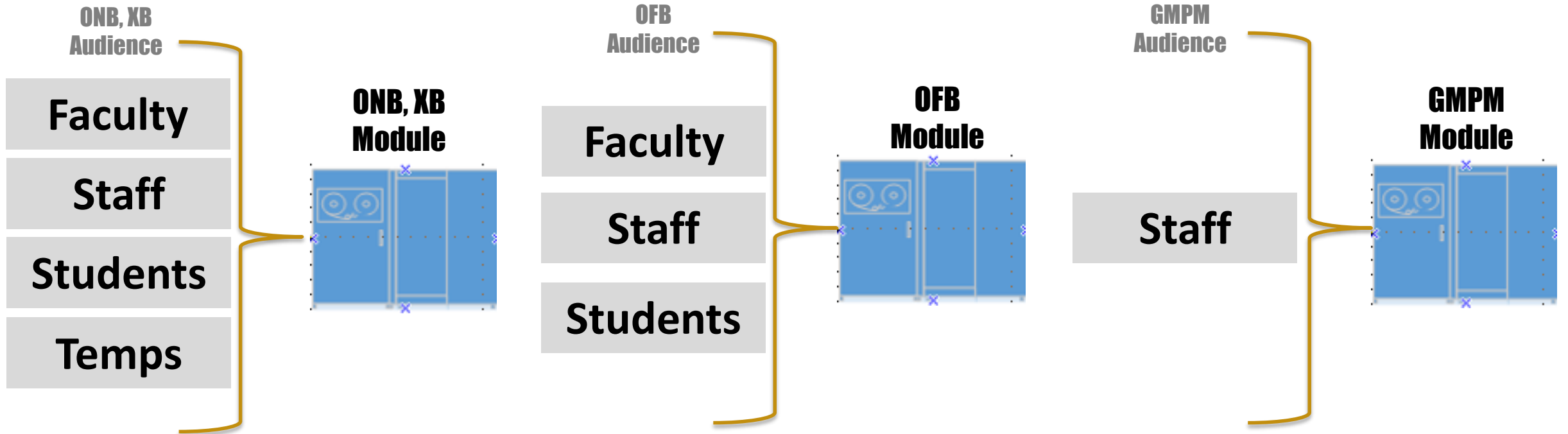




**SUCCESSFACTORS PREP**  
**PURDUE FORT WAYNE**  
**ONB, XB, OFB, GMPM**

# Who will use each system? High-level Overview

ONB, XB, OFB, GMPM





# **ONB, XB** **IN SUCCESSFACTORS**

# ONB Functionality in Everyday Speak

## 4 Simple Steps

**1**  
One last review of data entered during recruitment. Kickoff steps 2A and 2B at the same time

**2A**  
Prepare and send online new hire messaging

**2B**  
Submit online paperwork: direct deposit, work authorization, sign important policies, tax forms, other related employment information

**3**  
Payroll data is reviewed for accuracy and saved in the system establishing employee identity

**4**  
Meet face-to-face with employee on first day to complete work authorization paperwork

## New Hire Set-up Information

### Post Hire Data Verification Step

#### Name

First Name:

Middle Name:

Last Name:

Suffix:

#### Dates

Start Date:



Offer Accepted Date



Orientation Date:



Orientation Time:

#### Hire Information

Cancel

Next

## Where Will the New Employee be Employed (TestFirst TestLast)

Post Hire Data Verification Step

### Job Location

Company

Purdue University (PUD) ▼

Business Unit

-Select One- ▼

Division

-Select One- ▼

Department

-Select One- ▼

Location

-Select One- ▼

### Position Information

Position

Cancel

Back

Next

## New Hire Salary Information (TestFirst TestLast)

### Post Hire Data Verification Step

#### Pay Rate and Hours

Pay Rate:

Frequency:

Weekly Standard Hours:

Relocation Bonus:

\$

BonusTarget:

\$

Other Bonus:

\$

Incentive Pay:

\$

Other Compensation:

\$

Cancel

Back

Finish

Please review the data you have entered. If any information is incorrect simply click on the incorrect data. A wizard screen will pop-up where you can correct the data. Once corrected, click 'Finish' on the pop-up to return to the Review and Approval page.

