

## Purpose

Use this procedure to ask for feedback about an Employee's performance at any time and from anyone whether internal or external to CDOT. You can ask for feedback from multiple people, but the same person only once during the performance year.

## Trigger

Perform this procedure when you need to request feedback from a person regarding your Employee work performance.

## Prerequisites

None.

## Menu Path

Use the following URL to begin this transaction: <http://sapprdep.dot.state.co.us:50000/irj/portal>

- Select **Employee Self-Service** tab ➔ **Performance** link

## Transaction Code

Not Applicable

## Helpful Hints

- When someone completes the feedback by replying to the provided email, the information will automatically populate the employee's performance review as Supporting Information. This is how the supervisor can see the feedback.
- The employee will not have access to this documentation. The supervisor may share the feedback if they wish by copying and pasting the feedback into the PMP form as comments.

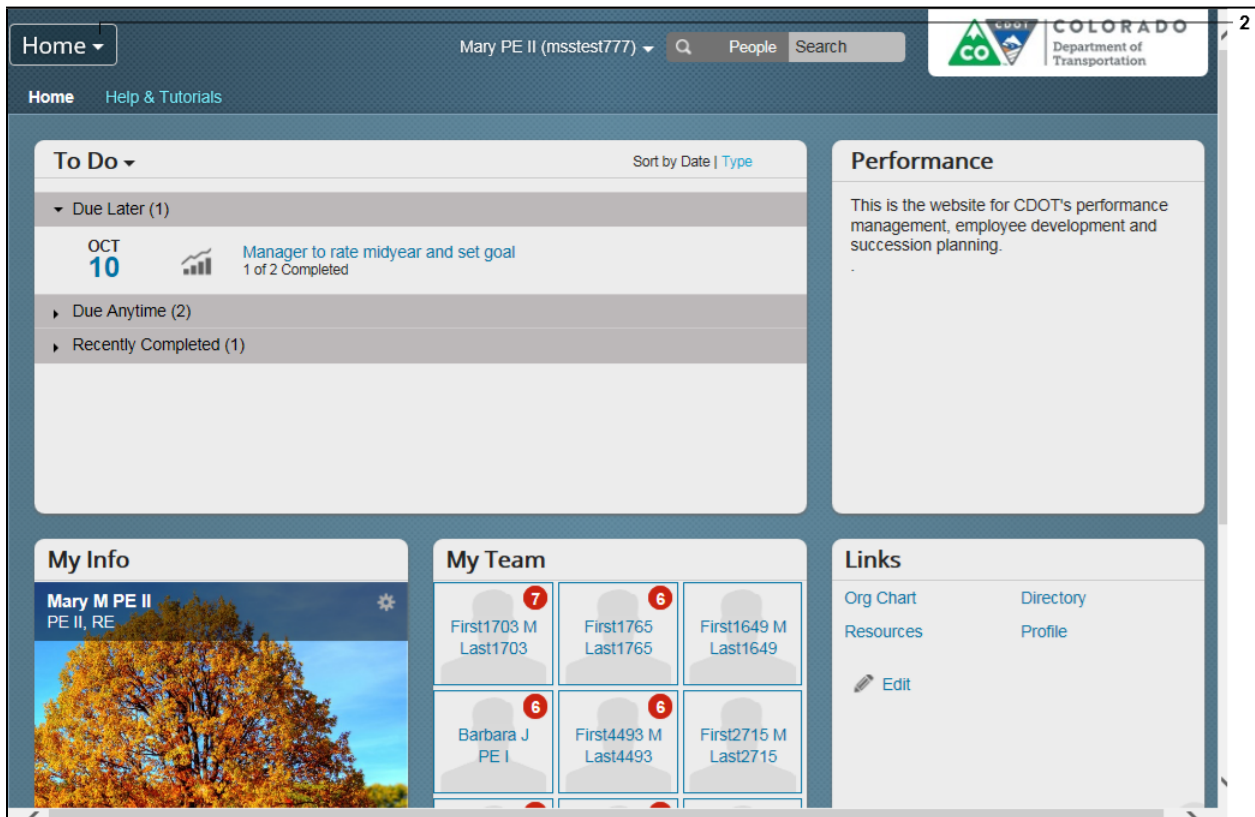
## Procedure

1. Start the transaction using the URL <http://sapprdep.dot.state.co.us:50000/irj/portal>. The *SAP Netweaver Portal* screen displays.




Click the **Employee Self-Service** tab in the *SAP Netweaver Portal* screen, then select the **Performance** link in the **Performance and Development** section.

