

Purpose

Use this procedure to enter an evaluation of the Employee's Performance goals and Competencies after meeting with the Employee to discuss their bi-annual Performance. The evaluation of the employee occurs after each of the bi-annual Performance Progress Review(s) that occur on the following dates:

Evaluation Period	Open / Close	Bi-annual Evaluation Occurs	Supervisor Evaluates PMP	Employee Acknowledges PMP
Mid-year	04/01 to 09/30	10/01 to 10/10	10/10	10/17
Year-end	10/01 to 03/31	03/15 to 04/01	04/01	N/A

Refer to the **Helpful Hints** section below for the topics the Supervisor and Employee should discuss during each of the Performance Progress review meeting.

Trigger

Perform this procedure when you need to evaluate the bi-annual performance of an Employee.

Prerequisites

- Performance Progress Review meeting with the Employee to discuss their performance
- Employee Acknowledges of the Performance Management Plan from the previous period

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

- CDOT supervisors are required to conduct progress reviews in person, on a bi-annual basis. Business needs and conditions change; consequently, so do plans. When changes occur that affect the Unit Work Plan or the employees' Performance Management Plan, document the changes and record the effect those changes have on the Unit priorities or the employees' performance expectations. Jointly discuss progress on the goal(s) set during the Performance Planning Meeting or the last bi-annual Performance Progress Review.
- The following topics should be discussed as part of the bi-annual Performance Progress Review:
 - A review of the Unit Work Plan if any modifications have occurred or if clarity is

- needed
- A review of the employee's PMP form, including any modifications resulting from the review of the Unit Work Plan
 - Jointly review the goal(s) set during the Performance Planning Meeting or the last period Performance Progress Review. If goals have been met or exceeded, provide a rating and written comments. Then develop up to two additional goals for the following quarter. If the goals are still in progress or need to be changed because of adjustments to priorities, provide a rating on the employee's progress towards the goal and written comments. Extend the goal(s) into the following period(s) if appropriate
 - A conversation about the employee's performance in each competency area; the Supervisor will provide ratings and comments on each competency area. Employees have the opportunity to provide their own comments when the form is routed to them following the meeting
 - An update on the employee's progress on his or her Professional Development plan; this should also document Supervisor and Employee comments
- During each bi-annual review, the supervisor gives the employee the rating he or she feels the employee has earned to date for each competency area. The supervisor will provide comments relating to the ratings and the employee is encouraged to do the same. The ratings and their definitions are noted in the chart below:

Rating Level	Description
3	Exceptional – Consistently exceptional performance / achievements or consistently superior achievements
2+	Successful – Occasionally exceeds expectations
2	Successful – Expected performance
2-	Successful – Occasionally misses expectations
1	Needs Improvement - Consistently poor performance

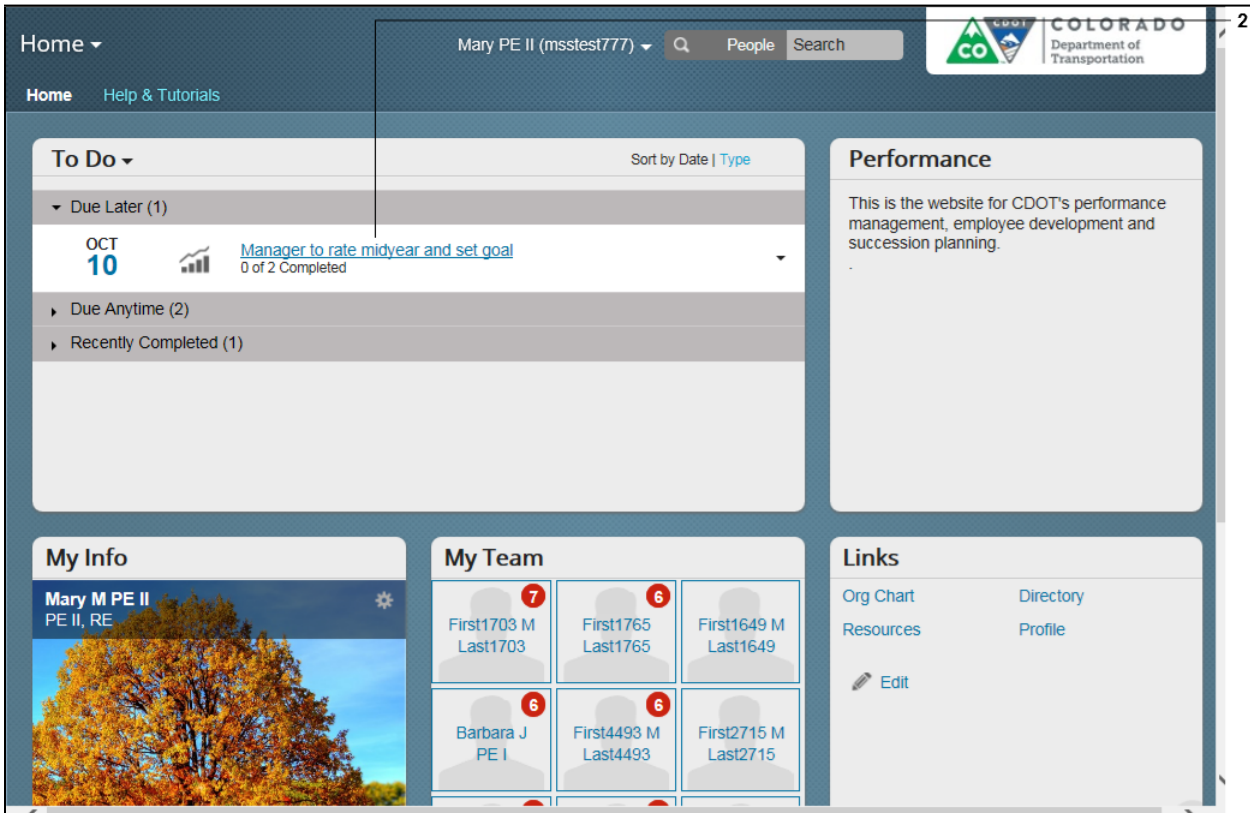
Procedure

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



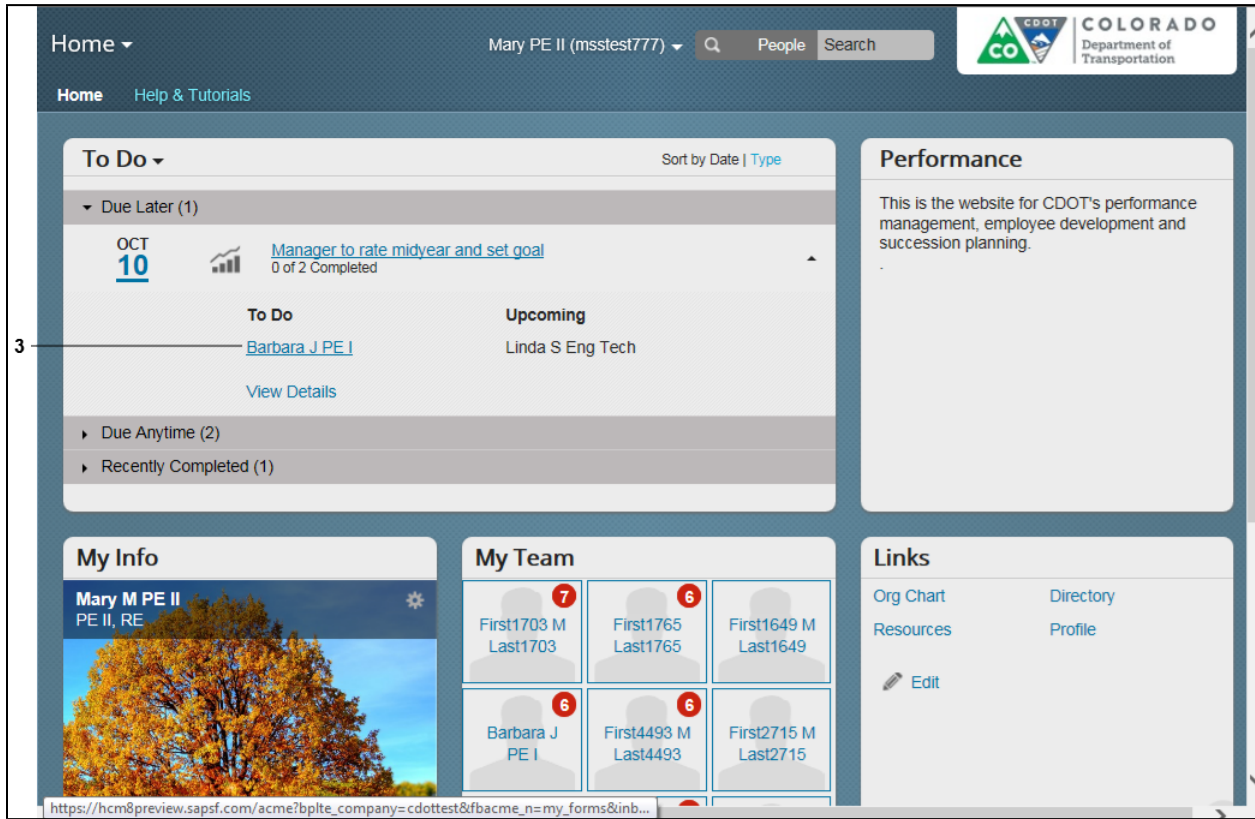
The screenshot shows the SAP NetWeaver Portal SuccessFactors Home page. The page is titled "Home" and includes a search bar for "People". The user is identified as "Mary PE II (msstest777)". The page is divided into several sections:

- To Do:** A list of tasks. The top task is "Manager to rate midyear and set goal" due on "OCT 10". It shows "0 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 and a gear icon.
- My Team:** A grid of team member cards. Each card shows a name and initials, and a red circle with a number indicating a count. The team members are: First1703 M Last1703 (7), First1765 M Last1765 (6), First1649 M Last1649 (6), Barbara J PE I (6), First4493 M Last4493 (6), and First2715 M Last2715 (6).
- Links:** A section with links for "Org Chart", "Directory", "Resources", "Profile", and "Edit".

2. Click the link to the work item.

Example: Manager to rate midyear and set goal

SuccessFactors: Home

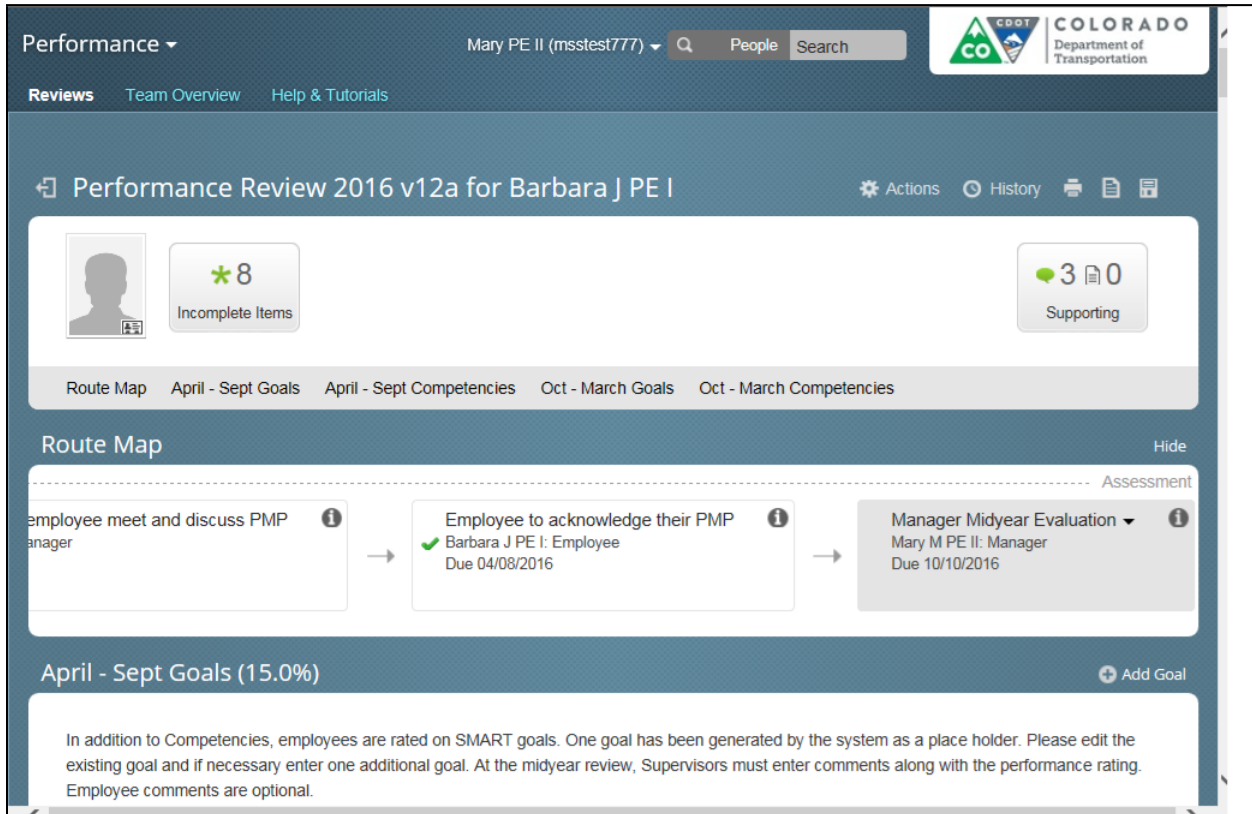


The screenshot shows the SuccessFactors Home interface. At the top, there is a navigation bar with 'Home', 'Help & Tutorials', and a search bar. The main content area is divided into several sections:

- To Do:** A task is listed for 'OCT 10' with the title 'Manager to rate midyear and set goal' and '0 of 2 Completed'. Below this, there are two columns: 'To Do' and 'Upcoming'. The 'To Do' column contains a link for 'Barbara J PE I'. A red circle with the number '3' points to this link. Below the 'To Do' list are sections for 'Due Anytime (2)' and 'Recently Completed (1)'.
- Performance:** A section with the text: 'This is the website for CDOT's performance management, employee development and succession planning.'
- My Info:** A section for 'Mary M PE II' with a profile picture and a gear icon.
- My Team:** A grid of six team member cards, each with a red circle containing a number (7, 6, 6, 6, 6, 6) and their names and IDs.
- Links:** A section with links for 'Org Chart', 'Directory', 'Resources', and 'Profile', along with an 'Edit' button.

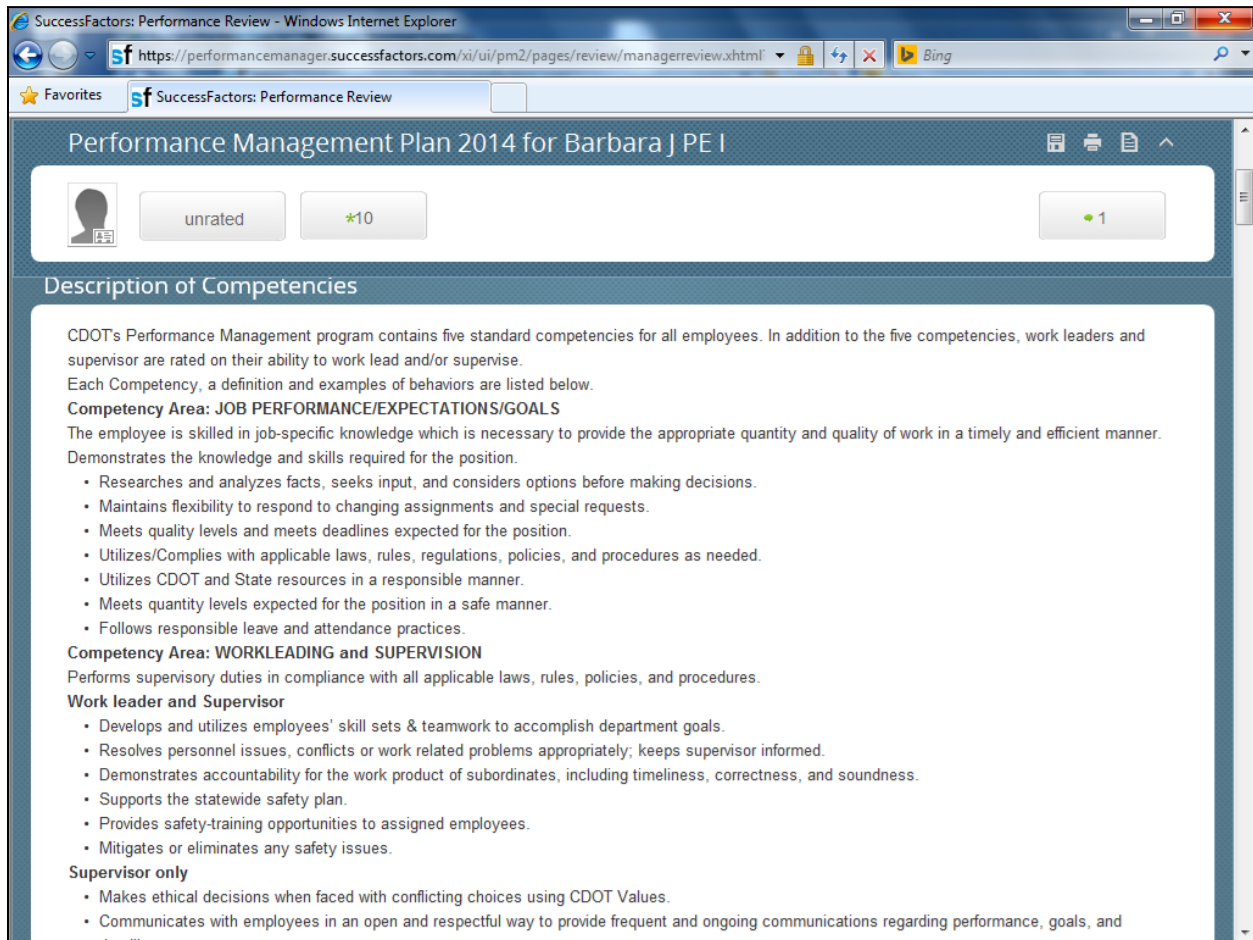
3. Select the link for the employee's name from the **To Do** list.

