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.
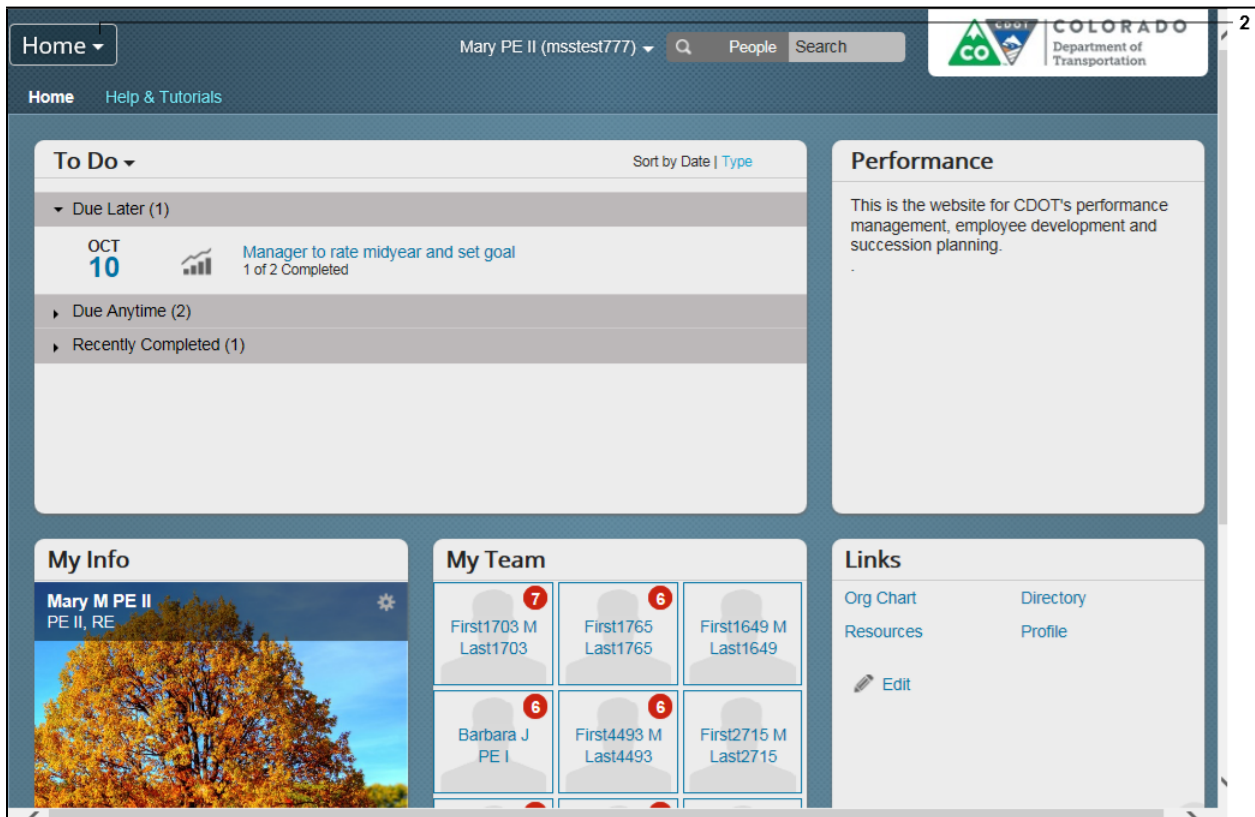
Procedure