## SuccessFactors: Home

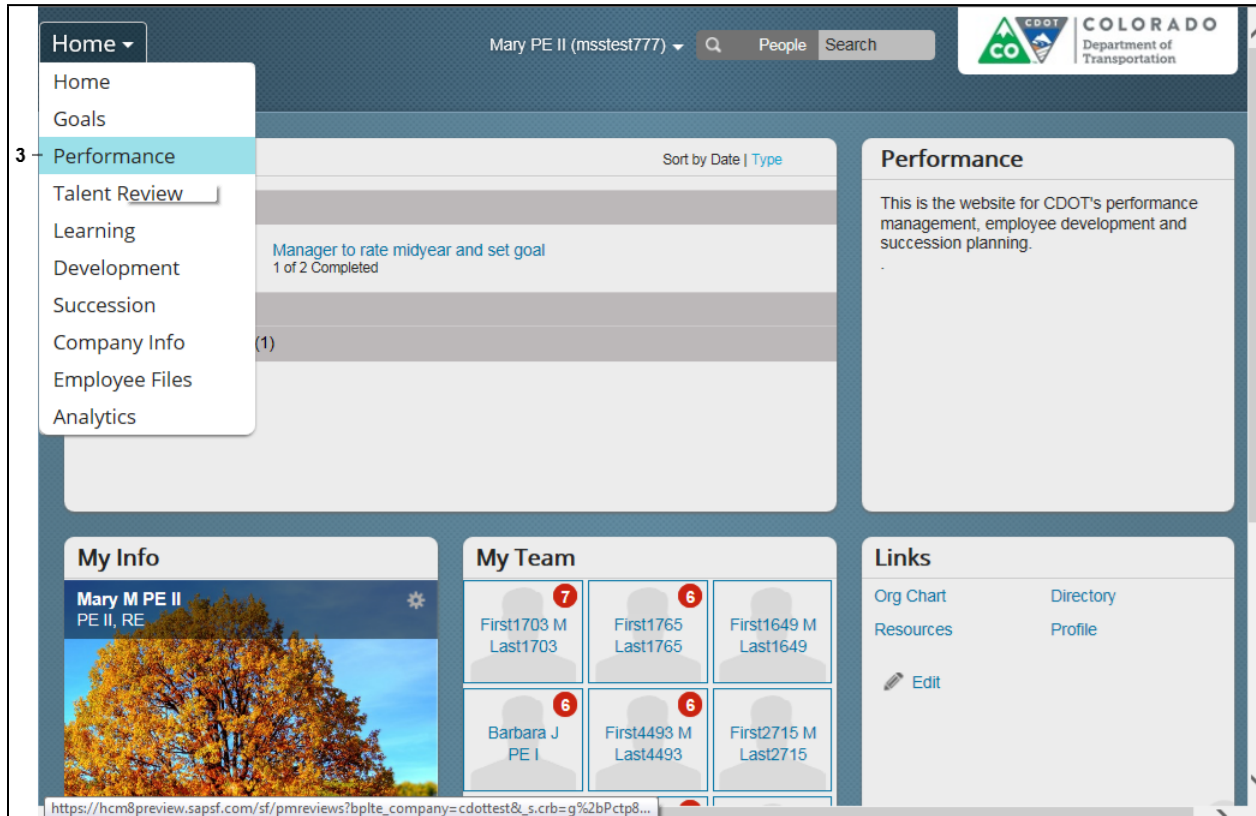


The screenshot shows the SAP Netweaver Portal SuccessFactors Home page. At the top, there is a 'Home' dropdown menu and a search bar. The main content area is divided into several sections:

- To Do:** A task is due on OCT 10: 'Manager to rate midyear and set goal' (1 of 2 Completed).
- Performance:** A section titled 'Performance' with the text: 'This is the website for CDOT's performance management, employee development and succession planning.'
- My Info:** A section for the user 'Mary M PE II' with a profile picture.
- My Team:** A grid of team members, including 'First1703 M Last1703', 'First1765 Last1765', 'First1649 M Last1649', 'Barbara J PE I', 'First4493 M Last4493', and 'First2715 M Last2715'.
- Links:** A section with links to 'Org Chart', 'Directory', 'Resources', 'Profile', and an 'Edit' button.

2. Click **Home** drop-down button .

### SuccessFactors: Home



The screenshot shows the SuccessFactors Home page for user Mary PE II (msstest777). A dropdown menu is open under the 'Home' tab, with 'Performance' selected. The page layout includes a navigation bar with the user name and a search bar, a main content area with a 'Performance' section, and a sidebar with 'My Info', 'My Team', and 'Links' sections.

**Home** ▾

- Home
- Goals
- 3 Performance**
- Talent Review
- Learning
- Development
- Succession
- Company Info
- Employee Files
- Analytics

Mary PE II (msstest777) People Search

**Performance**

Sort by Date | Type

Manager to rate midyear and set goal  
1 of 2 Completed

**My Info**

Mary M PE II  
PE II, RE

**My Team**

|                         |                         |                         |
|-------------------------|-------------------------|-------------------------|
| First1703 M<br>Last1703 | First1765<br>Last1765   | First1649 M<br>Last1649 |
| Barbara J<br>PE I       | First4493 M<br>Last4493 | First2715 M<br>Last2715 |

