

Purpose

Use this procedure to enter an evaluation of the Employee's Performance Goals and Competencies after meeting with the Employee during the mandatory Pre-appraisal meeting. The Pre-appraisal meeting usually occurs in conjunction between March 15th and April 1st. The Final Rating has the following dates associated with the workflow:

| Step | Open/Close | Bi-annual Review Meeting / Step | Supervisor Evaluates PMP | Employee Acknowledges PMP |
|--|----------------|---------------------------------|--------------------------|---------------------------|
| Mid-year | 04/01 to 06/30 | 07/01 to 07/10 | 10/10 | 07/17 |
| Year-end | 10/01 to 03/31 | 10/01 to 10/10 | 04/01 | N/A |
| Performance Rating Recommendation | | 04/01 | | |
| Reviewer Approval | | 04/01 to 04/08 | | |
| Employee Receives Rating | | 04/15 | | |

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

You need to evaluate the the Employee on their performance for the Performance Plan year.

Prerequisites

- Performance Progress Review meeting with the Employee to discuss their performance during the Performance Plan Year
- Employee Acknowledges of the Performance Management Plan
- Bi-annual Performance Management Plan

Menu Path

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

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

Transaction Code

Not Applicable

Helpful Hints

- You must complete a final evaluation of any employee who voluntary or involuntary leaves CDOT. When an employee leaves CDOT before Year-end, HR will "push" the final evaluation form to you so you do not have to complete additional evaluation(s)
- The final performance review involves a mandatory pre-appraisal meeting between an

- employee and his or her supervisor. While the supervisor and employee should be collecting and writing performance documentation throughout the year, this is the employee's chance to provide a summary to the supervisor. The pre-appraisal meeting between the supervisor and the employee covers the employee's performance. After the meeting, the supervisor blends all the performance information with other known performance indicators to derive a recommended performance rating.
- During each final review process, the supervisor gives the employee the rating he or she feels the employee has earned for the Performance Plan year. This rating does not have to sync with the recommended calculated score on the left of the screen. In some cases, it may be higher or lower based on a promotion during the year or a significant upward or downward performance trend.
 - The supervisor will provide comments relating to the overall rating 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 |