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.
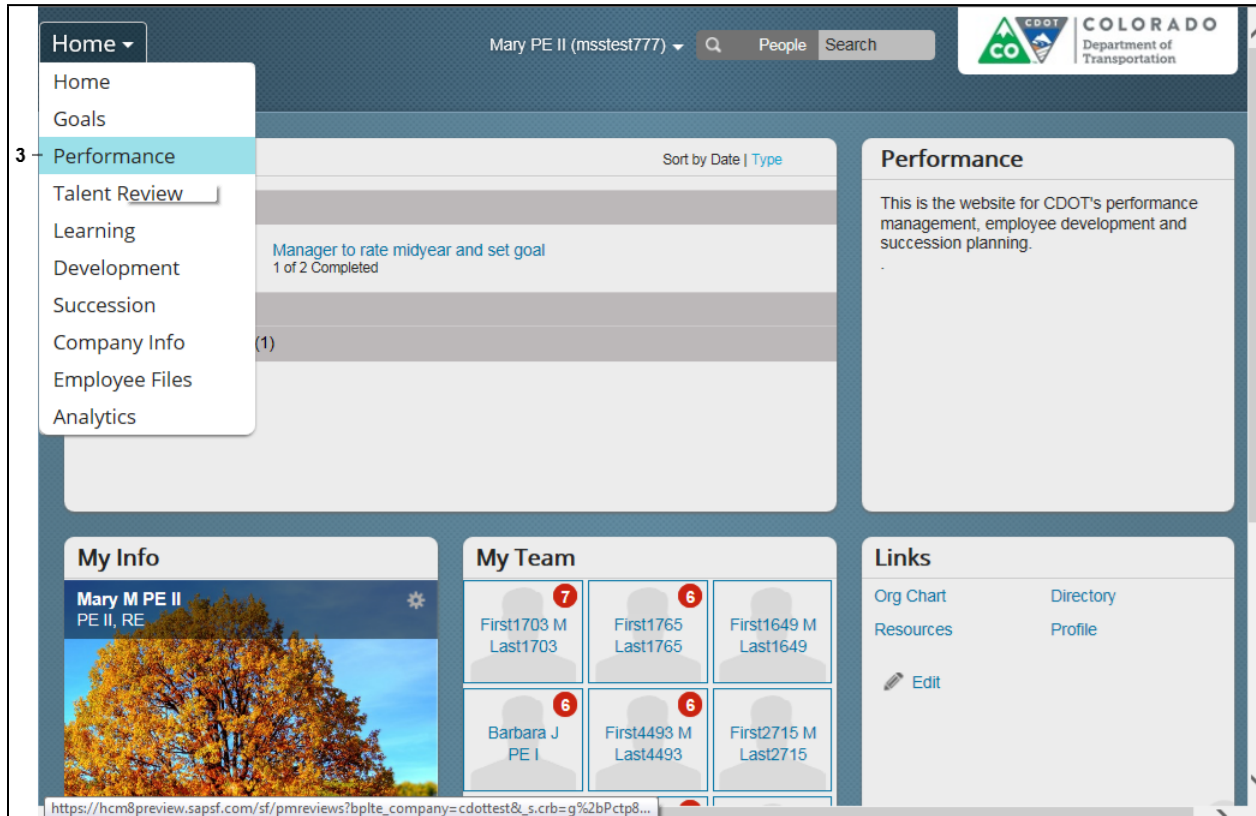
SuccessFactors: Home

