

Using SuccessFactors during PRD Cycle

Managers view Staff Performance and Development Goals, Achievements and providing feedback and comments

For: Managers/PRD Advisors



Task

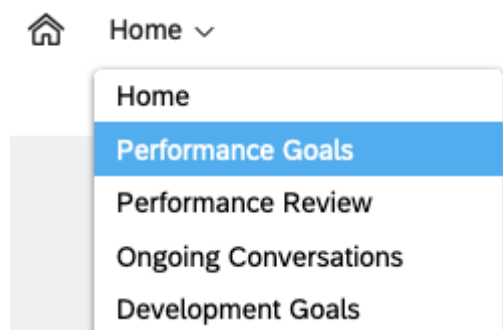
View your team members Achievements and Feedback against Performance and Development Goals.

Outcome

You have reviewed Achievements and Feedback and are prepared for Ongoing Conversations with your team member.

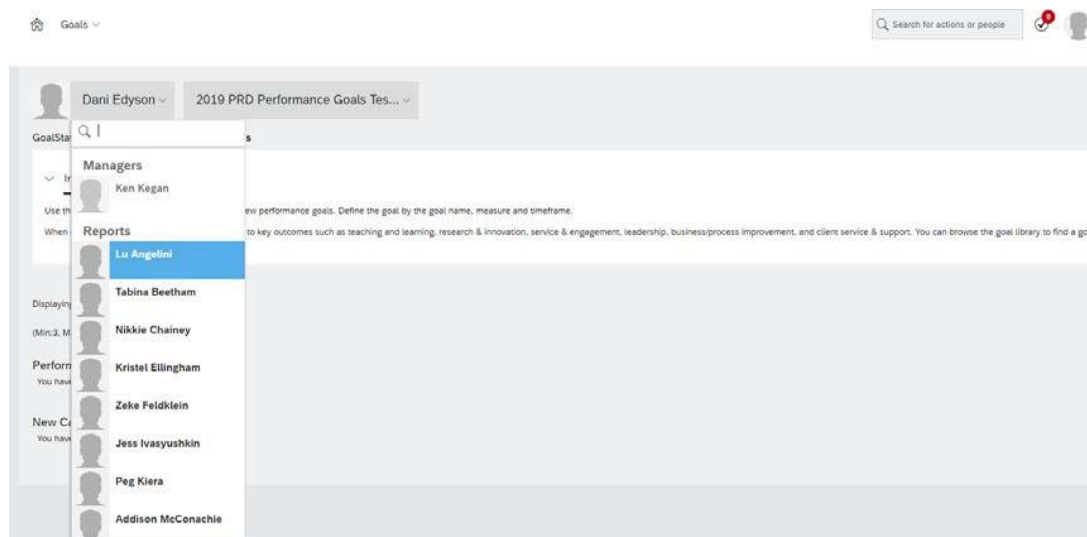
In SuccessFactors

[You have logged in to SuccessFactors](#) and are viewing your 'Home' dashboard – click on the 'Home' drop-down list and select 'Performance Goals':



2: The Performance Goal page will load. Ensure you have '2021 Performance Goals' selected in the drop down (Performance Goals for previous years will be there as well).

3: Click on your name at the top, you will see a list of your Reports displayed. Select the employee you would like to view. You will then be able to view the Performance Goals they have entered, and edit if required. Note: If you cannot locate the employee in the dropdown menu you can also use the search function at the top of the dropdown list.



Posting comments on a staff member's goal

Outside of your regular conversations you can post comments on the goals of your team member when you have selected their Performance Goals or Development Goals. Note these comments do not flow through to the Year End Review.

Goal Detail

Goal Name	Measure	Status	CPM Achievements	Action
<input type="checkbox"/> Conduct security audits every (every 12 months) Edit	1 audits conducted	Completed	1	⋮

Notes:

Comments

Viewing an Achievement on a staff member's goal

You can see a staff member's Achievement(s) they have tagged while completing the goal – which can also include feedback they have requested from other staff they collaborated with.

Click on the number in the 'CPM Achievements' column against the Goal.

Goal Detail

Goal Name	Measure	Status	CPM Achievements	Action
<input type="checkbox"/> Conduct security audits every (every 12 months) Edit	1 audits conducted	Completed	1	⋮

Notes:

Comments

This will open a window listing any achievements and associated feedback recorded:

Continuous Performance Management achievements

Search

Security audit performed

Created on: 29/07/19

Linked to Activity:

Linked to Goal: Conduct security audits every (every 12 months)

Feedback (0)

No Comment Available

Achievements and Feedback can also be added to Development Goals. Follow the steps above except select 'Development Goals' for the Home menu.