**New Hire Set-up Information**

**Name**

First Name: [TestFirst](#) Middle Name: \_\_\_\_\_

Last Name: [TestLast](#) Suffix: \_\_\_\_\_

**Dates**

Start Date: [07/28/2017](#) Offer Accepted Date [07/27/2017](#)

Orientation Date: \_\_\_\_\_ Orientation Time: \_\_\_\_\_

**Hire Information**

Is the new hire a remote employee? [No](#)

Please enter the new hire's email address: [noemail@successfactors.com](#)

Re-enter the new hire's email: [noemail@successfactors.com](#)

**Where Will the New Employee be Employed**

**Job Location**

Company [Purdue University \(PUD\)](#) Business Unit \_\_\_\_\_

Division \_\_\_\_\_ Department \_\_\_\_\_

Location \_\_\_\_\_

Close

Finish



**STARTS  
TODAY**  
**JUL 10, 2017**

Amy Greek  
abc  
N/A  
talk2jain@gmail.com

- ✔ \* Write a Welcome Message
- \* Recommend Links
- \* Schedule Meetings
- Assign a Peer Mentor
- Recommend People
- \* Checklist

### Write a Welcome Message

Amy Greek sees the welcome message as a "Message from My Manager".

Welcome to Purdue..!



**STARTS TODAY**  
JUL 10, 2017

Amy Greek

abc  
N/A  
talk2jain@gmail.com

- ✔ \* Write a Welcome Message
- \* Recommend Links
- \* Schedule Meetings
- Assign a Peer Mentor
- Recommend People
- \* Checklist

### Recommend Links

Help Amy Greek get on board by recommending some links. For example: about the company, the role, restaurants in the city and so on.

[Use sample links](#)

+ Add Links

ALREADY STARTED  
JUL 10, 2017

Amy Greek  
abc  
N/A  
talk2jain@gmail.com

- ✔ \* Write a Welcome Message
- ✔ \* Recommend Links
- \* Schedule Meetings
- ✔ Assign a Peer Mentor

### Schedule Meetings

Set up the recommended onboarding meetings, if any. Any scheduled orientation for Amy Greek is shown below to prevent schedule conflicts.

#### Recommended Meetings

⊕ Orientation

⊕ Add Meeting

**STARTS  
TODAY**

**JUL 10, 2017**

Amy Greek

abc

N/A

[talk2jain@gmail.com](mailto:talk2jain@gmail.com)

✔ \* Write a Welcome Message

✔ \* Recommend Links

\* Schedule Meetings

Assign a Peer Mentor

Recommend People

\* Checklist

### Assign a Peer Mentor

The buddy will be Amy Greek's main contact during the onboarding phase. Choose a buddy from the suggestions or use the search box.

 🔍

## Enter Your Name and Social Security Number (TESTname1 Onboarding)

### New Hire Data Collection

Our company participates in the Federal government's E-Verify program. The E-Verify program requires us to ask for your social security number.

Do you have a social security number?  Yes  No

Please enter your SSN:

Please enter your name as it appears on your social security card.

First Name:

Middle Name:

Last Name:

Suffix:

Please enter your date of birth.

Date of Birth:



(mm/dd/yyyy)

- I have verified that this is my correct SSN and that my name is as it appears on my Social Security Card.
- If your last name differs from that shown on your social security card, check this box.
- I acknowledge that I must call 1-800-772-1213 to obtain a new or replacement Social Security card.

## Physical Address (TESTname Onboarding)

### New Hire Data Collection

Please enter your current physical address. If there is no address, enter a description of the location of your residence, such as "9 miles south of I-S1, to the left of the water tower."