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

SuccessFactors: Home

3.   Select **Performance** option   Performance   from the drop-down menu.
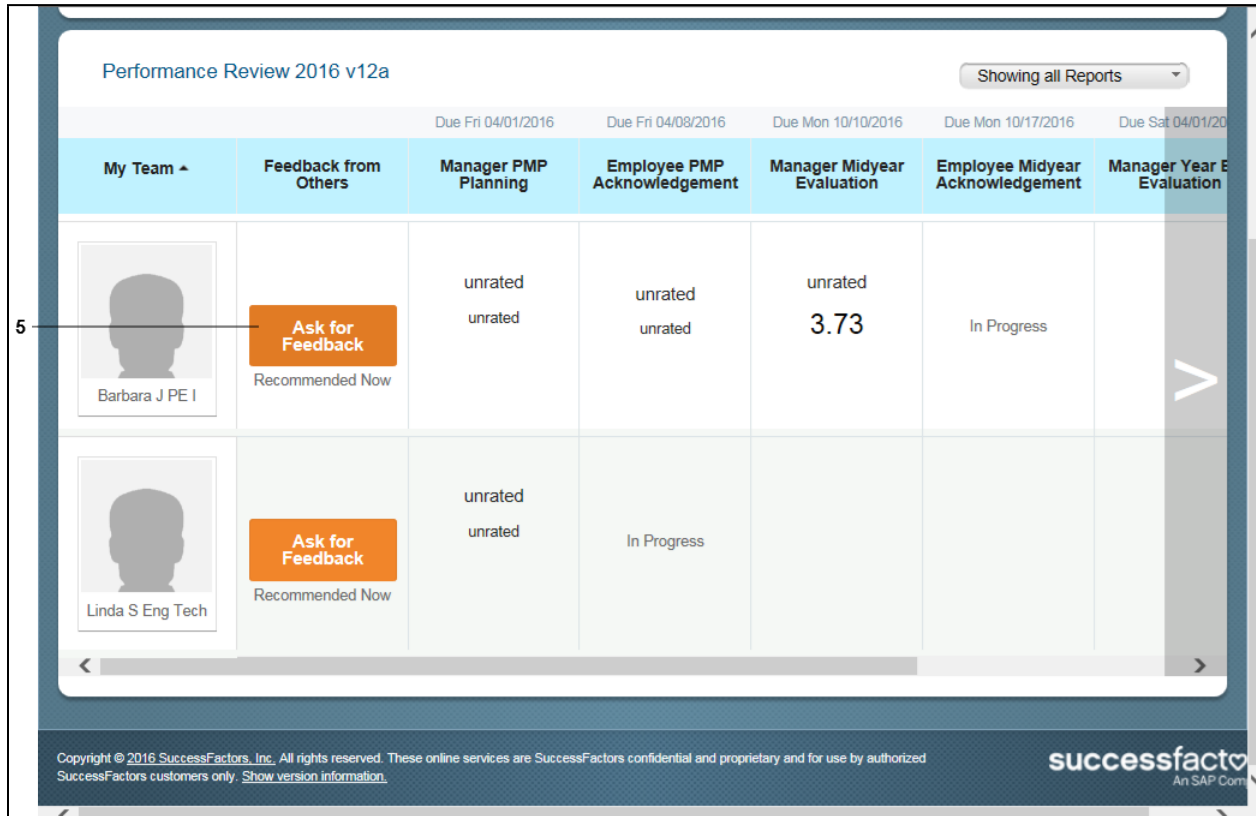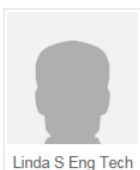
SuccessFactors: My Forms

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

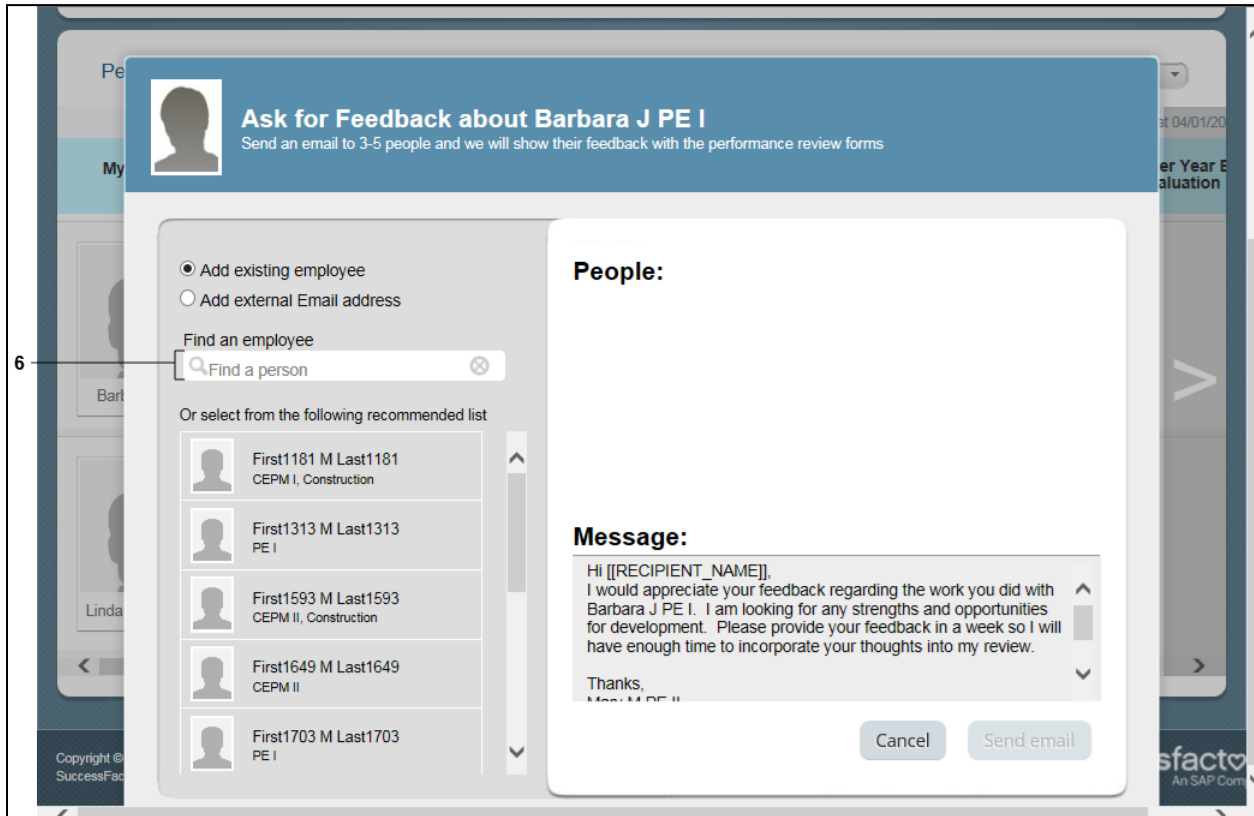**5.** Click the **Ask for Feedback** button for the employee you want to request feedback about.