Example: Barbara J PE I

SuccessFactors: Performance Review - Windows Internet Explorer

The screenshot shows the SuccessFactors Performance Review interface for Barbara J PE I. The top navigation bar includes "Performance" and "Mary PE II (msstest777)". The main content area displays a "Performance Review 2016 v12a for Barbara J PE I" with a star rating of 8 and 3 supporting items. Below this, a "Route Map" section shows a sequence of tasks: "Employee meet and discuss PMP", "Employee to acknowledge their PMP" (completed), and "Manager Midyear Evaluation" (due 10/10/2016). The "April - Sept Goals (15.0%)" section is partially visible, with a note explaining that one goal is a placeholder and should be edited.

4. Use the vertical scroll bar to go to the **Quarter 1 Goals** section

SuccessFactors: Performance Review - Windows Internet Explorer

Performance Management Plan 2014 for Barbara J PE I

unrated *10 1

Description of Competencies

CDOT's Performance Management program contains five standard competencies for all employees. In addition to the five competencies, work leaders and supervisor are rated on their ability to work lead and/or supervise. Each Competency, a definition and examples of behaviors are listed below.

Competency Area: JOB PERFORMANCE/EXPECTATIONS/GOALS
The employee is skilled in job-specific knowledge which is necessary to provide the appropriate quantity and quality of work in a timely and efficient manner. Demonstrates the knowledge and skills required for the position.

- Researches and analyzes facts, seeks input, and considers options before making decisions.
- Maintains flexibility to respond to changing assignments and special requests.
- Meets quality levels and meets deadlines expected for the position.
- Utilizes/Complies with applicable laws, rules, regulations, policies, and procedures as needed.
- Utilizes CDOT and State resources in a responsible manner.
- Meets quantity levels expected for the position in a safe manner.
- Follows responsible leave and attendance practices.

Competency Area: WORKLEADING and SUPERVISION
Performs supervisory duties in compliance with all applicable laws, rules, policies, and procedures.

Work leader and Supervisor

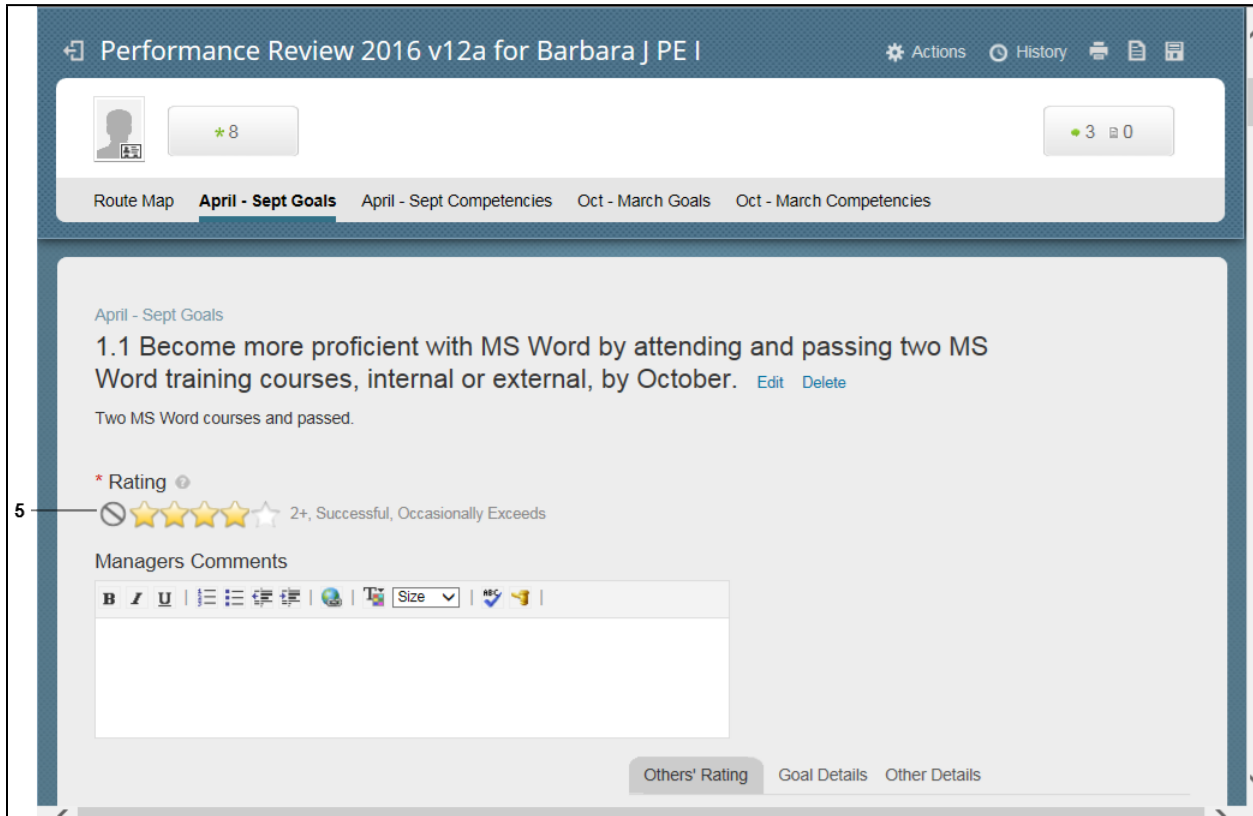
- Develops and utilizes employees' skill sets & teamwork to accomplish department goals.
- Resolves personnel issues, conflicts or work related problems appropriately; keeps supervisor informed.
- Demonstrates accountability for the work product of subordinates, including timeliness, correctness, and soundness.
- Supports the statewide safety plan.
- Provides safety-training opportunities to assigned employees.
- Mitigates or eliminates any safety issues.


Supervisor only

- Makes ethical decisions when faced with conflicting choices using CDOT Values.
- Communicates with employees in an open and respectful way to provide frequent and ongoing communications regarding performance, goals, and



The employee's performance is evaluated on both their Goals (1 or 2) and on the Competencies. Review the **Description of Competencies** section before and during the evaluation for a description of the competency.

SuccessFactors: Performance Review


5. Click the **rating**  that best describes the performance of the employee for the quarter based on the table below.

6. Use the following table to perform the rating of the employee for all goals and competencies.

Rating Level	Description
3 (Exceptional – Consistently exceptional performance/achievements or consistently superior achievements)	This rating represents a consistently exceptional employee with documented performance achievements or an employee who shows consistently superior achievement(s) beyond the regular assignment. Employees at this level make exceptional contribution(s) and have a significant and positive impact on the performance of the unit or the organization and may materially advance the mission of the organization. This employee provides a model for excellence and helps others to do their jobs better. Peers, immediate supervision, higher-level management and others can readily recognize such a level of performance. This should be used when, for example, an employee regularly performs beyond his or her job expectations, or when there's been an

	extraordinary contribution that enhances processes or procedures used on a larger scale.
2+ (Successful – Occasionally exceeds expectations)	This rating level encompasses those employees whose performance on a competency is in between successful and exceptional. At times, performance highlights exceptional work by demonstrating superior achievement; however, not consistently enough to warrant a Level 3. This rating should be used when an employee does very well those items listed in his or her PDQ and PMP form.
2 (Successful – Expected performance)	This rating level encompasses a range of expected performance. It includes those employees who exhibit competent work behaviors, skills, and assignments for the job as well as those employees who are successfully developing in the job. These employees are meeting all the expectations, standards, requirements, and objectives in their performance plan and, on occasion, may exceed them. This is an employee who reliably performs the job assigned.
2- (Successful – Occasionally misses expectations)	This rating level encompasses those employees whose performance on a competency is in between needs improvement and successful. At times performance slides below meeting all the expectations, standards, requirements, and objectives on their performance plan; however, not enough to warrant a Level 1.
1 (Needs Improvement - Consistently poor performance)	This rating level encompasses those employees whose performance on a competency is in between needs improvement and poor.

SuccessFactors: Performance Review


Performance Review 2016 v12a for Barbara J PE I

Route Map April - Sept Goals April - Sept Competencies Oct - March Goals Oct - March Competencies

April - Sept Goals

1.1 Become more proficient with MS Word by attending and passing two MS Word training courses, internal or external, by October. [Edit](#) [Delete](#)

Two MS Word courses and passed.

* Rating  2+, Successful, Occasionally Exceeds

Managers Comments

7

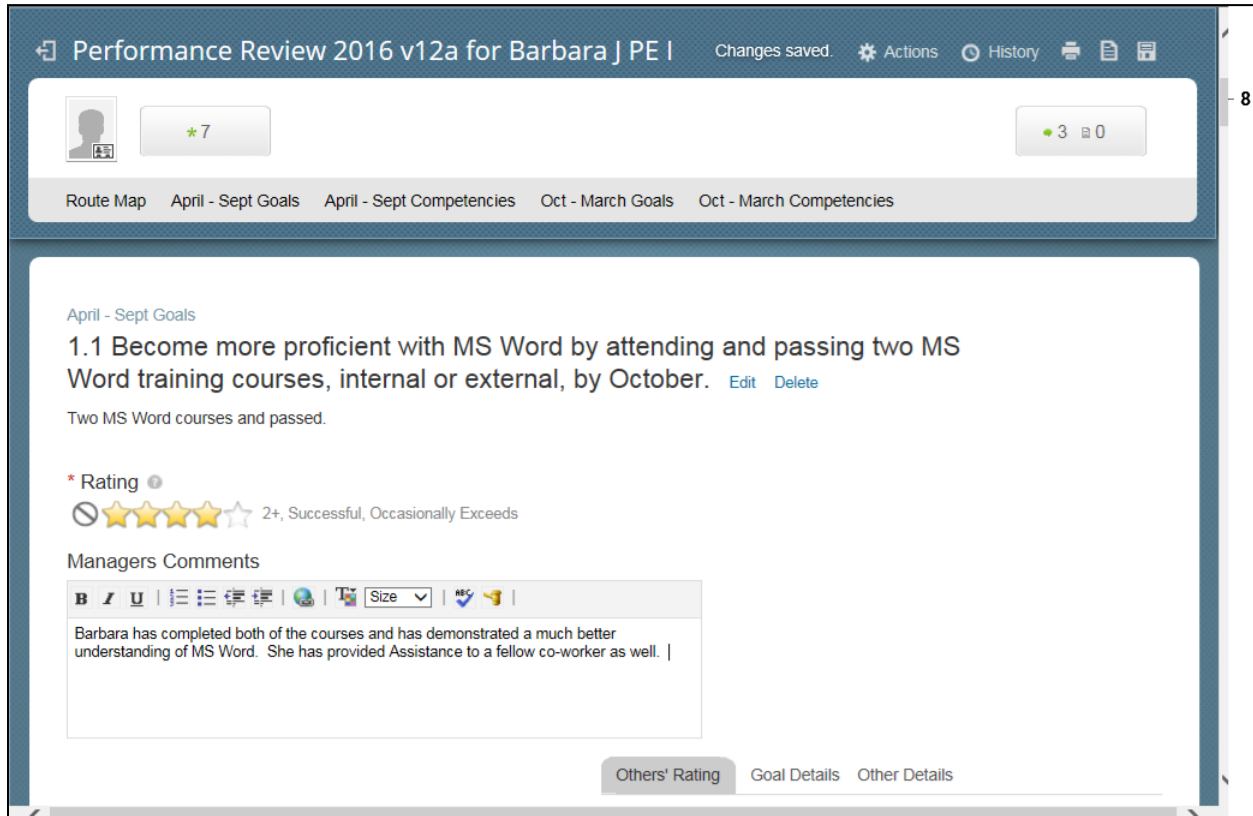
Others' Rating Goal Details Other Details

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

Field	R/O/C	Description
Comment	Required	Text description. Example: Comment on your rating.



Add your comments about the Employee's progress for the quarterly goal. For example, "Barbara has completed both of the courses and has demonstrated a much better understanding of MS word. She provided assistance to a fellow co-worker."

SuccessFactors: Performance Review - Windows Internet Explorer

Performance Review 2016 v12a for Barbara J PE I Changes saved. Actions History

Route Map April - Sept Goals April - Sept Competencies Oct - March Goals Oct - March Competencies

April - Sept Goals

1.1 Become more proficient with MS Word by attending and passing two MS Word training courses, internal or external, by October. Edit Delete

Two MS Word courses and passed.

* Rating 2+, Successful, Occasionally Exceeds

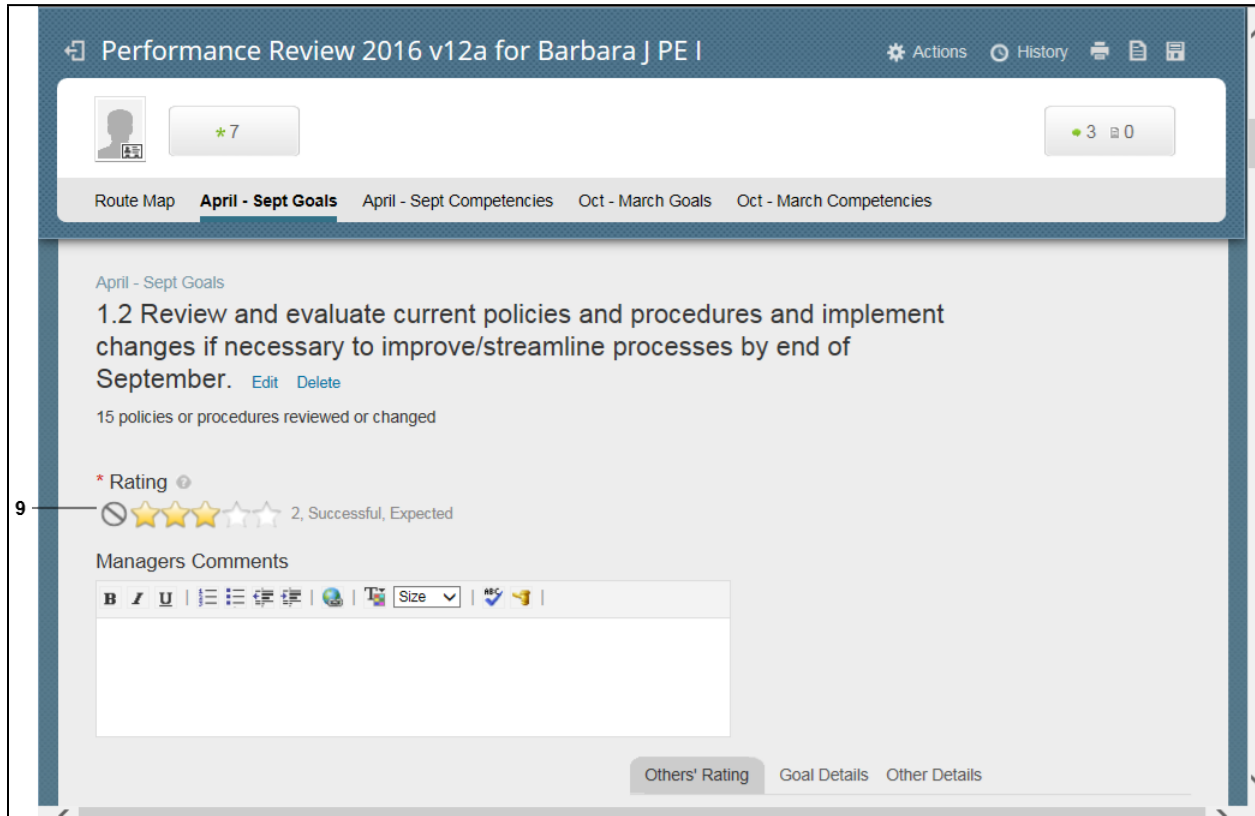
Managers Comments

Barbara has completed both of the courses and has demonstrated a much better understanding of MS Word. She has provided Assistance to a fellow co-worker as well. |

Others' Rating Goal Details Other Details

8. Use the vertical scroll to display the next goal.

SuccessFactors: Performance Review



Performance Review 2016 v12a for Barbara J PE I

Route Map **April - Sept Goals** April - Sept Competencies Oct - March Goals Oct - March Competencies

April - Sept Goals

1.2 Review and evaluate current policies and procedures and implement changes if necessary to improve/streamline processes by end of September. [Edit](#) [Delete](#)


