SAP SuccessFactors

# SUPERVISOR: DOCUMENTING THE EVALUATION

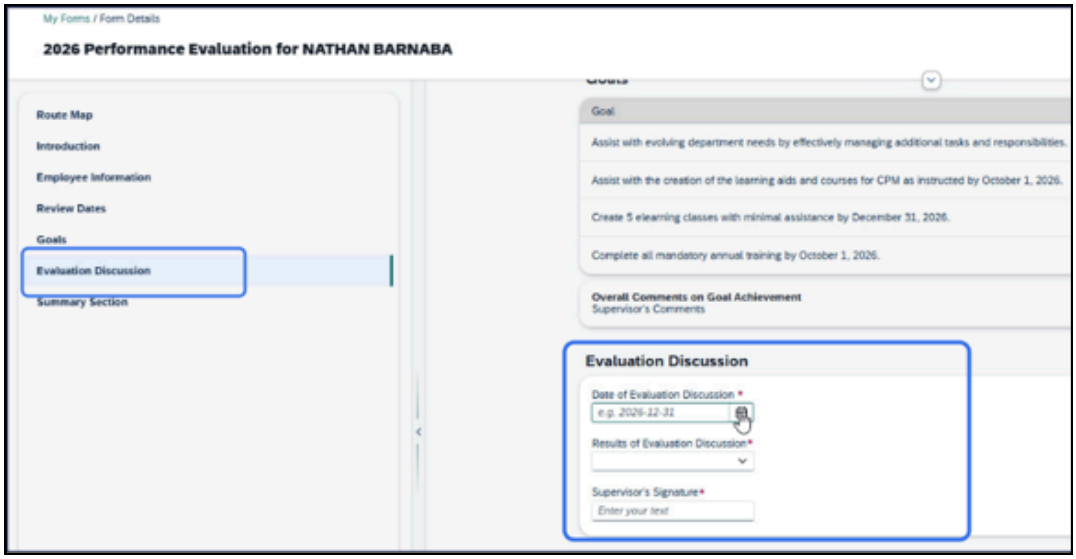
After you conduct the Performance Evaluation Discussion, you will need to document the date and results of the discussion. Then, you will then sign the form and forward it to your employee to sign.

## 1 OPEN THE CORRECT PERFORMANCE EVALUATION FORM

On the Dashboard, look for the correct notification box in the **Needs Attention** section, or you can access the form from the **Main Menu** by selecting **Performance** and, then, **Reviews** to access your Inbox.

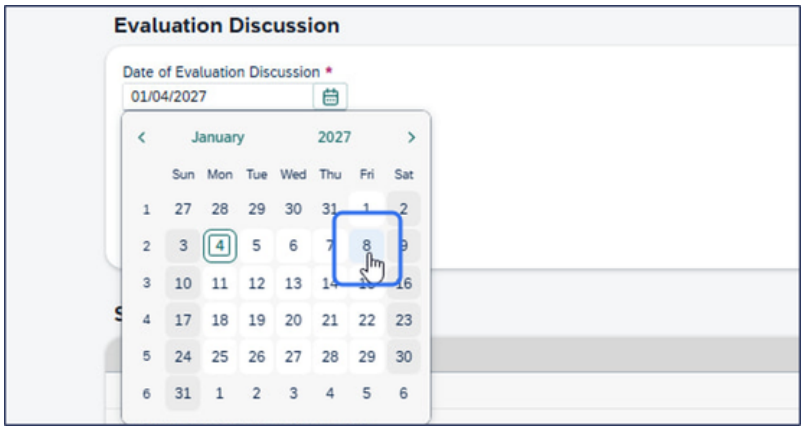
## 2 NAVIGATE TO EVALUATION DISCUSSION

Scroll down or click on **Evaluation Discussion** to navigate to that section.




## 3 DOCUMENT DATE

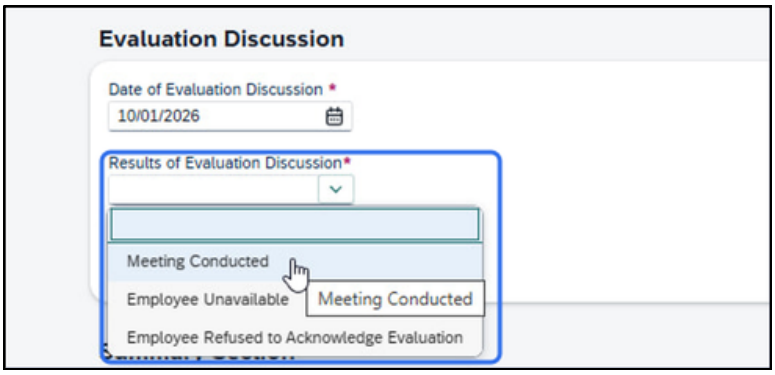
Select **the date** the Evaluation Discussion was conducted.




Document the Evaluation Discussion on the SAME day you conduct it. The system will indicate what date you select the planning discussion date. Backdating or advance dating may result in an audit finding.

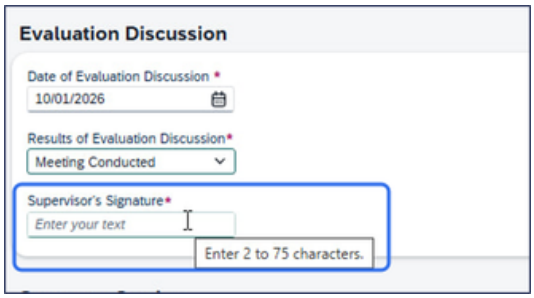
## 4 DOCUMENT RESULTS

Select the **Results of the Evaluation Discussion** using the drop-down menu.



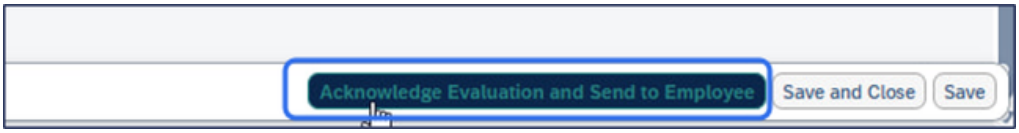

## 5 SIGN THE FORM

- Click the **Supervisor's Signature** box.
- Type **your name** in the box.




## 6 ACKNOWLEDGE THE EVALUATION

Scroll to the bottom of the page and click **Acknowledge Evaluation and Send to Employee**.




## 7 CONFIRM YOUR APPROVAL

- A confirmation window will open.
- If you are finished with the form, click on **Acknowledge Evaluation and Send to Employee**.