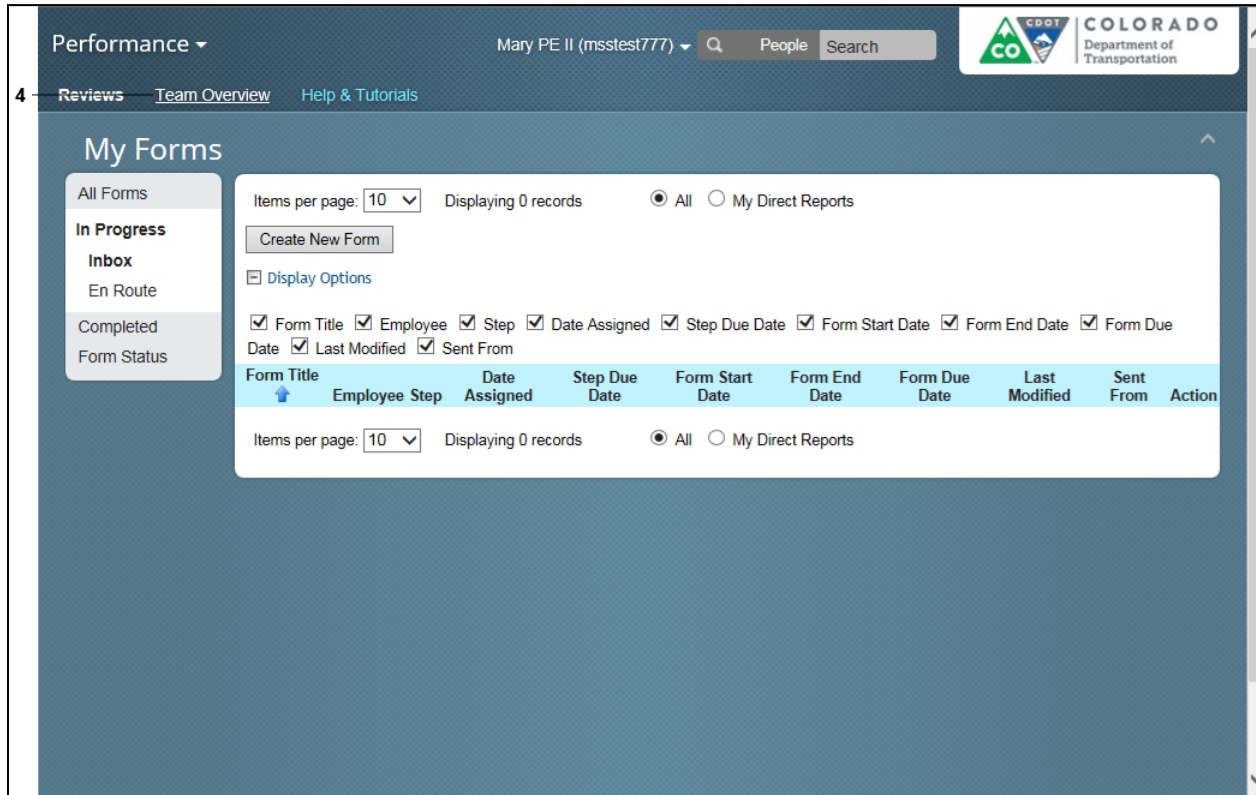
**Links**

- Org Chart
- Resources
- Directory
- Profile
- Edit

https://hcm&preview.sapsf.com/sf/pmreviews?bplte\_company=cdotest&\_s\_crb=g%2bPctp8...

3. Select **Performance** option **Performance** from the drop-down menu.

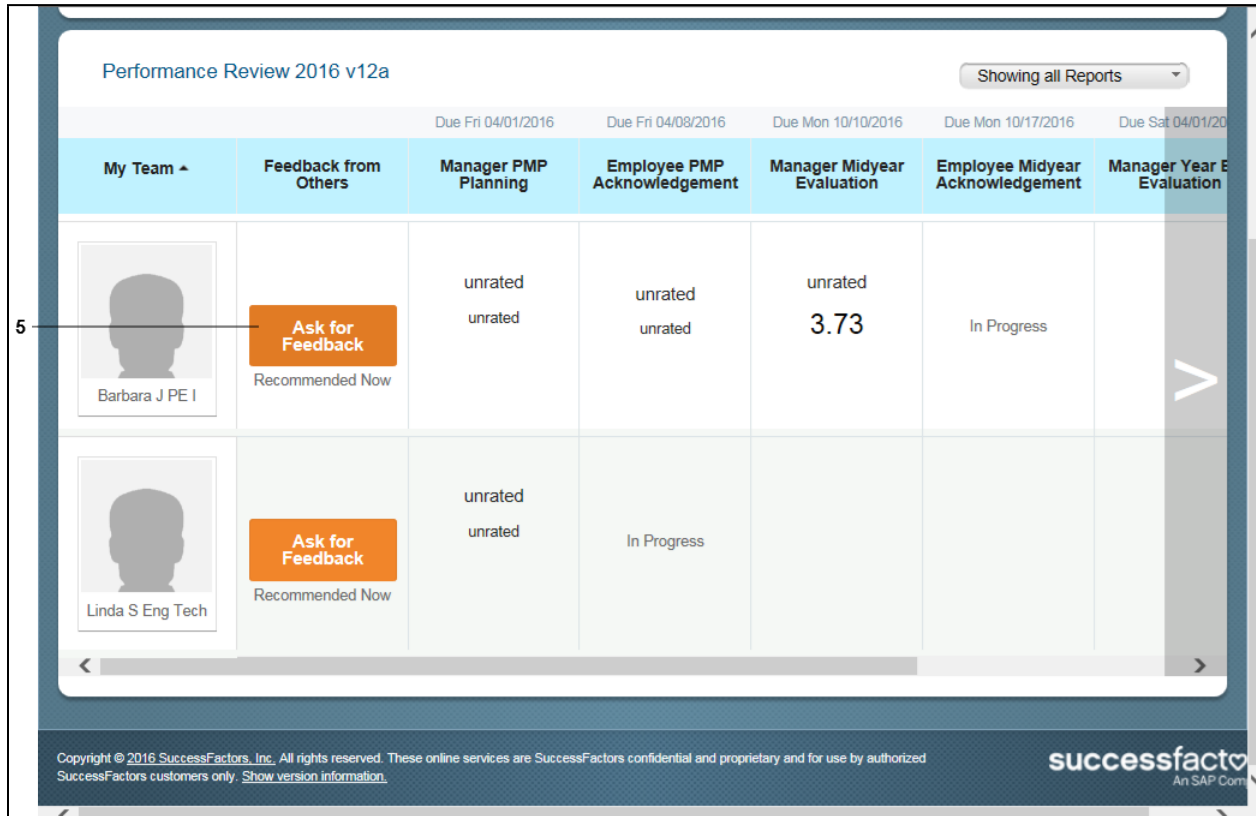
## SuccessFactors: My Forms




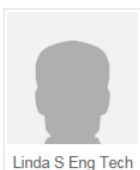
4. If the *Team Overview* screen does not display, click **Team Overview** link [Team Overview](#).



SuccessFactors remembers your last screen. In this example, you are on the **Reviews** tab and need to go to the **Team Overview**. If the last time you were in the system you were on the **Team Overview** page then it would be the page that displays.