15 policies or procedures reviewed or changed

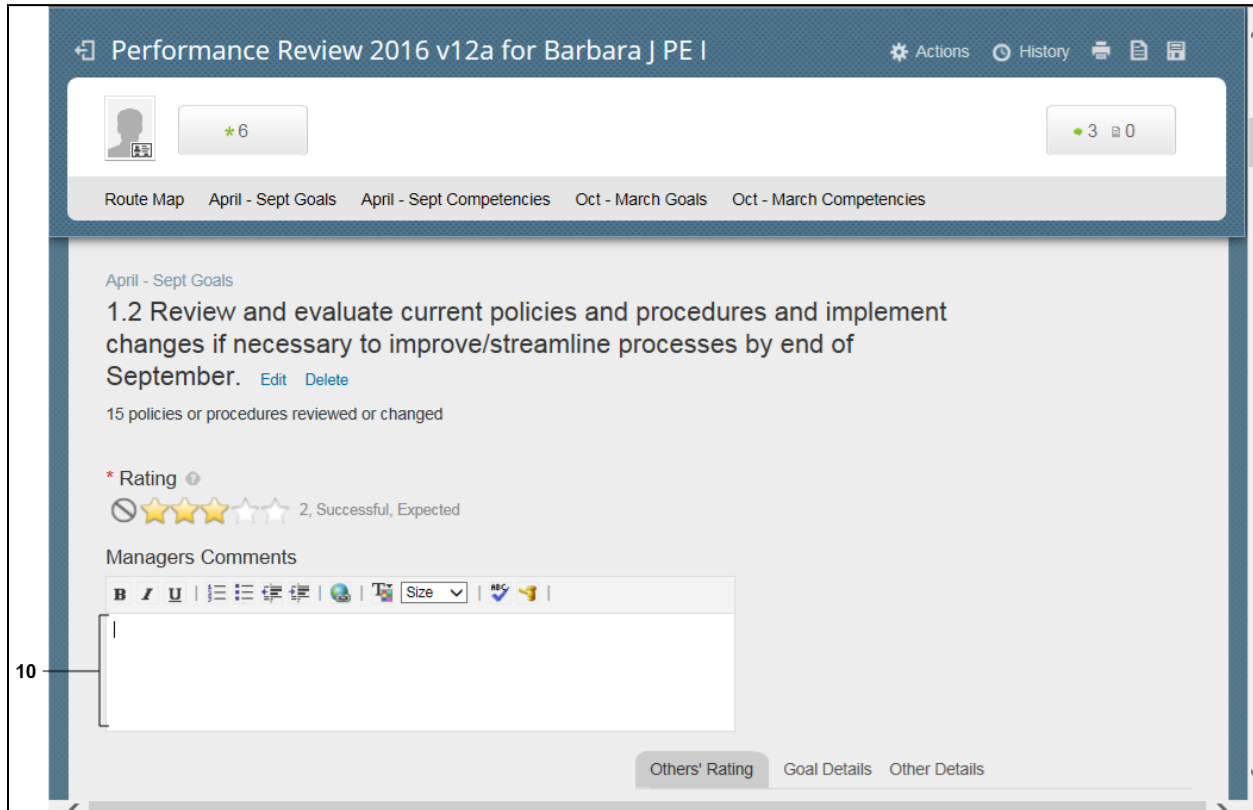
* Rating 2, Successful, Expected

Managers Comments

Others' Rating Goal Details Other Details

9.

Click the **rating**  that best describes the performance of the employee for the quarter.

SuccessFactors: Performance Review



Performance Review 2016 v12a for Barbara J PE I

Route Map April - Sept Goals April - Sept Competencies Oct - March Goals Oct - March Competencies

April - Sept Goals

1.2 Review and evaluate current policies and procedures and implement changes if necessary to improve/streamline processes by end of September. [Edit](#) [Delete](#)

15 policies or procedures reviewed or changed

* Rating  2, Successful, Expected

Managers Comments

10

Others' Rating Goal Details Other Details

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

Field	R/O/C	Description
Comment	Required	Text description. Example: Comment on your rating.

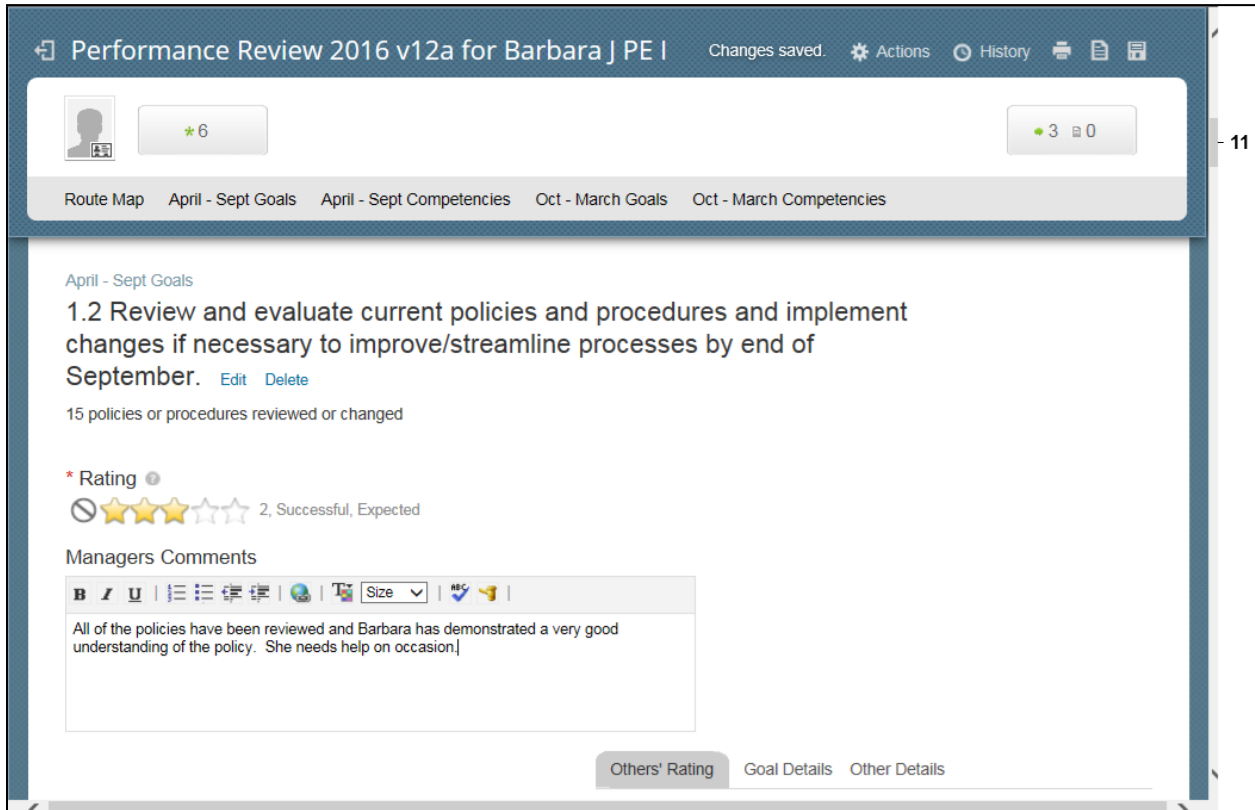


Add supporting comments about the quarterly goal's rating. For example, "All of the polices have been reviewed and Barbara has demonstrated a very good understand of the policy. She needs help on occasion."



Once you have completed your review of the goals, review the employee's performance on the Competencies.

SuccessFactors: Performance Review - Windows Internet Explorer



Performance Review 2016 v12a for Barbara J PE I Changes saved. Actions History

Route Map April - Sept Goals April - Sept Competencies Oct - March Goals Oct - March Competencies

April - Sept Goals

1.2 Review and evaluate current policies and procedures and implement changes if necessary to improve/streamline processes by end of September. Edit Delete

15 policies or procedures reviewed or changed

* Rating 2, Successful, Expected

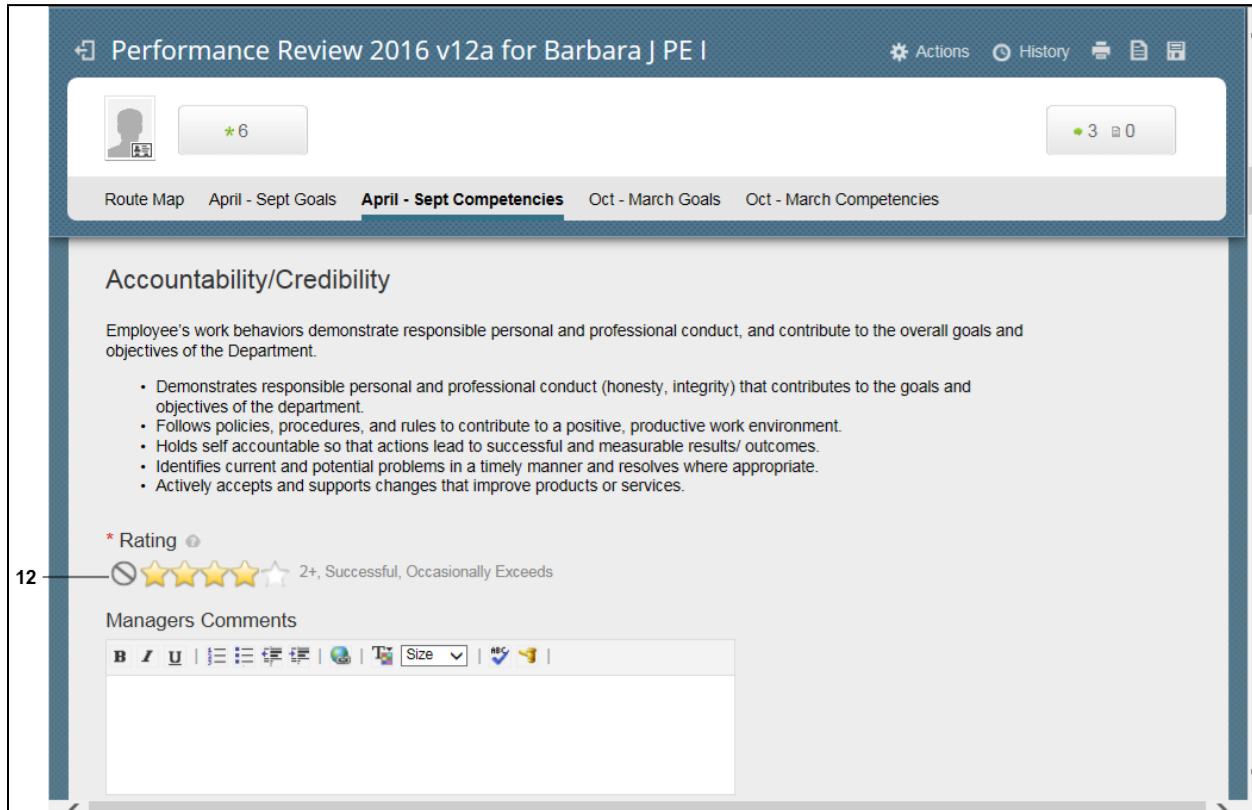
Managers Comments

All of the policies have been reviewed and Barbara has demonstrated a very good understanding of the policy. She needs help on occasion.

Others' Rating Goal Details Other Details

11. Use the vertical scroll bar to display the competencies.

SuccessFactors: Performance Review



Performance Review 2016 v12a for Barbara J PE I

Route Map April - Sept Goals **April - Sept Competencies** Oct - March Goals Oct - March Competencies

Accountability/Credibility

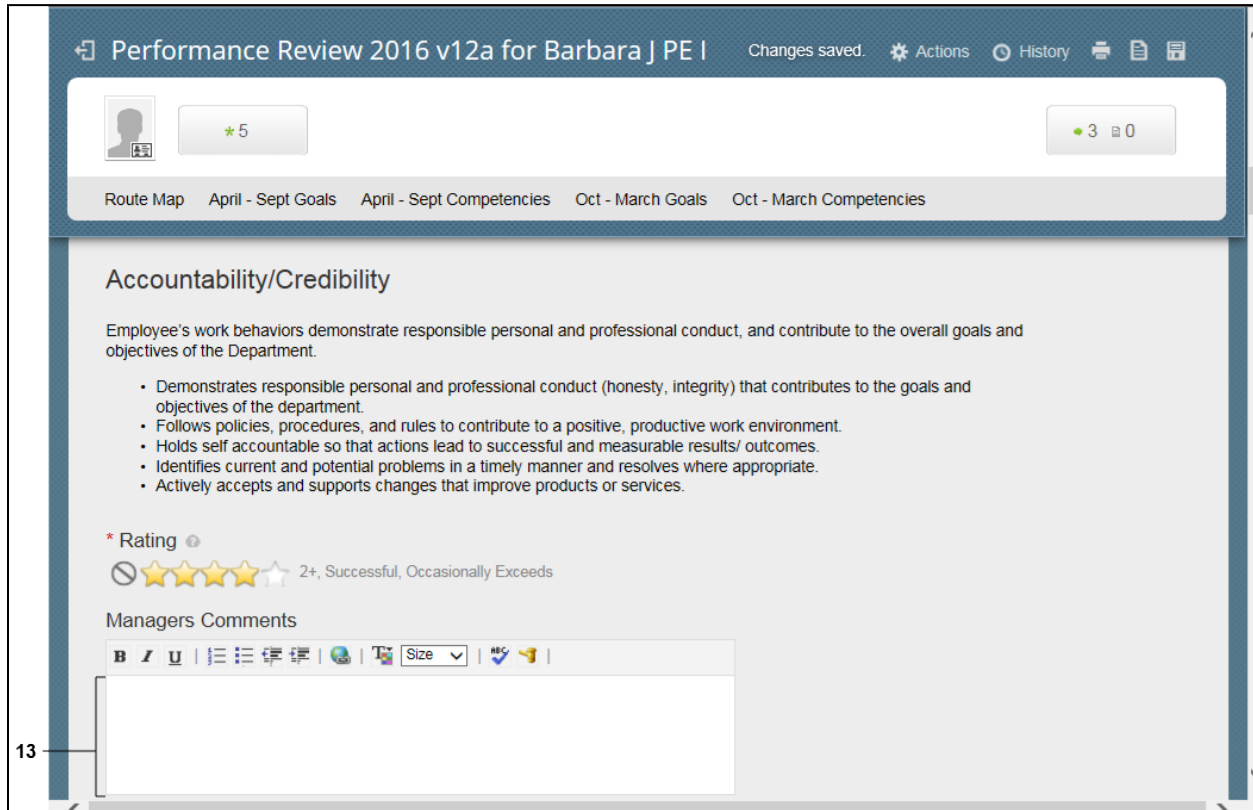
Employee's work behaviors demonstrate responsible personal and professional conduct, and contribute to the overall goals and objectives of the Department.

- Demonstrates responsible personal and professional conduct (honesty, integrity) that contributes to the goals and objectives of the department.
- Follows policies, procedures, and rules to contribute to a positive, productive work environment.
- Holds self accountable so that actions lead to successful and measurable results/ outcomes.
- Identifies current and potential problems in a timely manner and resolves where appropriate.
- Actively accepts and supports changes that improve products or services.

* Rating 2+, Successful, Occasionally Exceeds

Managers Comments

12. Click the **rating**  that best describes the performance of the employee for the period.

SuccessFactors: Performance Review


Performance Review 2016 v12a for Barbara J PE I Changes saved. Actions History [Print] [Export]


[Profile Icon] * 5 [3] [0]

Route Map April - Sept Goals April - Sept Competencies Oct - March Goals Oct - March Competencies

Accountability/Credibility

Employee's work behaviors demonstrate responsible personal and professional conduct, and contribute to the overall goals and objectives of the Department.

- Demonstrates responsible personal and professional conduct (honesty, integrity) that contributes to the goals and objectives of the department.
- Follows policies, procedures, and rules to contribute to a positive, productive work environment.
- Holds self accountable so that actions lead to successful and measurable results/ outcomes.
- Identifies current and potential problems in a timely manner and resolves where appropriate.
- Actively accepts and supports changes that improve products or services.

* Rating  2+, Successful, Occasionally Exceeds

Managers Comments

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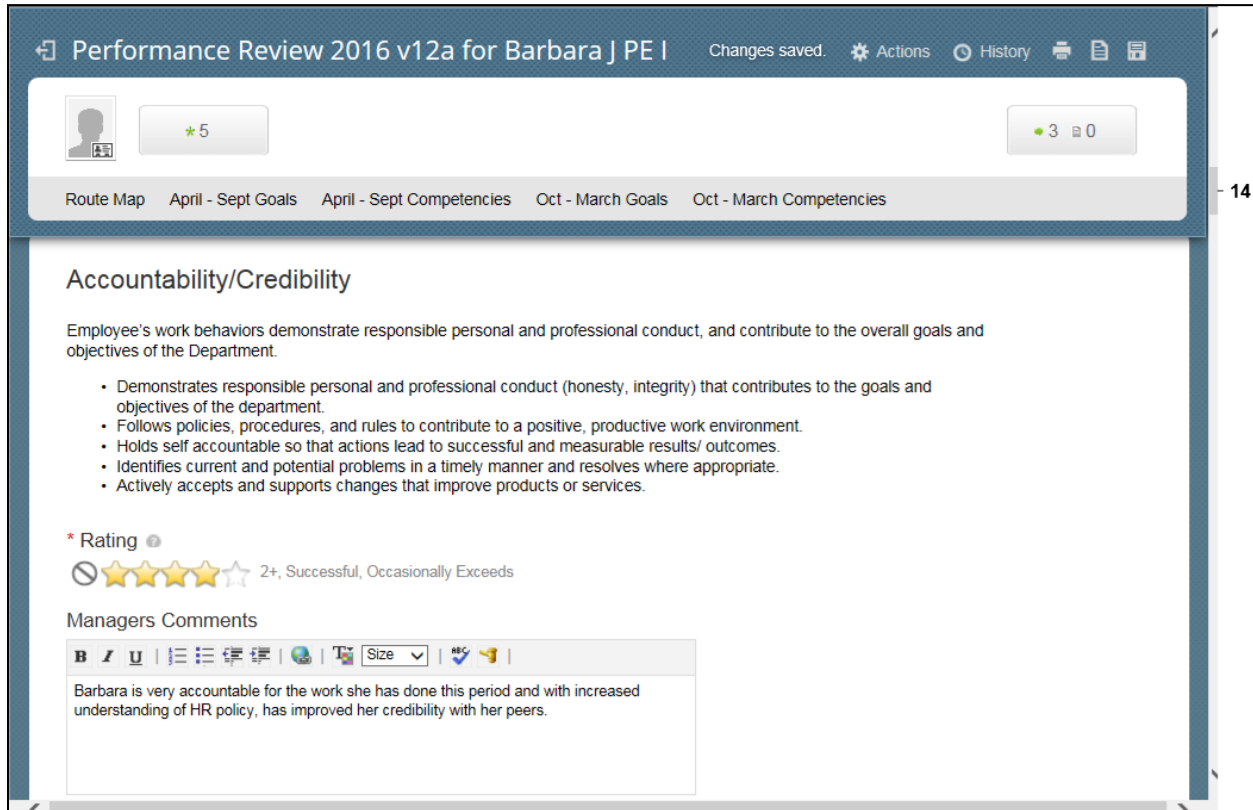
13. As required, complete/review the following fields:

Field	R/O/C	Description
Comment	Required	Text description. Example: Comment on your rating.