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.
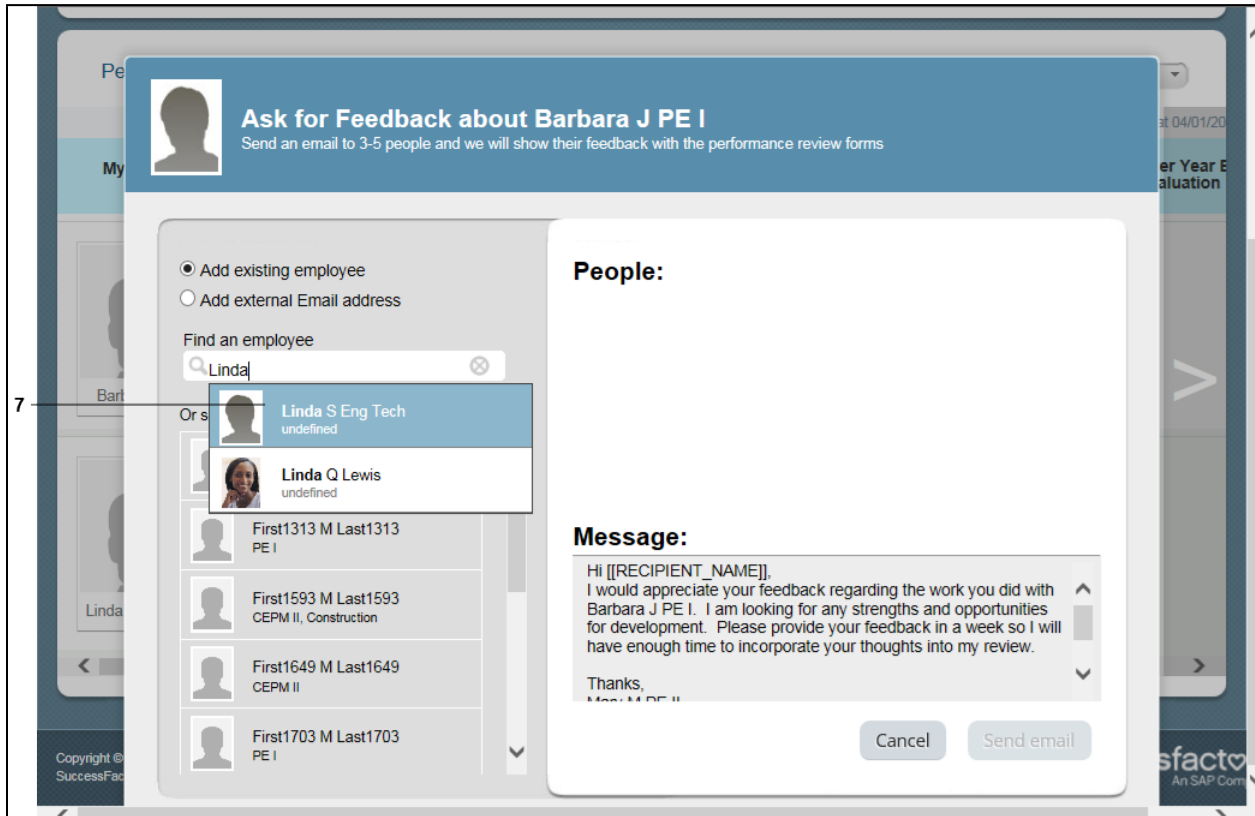
SuccessFactors: Team Overview