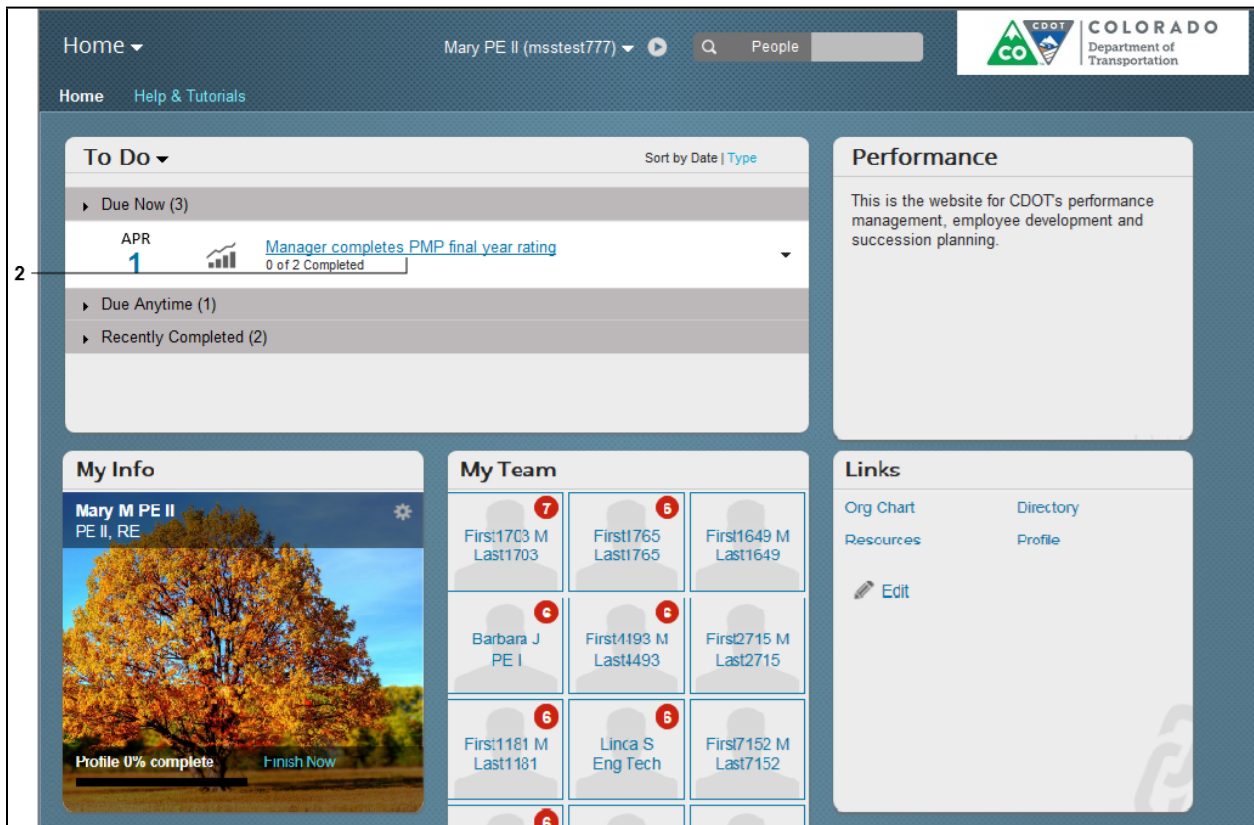
Procedure

1. Start the transaction using the 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.

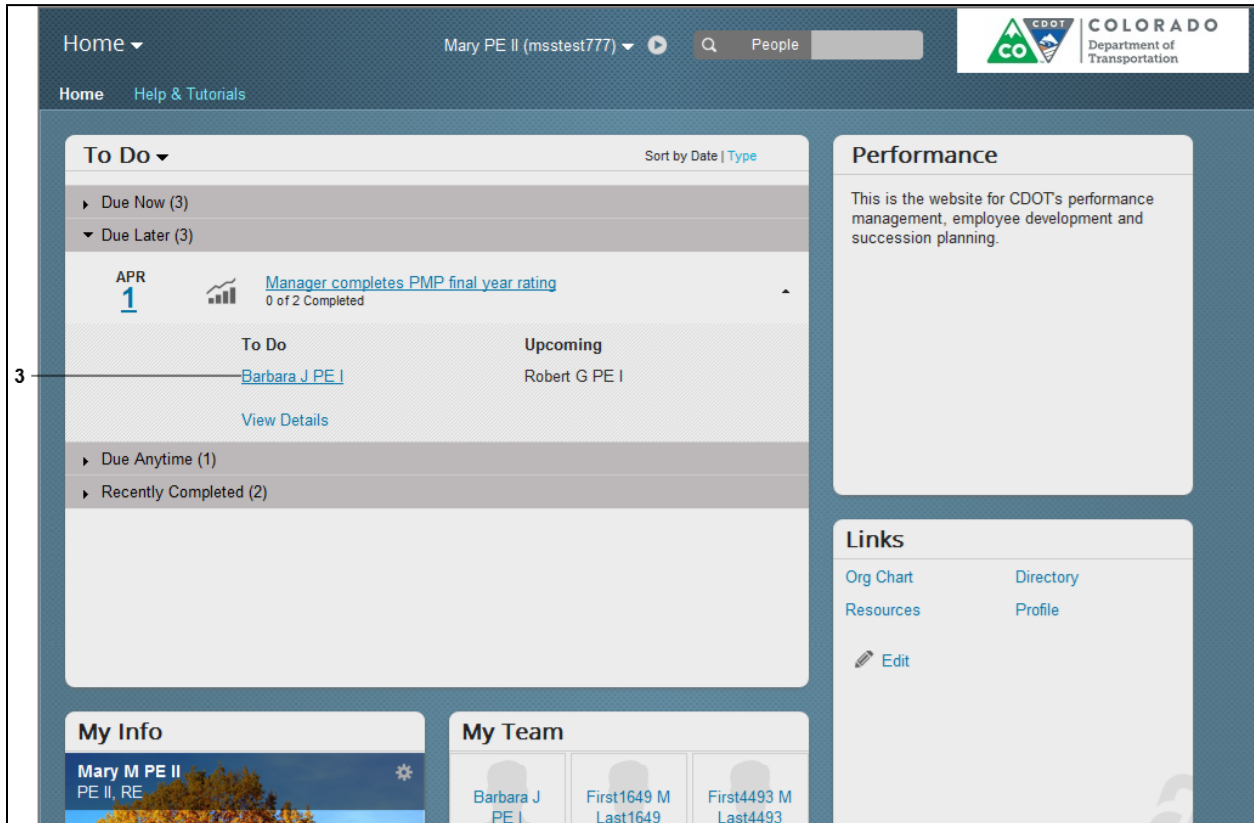
SuccessFactors: Home



The screenshot shows the SAP NetWeaver Portal SuccessFactors Home page. At the top, there is a navigation bar with 'Home' and 'Help & Tutorials'. Below this is a 'To Do' list with a 'Due Now (3)' section. A red circle with the number '2' points to a link in the 'Due Now' section that reads 'Manager completes PMP final year rating'. Other sections include 'My Info' for Mary M PE II, 'My Team' with a grid of team members, and 'Links' with options like 'Org Chart', 'Directory', 'Resources', and 'Profile'.

2. Click the **Manager completes PMP final year rating** link.

SuccessFactors: Home



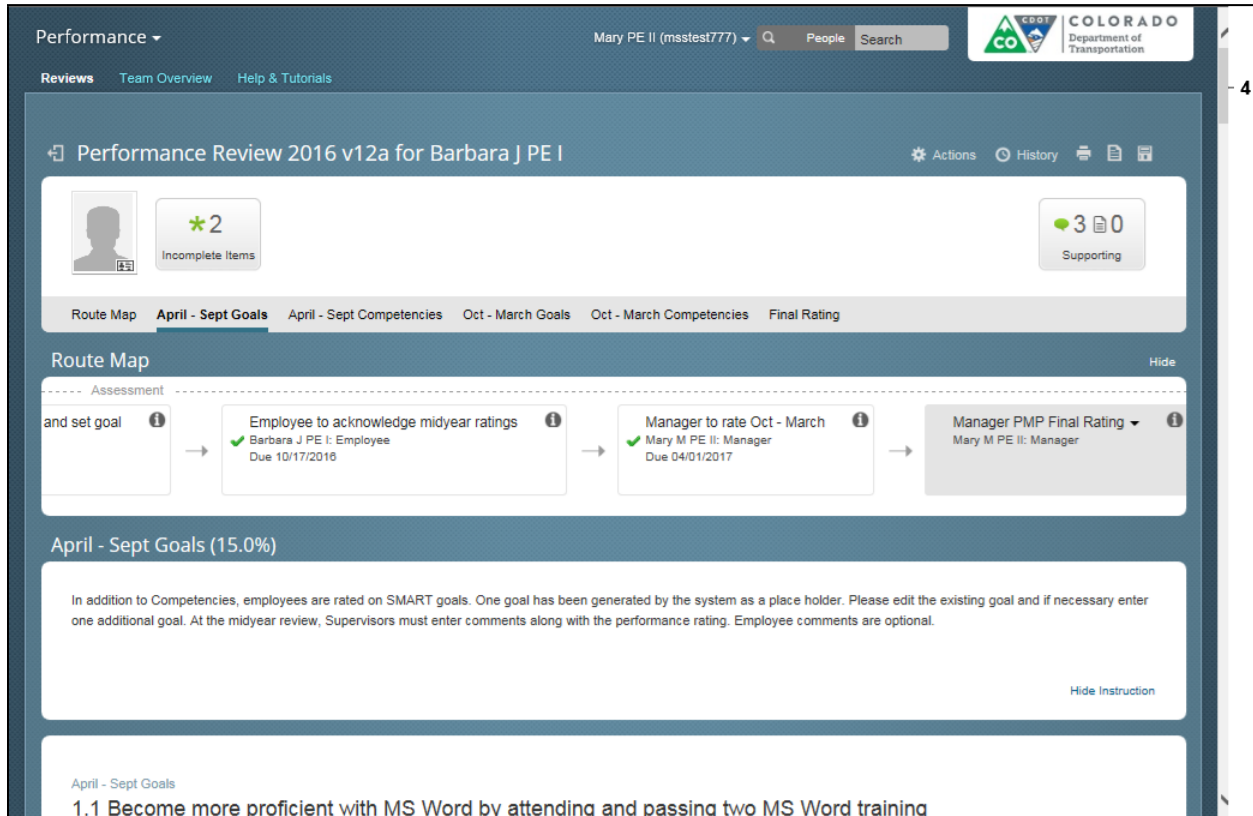
The screenshot shows the SuccessFactors Home page for user Mary PE II. The 'To Do' section is expanded to show 'Due Later (3)' tasks. A task titled 'Manager completes PMP final year rating' is shown with a progress bar indicating '0 of 2 Completed'. Below this, a table lists tasks:

| To Do | Upcoming |
|--------------------------------|---------------|
| Barbara J PE I | Robert G PE I |

A red circle highlights the link 'Barbara J PE I' in the 'To Do' column. Below the table is a 'View Details' link. Other sections include 'Due Anytime (1)', 'Recently Completed (2)', 'Performance' (with a description of the website's purpose), 'Links' (with links for Org Chart, Directory, Resources, Profile, and an Edit button), 'My Info' (showing Mary M PE II), and 'My Team' (showing Barbara J PE I, First1649 M Last1649, and First4493 M Last4493).

3. Click the link to the employee's Performance Management Plan.

Example: [Barbara J PE I](#)

SuccessFactors: Performance Review - Windows Internet Explorer

Performance Review 2016 v12a for Barbara J PE I

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

Route Map

Assessment

and set goal → Employee to acknowledge midyear ratings → Manager to rate Oct - March → Manager PMP Final Rating

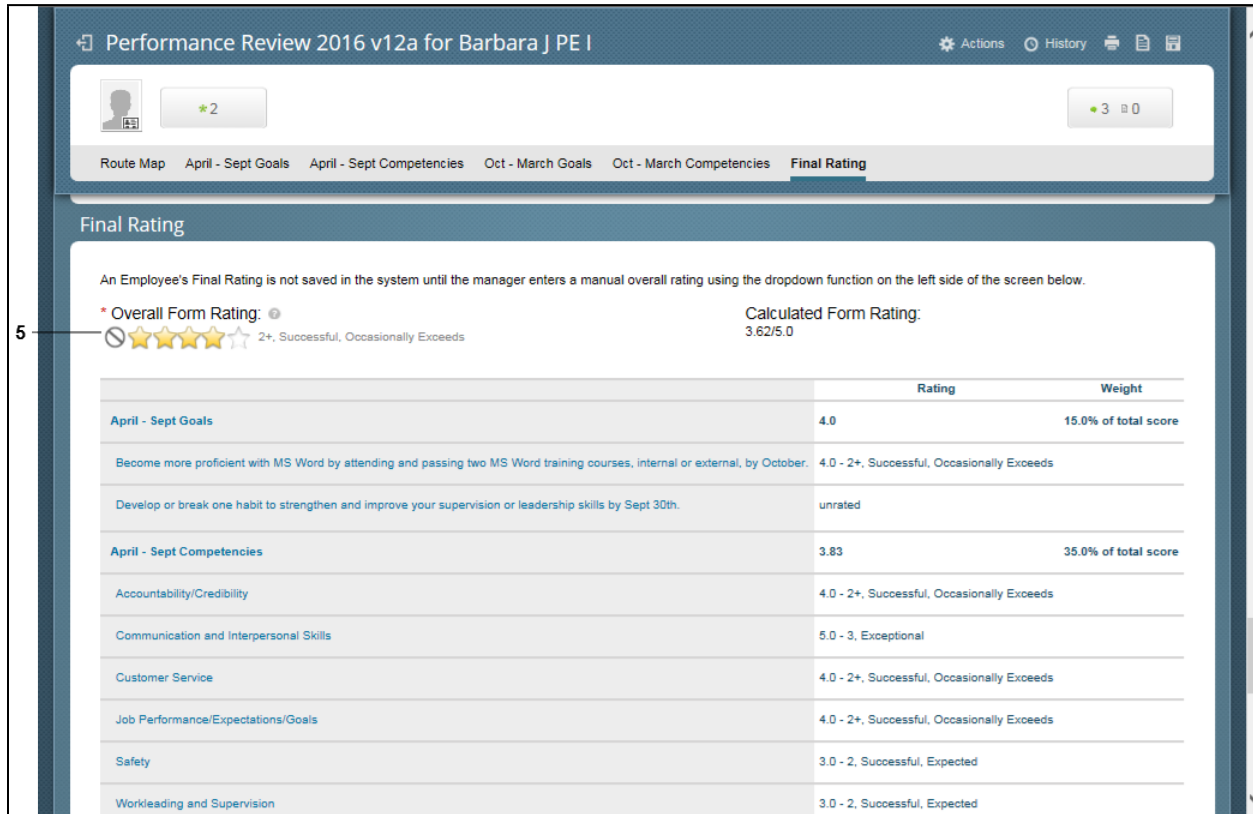
April - Sept Goals (15.0%)

In addition to Competencies, employees are rated on SMART goals. One goal has been generated by the system as a place holder. Please edit the existing goal and if necessary enter one additional goal. At the midyear review, Supervisors must enter comments along with the performance rating. Employee comments are optional.

April - Sept Goals

1.1 Become more proficient with MS Word by attending and passing two MS Word training

4. Click the vertical scroll bar to go to 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 **Final Rating**

Final Rating

An Employee's Final Rating is not saved in the system until the manager enters a manual overall rating using the dropdown function on the left side of the screen below.

