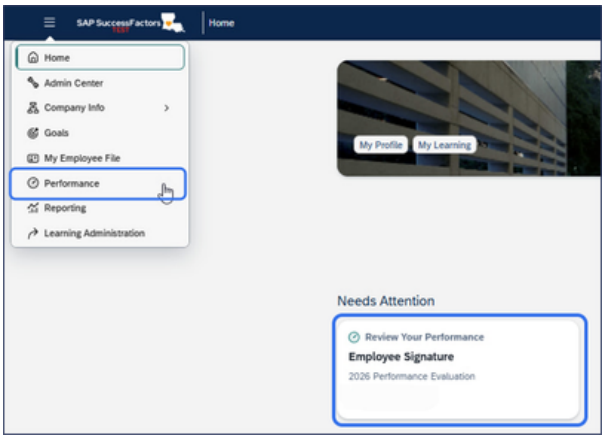
SAP SuccessFactors

EMPLOYEE: SIGNING THE EVALUATION

An employee's signature or electronic acknowledgement confirms that the Performance Evaluation Form was received and discussed. **Failure to sign will not prohibit the planning from becoming official for the performance year.**

1 NAVIGATE TO YOUR EVALUATION FORM

On the Dashboard, your form will be available in the **Needs Attention** section, or you can select **Performance** in the Main Menu to access your Inbox.

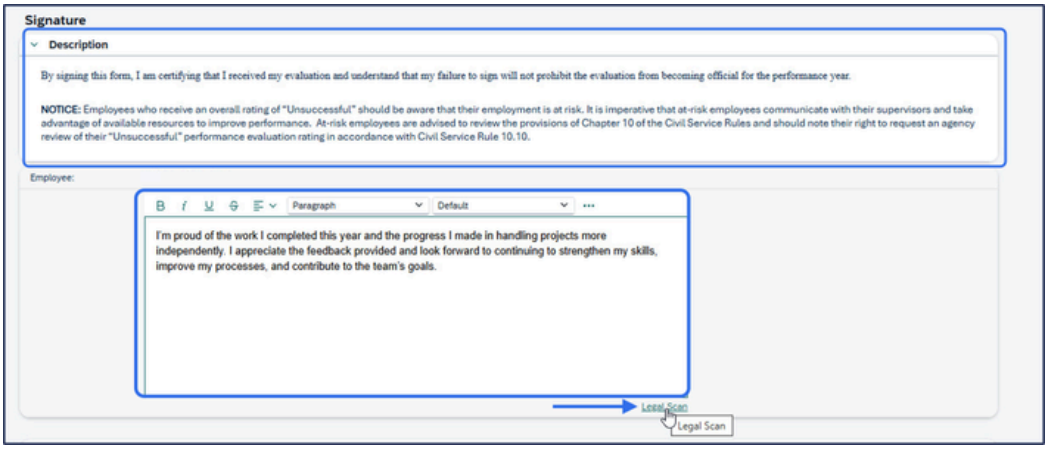


2 REVIEW THE FORM

Review the Goals, Rating, and comment sections of the form.

3 OPTIONAL: ADD YOUR COMMENTS

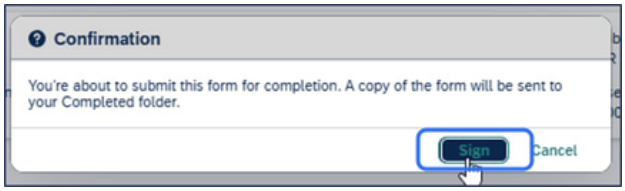
- Review the form **Description**.
- You may add comments to your evaluation form.
- If you add comments, select **Legal Scan** to check your comments for any inappropriate language.
- Your supervisor is NOT notified of your comments, but they are included in the completed form.



4 SIGN THE FORM

- Scroll down or click on **Signatures** to navigate to that section.
- Select **Sign** at the bottom right of the screen.
- You do not have to type your name.
- A confirmation screen will appear. You must select **Sign** again to complete the process.





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