Provide supporting documentation about the employee's performance in the competency area. For example, "Barbara is very accountable for the work she has done this quarter and with the increased understanding of HR policy, has improved her credibility with her peers."

SuccessFactors: Performance Review - Windows Internet Explorer





Performance Review 2016 v12a for Barbara J PE I Changes saved. Actions History Print PDF Save

Route Map April - Sept Goals April - Sept Competencies Oct - March Goals Oct - March Competencies

Accountability/Credibility

Employee's work behaviors demonstrate responsible personal and professional conduct, and contribute to the overall goals and objectives of the Department.

- Demonstrates responsible personal and professional conduct (honesty, integrity) that contributes to the goals and objectives of the department.
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- Holds self accountable so that actions lead to successful and measurable results/ outcomes.
- Identifies current and potential problems in a timely manner and resolves where appropriate.
- Actively accepts and supports changes that improve products or services.

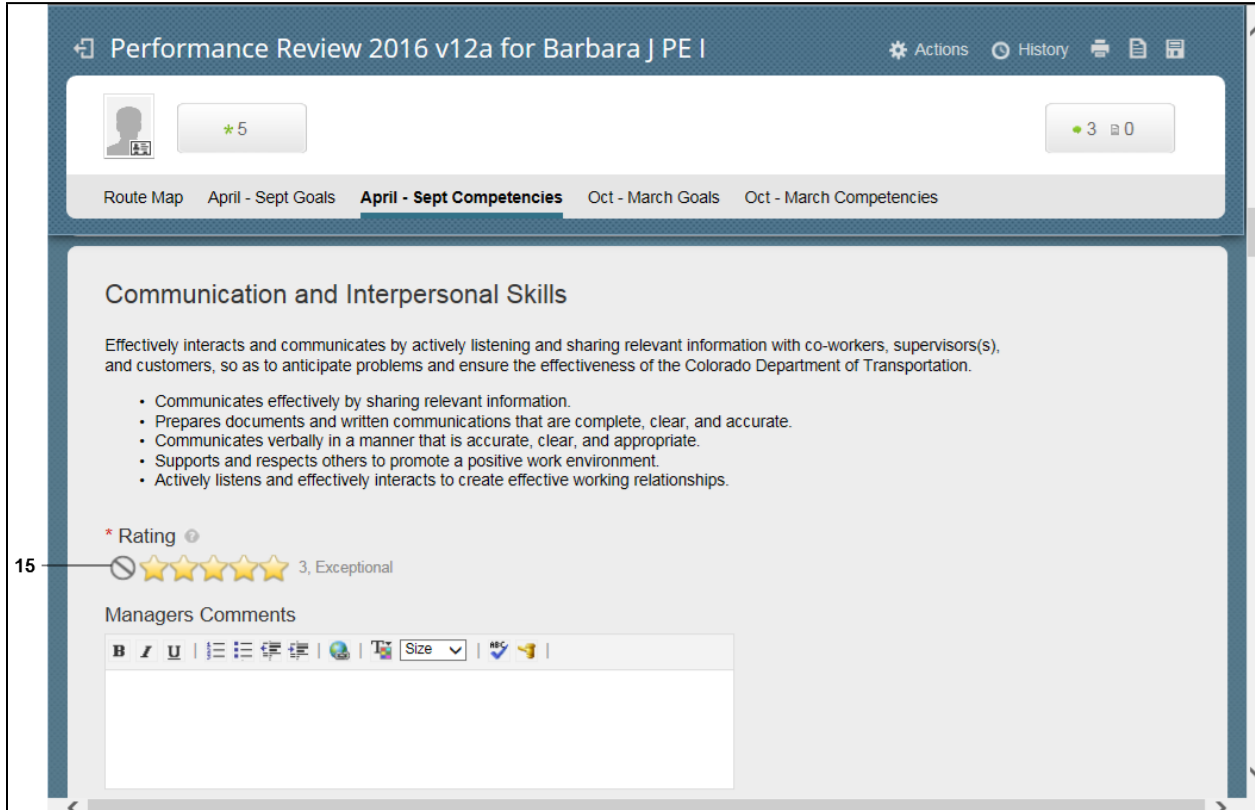
* Rating 
 2+, Successful, Occasionally Exceeds

Managers Comments

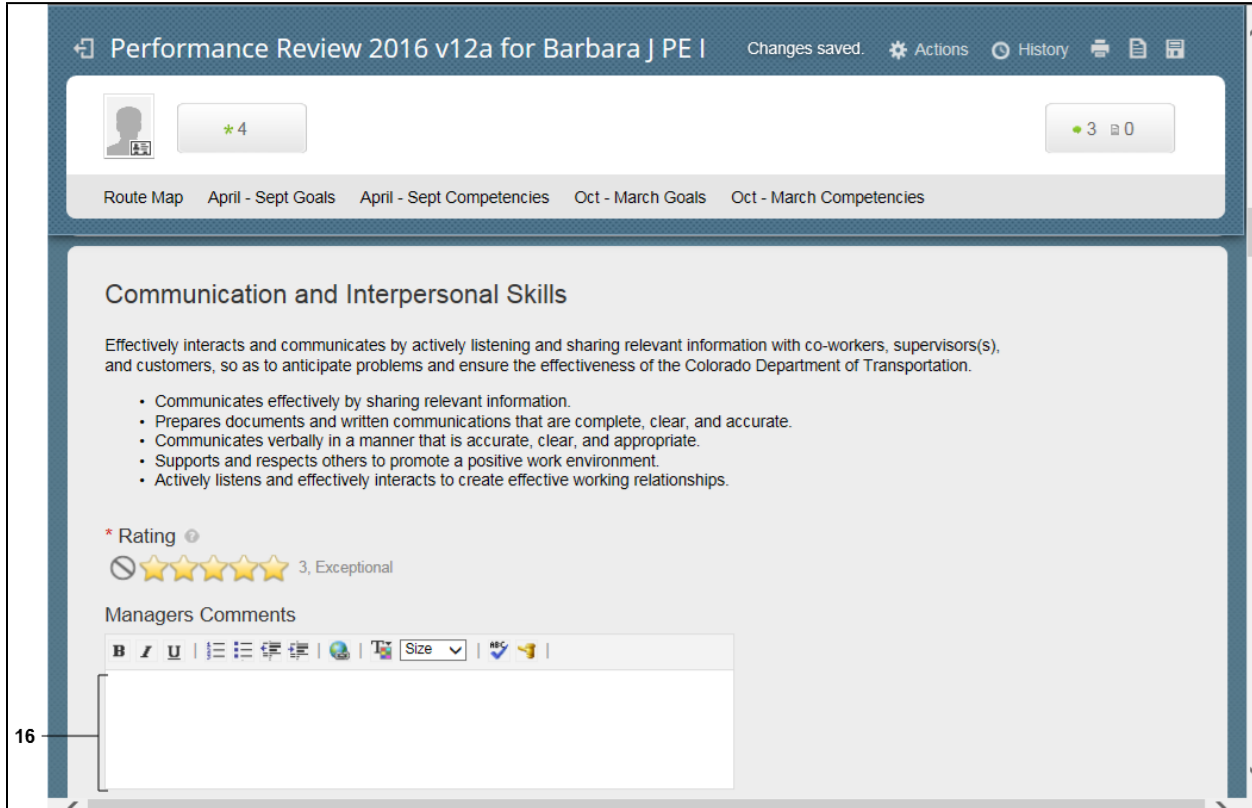
Barbara is very accountable for the work she has done this period and with increased understanding of HR policy, has improved her credibility with her peers.

14. Use the vertical scroll bar to display the **Communication/Interpersonal Skills** section.

SuccessFactors: Performance Review



15. Click the **rating**  that best describes the performance of the employee for the period.

SuccessFactors: Performance Review


Performance Review 2016 v12a for Barbara J PE I Changes saved. Actions History [Print] [Export]

[Profile Icon] [4] [3] [0]

Route Map April - Sept Goals April - Sept Competencies Oct - March Goals Oct - March Competencies

Communication and Interpersonal Skills

Effectively interacts and communicates by actively listening and sharing relevant information with co-workers, supervisors(s), and customers, so as to anticipate problems and ensure the effectiveness of the Colorado Department of Transportation.

- Communicates effectively by sharing relevant information.
- Prepares documents and written communications that are complete, clear, and accurate.
- Communicates verbally in a manner that is accurate, clear, and appropriate.
- Supports and respects others to promote a positive work environment.
- Actively listens and effectively interacts to create effective working relationships.

* Rating 3, Exceptional

Managers Comments

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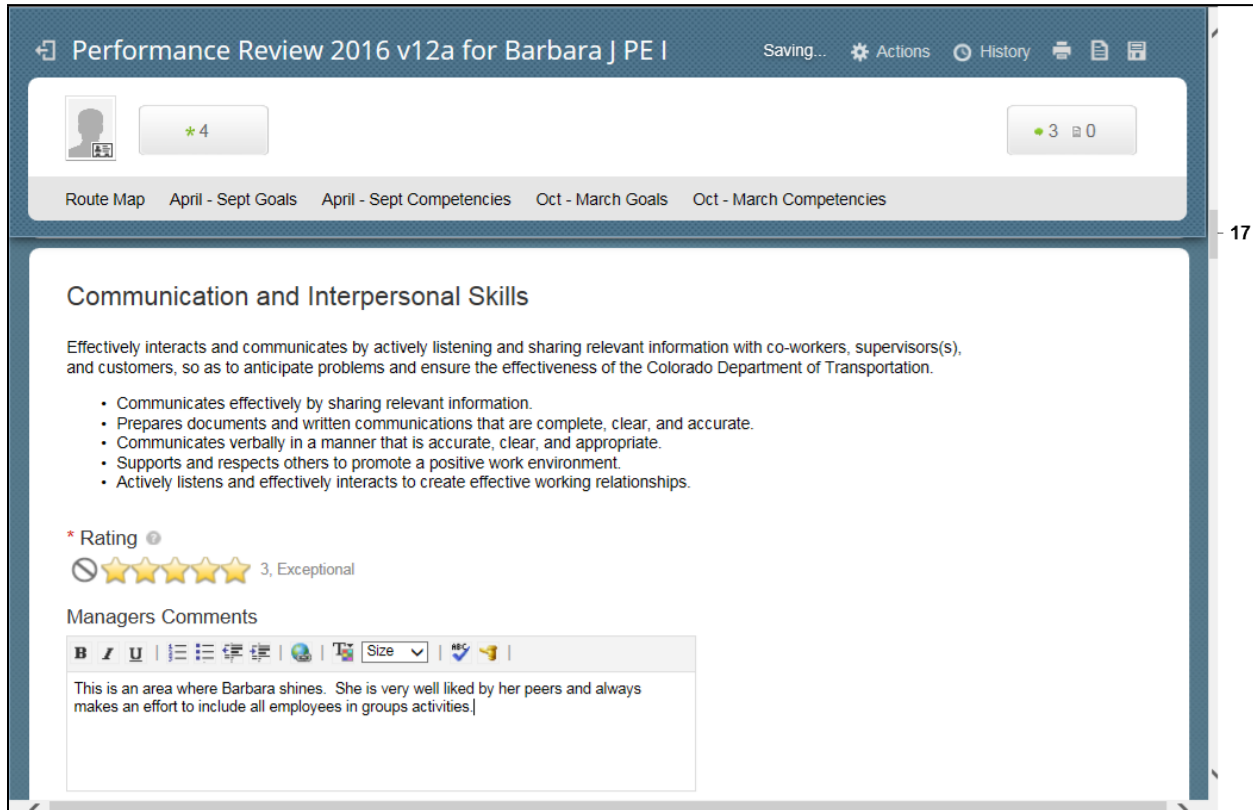
16

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

Field	R/O/C	Description
Comment	Required	Text description. Example: Comment on your rating.



Add your comments about the Employee's Communication and Interpersonal skills for the period. For example, "This is an area where Barbara shines. She is very well liked by her peers and always makes an effort to include all employees in group activities."

SuccessFactors: Performance Review - Windows Internet Explorer

Performance Review 2016 v12a for Barbara J PE I Saving... Actions History Print Share

Route Map April - Sept Goals April - Sept Competencies Oct - March Goals Oct - March Competencies

Communication and Interpersonal Skills

Effectively interacts and communicates by actively listening and sharing relevant information with co-workers, supervisors(s), and customers, so as to anticipate problems and ensure the effectiveness of the Colorado Department of Transportation.

- Communicates effectively by sharing relevant information.
- Prepares documents and written communications that are complete, clear, and accurate.
- Communicates verbally in a manner that is accurate, clear, and appropriate.
- Supports and respects others to promote a positive work environment.
- Actively listens and effectively interacts to create effective working relationships.