* Overall Form Rating:  2+ , Successful, Occasionally Exceeds

Calculated Form Rating: 3.62/5.0

| | Rating | Weight |
|--|--|----------------------|
| April - Sept Goals | 4.0 | 15.0% of total score |
| Become more proficient with MS Word by attending and passing two MS Word training courses, internal or external, by October. | 4.0 - 2+, Successful, Occasionally Exceeds | |
| Develop or break one habit to strengthen and improve your supervision or leadership skills by Sept 30th. | unrated | |
| April - Sept Competencies | 3.83 | 35.0% of total score |
| Accountability/Credibility | 4.0 - 2+, Successful, Occasionally Exceeds | |
| Communication and Interpersonal Skills | 5.0 - 3, Exceptional | |
| Customer Service | 4.0 - 2+, Successful, Occasionally Exceeds | |
| Job Performance/Expectations/Goals | 4.0 - 2+, Successful, Occasionally Exceeds | |
| Safety | 3.0 - 2, Successful, Expected | |
| Workleading and Supervision | 3.0 - 2, Successful, Expected | |

5. Select the appropriate rating from the **Rating** drop-down menu using the rating scale shown below.

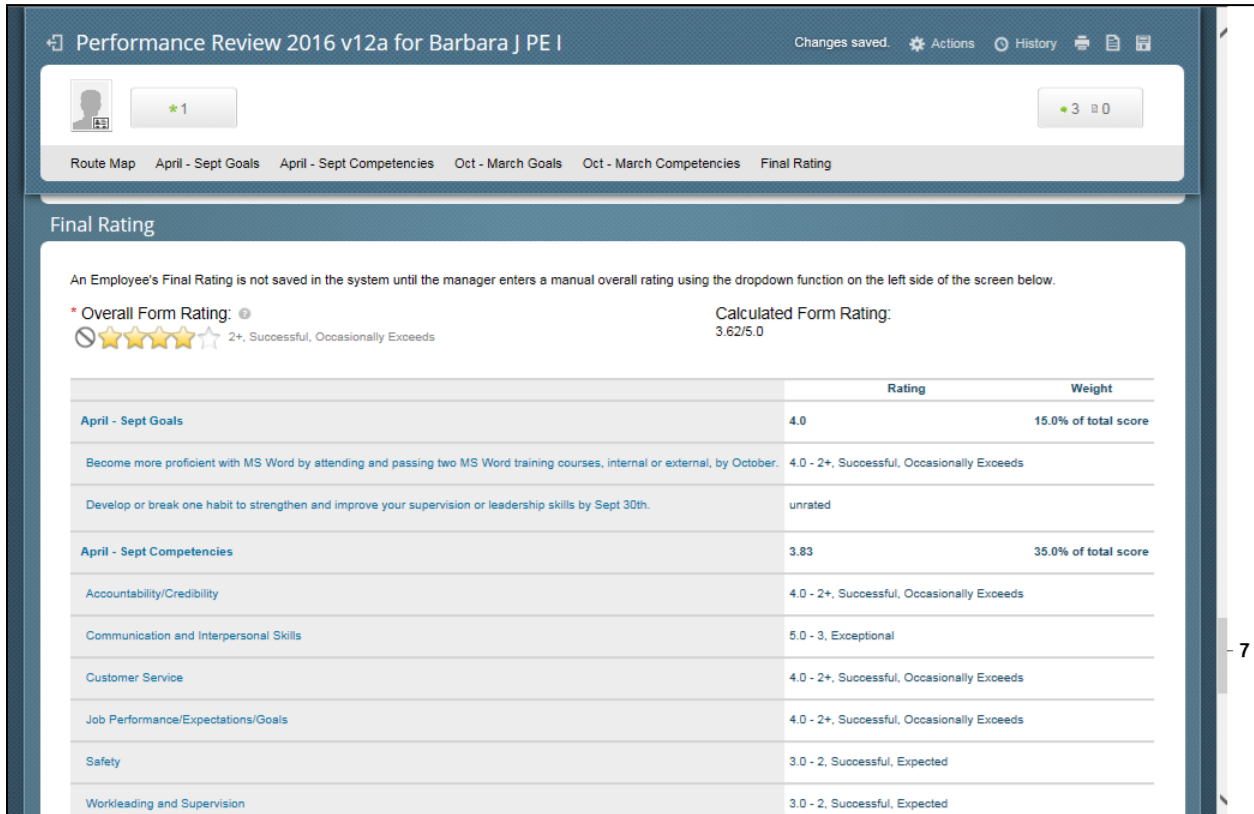
Example: 4.0 - 2+ Successful, Occassionally Exceptional

6. Use the following rating scale to evaluate the employee for the Performance Plan year.

| Rating | 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 (Unsuccessful - Consistently poor performance) | This rating level encompasses those employees whose performance on a competency is in between needs improvement and poor. |

SuccessFactors: Performance Review 2016 v12a for Barbara J PE I



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 Final Rating

Final Rating

An Employee's Final Rating is not saved in the system until the manager enters a manual overall rating using the dropdown function on the left side of the screen below.