**SuccessFactors: Team Overview**


Performance Review 2016 v12a Showing all Reports

|   |  | Due Fri 04/01/2016   | Due Fri 04/08/2016           | Due Mon 10/10/2016         | Due Mon 10/17/2016               | Due Sat 04/01/2016        |
|---|--|----------------------|------------------------------|----------------------------|----------------------------------|---------------------------|
| My Team ^   | Feedback from Others                       | Manager PMP Planning | Employee PMP Acknowledgement | Manager Midyear Evaluation | Employee Midyear Acknowledgement | Manager Year E Evaluation |
| <br>Barbara J PE I   | <b>Ask for Feedback</b><br>Recommended Now | unrated<br>unrated   | unrated<br>unrated           | unrated<br>3.73            | In Progress                      |                           |
| <br>Linda S Eng Tech | <b>Ask for Feedback</b><br>Recommended Now | unrated<br>unrated   | In Progress                  |                            |                                  |                           |

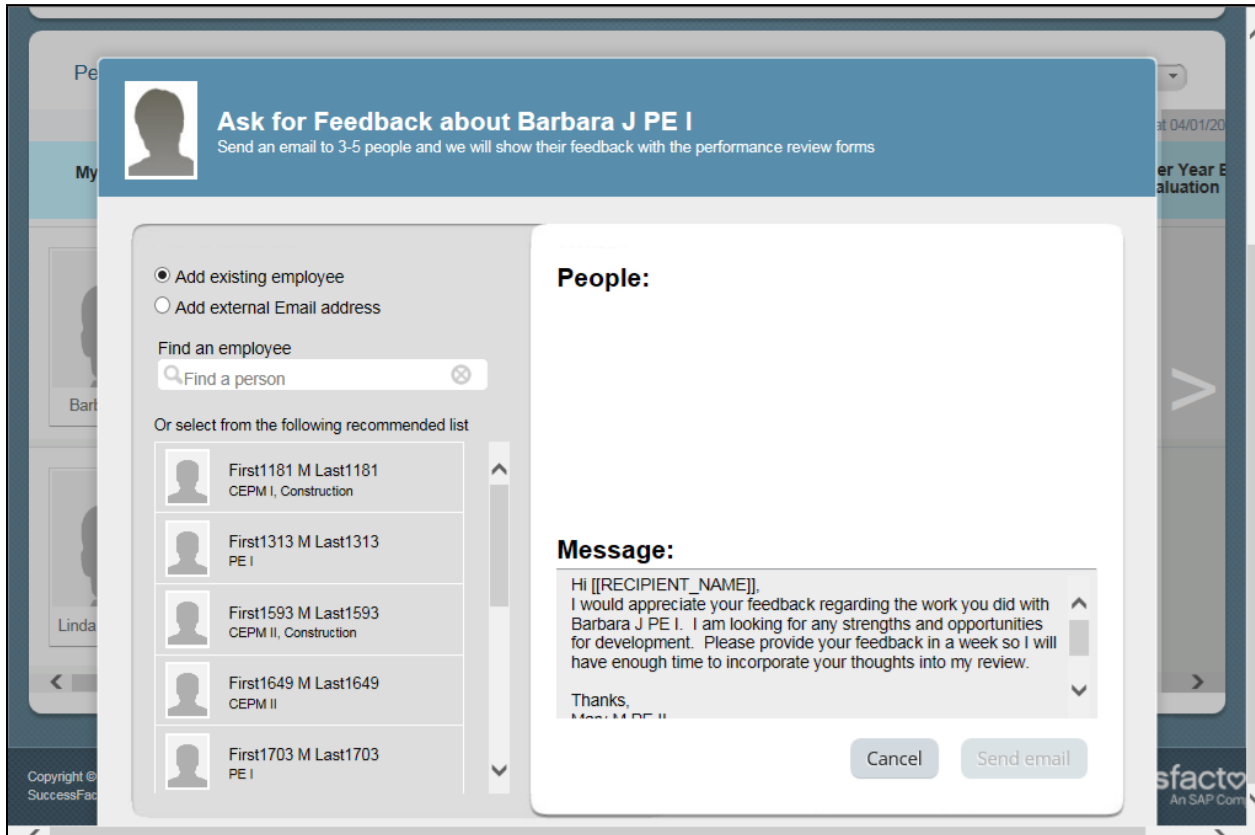
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**successfactor**  
An SAP Company

