SAP SuccessFactors

Supervisor Evaluation of Employee

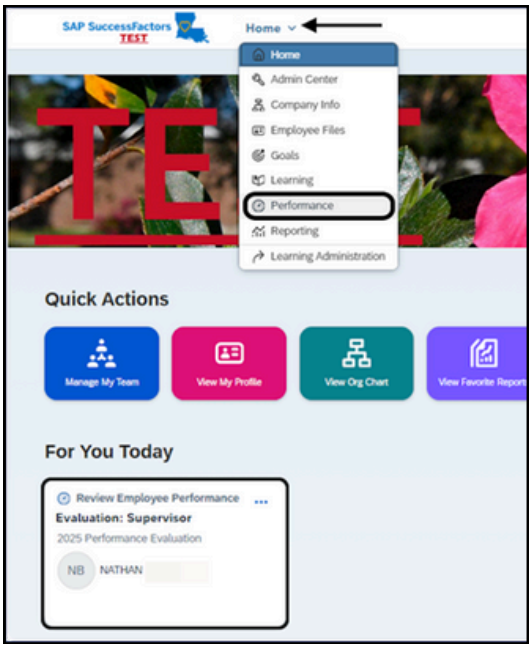
Performance evaluation can be a learning opportunity for both the supervisor and the employee. Through this process, employees can learn what their supervisors view as important to be successful. Employees can, also, learn how to improve and enhance their performance through the feedback provided by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

1 GATHER SUPPORTING DOCUMENTATION

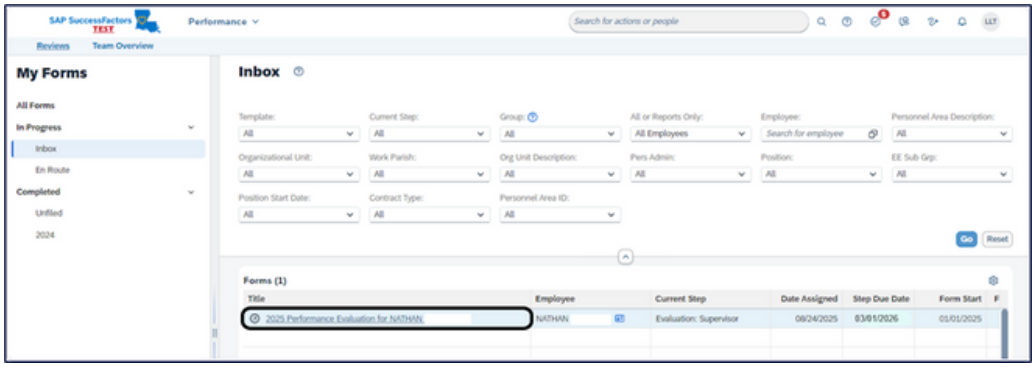
Before evaluating your employee, you may want to gather any supporting documentation you have prepared during the performance year. Doing this will allow you to see what evidence has been collected, so you can factor that into the evaluation from the start.

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.



