SAP SuccessFactors

SUPERVISOR - EVALUATION OF EMPLOYEE

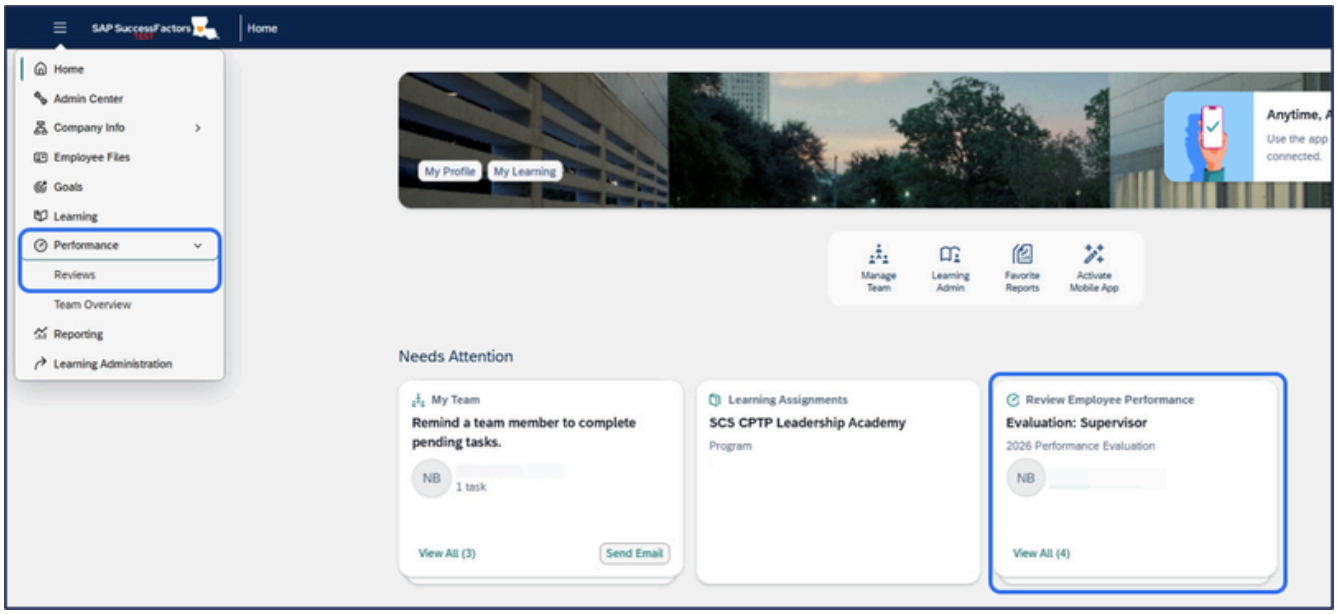
CPM Evaluation is the process of reviewing and documenting the employee's performance for the performance year. Supervisors evaluate each goal based on the goal and metric established during planning, supporting documentation collected throughout the year, and the applicable evaluation scale.

1 GATHER SUPPORTING DOCUMENTATION

Before evaluating your employee, 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 OPEN THE CORRECT PERFORMANCE MANAGEMENT FORM