Street Address 1

Street Address 2


Apartment #

City

Country

UNITED STATES OF AMERICA 

State

SELECT A STATE 

Zip Code

 - 

Home Phone #

Area/City Code  Phone #

## Form I-9 Employee Information and Attestation (TESTname Onboarding)

### New Hire Data Collection

On this panel you will need to answer citizenship questions and determine which documents you will use to prove you are eligible to work in the United States.

Select your citizenship status.

I attest, under penalty of perjury, that I am:

-- SELECT --

As proof of your eligibility to work in the United States, please select the document(s) you will use. Choose either one document from List A, or one document from both List B and List C. If you choose to use a Social Security Card as your List C document, [click here](#) for more information about valid cards.

LIST A: (Identity and Eligibility)

... NONE

OR

LIST B: (Identity)

... NONE

AND

LIST C: (Eligibility)

... NONE

Please remember to bring original, unexpired documents with you on your first day of employment.

## W-4 Withholding Elections (TESTname Onboarding)

New Hire Data Collection

Marital status

-- SELECT --

Total number of allowances I am claiming

Additional amount, if any, you want withheld from each paycheck

I claim exemption from withholding

NO

I agree that the allowances and deductions listed above are accurate.

Need help figuring out your allowances and deductions? Click which W-4 worksheet(s) you need:

- [🔗 Use this worksheet to figure out the number of allowances you should claim.](#)
- [🔗 Use this worksheet to figure out the number of deductions you should claim.](#)
- [🔗 Use this worksheet if you are \*\*single and have more than one job\*\* or are \*\*married and you and your spouse both work\*\* and the combined earnings from all jobs exceed \\$50,000 \(\\$20,000 if married\).](#)

[W-4 Instructions](#)



## Direct Deposit (TESTname Onboarding)

### New Hire Data Collection

With direct deposit, your pay is electronically deposited directly into your checking or savings account.

Do you wish to enroll in direct deposit?

Yes  No

Please enter details for your primary bank account. If you split your salary or bonus into other accounts, any remaining funds will be deposited into your primary account.

Bank Country

--Select One--

Routing Number

Re-enter Routing Number

Account Number

Re-enter Account Number

Account Type

-Select One-

Do you wish to specify any other bank accounts?

Yes  No

Employee's Forms **Correct Data**

Click to Sign

Follow the on-screen instructions to sign your forms.  
The next form to sign will automatically appear and a check mark will appear by each signed form.

US I9

US W4

IN\_WH\_4

Voluntary Self-Identification for Disability

New Employee Summary Form

Emergency Contact Info

Policy And Procedures

Need help signing your forms? [Click here for instructions.](#)



**Employment Eligibility Verification**  
Department of Homeland Security  
U.S. Citizenship and Immigration Services

**USCIS**  
**Form I-9**  
OMB No. 1615-0047  
Expires 08/31/2019

**▶ START HERE:** Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

**ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

**Section 1. Employee Information and Attestation** (Employees must complete and sign Section 1 of Form I-9 no later than the *first day of employment*, but not before accepting a job offer.)

Last Name (Family Name) <b>Onboarding</b>		First Name (Given Name) <b>TESTname</b>		Middle Initial <b>N</b>	Other Last Names Used (if any) <b>N/A</b>	
Address (Street Number and Name) <b>123 Fake St</b>			Apt. Number <b>N/A</b>	City or Town <b>Lafayette</b>		State <b>IN</b>
Date of Birth (mm/dd/yyyy) <b>07/11/1980</b>		U.S. Social Security Number <b>014 - 93 - 0002</b>		Employee's E-mail Address <b>N/A</b>		Employee's Telephone Number <b>N/A</b>

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest under penalty of perjury that I am (check one of the following boxes):

Welcome to the Orientation Step (TESTname Onboarding)

New Hire Data Verification

Both the New Employee and the Corporate Representative must be present to complete this section.

## Employee Name & SSN Information (TESTname Onboarding)

### New Hire Data Verification

Our company participates in the Federal government's E-Verify program. The E-Verify program requires us to ask for your social security number. Please ask the employee to verify that the social security number listed below is correct.