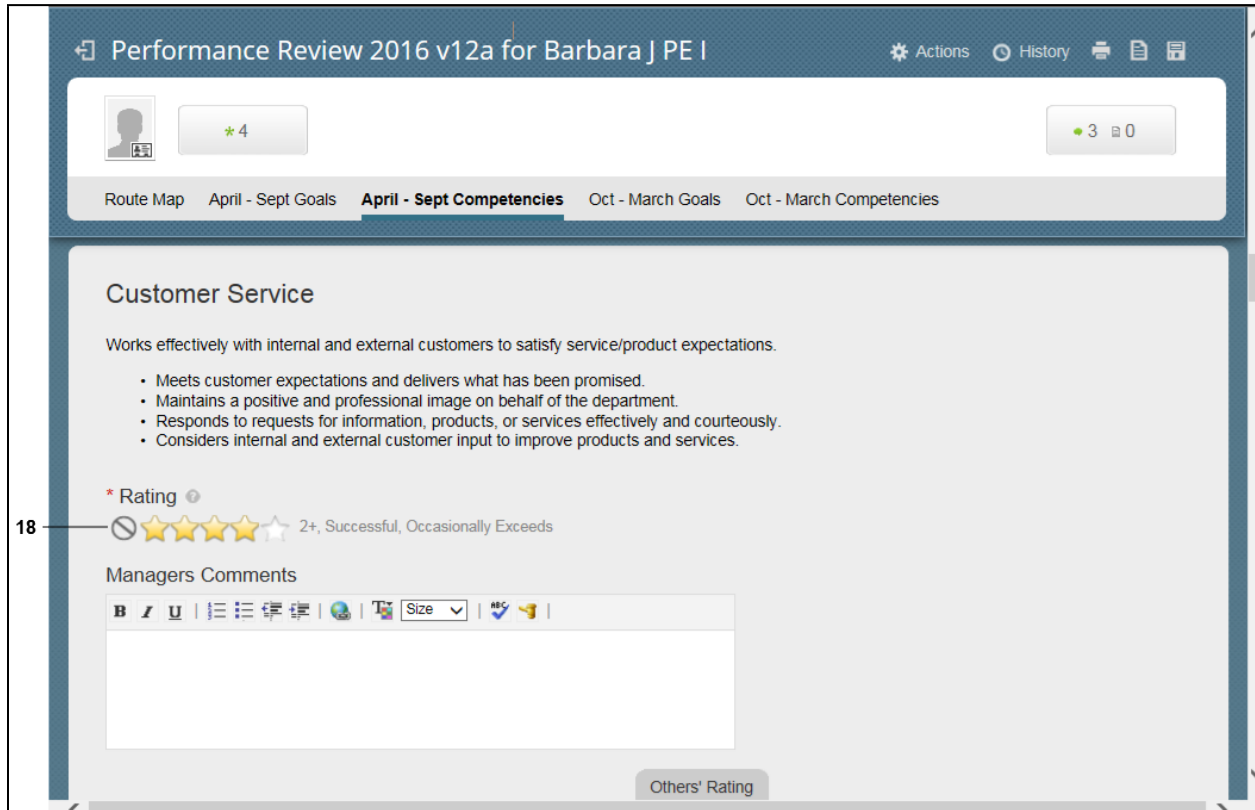
* Rating 3, Exceptional

Managers Comments

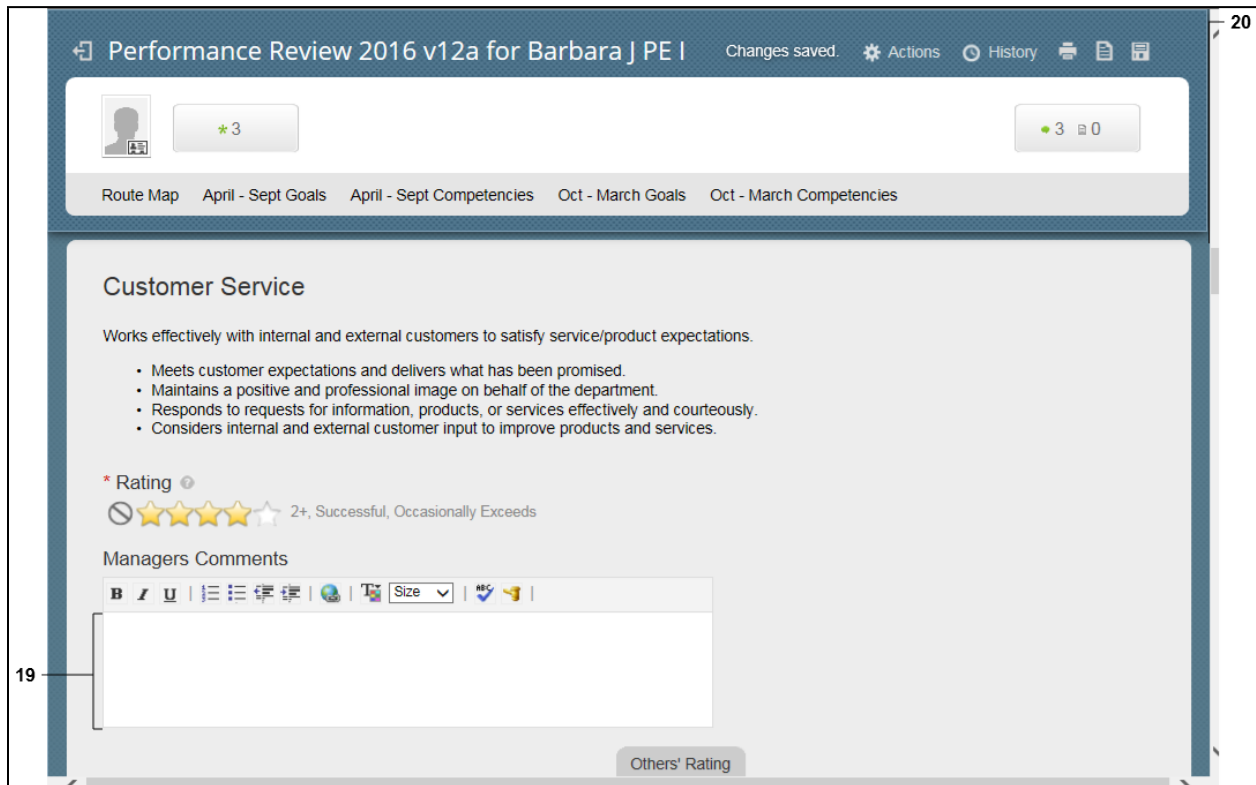
This is an area where Barbara shines. She is very well liked by her peers and always makes an effort to include all employees in groups activities.

17. Use the vertical scroll bar to display the **Customer Service** section.

SuccessFactors: Performance Review



18. Click the **rating**  that best describes the performance of the employee for the quarter.

SuccessFactors: Performance Review


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

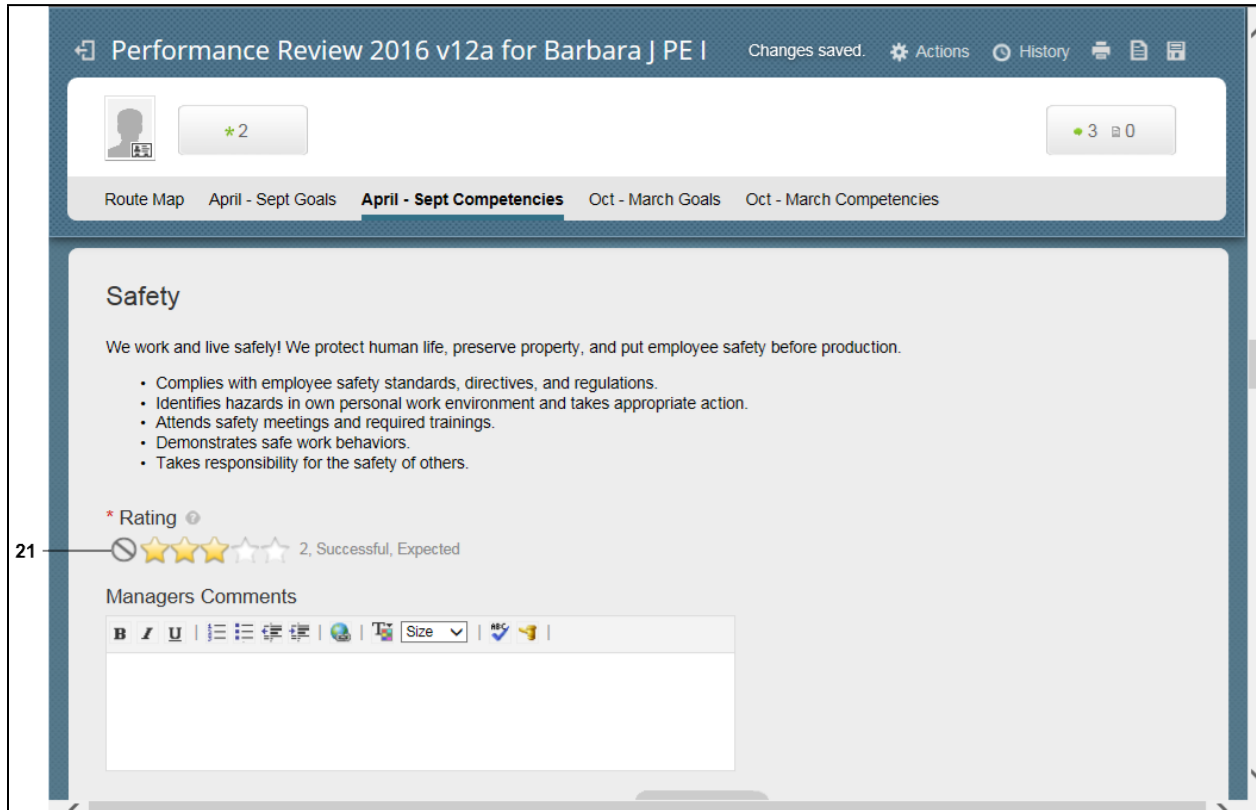
Field	R/O/C	Description
Comment	Required	Text description. Example: Comment on your rating.



Add your comments about the Employee's performance when it comes to Customer Service. For example, "Barbara is very good with customers and takes time to listen to them. She also asks questions of them when she does not understand what they are asking. Occasionally in an effort to be helpful, she has spent too much time on one issue."

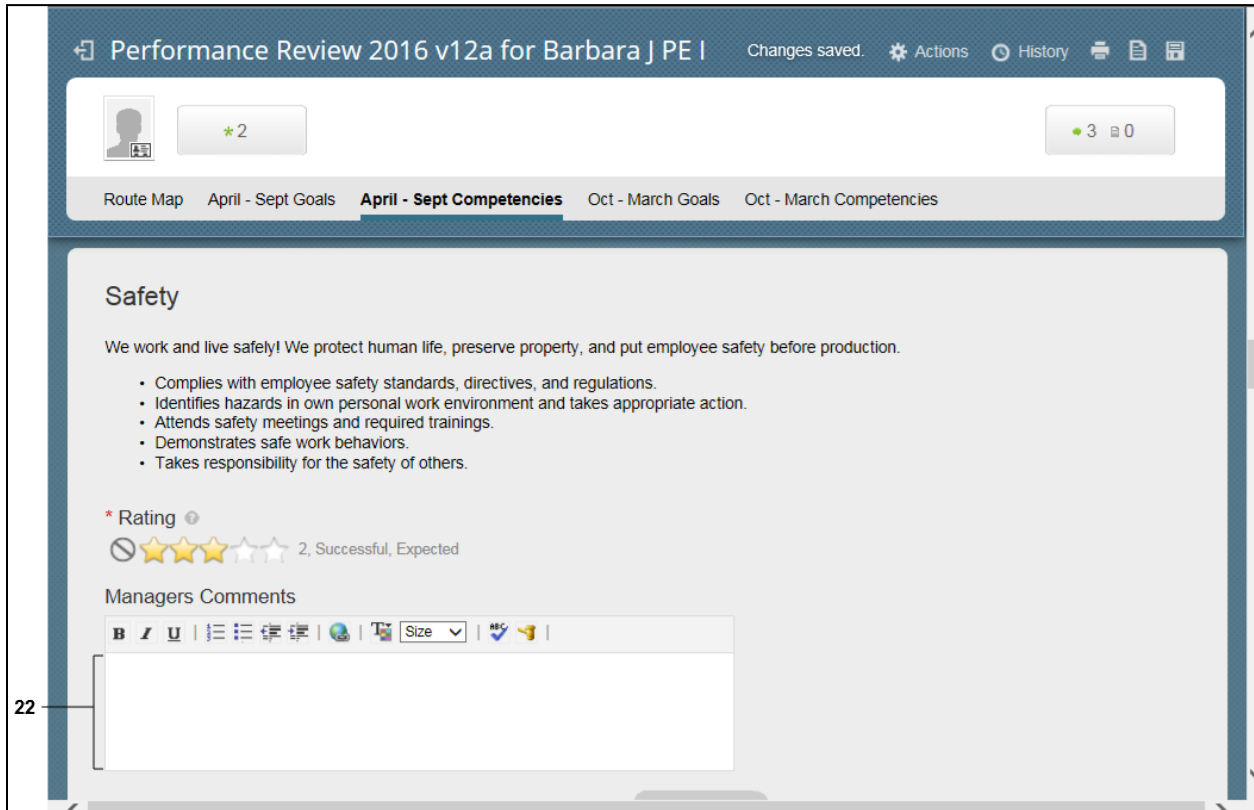
20. Use the vertical scroll bar to display the **Safety** section.

SuccessFactors: Performance Review



21. Click the **rating**  that best describes the performance of the employee for the quarter.

SuccessFactors: Performance Review

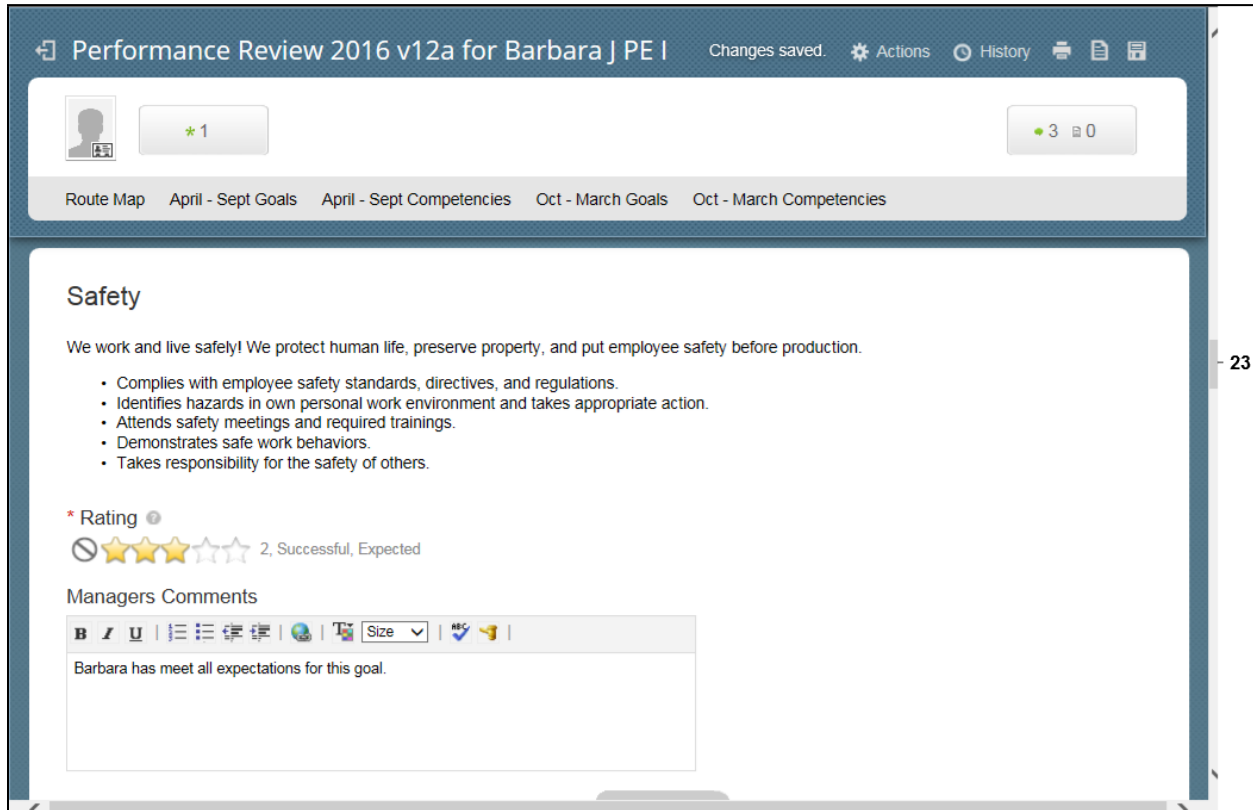


22. As required, complete/review the following fields:

Field	R/O/C	Description
Comment	Required	Text description. Example: Comment on your rating.



Add your comments about the Employee's performance in safety area. For example, "Barbara has meet all expectations for this goal."

SuccessFactors: Performance Review - Windows Internet Explorer

Performance Review 2016 v12a for Barbara J PE I Changes saved. Actions History

Route Map April - Sept Goals April - Sept Competencies Oct - March Goals Oct - March Competencies

Safety

We work and live safely! We protect human life, preserve property, and put employee safety before production.

- Complies with employee safety standards, directives, and regulations.
- Identifies hazards in own personal work environment and takes appropriate action.
- Attends safety meetings and required trainings.
- Demonstrates safe work behaviors.
- Takes responsibility for the safety of others.

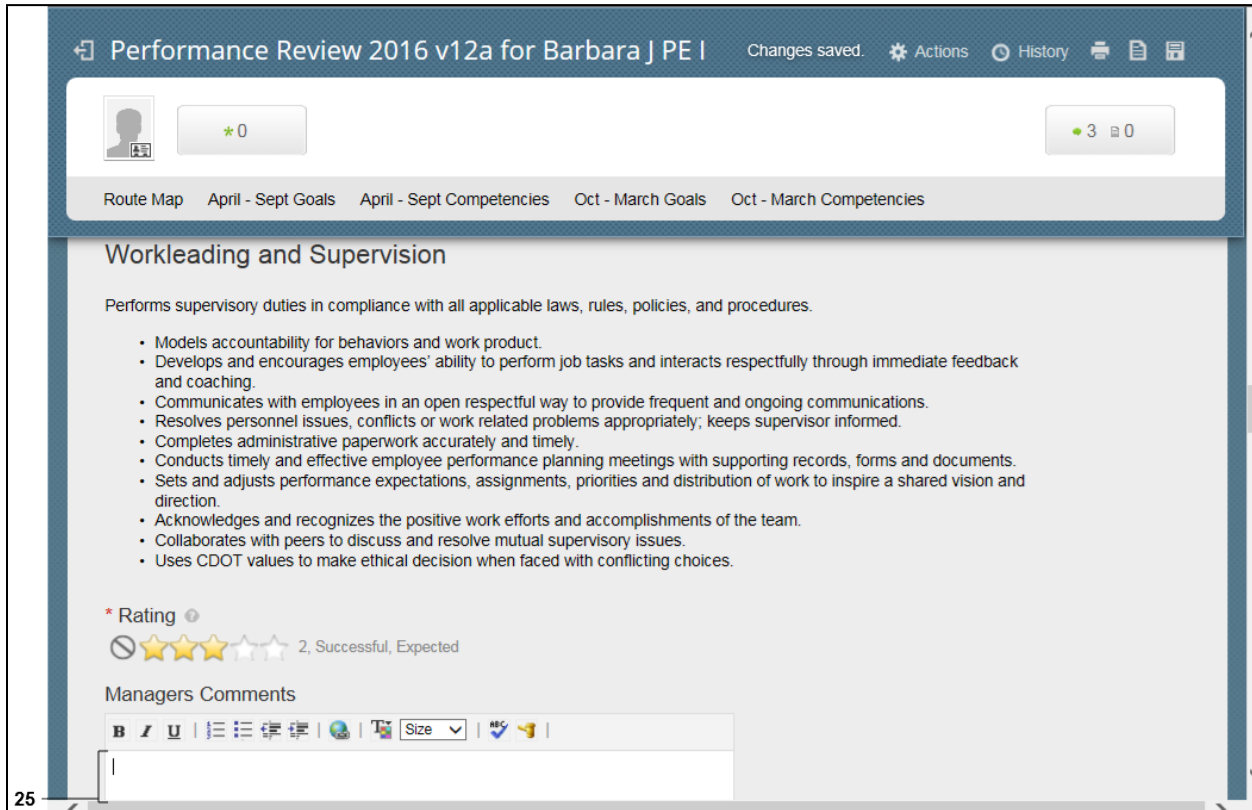
* Rating 2, Successful, Expected

Managers Comments

Barbara has meet all expectations for this goal.

