



# Performance Development





# What is the Year-End Review?

- An assessment of your performance throughout the year
- An opportunity for both you and your supervisor to rate your performance and provide comments to support these ratings
- A continuance of the discussions held during the planning/goal setting stage and the mid-year review
- A time to discuss future goals and development opportunities



# How to Prepare

- Review your form, paying special attention to your goals
- Review the notes you have taken throughout the year; add additional notes if necessary
- Give yourself a rating and provide comments to support your ratings
- Write down particular items that you might like to discuss and/or questions you might have



# The Ratings:

## *What do they mean?*

- **Requiring Significant Improvement**

An immediate action plan is required

- **Approaching Expectations**

Additional support and attention is necessary to achieve expectations; an employee may be learning

- **Successfully Achieving Expectations**

Fully achieving expectations in a consistent manner; *the majority of employees are expected to fall in this category*

- **Consistently Exceeding Expectations**

Performance consistently and significantly beyond expectations

Employee is viewed as a role model; *few employees are expected to fall in this category*



# What do I need to do in SuccessFactors?

- Make sure that your form has been returned to you from your supervisor since your mid-year review
- Update the status of each of your goals (on track, completed, etc.)
- Enter the ratings that you feel reflect your performance in the competency area
  - If you select any rating other than a “3”, comments are required
- Provide comments supporting your ratings
  - Use the Writing Assistant tool if you need help
- Send the form to your supervisor

# Enter Your Ratings

You will enter your ratings and comments first and then your supervisor will enter their ratings and comments. Ratings are entered from a drop down menu. Click on what rating you believe that you are performing that particular goal.

SuccessFactors: Performance Development Form for Yolanda Young - Microsoft Internet Explorer

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## Performance Development Form for Yolanda Young

Planning complete → Mid-Year Complete → **Year-End Review** → 2nd-Level Manager Review → Discussion → Employee signs → Completed

Send To Xenon Xandruszki

- Employee Information
- Review Information
- Core Competencies
- Job Family Competencies
- Department Goals
- Individual Goals
- Mid-Year Review

### Core Competencies

This section defines core competencies that are essential to the achievement of the organization's business goals.

### Commitment to Continuous Growth and Learning

Seeks out and accepts feedback, is a proactive learner, takes on tough assignments to improve skills, keeps knowledge and skills up-to-date, turns mistakes into learning opportunities.

**Rating by Yolanda Young:**  
Rating: Choose One...  
Choose One...  
Unable to Rate  
1.0 - Requiring Significant Improvement  
2.0 - Approaching Expectations  
3.0 - Achieving Expectations  
4.0 - Exceeding Expectations  
5.0 - Exceptional

**Comments by Yolanda Young:**

### Communication and Service

Communicates well both verbally and in writing, creates accurate and punctual reports, delivers projects on time, works well with others, has good listening skills.

**Rating by Yolanda Young:**  
Rating: Choose One...

**Comments by Yolanda Young:**

### Cooperation and Teamwork

Meets all team deadlines and responsibilities, listens to others and values opinions, helps team leader to meet goals, welcomes newcomers and promotes a team atmosphere.

**Rating by Yolanda Young:**

# Enter Comments

You can also enter comments for each competency or goal. If you need help, use the Writing Assistant (next page).

SuccessFactors: Performance Development Form for Yolanda Young - Microsoft Internet Explorer

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Back Forward Stop Refresh Home Search Favorites

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#### Commitment to Continuous Growth and Learning

Seeks out and accepts feedback, is a proactive learner, takes on tough assignments to improve skills, keeps knowledge and skills up-to-date, turns mistakes into learning opportunities.

Rating by Yolanda Young:  
Rating: Choose One... [v]

Comments by Yolanda Young: [text area] [writing assistant...](#) [spell check...](#) [legal scan...](#)

#### Communication and Service

Communicates well both verbally and in writing, creates accurate and punctual reports, delivers presentations, shares information and ideas with others, has good listening skills.

Rating by Yolanda Young:  
Rating: Choose One... [v]

Comments by Yolanda Young: [text area] [writing assistant...](#) [spell check...](#) [legal scan...](#)

#### Cooperation and Teamwork

Meets all team deadlines and responsibilities, listens to others and values opinions, helps team leader to meet goals, welcomes newcomers and promotes a team atmosphere.

Rating by Yolanda Young:

# Using the Writing Asst

The writing assistant screen will appear as below. You will see the competency or goal that you are currently working on. There are three levels to choose from, improve, meets or exceeds. Also you can make the comment more or less positive. As you click, the comment appears in the box below. Once finished you click on the Place Text button at the bottom.

<https://performancemanager.successfactors.com> - Writing Assistant/Coaching Advisor - Microsoft Int...

