Guidelines for SuccessFactors Review Process

1. Manager receives an email notification that the review is available for their review.

2. If needed, notify your proxy by forwarding them the email that you received.

3. Hold a meeting to explain the self-review process with your staff. Key points are:
   - Encourage their participation in the self-review process.
   - Employees can rate and comment in the job description and standards of behavior sections.
   - Employees can comment in the pillar goals section.
   - If an employee does not want to participate in the self-review process, they must indicate their choice to opt-out at the bottom of the form.
   - Once the self-review or opt-out section is completed, the employee will need to send the review back to the manager.

4. After your meeting, the manager or the proxy sends the review to the employee for the self-review.

5. The employee completes the self-review or opts-out and sends the review back to the manager.

6. The manager completes their portions of the review.

7. The manager discusses the review with their supervisor as required.

8. The manager holds a one-on-one meeting with the employee and discusses the final review as written.

9. The manager sends the review to the employee for signature.

10. The employee signs the review and sends it back to the manager for signature.

11. The manager signs the review and the review process is completed.