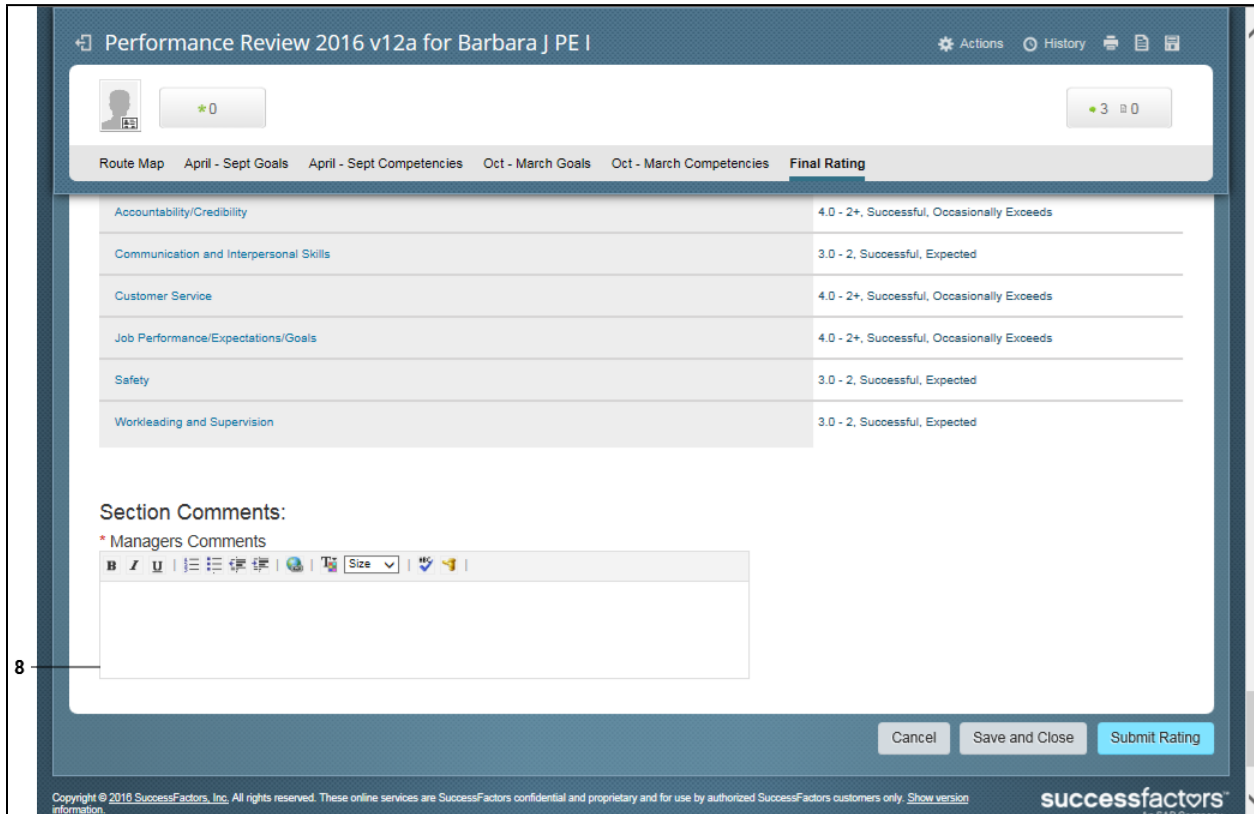
* Overall Form Rating: 2+, Successful, Occasionally Exceeds

Calculated Form Rating: 3.62/5.0

| | Rating | Weight |
|--|--|----------------------|
| April - Sept Goals | 4.0 | 15.0% of total score |
| Become more proficient with MS Word by attending and passing two MS Word training courses, internal or external, by October. | 4.0 - 2+, Successful, Occasionally Exceeds | |
| Develop or break one habit to strengthen and improve your supervision or leadership skills by Sept 30th. | unrated | |
| April - Sept Competencies | 3.83 | 35.0% of total score |
| Accountability/Credibility | 4.0 - 2+, Successful, Occasionally Exceeds | |
| Communication and Interpersonal Skills | 5.0 - 3, Exceptional | |
| Customer Service | 4.0 - 2+, Successful, Occasionally Exceeds | |
| Job Performance/Expectations/Goals | 4.0 - 2+, Successful, Occasionally Exceeds | |
| Safety | 3.0 - 2, Successful, Expected | |
| Workleading and Supervision | 3.0 - 2, Successful, Expected | |

7. Click the vertical scroll bar to go to the **Comments** 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 **Final Rating**

| | |
|--|--|
| Accountability/Credibility | 4.0 - 2+, Successful, Occasionally Exceeds |
| Communication and Interpersonal Skills | 3.0 - 2, Successful, Expected |
| Customer Service | 4.0 - 2+, Successful, Occasionally Exceeds |
| Job Performance/Expectations/Goals | 4.0 - 2+, Successful, Occasionally Exceeds |
| Safety | 3.0 - 2, Successful, Expected |
| Workleading and Supervision | 3.0 - 2, Successful, Expected |

Section Comments:

* Managers Comments

8

Cancel Save and Close Submit Rating

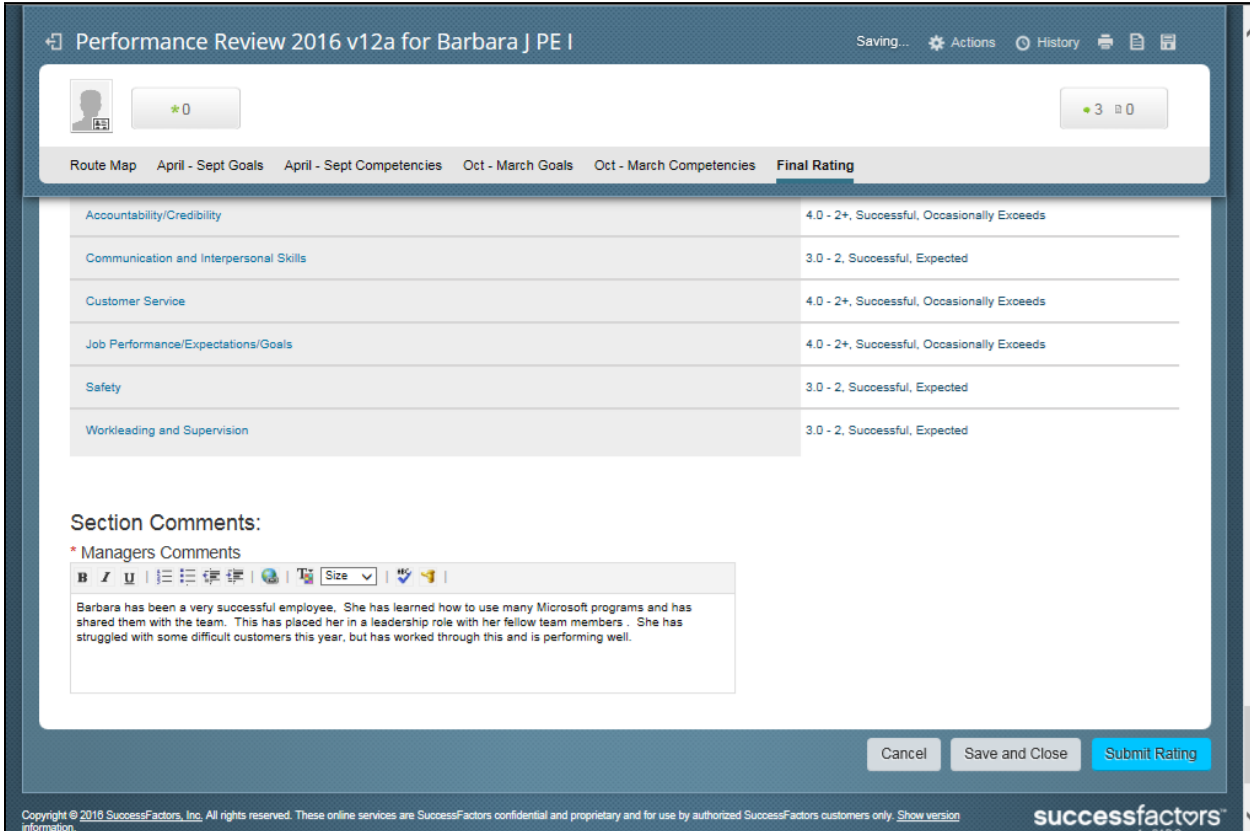
Copyright © 2016 SuccessFactors, Inc. All rights reserved. These online services are SuccessFactors confidential and proprietary and for use by authorized SuccessFactors customers only. [Show version information](#)