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

Field	R/O/C	Description
Find an employee	Required	Search field. **Example:** linda

SuccessFactors: Team Overview

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

Example: Linda S Eng Tech

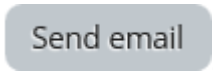**SuccessFactors: Team Overview**
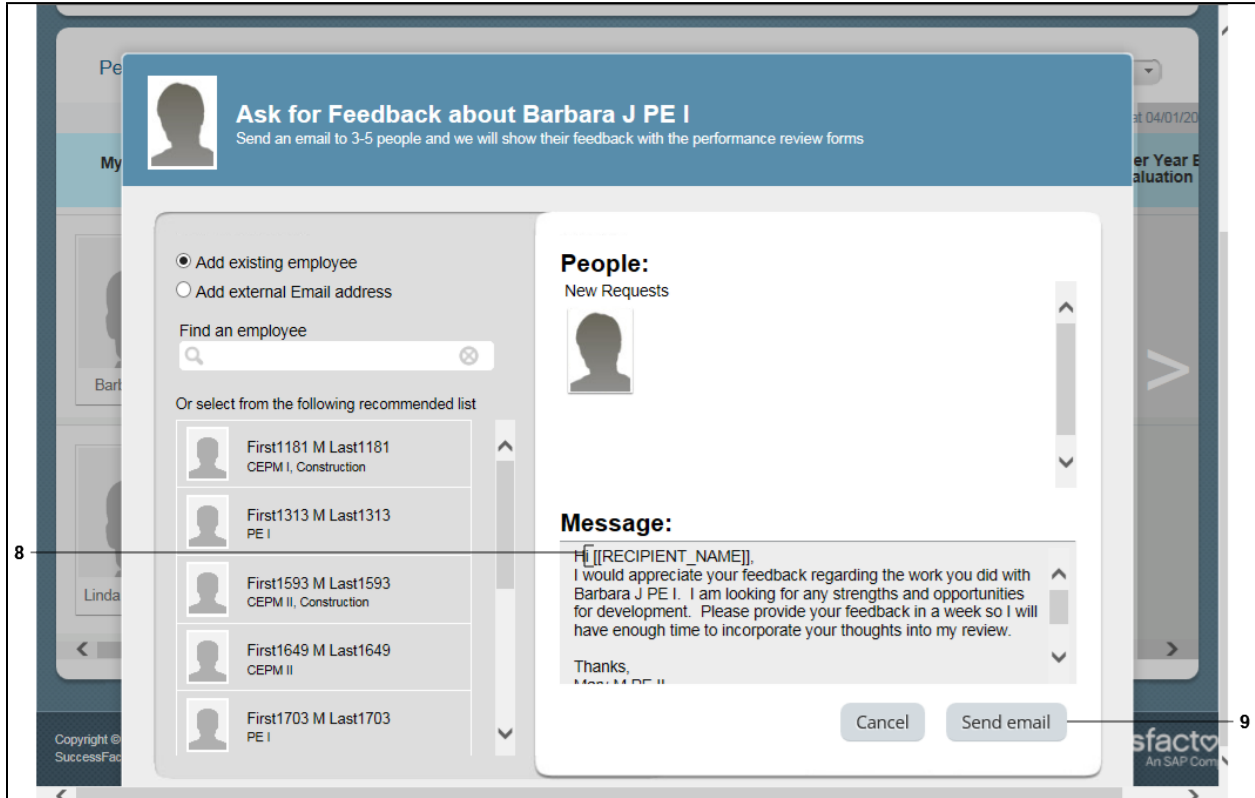
Linda has been added to the **People** field. You can add additional people or continue with only sending the request for feedback to Linda.