SSN:

014-93-0002

Verify the employee's name.

*The name must be spelled exactly as it appears on the employee's Social Security Card:*

First Name:

TESTname

Middle Name:

NA

Last Name:

Onboarding

Suffix:



I have verified with the employee that the name on his/her Social Security card is the same as listed above.

## Initial Verification Document Upload (TESTname Onboarding)

### Initial Verification

If an employee presents an Unexpired U.S. Passport or U.S. Passport Card as the verification document, the employer must make a copy of that document and keep it on file with Form I-9.

As the employer, you must make a copy of the document and keep it on file with the Form I-9. You can either scan and upload the document or copy the document for future uploading into the employee's I-9 file. Please choose which option you will use:

- Scan and Upload Now
- Scan and Upload Later

## Completing the E-Verify Process for (TESTname Onboarding)

### Initial Verification

#### EMPLOYMENT AUTHORIZED

To complete the E-Verify process, please answer the question below regarding the employment status of the employee.

Is the employee currently employed with this company?  Yes  No

Please choose the reason the employee is not currently employed with this company:

- The employee was terminated by the employer for reasons other than E-Verify.
- The employee voluntarily quit working for the employer.

Click "Finish" to complete the E-Verify process.

If you click "Close", the activity will remain in the Work Queue at its current status.

To resolve the case manually, click "Resolve Case" and choose the appropriate resolve reason.

# **XB Functionality in Everyday Speak**

**2 Simple Steps (required)**

**1**

**One last review of data entered during recruitment.**

**2**

**Payroll data is reviewed for accuracy and saved to EC and ECP.**

# **ONB Functionality in Everyday Speak**

## **Key Benefits**

### **Key benefits of the new system**

- 1. Automated, seamless, real-time processing and data storage**
- 2. The system guides a person through the process**
- 3. ONB Dashboards for HR**
- 4. System-generated reminders to employees**
- 5. Streamlined and customized new hire communications**