**5.** Click the **Ask for Feedback** button  for the employee you want to request feedback about.

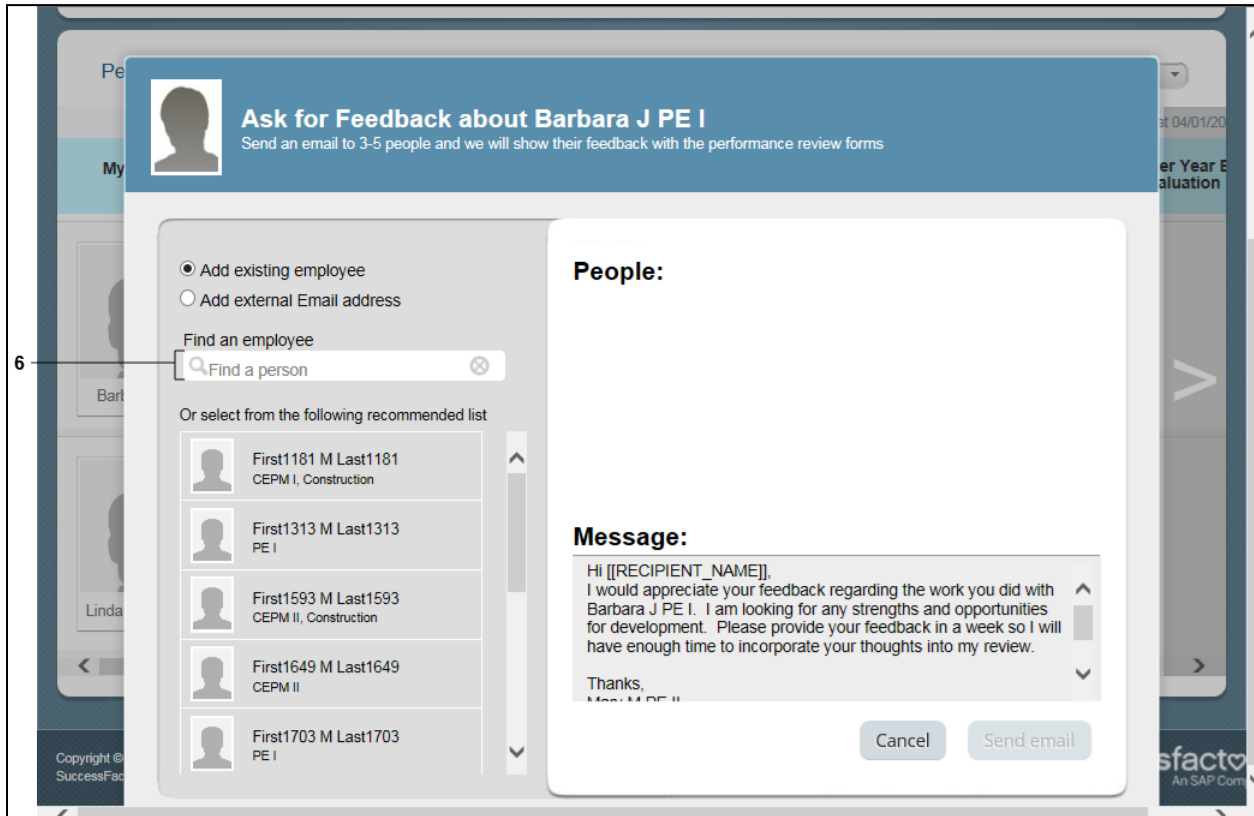
**Example:** Ask for feedback for Barbara J PE I

## SuccessFactors: Team Overview



When you enter the name of the employee their image and name will display in a drop-down list in the **Find an employee** field.

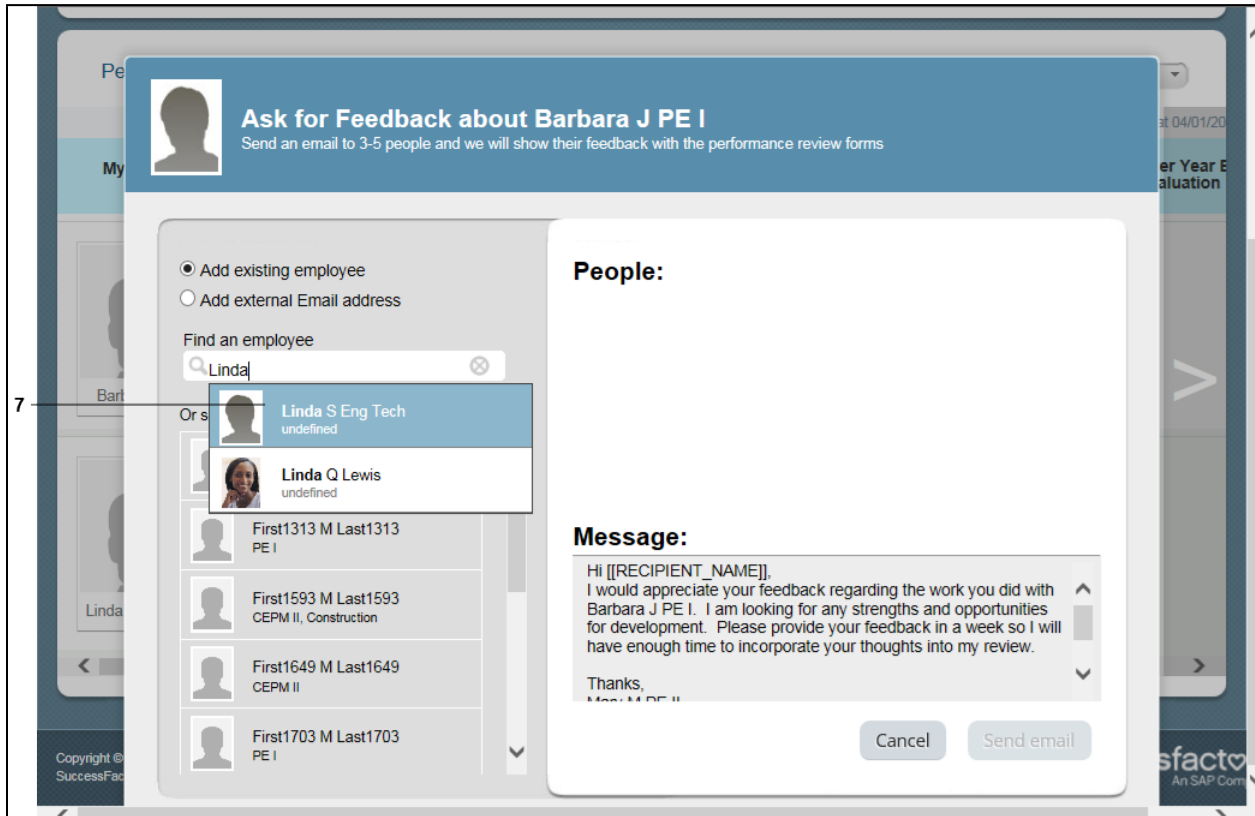
**SuccessFactors: Team Overview**



6. As required, complete/review the following fields:

| Field            | R/O/C    | Description                               |
|------------------|----------|---|
| Find an employee | Required | Search field.<br><b>Example:</b><br>linda |

## SuccessFactors: Team Overview



The screenshot shows a 'SuccessFactors' interface for requesting feedback. The main window is titled "Ask for Feedback about Barbara J PE I" and includes a sub-header: "Send an email to 3-5 people and we will show their feedback with the performance review forms".