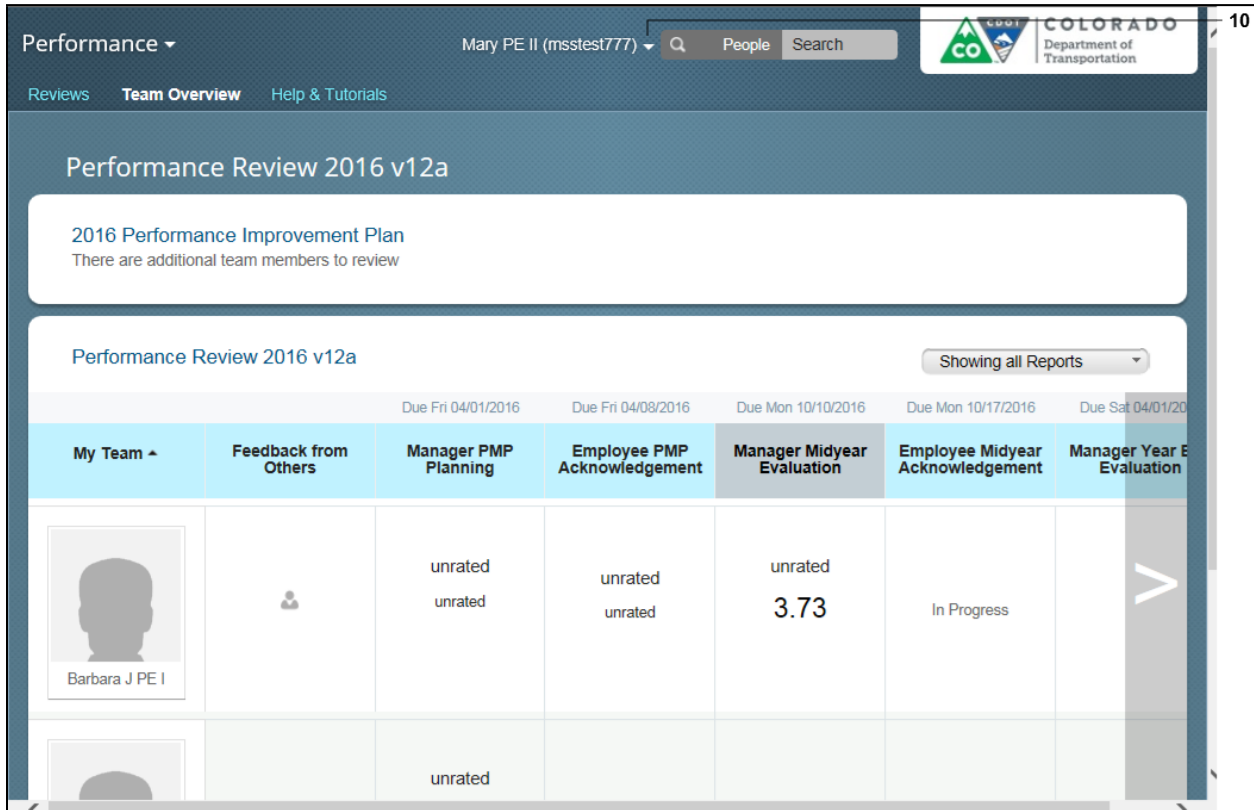
8.   As required, complete/review the following fields:

Field	R/O/C	Description
Message:	Required	Message sent to the evaluator to ask for feedback. **Example:** Linda

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

SuccessFactors: Team Overview

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

SuccessFactors: Team Overview

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

SuccessFactors Log in

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.