SuccessFactors On-Line Performance Evaluation System

Planning Stage
Acknowledgement Forms
Planning Stage Acknowledgement forms are presently with each manager.

To access forms, the manager will log into SuccessFactors with their Net ID and password.
Accessing Planning Stage and Review Forms

- Click the “Performance” tab
- Review each form
  - Please be sure the pillar goals, position description, and job responsibilities with measurable success criteria are entered on the form prior to sending the Planning Stage document to the employee.
Manager Verification: Manager receives form, confirms all content is present: Position Description, Pillar goals, Job Responsibilities, and confirms section weights equate to 100% as appropriate.

Signature Step: Employee Signs.

Complete: Copy of completed form filed in the completed folder of both employee and manager.
1. On the Home Page, click **Employee Signature**.

2. Read through the Planning Stage, and click **Sign** at the end of the form.

3. Click **Sign** again to confirm your signature.