On the left side of the dialog, there are two radio buttons: "Add existing employee" (selected) and "Add external Email address". Below these is a search bar labeled "Find an employee" with the text "Linda" entered. A dropdown menu is open, showing search results for "Linda S Eng Tech" and "Linda Q Lewis". A red line with the number "7" points to the "Linda S Eng Tech" option.

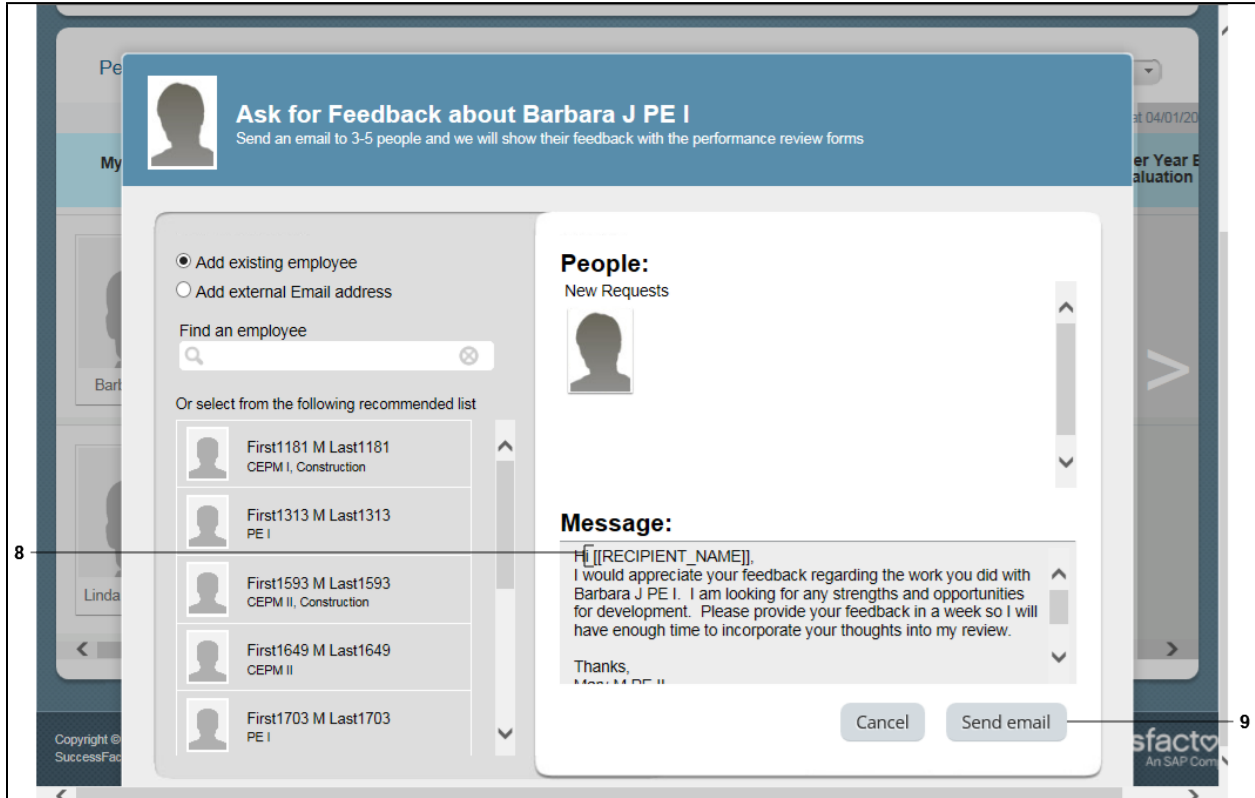
On the right side of the dialog, there is a "Message:" section with a text area containing a template message: "Hi [[RECIPIENT\_NAME]], I would appreciate your feedback regarding the work you did with Barbara J PE I. I am looking for any strengths and opportunities for development. Please provide your feedback in a week so I will have enough time to incorporate your thoughts into my review. Thanks, Barbara J PE I". Below the message area are "Cancel" and "Send email" buttons.

7. Select the **Name of the Employee** option from the drop-down menu.

**Example:** Linda S Eng Tech



**SuccessFactors: Team Overview**

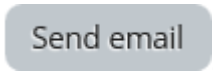


Linda has been added to the **People** field. You can add additional people or continue with only sending the request for feedback to Linda.