**Cooperation and Teamwork** [select another competency...](#)

- Works with others in a cooperative manner to accomplish mutual goals and foster teamwork and collaboration.
- Seeks opportunities to offer help, ask for and accept the help of others.

**Writing Assistant | [Coaching Advisor](#)**

Improve	Meets	Exceeds
<a href="#">could interact more often</a>	<a href="#">communicates with team members</a>	<a href="#">able to resolve conflict</a>
<a href="#">does not request feedback</a>	<a href="#">delivers on team commitments</a>	<a href="#">always a team player</a>
<a href="#">does not welcome new members</a>	<a href="#">generally works well in groups</a>	<a href="#">always requests, gives feedback</a>
<a href="#">doesn't meet responsibilities</a>	<a href="#">helps create team spirit</a>	<a href="#">can handle disagreement</a>
<a href="#">inadequate listening skills</a>	<a href="#">helps leader meet goals</a>	<a href="#">clear on responsibilities, deadlines</a>
<a href="#">misses team deadlines</a>		<a href="#">excellent listening skills</a>
<a href="#">needs to share more information</a>		<a href="#">promotes team spirit, inclusion</a>
<a href="#">needs to support team leader</a>		<a href="#">provides accurate data</a>
<a href="#">relies on own opinion</a>		
<a href="#">sometimes excessively critical</a>		
<a href="#">works alone, tries to do it all</a>		

**communicates with team members**

less positive (0) (1) (2) more positive

Zachary effectively communicates ideas and information in the team setting. He expresses himself diplomatically and distributes information in a timely manner.

1st Person  2nd Person  3rd Person

[Place Text](#) [Close Window](#)

Done Internet

# Send Form to Supervisor

When all of your ratings and comments are finished then you will send the form to your supervisor. *Your supervisor will then enter all of their ratings and comments.*

SuccessFactors: Performance Development Form for Zachary Zubov - Microsoft Internet Explorer

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## Performance Development Form for Zachary Zubov



Review Help & Training

Planning complete → Mid-Year Complete → **Year-End Review** → 2nd-Level Manager Review → Discussion → Employee signs → Completed

[Send To Xenon Xandruszki](#)

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This section helps you set work goals over the next year in consultation with your supervisor. This section will change from year to year and may be modified throughout the year.

**1.1 Learn about menu planning.** [less detail](#) | [more detail](#)  

**Goal :** Learn about menu planning. **Description :** Lean about menu planning for breakfast.

**Comments by Zachary Zubov:** [spell check...](#) [legal scan...](#)

I have spent 4 hours with the Executive Chef and watched how menus are planned.

[Add New Goal](#)

### Mid-Year Review

**Instructions:**

Manager and employee meet to review employee progress on business and development goals and document the date and results of this discussion in the 'Comments' section provided. The manager and employee should discuss any changes in goal priorities, potential barriers to goal accomplishment, strategies for overcoming those barriers, as well as any resource allocation changes that may be required.

**Mid-Year Review Date:** 12/31/2008

**Comments by Xenon Xandruszki:**

I found our discussion of your Performance very productive. I believe that your are currently on track and doing a good job.

[Save and Close](#) [Close Without Saving](#) [Send To Xenon Xandruszki](#)

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# 2<sup>nd</sup> Level Manager Review

- Your supervisor will send your form to their manager for what is known as the “2<sup>nd</sup> level manager review”
- The 2<sup>nd</sup> level manager may review your form and give feedback to your supervisor
- The 2<sup>nd</sup> level manager will then send the form back to your supervisor



# Year-End Discussion Tips

- Participate in the meeting – both you and your supervisor should talk and listen
- Make sure that you allow time to focus on the future, not just the past
  - Collaboratively set future goals & objectives
  - Discuss training and development opportunities



# What To Discuss

- Goals and results
- Competency strengths
- Training and development needs
- The overall rating of your performance
- New goals for coming year



# Signature and Final Steps

- After discussing your review, your supervisor will move your form to the signature step
- Both you and your supervisor will “sign” the form electronically
  - As the signature paragraph indicates, your signature does not imply your agreement, but rather an acknowledgement that your supervisor reviewed your form with you
- Once signed, the completed forms will be printed and placed in your personnel file



# Where can I go for help?

The HR Managers will be visiting departments and are available via telephone or appointment at extension 6140.

- Mary Main
- Ken Emerson
- Shirley Govindasamy
- Melani McGuire
- Amie Parker
- Ray Potter



# What's Next?

- At the conclusion of this year's performance development cycle, Human Resources will be conducting an evaluation of the performance development program
- After an evaluation is completed, recommendations will be made to the senior staff members about the performance development process