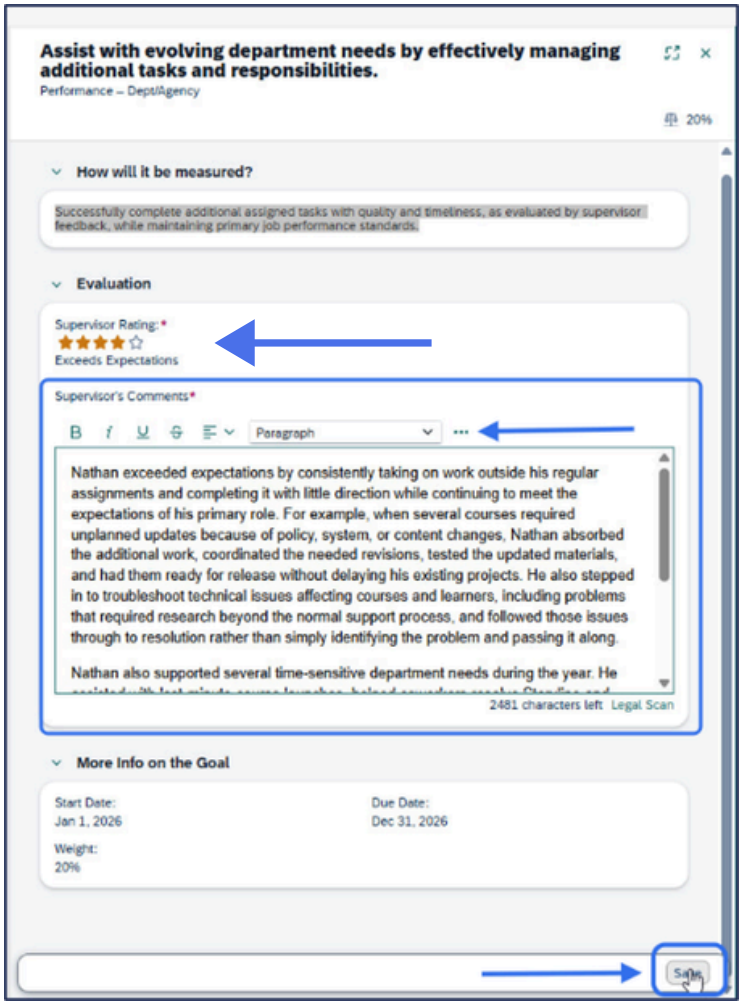
- Option 1: Select **Performance** and, then, **Reviews** in the **Main Menu**.
- Option 2: Select the correct notification box in the Needs Attention section.



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.