23

23. Use the vertical scroll bar to display the **Work leading/Supervision** section.

SuccessFactors: Performance Review


Performance Review 2016 v12a for Barbara J PE I Changes saved. Actions History [Print] [Export]

[Profile] * 0 [3] [0]

Route Map April - Sept Goals April - Sept Competencies Oct - March Goals Oct - March Competencies

Workleading and Supervision

Performs supervisory duties in compliance with all applicable laws, rules, policies, and procedures.

- Models accountability for behaviors and work product.
- Develops and encourages employees' ability to perform job tasks and interacts respectfully through immediate feedback and coaching.
- Communicates with employees in an open respectful way to provide frequent and ongoing communications.
- Resolves personnel issues, conflicts or work related problems appropriately; keeps supervisor informed.
- Completes administrative paperwork accurately and timely.
- Conducts timely and effective employee performance planning meetings with supporting records, forms and documents.
- Sets and adjusts performance expectations, assignments, priorities and distribution of work to inspire a shared vision and direction.
- Acknowledges and recognizes the positive work efforts and accomplishments of the team.
- Collaborates with peers to discuss and resolve mutual supervisory issues.
- Uses CDOT values to make ethical decision when faced with conflicting choices.

* Rating 2, Successful, Expected

Managers Comments

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

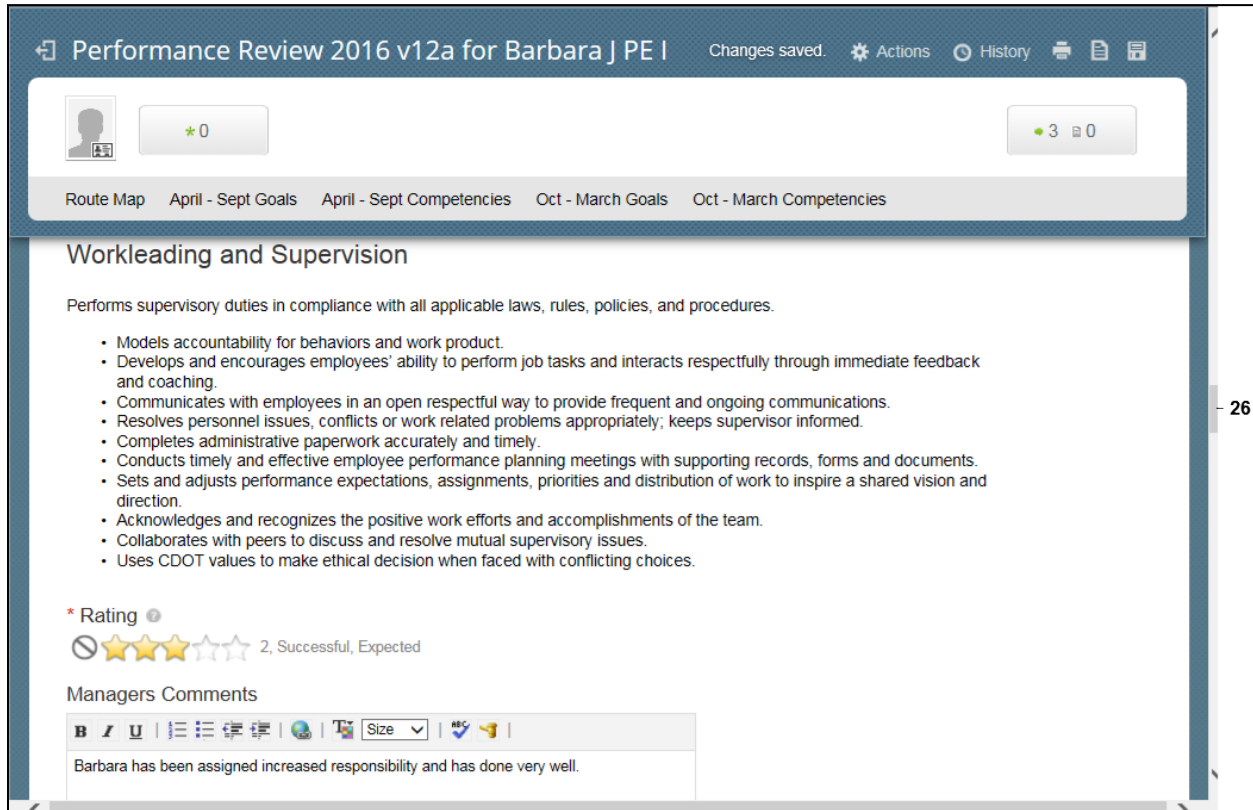
Field	R/O/C	Description
Comment	Required	Text description. Example: Comment on your rating.



Add your comments about the Employee's Supervision and Leading skills for the quarterly goal. For example, "Barbara has been assigned increased responsibility this quarter and has done very well."



Once all the competencies have been reviewed for the previous Quarter, add the employee's goals for the next quarter.

SuccessFactors: Performance Review - Windows Internet Explorer

Performance Review 2016 v12a for Barbara J PE I Changes saved. Actions History

Route Map April - Sept Goals April - Sept Competencies Oct - March Goals Oct - March Competencies

Workleading and Supervision

Performs supervisory duties in compliance with all applicable laws, rules, policies, and procedures.

- Models accountability for behaviors and work product.
- Develops and encourages employees' ability to perform job tasks and interacts respectfully through immediate feedback and coaching.
- Communicates with employees in an open respectful way to provide frequent and ongoing communications.
- Resolves personnel issues, conflicts or work related problems appropriately; keeps supervisor informed.
- Completes administrative paperwork accurately and timely.
- Conducts timely and effective employee performance planning meetings with supporting records, forms and documents.
- Sets and adjusts performance expectations, assignments, priorities and distribution of work to inspire a shared vision and direction.
- Acknowledges and recognizes the positive work efforts and accomplishments of the team.
- Collaborates with peers to discuss and resolve mutual supervisory issues.
- Uses CDOT values to make ethical decision when faced with conflicting choices.

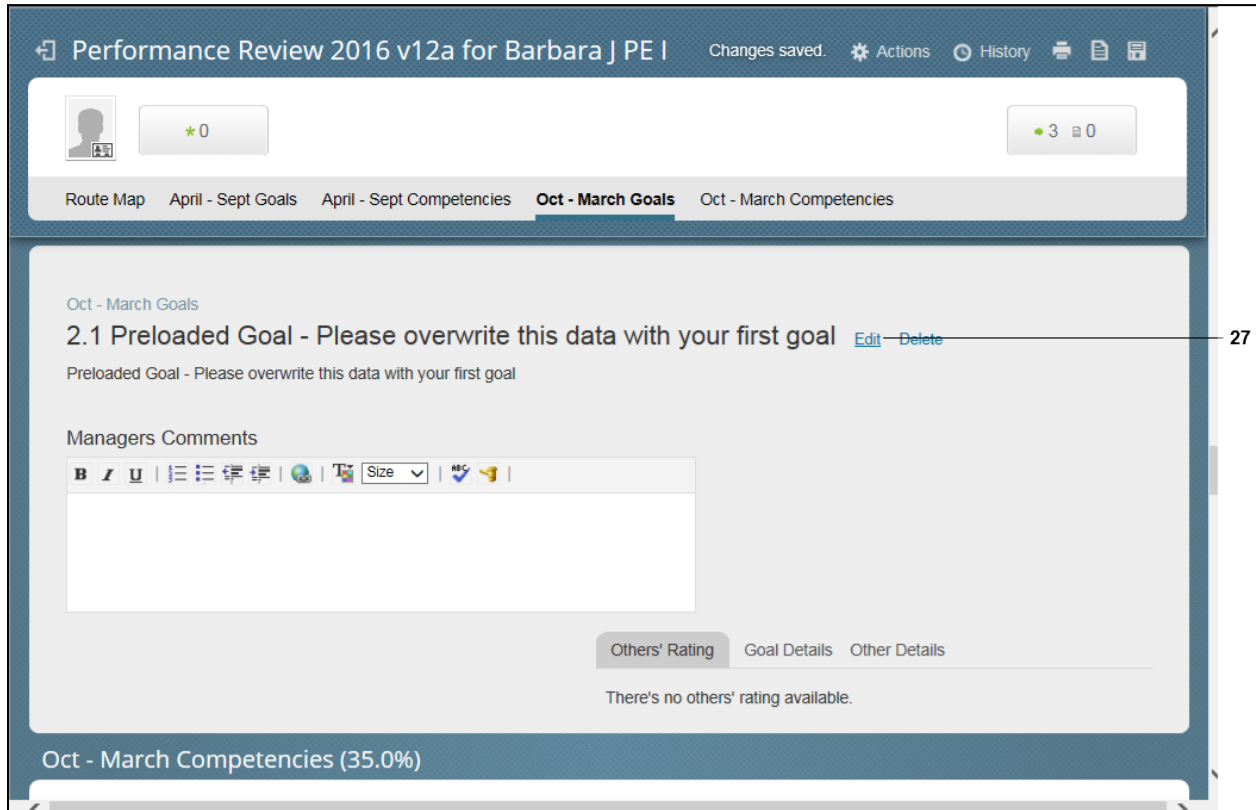
* Rating 2, Successful, Expected

Managers Comments

Barbara has been assigned increased responsibility and has done very well.

26. Use the vertical scroll bar to go to the **Goals** section.

SuccessFactors: Performance Review



Performance Review 2016 v12a for Barbara J PE I Changes saved. Actions History

Route Map April - Sept Goals April - Sept Competencies **Oct - March Goals** Oct - March Competencies

Oct - March Goals

2.1 Preloaded Goal - Please overwrite this data with your first goal [Edit](#) [Delete](#)

Preloaded Goal - Please overwrite this data with your first goal

Managers Comments

Others' Rating Goal Details Other Details

There's no others' rating available.

Oct - March Competencies (35.0%)

27. Click **Edit** link [Edit](#).

Edit Goal

Edit Goal

Edit your goal below.

Fields marked with * are required.

Category : Oct - March Goals ▼

* Goal: spell check... legal scan...

Preloaded Goal - Please overwrite this data with your first goal

* Measurement: spell check... legal scan...

Preloaded Goal - Please overwrite this data with your first goal

Save as New
Cancel Save Changes

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

Field	R/O/C	Description
Goal:	Required	Activities assigned in support of the employee's job functions. Example: Add goal.



Add next quarter's goal for the employee. For example, "Become more proficient with MS Excel by attending and passing two training courses, internal or external, by the end of the second quarter." in the **Goal:** field.

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

Field	R/O/C	Description
Measurement:	Required	Specific criteria to describe the goal completion. Example: Add measurement for the goal.



An example of a Measurement is "Two MS Excel courses taken and passed."

Edit Goal

Edit Goal

Edit your goal below.

Fields marked with * are required.

Category :

* Goal: [spell check...](#) [legal scan...](#)

Become more proficient with MS Excel by the end of the performance period.

* Measurement: [spell check...](#) [legal scan...](#)

Two MS Excel courses taken and passed.

30

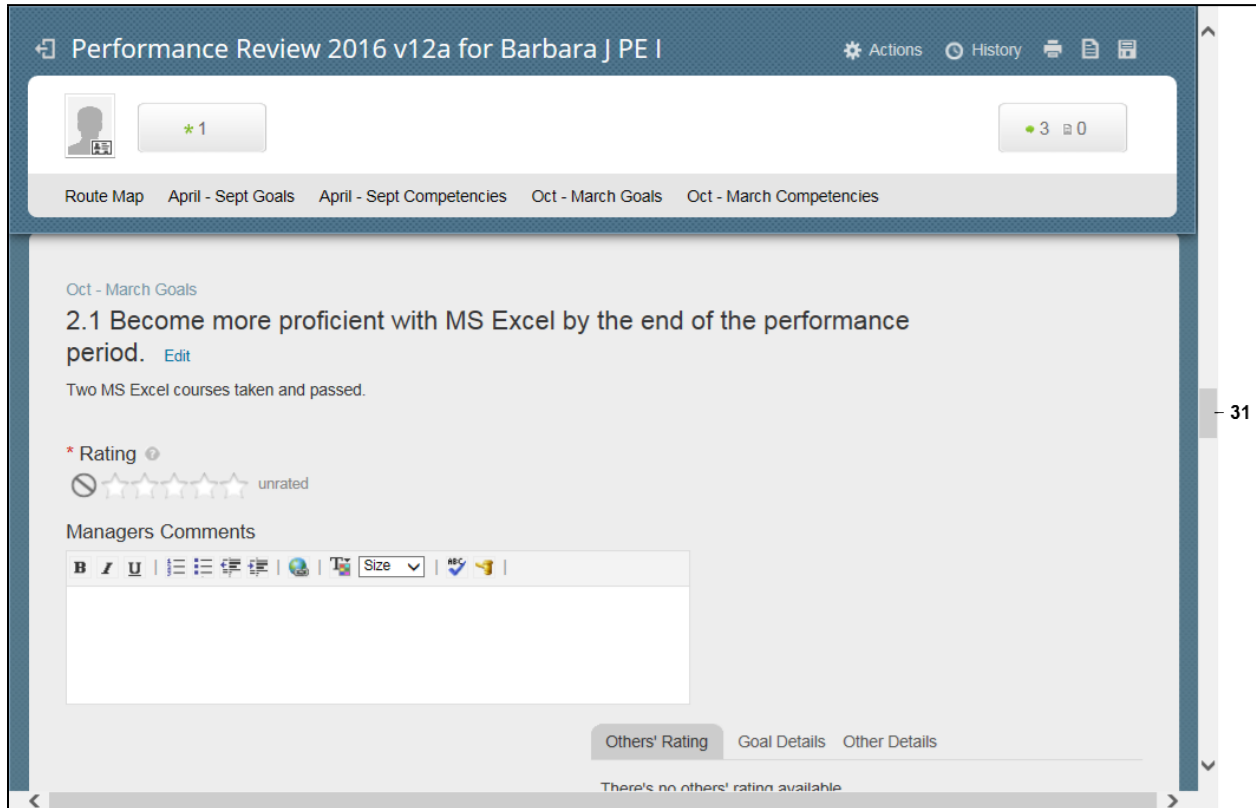
30.

Click **Save Changes** button .



Before you submit the PMP form, confirm that all of the sections are completed.

SuccessFactors: Performance Review



Performance Review 2016 v12a for Barbara J PE I

Route Map April - Sept Goals April - Sept Competencies Oct - March Goals Oct - March Competencies

Oct - March Goals

2.1 Become more proficient with MS Excel by the end of the performance period. [Edit](#)

Two MS Excel courses taken and passed.

* Rating unrated

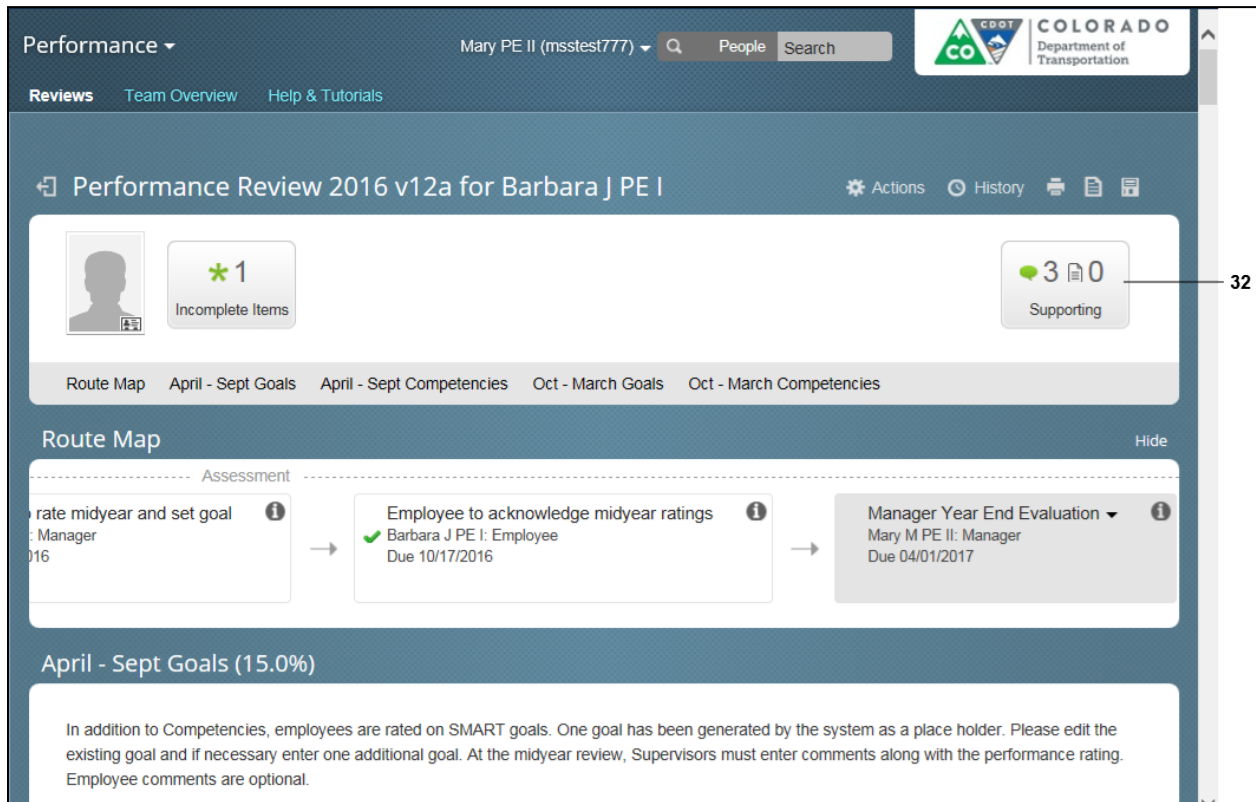
Managers Comments

Others' Rating Goal Details Other Details

There's no others' rating available

31. To review additional information about the employee's performance management plan, use the vertical scroll bar to go to the top of the form.