successfactors™

- Click in the **Comment** field and add your comments about the employee's rating.



Be sure to add comments in support of an employee's rating. This email message is sent to your reviewer (your supervisor). Comments are a mandatory field, you cannot submit the final rating without them.

SuccessFactors: Performance Review

Performance Review 2016 v12a for Barbara J PE I

Accountability/Credibility: 4.0 - 2+, Successful, Occasionally Exceeds

Communication and Interpersonal Skills: 3.0 - 2, Successful, Expected

Customer Service: 4.0 - 2+, Successful, Occasionally Exceeds

Job Performance/Expectations/Goals: 4.0 - 2+, Successful, Occasionally Exceeds

Safety: 3.0 - 2, Successful, Expected

Workleading and Supervision: 3.0 - 2, Successful, Expected

Section Comments:

* Managers Comments

Barbara has been a very successful employee. She has learned how to use many Microsoft programs and has shared them with the team. This has placed her in a leadership role with her fellow team members. She has struggled with some difficult customers this year, but has worked through this and is performing well.

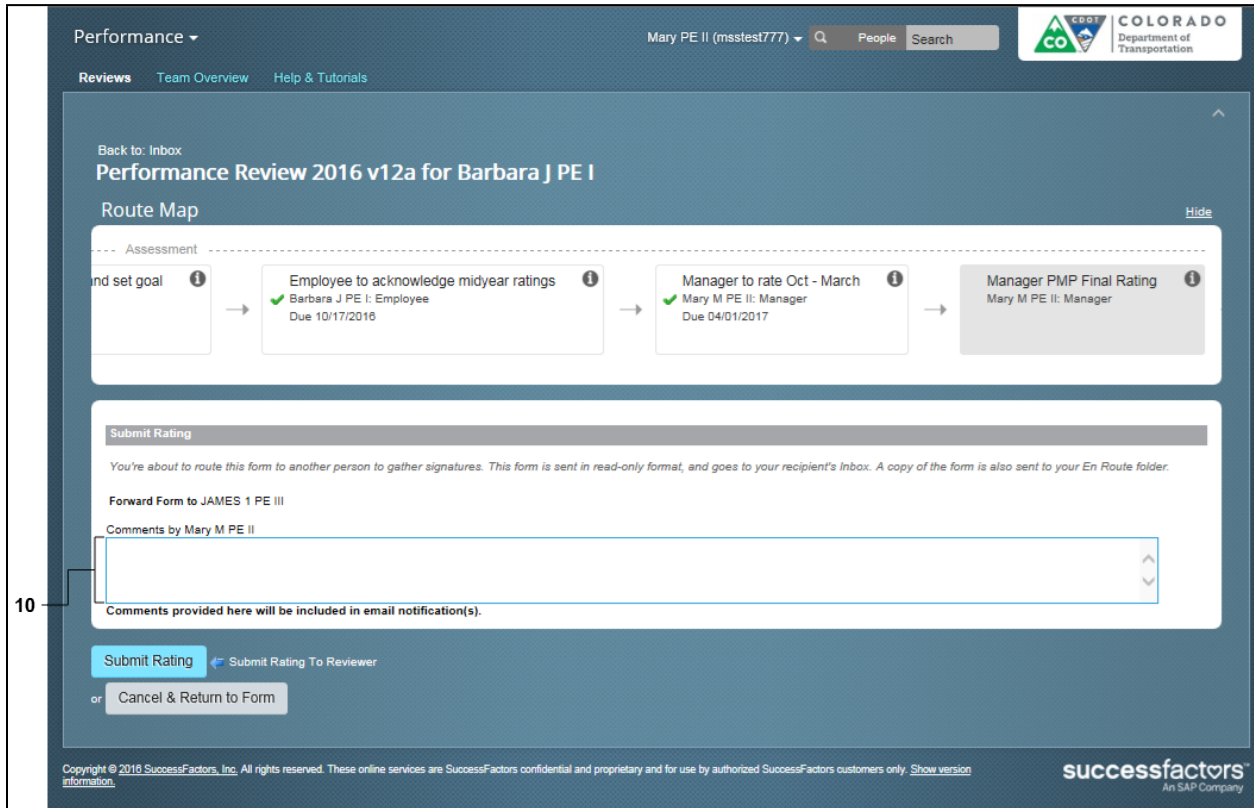
Buttons: Cancel, Save and Close, Submit Rating

