Completing your Self-Review

1. On the HR website, click SuccessFactors link in the left column.

2. Click the SuccessFactor’s log-in link, use your NetID and password:

3. On the home page, click Employee Self-Review

4. Conduct self-review by providing ratings and comments under the “Job duties” and “Standards of Behavior” sections of the form. Once complete, click “Send to the Next Step” button at the bottom of the form.
5. After your **Employee Performance Meeting** with your manager, you will receive the form back for your signature. Click **Sign** to confirm your signature.

6. Click **Logout** and close the browser for **SuccessFactors**