SuccessFactors: Performance Review



32. To view any additional documentation about the employee's performance, click the



Supporting Information button

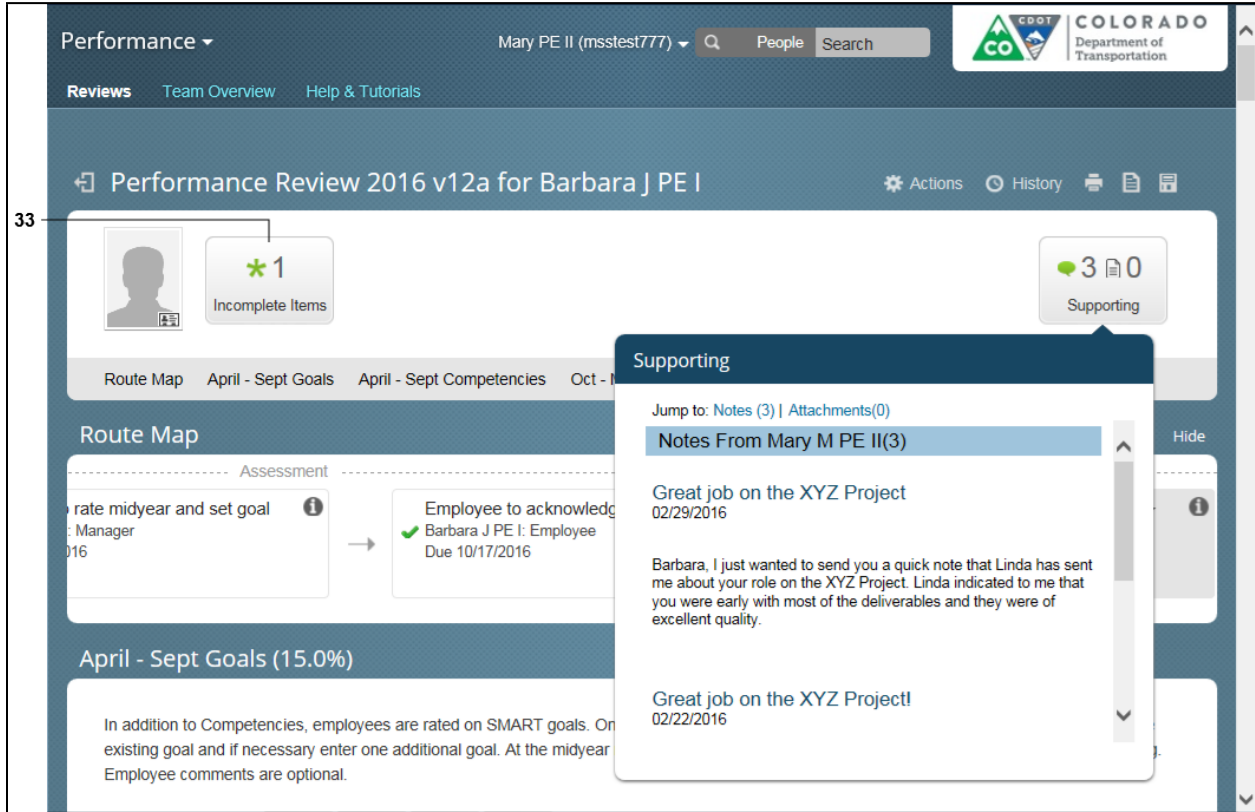


The *Supporting Information* pop-up window displays. Review any notes that are available.



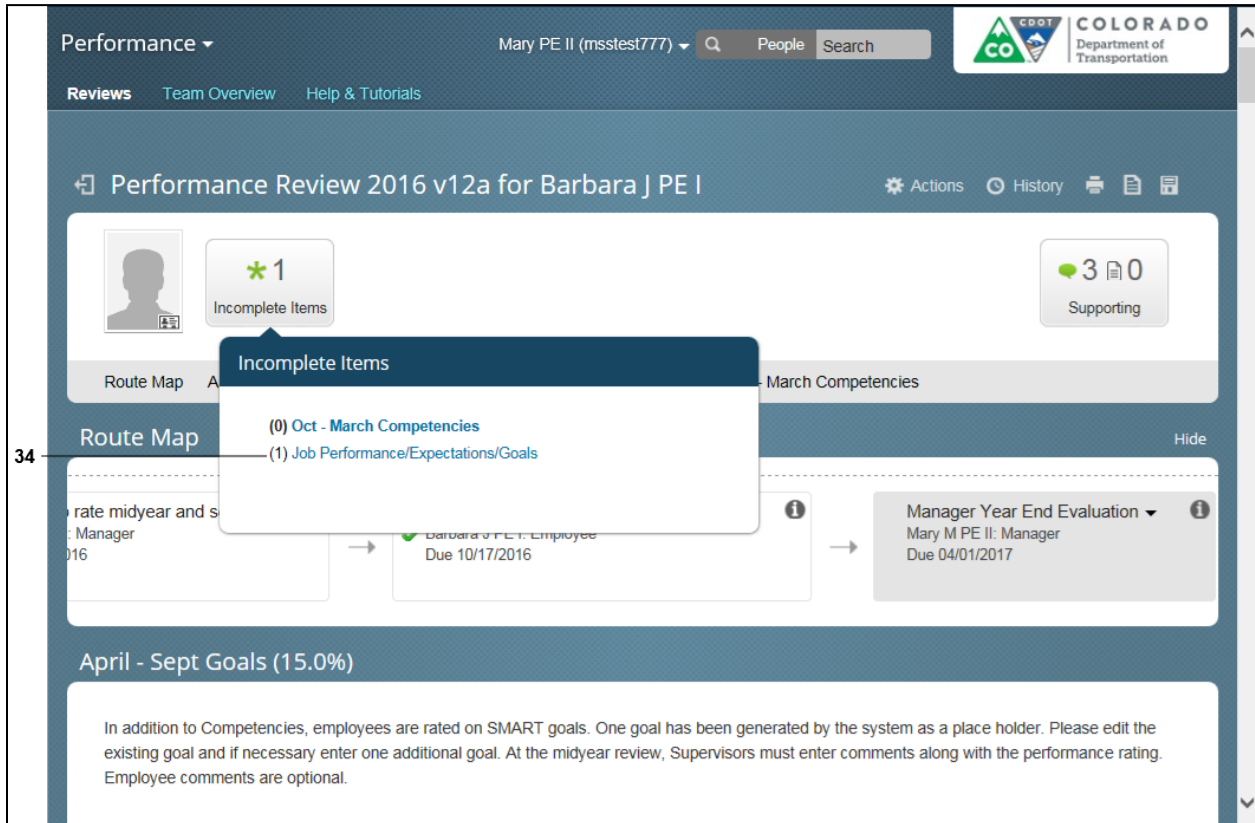
To find items which may have been missed during the evaluation click on the **Incomplete items** button. These items need to be addressed before you can complete the form. This displays a menu where you can go directly to the missed item.

SuccessFactors: Performance Review



33. Click **Incomplete Items** button 

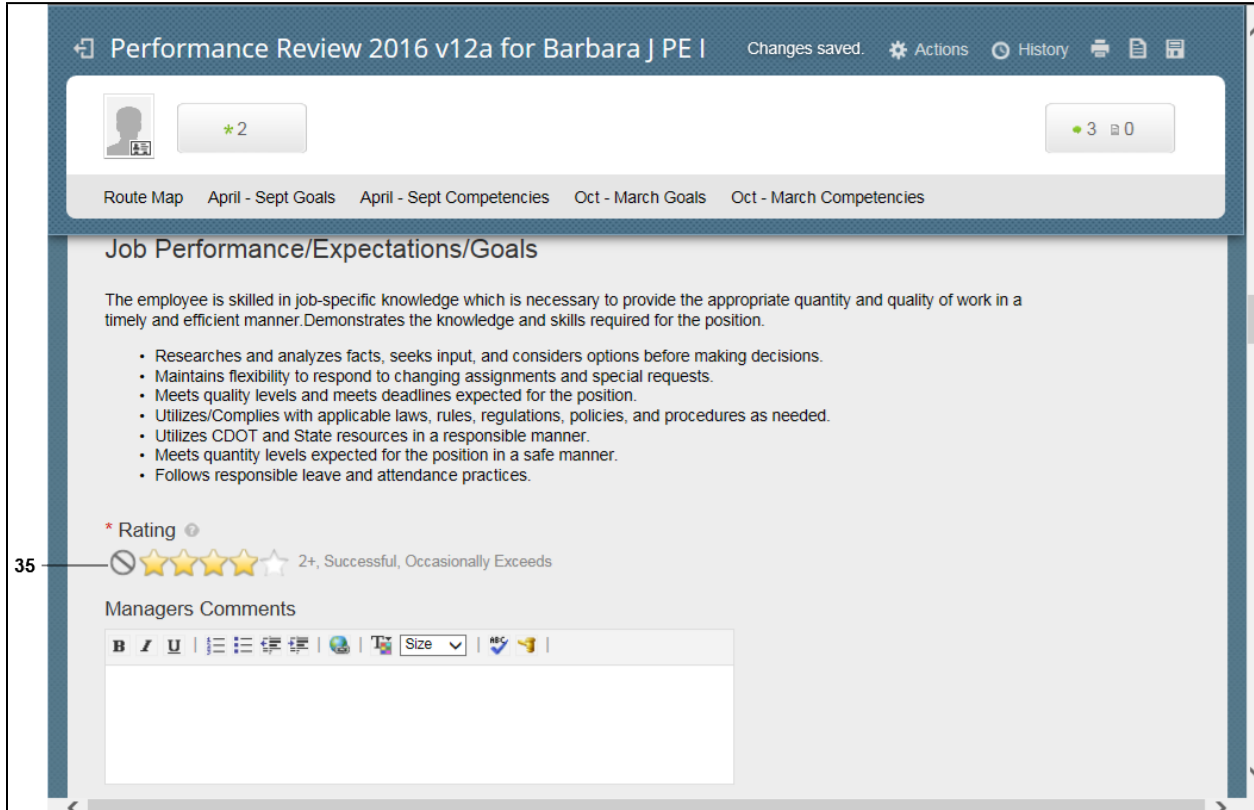
SuccessFactors: Performance Review



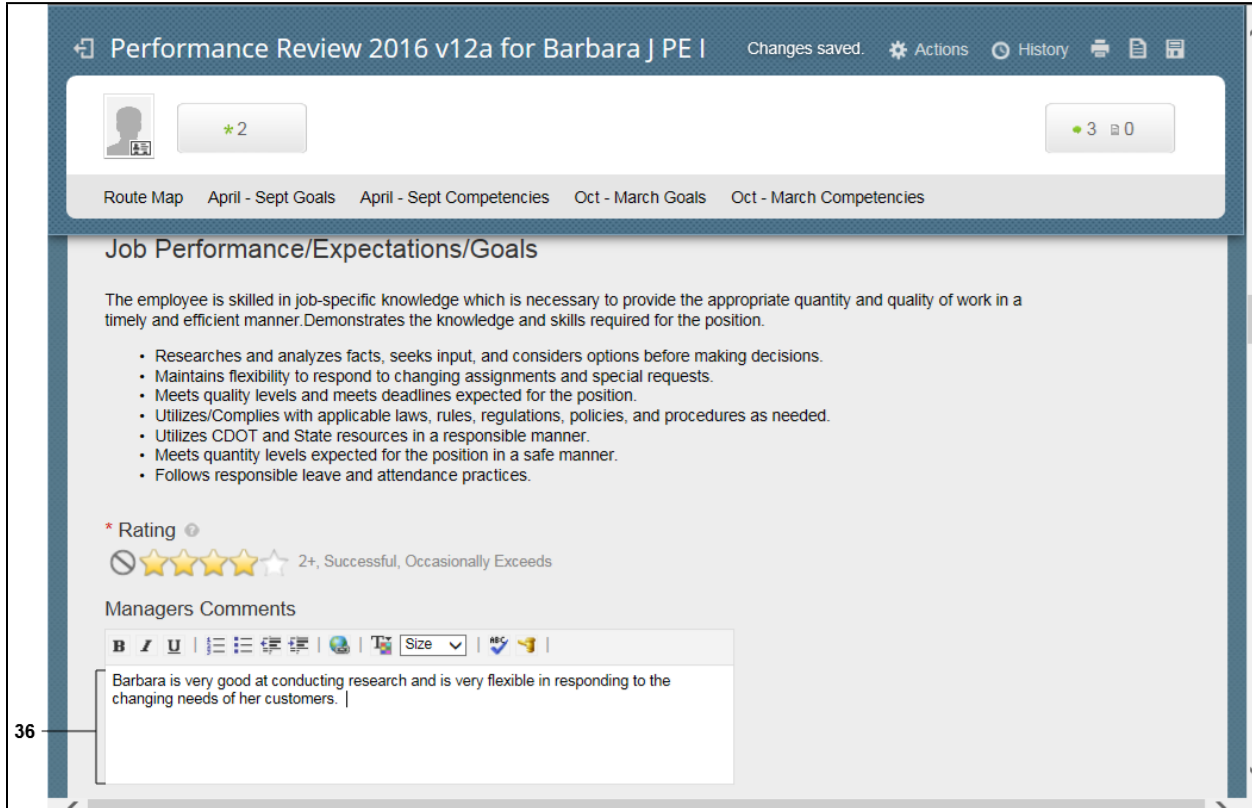
34. Select **Incomplete items** link from the list.

Example: Job Performance (Q1)

SuccessFactors: Performance Review



35. Click the **rating**  that best describes the performance of the employee for the quarter.

SuccessFactors: Performance Review


Performance Review 2016 v12a for Barbara J PE I Changes saved. Actions History [Print] [Export]

Route Map April - Sept Goals April - Sept Competencies Oct - March Goals Oct - March Competencies

Job Performance/Expectations/Goals

The employee is skilled in job-specific knowledge which is necessary to provide the appropriate quantity and quality of work in a timely and efficient manner. Demonstrates the knowledge and skills required for the position.

- Researches and analyzes facts, seeks input, and considers options before making decisions.
- Maintains flexibility to respond to changing assignments and special requests.
- Meets quality levels and meets deadlines expected for the position.
- Utilizes/Complies with applicable laws, rules, regulations, policies, and procedures as needed.
- Utilizes CDOT and State resources in a responsible manner.
- Meets quantity levels expected for the position in a safe manner.
- Follows responsible leave and attendance practices.

* Rating 2+, Successful, Occasionally Exceeds

Managers Comments

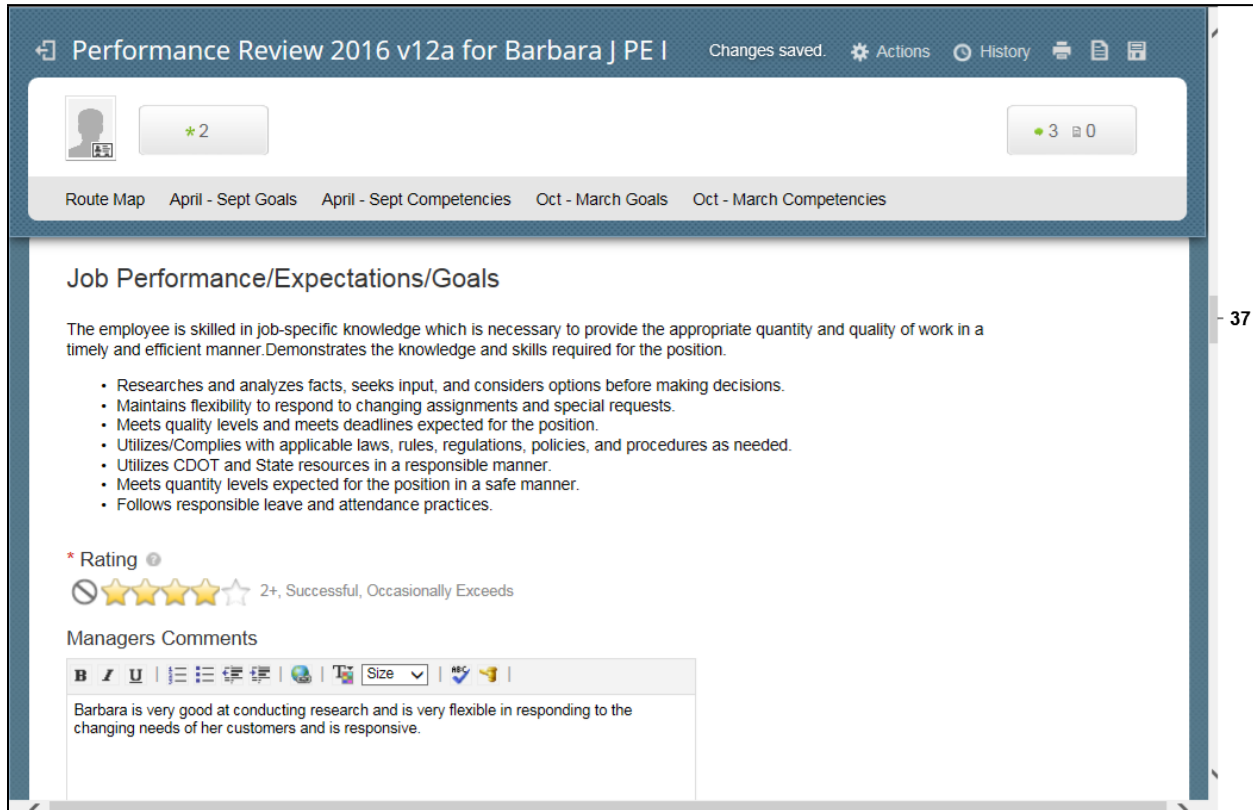
Barbara is very good at conducting research and is very flexible in responding to the changing needs of her customers. |

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

Field	R/O/C	Description
Comment	Required	Text description. Example: Comment on your rating.