Copyright © 2016 SuccessFactors, Inc. All rights reserved. These online services are SuccessFactors confidential and proprietary and for use by authorized SuccessFactors customers only. [Show version information.](#)

successfactors™

9. Click **Submit Rating** button 

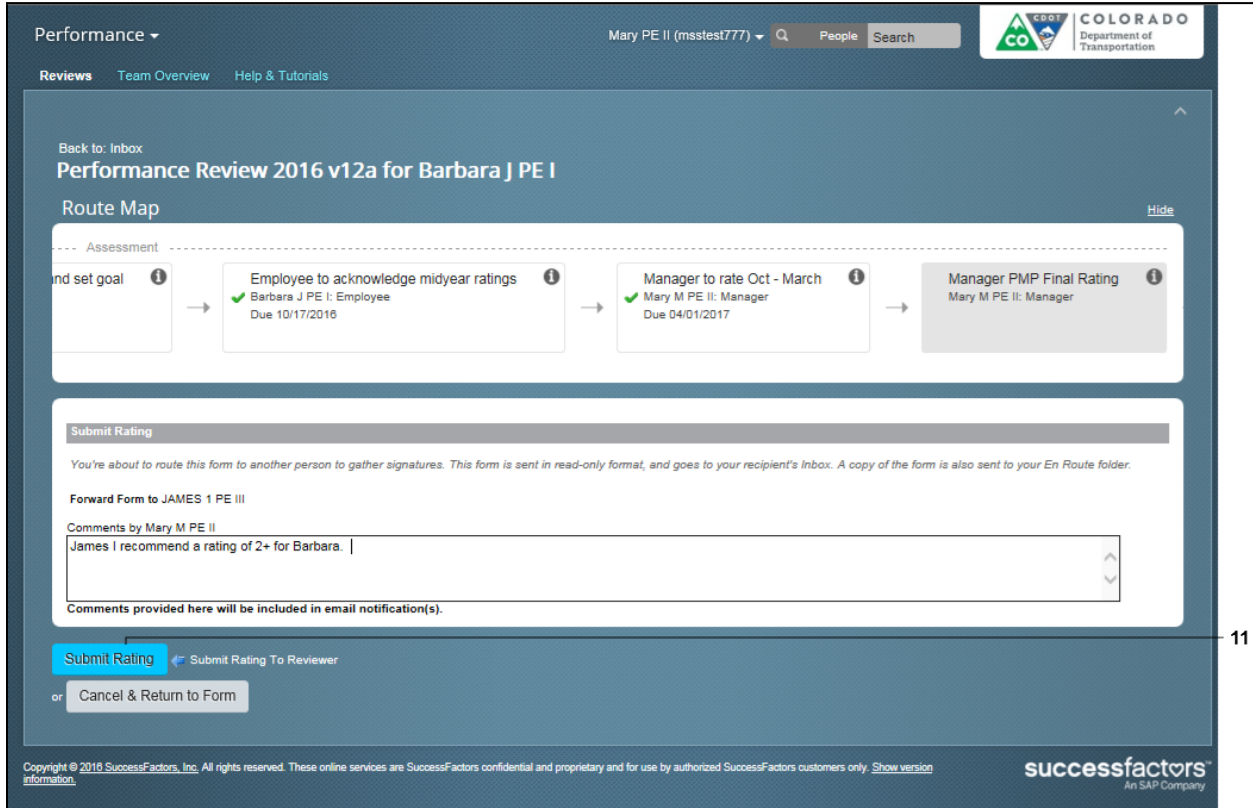
SuccessFactors: Performance Review




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

| Field | R/O/C | Description |
|----------|----------|---|
| Comments | Required | Example: Add a message to the Employee. |

