route Map.

SAP SuccessFactors

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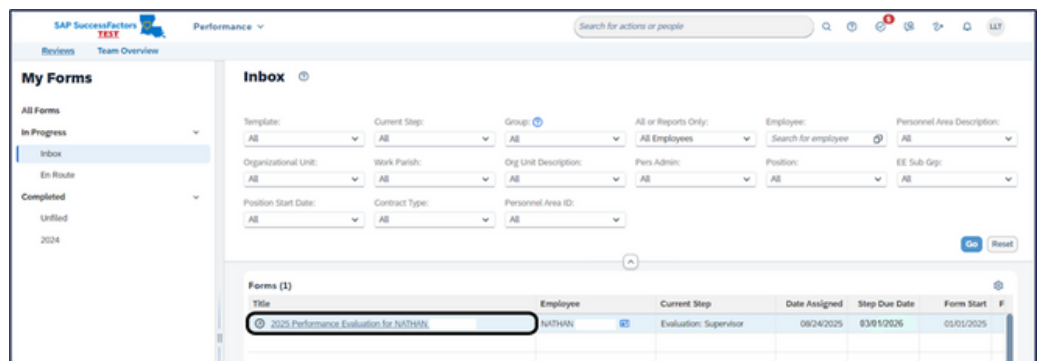
3   RATE AND COMMENT ON EACH GOAL

- Click the ? icon to review the 5 point rating scale.
- Click on the correct Supervisor Rating for each goal.
- Type your justification for this rating in the "Supervisor's Comments" box.
- You are required to rate and comment on each goal.

Performance

Assist with evolving department needs by effectively managing additional tasks and responsibilities. ✎

20.0% of total score

Successfully complete additional assigned tasks with quality and timeliness, as evaluated by supervisor feedback, while maintaining primary job performance sta

* Supervisor Rating ⑦

●●●○ Exceeds Expectations ⬅

* Supervisor's Comments

He completed these additional duties:

- He made a significant impact this year by stepping in to help Sue complete her project, providing steady support that ensured the work was finished on time and at a high standard.
- Beyond his primary responsibilities, he volunteered to serve on the Workforce Committee, showing a strong commitment to the agency's broader mission and a willingness to take on leadership roles that benefit the organization as a whole.
- He also created three polished and engaging videos for the agency's awards, which showcased both his creativity and technical skills while elevating the visibility of our programs.

These efforts demonstrate his ability to balance primary job performance with additional tasks of real value, highlighting his initiative, collaboration, and dedication. While his contributions were outstanding and went well beyond expectations, opportunities remain for him to broaden the overall reach and impact of these efforts, leading to a strong rating of 4.

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4   OPTIONAL: COMMENT ON GOAL ACHIEVEMENT

In the "Overall Comments on Goal Achievement" box, type your comments about your employee's performance as related to all goals. This is not required.

Overall Comments on Competency Achievement

* Supervisor's Comments   Demonstrating Innovation ⌄   Writing Assistant

DEMONSTRATING INNOVATION - You continuously improve the innovation by studying the effectiveness of each iteration. You use failure as a learning opportunity from which to build. For example, you were not assigned to develop an AI product, but you knew it would benefit our learners. You created a prototype and outlined a process for production and integration.

LEARNING ACTIVELY - You apply learning to new situations. You propose alternative courses of action that improve performance. For example, you taught yourself how to use AI and the equipment needed without any assistance from anyone in the department.

LEVERAGING TECHNOLOGY - You develop advanced knowledge of technology to troubleshoot and/or identify alternate methods of performing job tasks. You operate advanced features of software or information systems efficiently and accurately to find relevant information. For example, not only are you integrating AI, you have taught your team members how to up their design skills by using advanced features.

5	**REVIEW OVERALL RATING**
	Scroll to the bottom of the form to review the ratings for the employee.

2025 Performance Evaluation for NATHAN

Changes saved. | Actions | History

NATHAN | 4.0 - Exceeds Expectations | ✓ 0

Route Map   Introduction   Employee Information   Review Dates   Goals   Summary Section

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

6	**OPTIONAL: ADD OVERALL COMMENTS**
	Scroll to the bottom of the form. In the "Overall Comments on Performance," you can use this space to comment on performance outside of the designated goals.

Overall Comments on Performance
Supervisor's Comments

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Overall, he has demonstrated strong professional behaviors that have had a positive impact on both his team and the organization. He consistently shows initiative by seeking opportunities to contribute beyond his assigned responsibilities and approaches his work with reliability, accountability, and a solutions-oriented mindset. His willingness to collaborate, support colleagues, and volunteer for additional committees and projects reflects a commitment to teamwork and organizational success. He maintains a professional and positive attitude, communicates effectively, and adapts well to shifting priorities, all of which reinforce his role as a dependable and engaged employee.
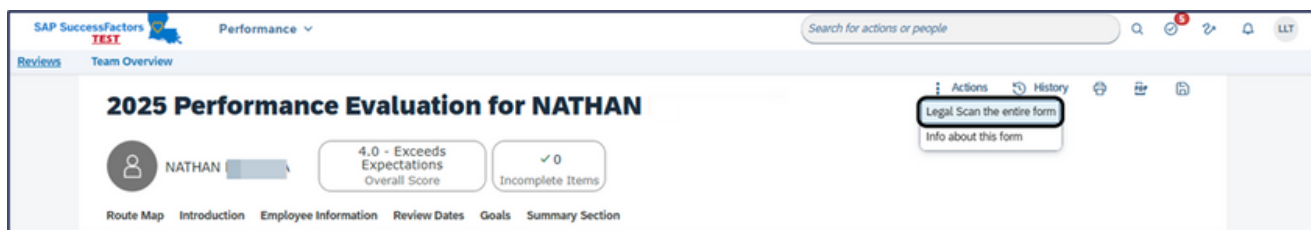
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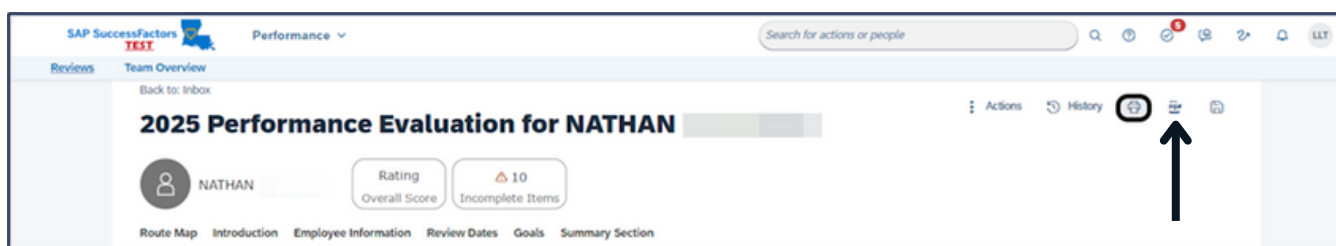
7 OPTIONAL: LEGAL SCAN

- You may want to do a legal scan on the entire form to ensure your language is appropriate.
- To do this, scroll to the top of the document, click on "Actions" then "Legal Scan."

8 OPTIONAL: PRINT OR CREATE PDF

- Click the printer icon to print a copy of the form.
- Click the PDF icon to create a PDF of the form.

9 SAVE AND SEND FORM

- Click "Save and Send to 2nd Level Evaluator" if you are finished with the form.
- A confirmation window will open. Click "Save and Send to 2nd Level Evaluator" again to send the form.

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