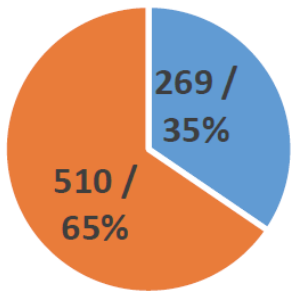


# ONB, XB: Process Administration

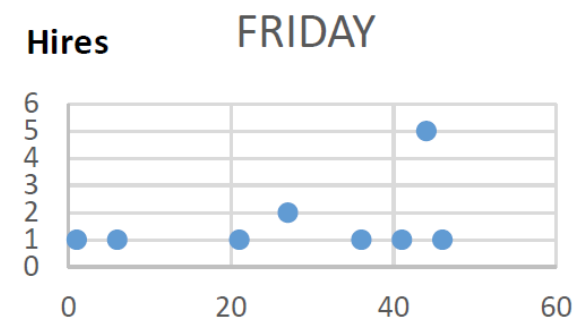
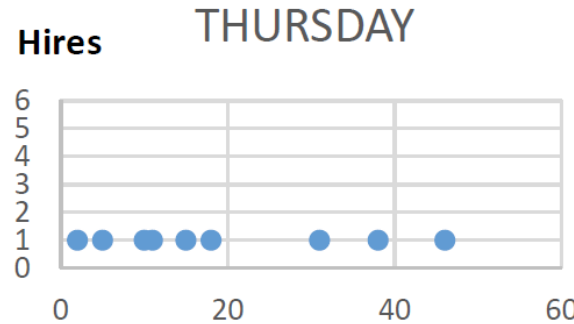
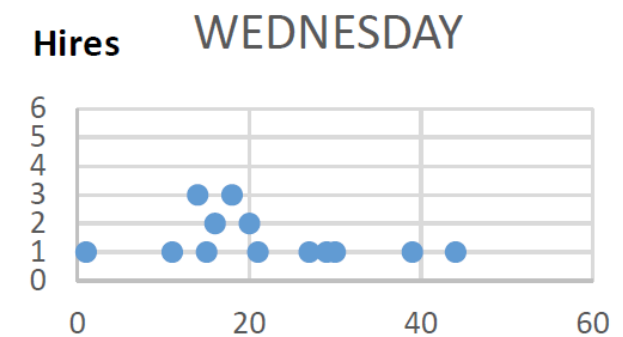
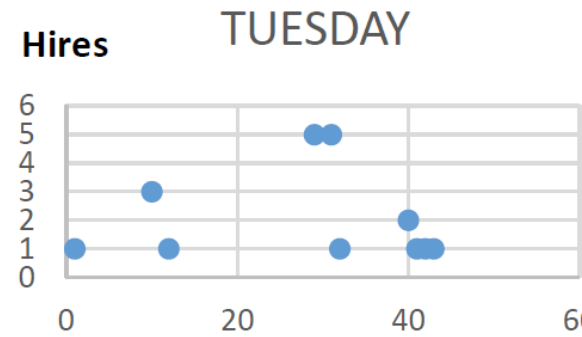
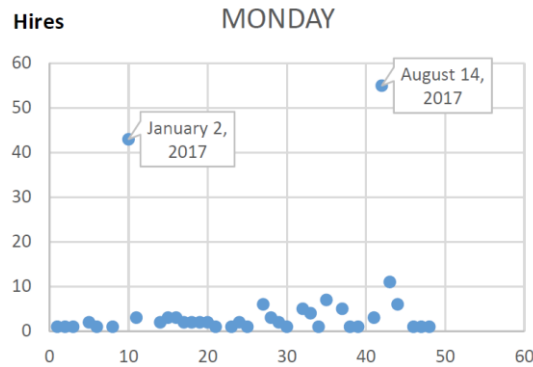
## Data Analysis Focusing on Faculty and Staff