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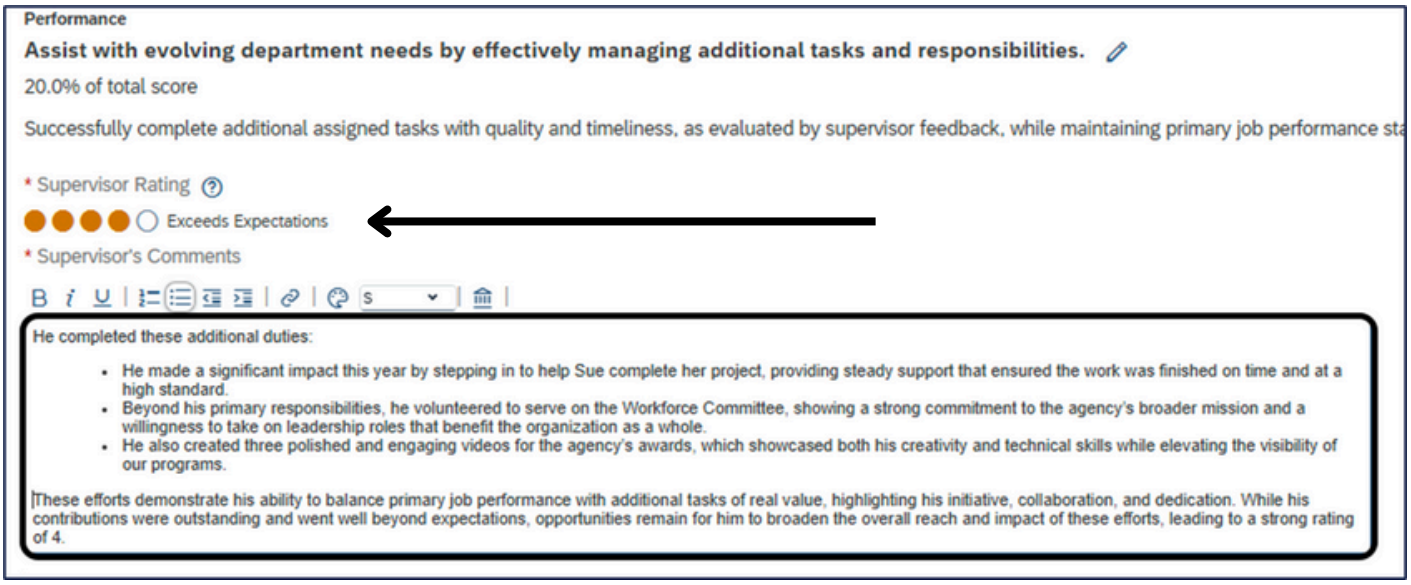
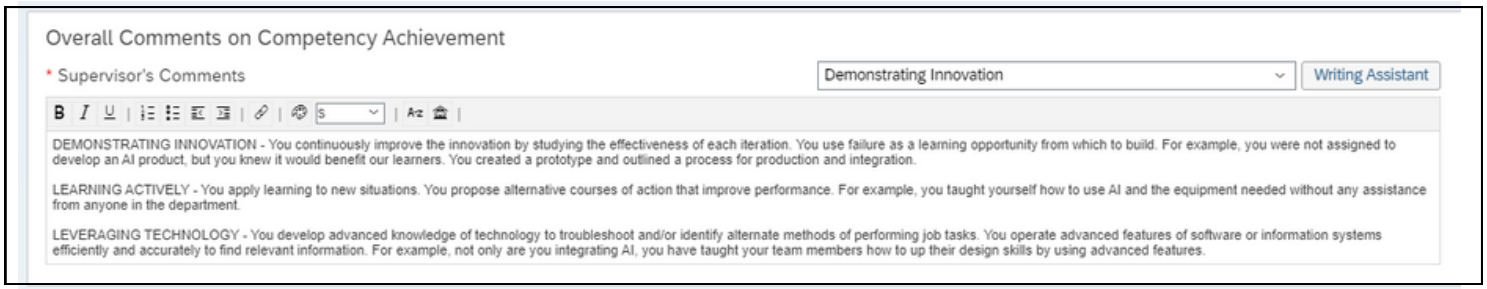
3 RATE AND COMMENT ON EACH GOAL

- 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.



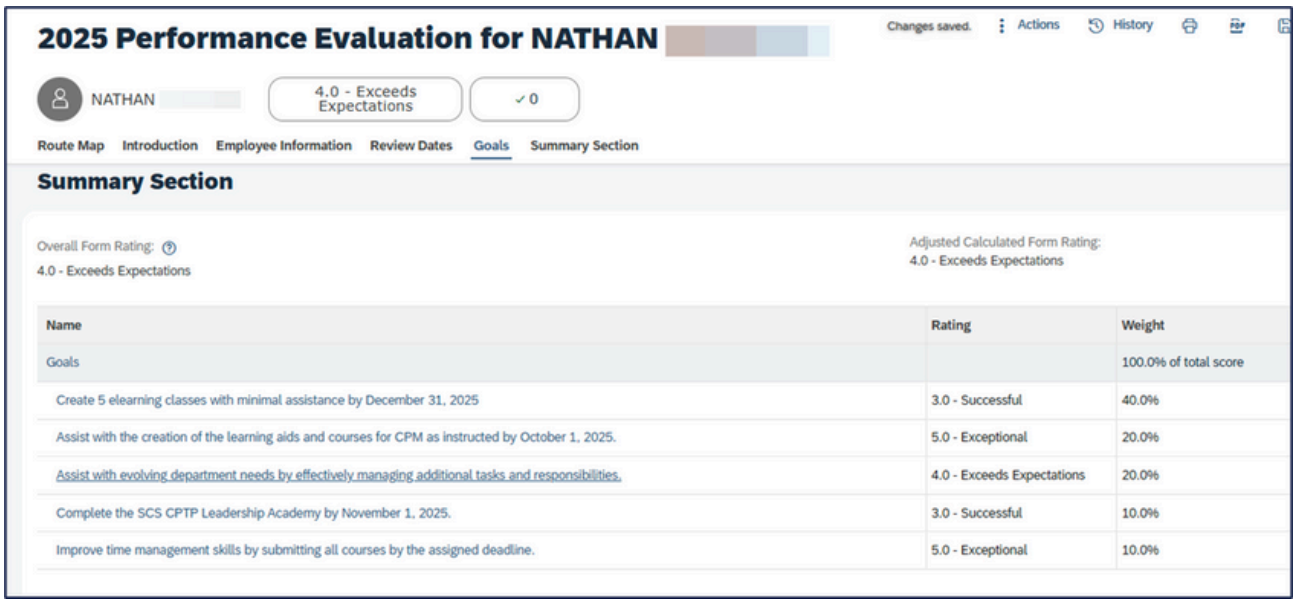
4 OPTIONAL: COMMENT ON GOAL ACHIEVEMENT

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.