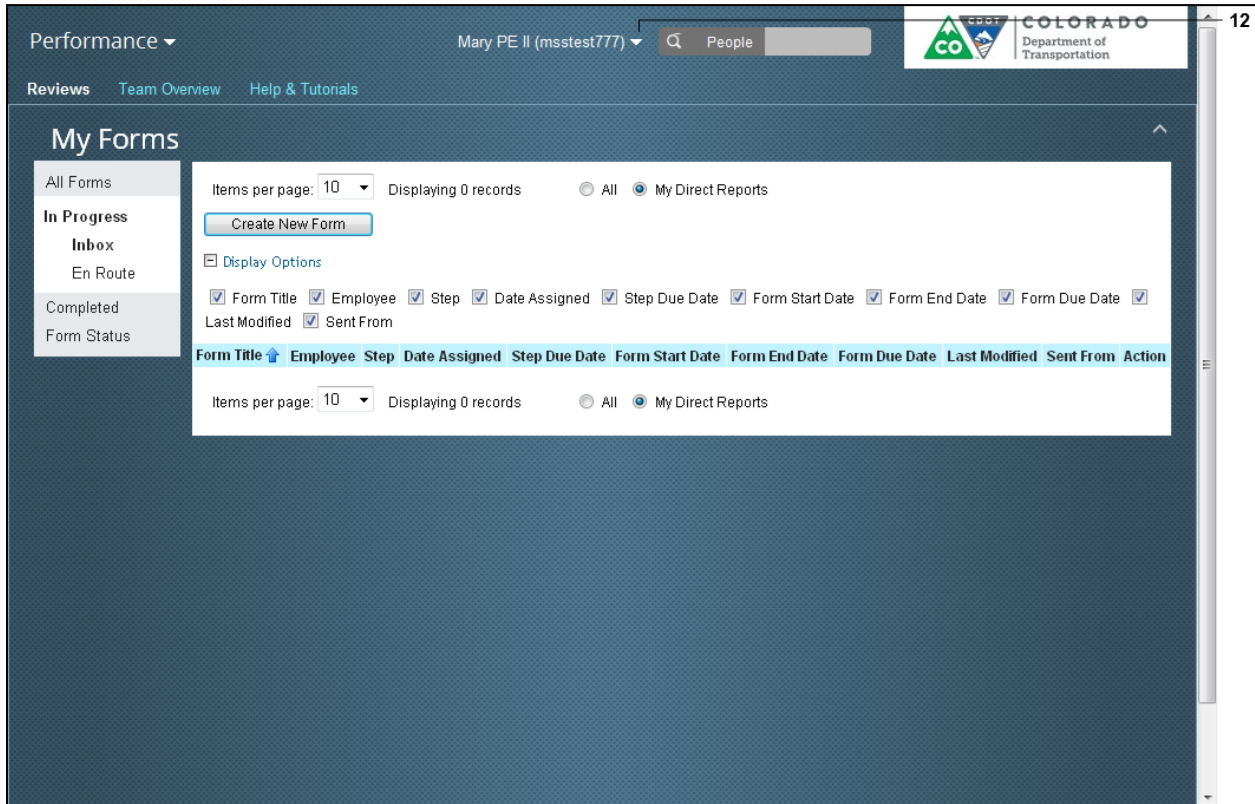
SuccessFactors: Performance Review




The screenshot displays the SuccessFactors Performance Review interface. At the top, there is a navigation bar with 'Performance' and a user profile for 'Mary PE II (msstest777)'. Below this, a breadcrumb trail shows 'Back to: Inbox' and the current review title 'Performance Review 2016 v12a for Barbara J PE I'. A 'Route Map' section shows a sequence of steps: 'Employee to acknowledge midyear ratings' (completed for Barbara J PE I), 'Manager to rate Oct - March' (completed for Mary M PE II), and 'Manager PMP Final Rating' (pending for Mary M PE II). A 'Submit Rating' pop-up window is open, showing a message: 'You're about to route this form to another person to gather signatures. This form is sent in read-only format, and goes to your recipient's Inbox. A copy of the form is also sent to your En Route folder.' The window includes a 'Forward Form to JAMES 1 PE III' section and a text area for comments: 'Comments by Mary M PE II' with the text 'James I recommend a rating of 2+ for Barbara.' At the bottom of the pop-up, there are two buttons: 'Submit Rating' (highlighted in blue) and 'Submit Rating To Reviewer'. Below the pop-up, there are buttons for 'Submit Rating' and 'Cancel & Return to Form'. A red '11' is placed to the right of the 'Submit Rating' button in the pop-up window.

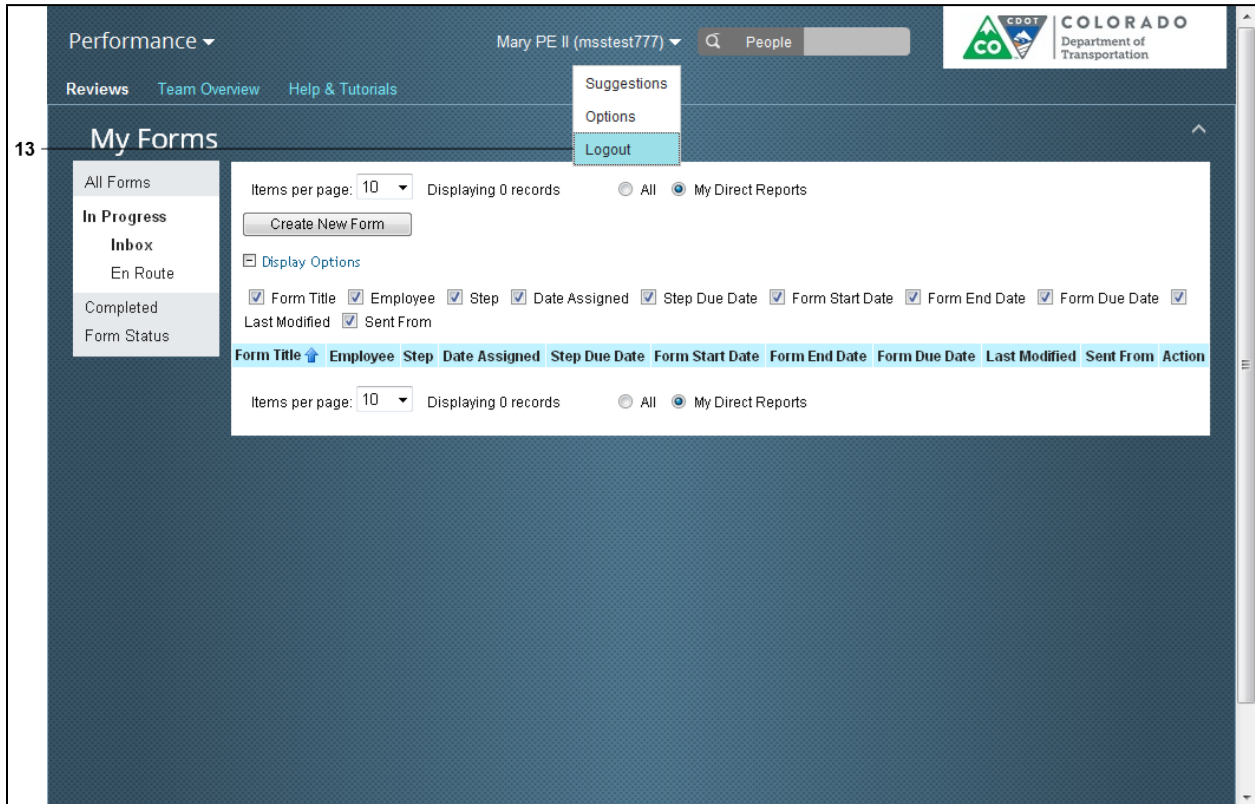
11. Click **Submit Rating** button  inside the pop-up window to submit your comments to the PMP's Reviewer.


SuccessFactors: My Forms



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

SuccessFactors: My Forms



13. Select the **Logout** option  from the drop-down menu.
14. You have completed this transaction.

Result

You have evaluated an employee on their goals and each of the competency areas for the Performance Plan year. The Final Rating has the following tasks associated with it to close out the Performance Plan year:

- Reviewer's (2nd Level Manager) Signature Due - April 1st
- Supervisor's Performance Rating Decision April 8th
- Employee's Acknowledges Rating - April 22nd

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