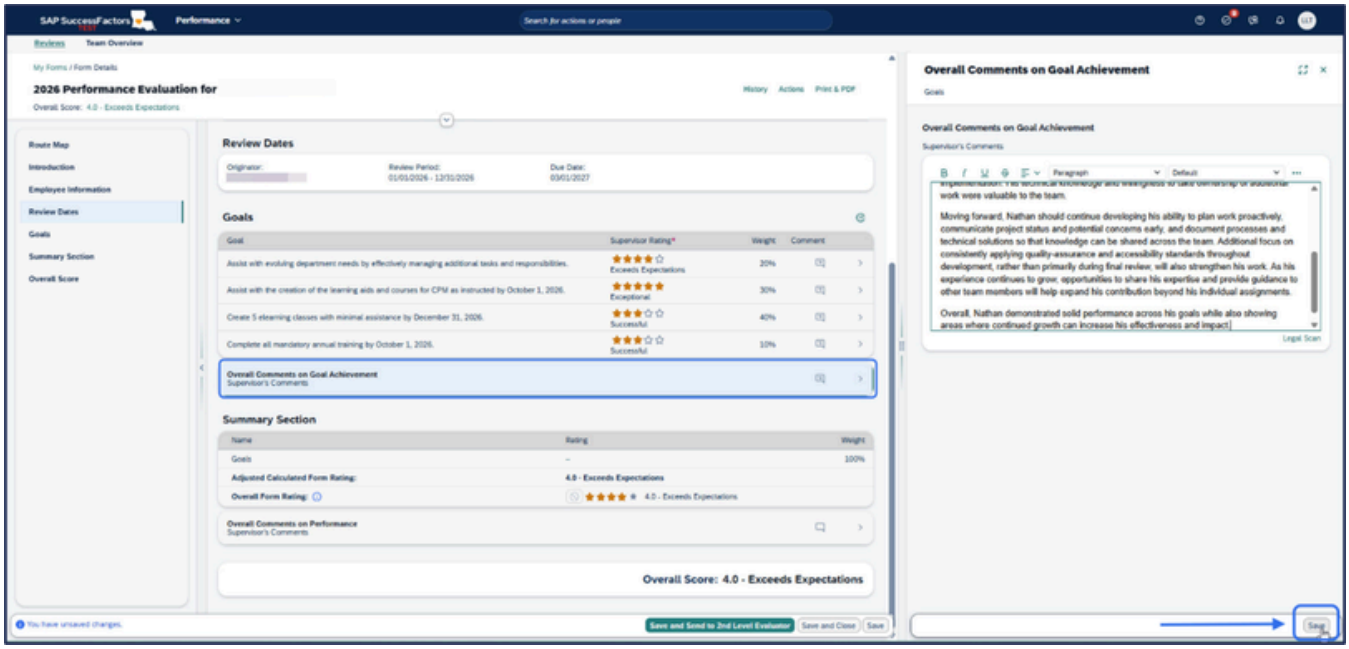
3 RATE AND COMMENT ON EACH GOAL

- **You are required to rate and comment on each goal.**
- Select the **goal** you want to evaluate. This opens a panel on the right.
- Select the **appropriate star** for the rating selected.
- Type your **justification** for this rating in the **Supervisor's Comments** field.
- You must **Save** each goal before you move to the next.
- The Overall Form Rating does not calculate until you **Save**,



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

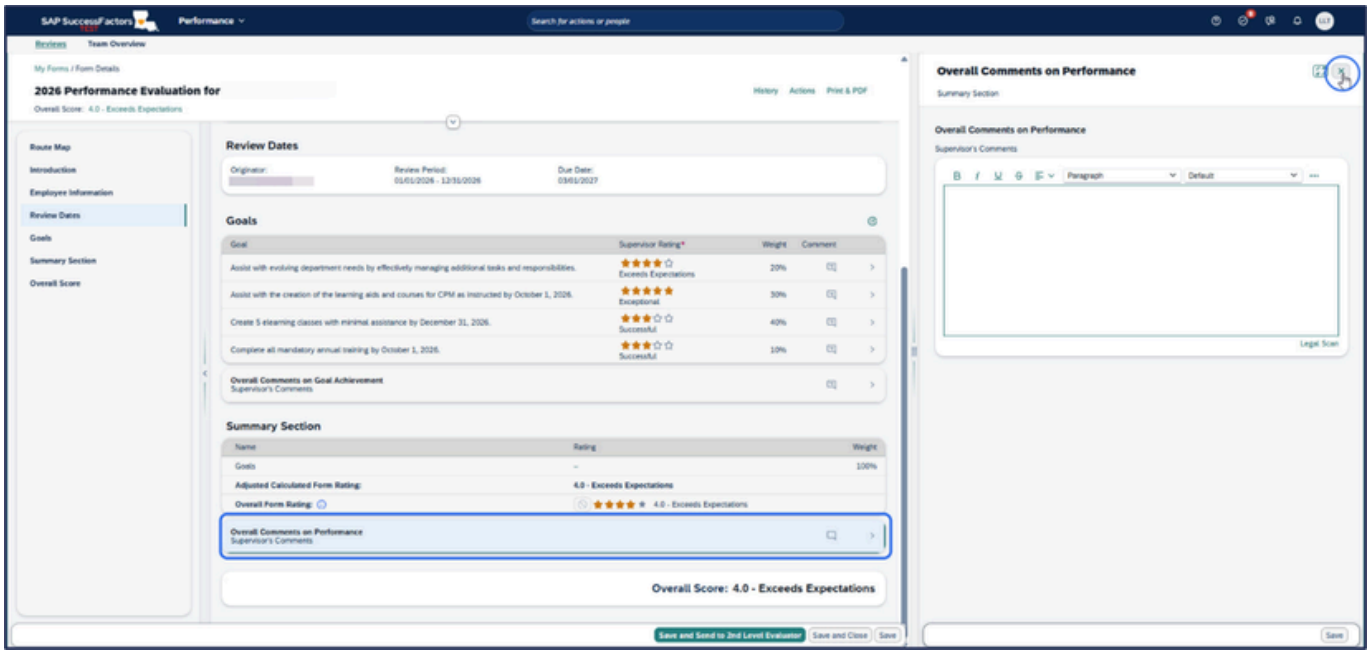
Scroll to the bottom of the form to review the rating for the employee.



You cannot change the **Adjusted Calculated Form Rating**. The system automatically calculates the employee's overall score based on the individula goal ratings assigned by the supervisor.

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

- 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 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.