5 REVIEW OVERALL RATING

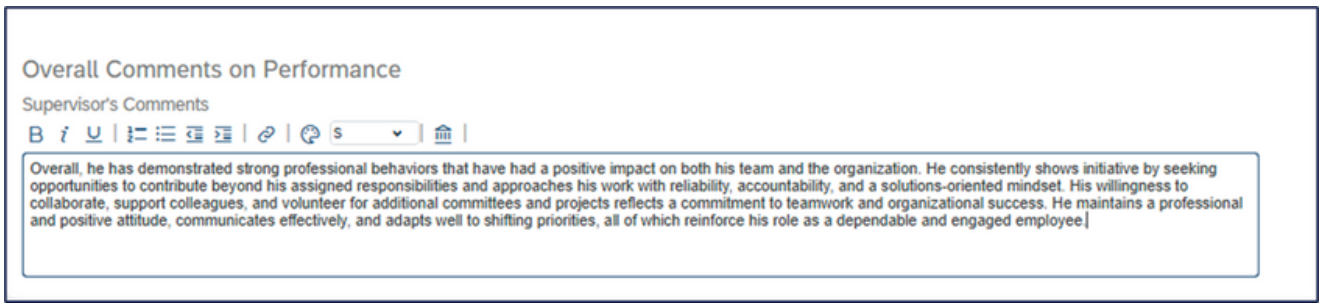
Scroll to the bottom of the form to review the ratings for the employee.



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.

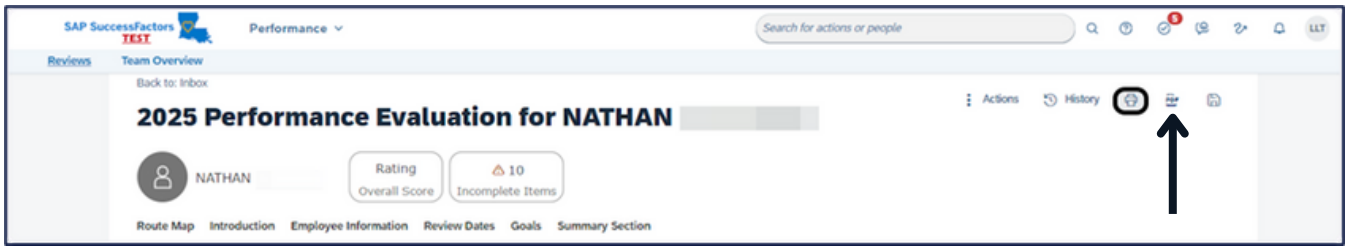


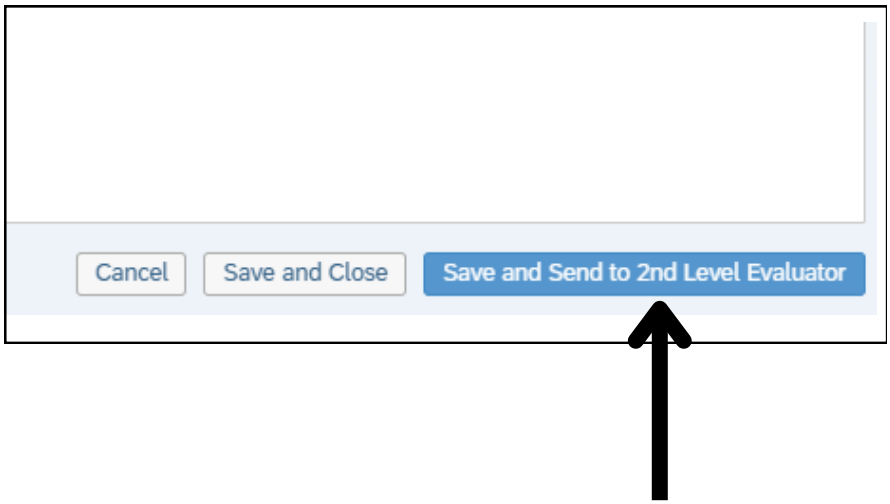
7 OPTIONAL: LEGAL SCAN

- 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.