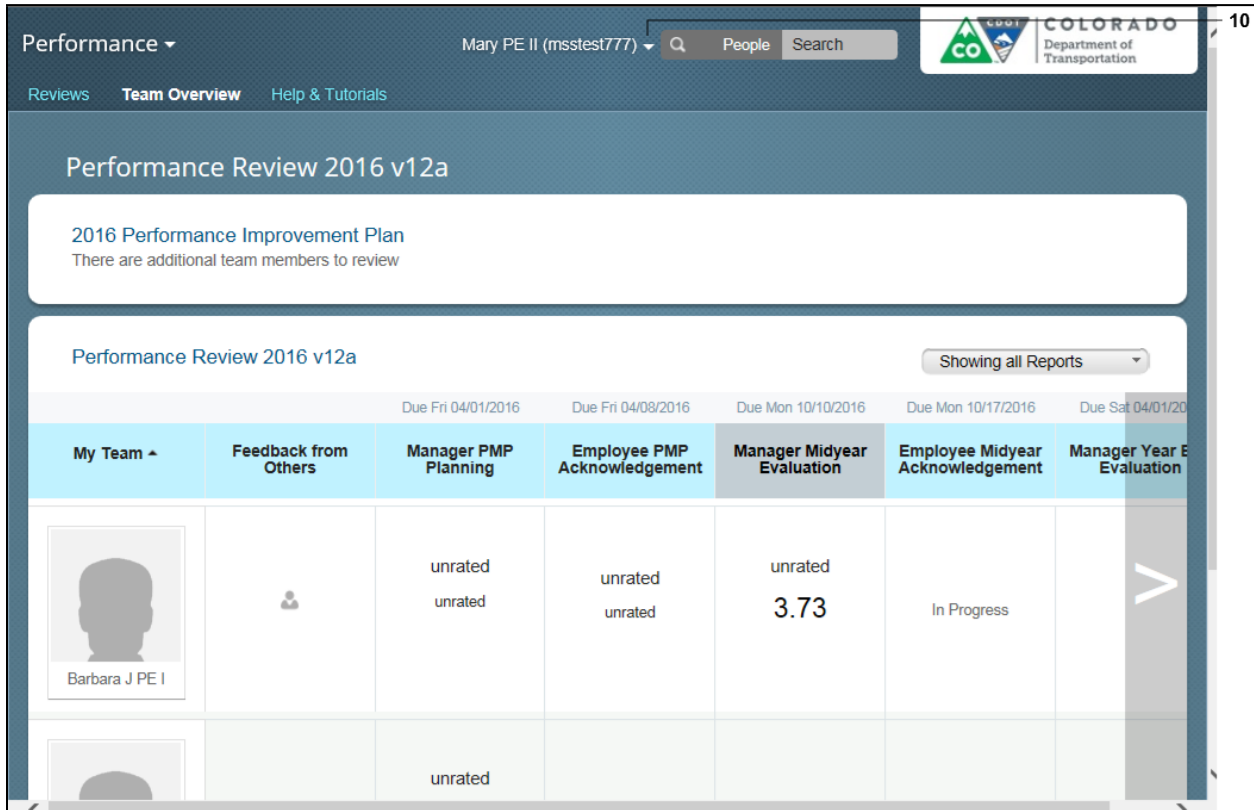
8. As required, complete/review the following fields:

| Field    | R/O/C    | Description  |
|----------|----------|--|
| Message: | Required | Message sent to the evaluator to ask for feedback.<br><b>Example:</b><br>Linda |

9. To send message, click the **Send email** button






### SuccessFactors: Team Overview




Performance Review 2016 v12a

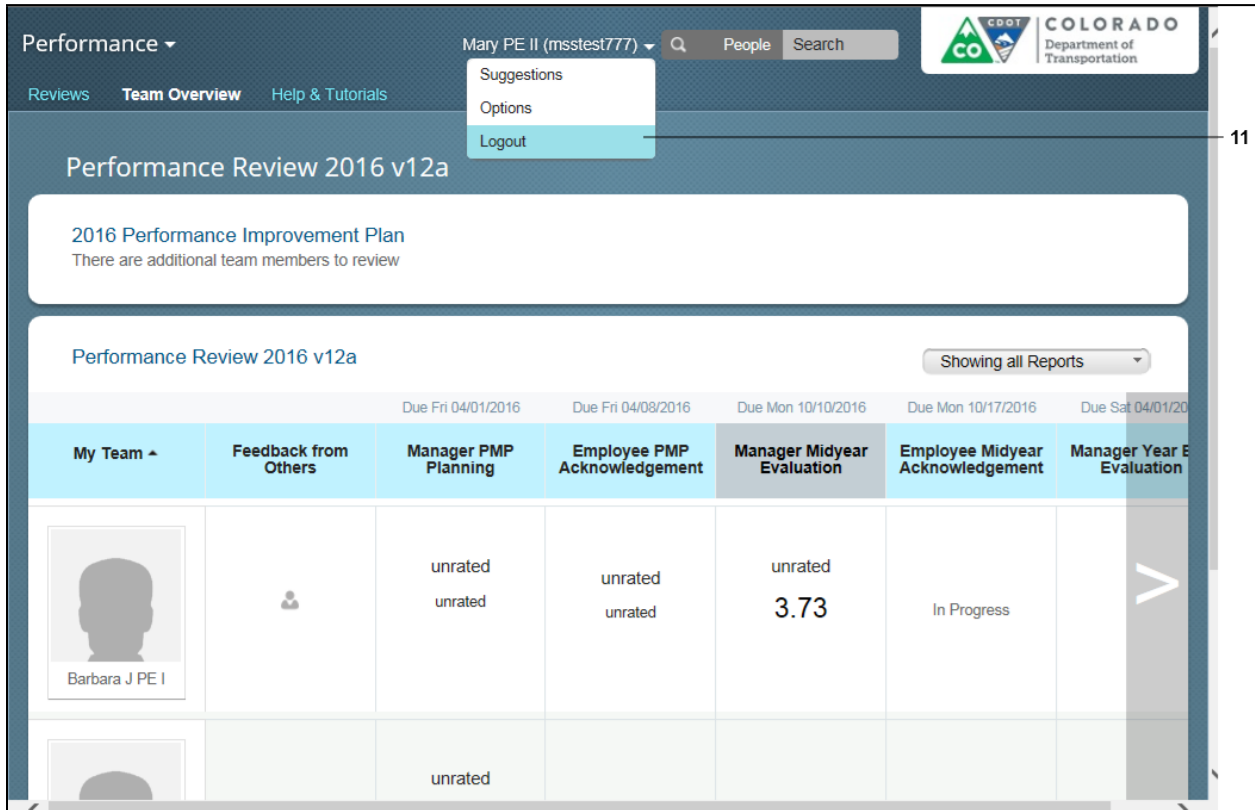
2016 Performance Improvement Plan  
There are additional team members to review