Add your comments about the Employee's job performance for the quarterly goal. For example, "Barbara is an excellent worker and has proven to be very effective at her job."

SuccessFactors: Performance Review - Windows Internet Explorer

Performance Review 2016 v12a for Barbara J PE I Changes saved. Actions History

Route Map April - Sept Goals April - Sept Competencies Oct - March Goals Oct - March Competencies

Job Performance/Expectations/Goals

The employee is skilled in job-specific knowledge which is necessary to provide the appropriate quantity and quality of work in a timely and efficient manner. Demonstrates the knowledge and skills required for the position.

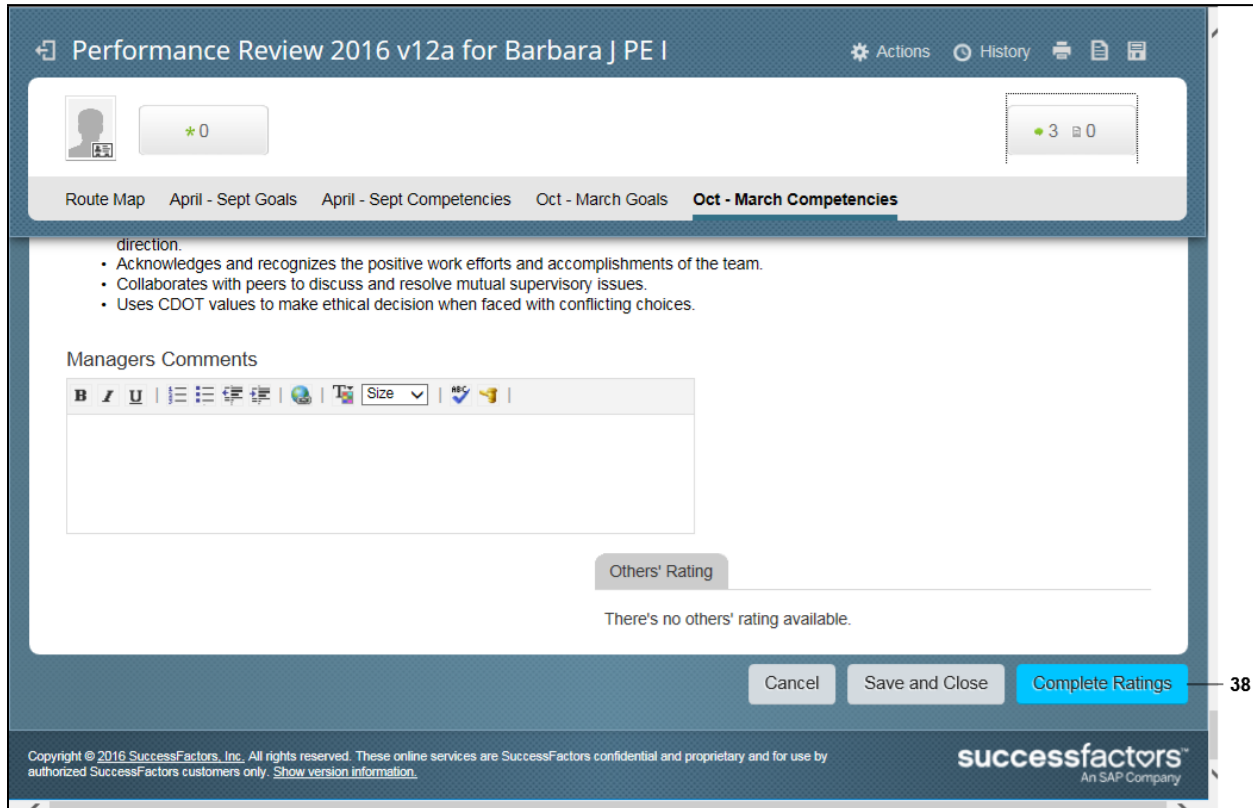
- Researches and analyzes facts, seeks input, and considers options before making decisions.
- Maintains flexibility to respond to changing assignments and special requests.
- Meets quality levels and meets deadlines expected for the position.
- Utilizes/Complies with applicable laws, rules, regulations, policies, and procedures as needed.
- Utilizes CDOT and State resources in a responsible manner.
- Meets quantity levels expected for the position in a safe manner.
- Follows responsible leave and attendance practices.

* Rating 2+ Successful, Occasionally Exceeds

Managers Comments

Barbara is very good at conducting research and is very flexible in responding to the changing needs of her customers and is responsive.

37. Use the vertical scroll bar to view the **Final Rating** section.

SuccessFactors: Performance Review

Performance Review 2016 v12a for Barbara J PE I

Route Map April - Sept Goals April - Sept Competencies Oct - March Goals **Oct - March Competencies**

- direction.
- Acknowledges and recognizes the positive work efforts and accomplishments of the team.
- Collaborates with peers to discuss and resolve mutual supervisory issues.
- Uses CDOT values to make ethical decision when faced with conflicting choices.

Managers Comments

Others' Rating

There's no others' rating available.

Cancel Save and Close **Complete Ratings**

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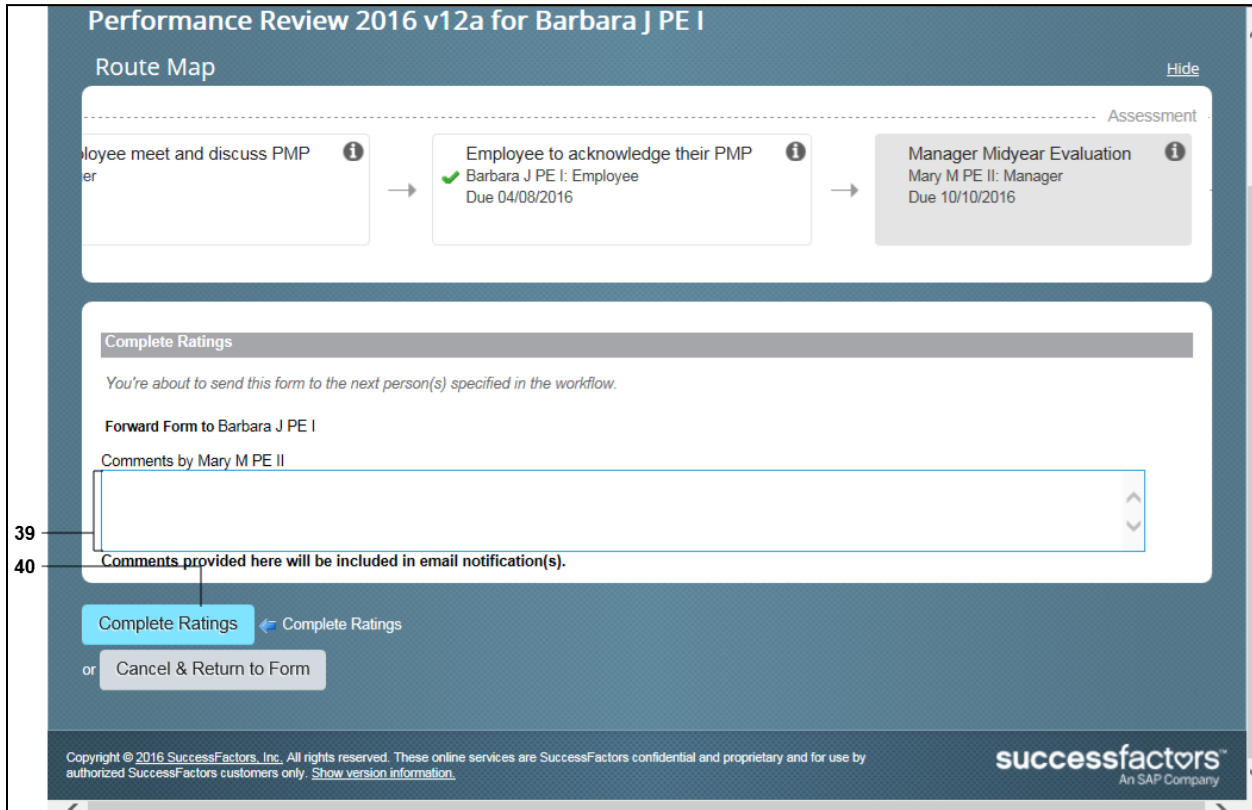
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38. Click **Complete Ratings** button

Complete Ratings



If the **Complete Ratings** button is not active then scroll to the top of the form to determine if there are any incomplete items.

SuccessFactors: Performance Review


Performance Review 2016 v12a for Barbara J PE I

Route Map Hide

Employee meet and discuss PMP Assessment

Employee to acknowledge their PMP i

✓ Barbara J PE I: Employee
Due 04/08/2016

Manager Midyear Evaluation i

Mary M PE II: Manager
Due 10/10/2016

Complete Ratings

You're about to send this form to the next person(s) specified in the workflow.

Forward Form to Barbara J PE I

Comments by Mary M PE II

39

40

Comments provided here will be included in email notification(s).

Complete Ratings ← Complete Ratings

or Cancel & Return to Form

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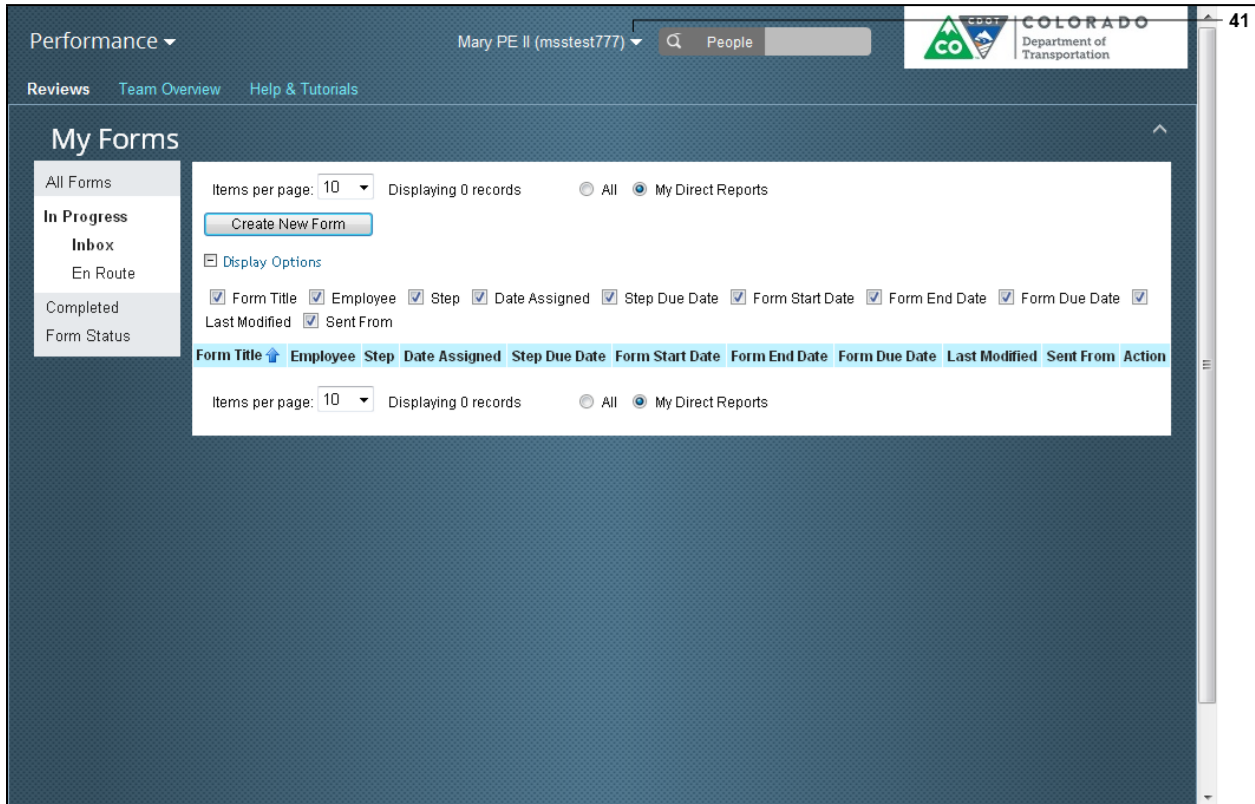
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39. As required, complete/review the following fields:

Field	R/O/C	Description
Enter a message	Required	Text description. Example: Barbara, Please review and have this back to me within seven days. Great job this quarter!

40. Click **Complete Ratings & Plan** button Complete Ratings.

SuccessFactors: My Forms



Performance ▾ Mary PE II (msstest777) People

Reviews Team Overview Help & Tutorials

My Forms

All Forms

In Progress

Inbox

En Route

Completed

Form Status

Items per page: 10 Displaying 0 records All My Direct Reports


Create New Form

Display Options

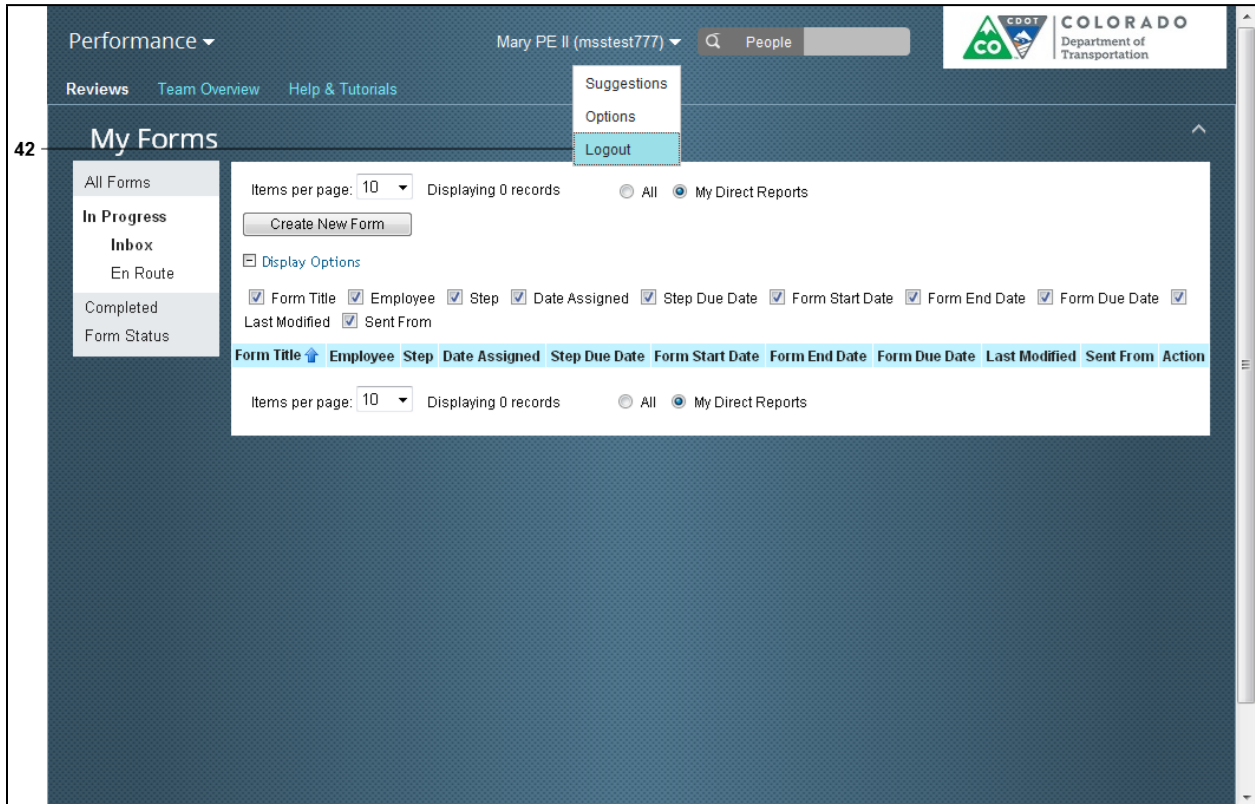
Form Title Employee Step Date Assigned Step Due Date Form Start Date Form End Date Form Due Date Last Modified Sent From

Form Title	Employee	Step	Date Assigned	Step Due Date	Form Start Date	Form End Date	Form Due Date	Last Modified	Sent From	Action
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Items per page: 10 Displaying 0 records All My Direct Reports

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

SuccessFactors: My Forms



42.

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

43. You have completed this transaction.

Result

You have reviewed an employee on their goals and each of the competency areas. The next step in the process is for the employee to review rating of their Performance Goals and Competencies and provide comments and acknowledge the form by the following dates:

- Mid-year - October 17th
- Year-end - April 22nd

For feedback on this document, please contact dot_SAPSupport@state.co.us.