Performance Review 2016 v12a Showing all Reports

|   | Due Fri 04/01/2016  | Due Fri 04/08/2016   | Due Mon 10/10/2016           | Due Mon 10/17/2016         | Due Sat 04/01/2016               |                             |
|---|---|----------------------|------------------------------|----------------------------|----------------------------------|-----------------------------|
| My Team   | Feedback from Others  | Manager PMP Planning | Employee PMP Acknowledgement | Manager Midyear Evaluation | Employee Midyear Acknowledgement | Manager Year End Evaluation |
| <br>Barbara J PE I |  | unrated<br>unrated   | unrated<br>unrated           | unrated<br>3.73            | In Progress                      | >                           |
|                  |   | unrated              |                              |                            |                                  |                             |

- To log out, click the drop-down button  next to your user ID.

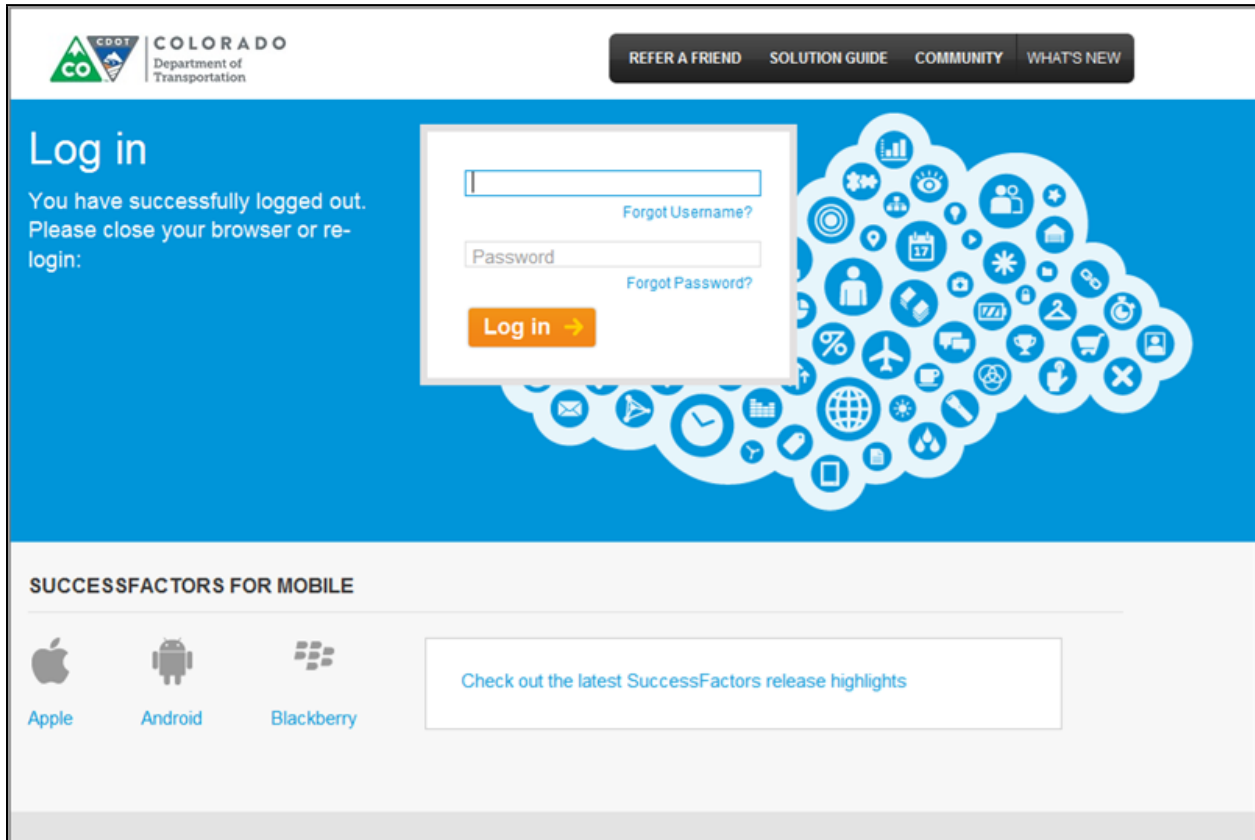
### SuccessFactors: Team Overview



The screenshot shows the SuccessFactors interface for 'Performance Review 2016 v12a'. At the top, there is a navigation bar with 'Performance' and 'Team Overview' selected. A user profile for 'Mary PE II (msstest777)' is visible with a dropdown menu open, showing 'Suggestions', 'Options', and 'Logout' (highlighted in blue). Below this is a '2016 Performance Improvement Plan' section. The main area contains a table of performance reviews with columns for 'My Team', 'Feedback from Others', 'Manager PMP Planning', 'Employee PMP Acknowledgement', 'Manager Midyear Evaluation', 'Employee Midyear Acknowledgement', and 'Manager Year E Evaluation'. The table shows data for 'Barbara J PE I' with ratings of 'unrated' and a score of '3.73'. A 'Logout' button is highlighted in blue in the bottom right of the screenshot area.

11. Select **Logout** option **Logout** from the drop-down menu.

## SuccessFactors Log in



**Log in**




You have successfully logged out. Please close your browser or re-login:

[Forgot Username?](#)

[Forgot Password?](#)

[Log in](#)

**SUCCESSFACTORS FOR MOBILE**

[Check out the latest SuccessFactors release highlights](#)

12. You have completed this transaction.

## Result

You have asked for feedback from a CDOT Employee within CDOT about one of your employees.

For feedback on this document, please contact [dot\\_SAPSupport@state.co.us](mailto:dot_SAPSupport@state.co.us).