### Understanding the volume of activity – Faculty and Staff Only

Hires from 10/31/16 to 9/30/17



■ Faculty & Staff Total ■ Student Total

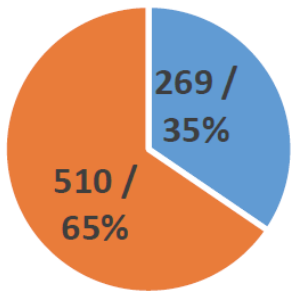


# ONB, XB: Process Administration

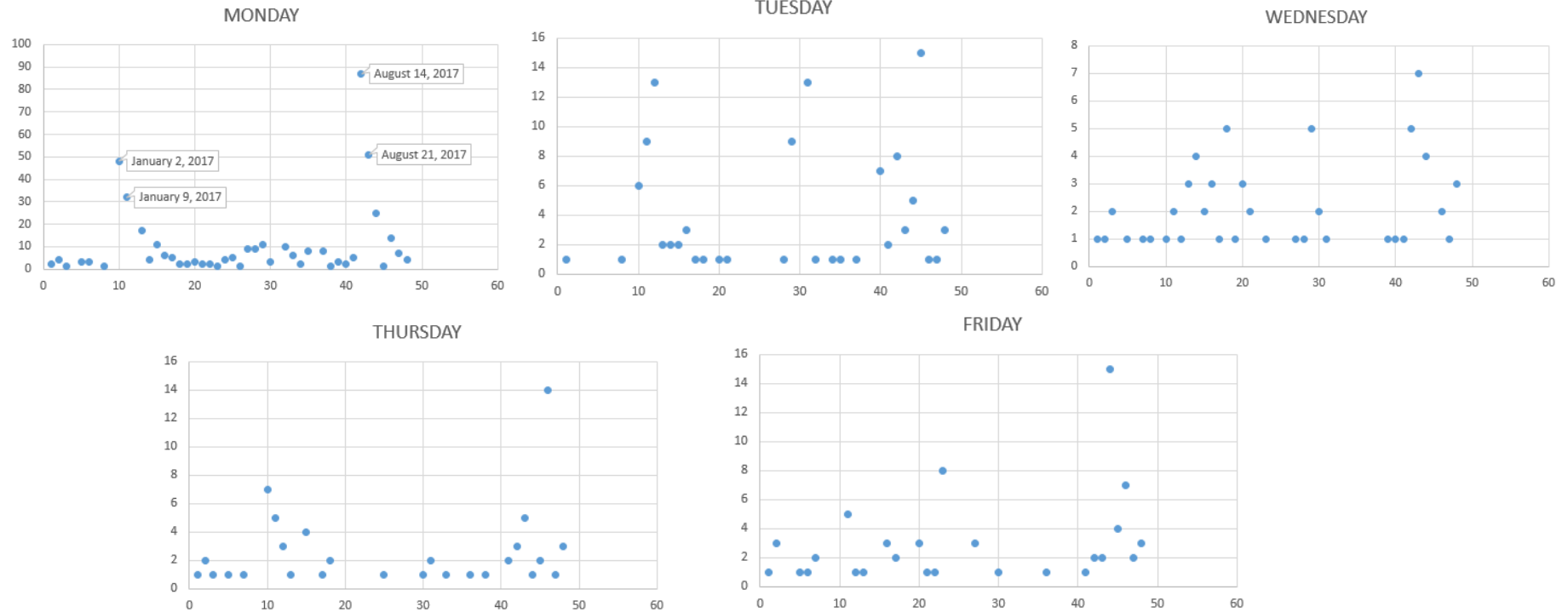
## Data Analysis Focusing on All Hires

### Understanding the volume of activity – All Hires

Hires from 10/31/16 to 9/30/17



■ Faculty & Staff Total   ■ Student Total





# **GMPM IN SUCCESSFACTORS**

# GMPM Functionality in Everyday Speak

## 3 Simple Steps

**1**

**Create and update  
annual goals and  
measurements**

**2A**

**Create and update  
development plan**

**3**

**Complete annual  
review**

**2B**

**Gather 360 feedback**



- Home
- SAP Jam
- Goals
- Performance
- Calibration
- Compensation
- Learning
- Development
- Careers
- Succession
- Recruiting
- On/Offboarding
- Payroll
- Company Info
- My Employee File
- Analytics
- Admin Center

ToDo

Review Performance

3  
Reviews  
1 Due in 222 days

Finish Your Profile

0%  
Complete  
Due Anytime

My Info

My Profile

0% Complete

Quick Links

Careers

4  
Open Jobs

Recruiting

1  
Open Requisition

Development Plan

# Goals Management

Amy M Deitrich 2018-19 Goal Plan

+ Add New Goal Display



Introduction

Introduction to be provided by Purdue

Add Goal -- Webpage Dialog

https://hcm8preview.sapsf.com/tgmEdit?t=4&u=90017310&editComp=true&&\_s\_crb=9Ucq

**Add Goal**

Edit your goal below.

Fields marked with \* are required.

Category: Culture and Values

\* Goal Name\*: Values Goal

\* Description: Description

Metric: metric

Weight: 25 %

\* Start Date: 01/01/2018

\* Due Date: 12/31/2018


% Complete: 0.0 %

Status: Not Started

Cancel Back Save Changes

# Goals Management

## Communications

Visibility	#	Goal Name*	Metric	Start Date	Due Date	Status	Weight	Action
<input type="checkbox"/>	Public	<b>1.1.1 Goal Name 1</b> <a href="#">1 edits</a> <a href="#">Edit</a>	Customer satisfaction score	01/01/2018	12/31/2018	Behind	<input type="range" value="25.0%"/> 25.0%	<ul style="list-style-type: none"><li>Edit goal</li><li><b>View goal detail</b></li><li>Delete goal</li><li>Move goal up</li><li>Move goal down</li><li>Indent goal</li><li>Outdent goal</li></ul>
Comments								
<div> Comment</div>								

## Continuous Improvement / Change Management

Visibility	#	Goal Name*	Metric	Start Date	Due Date	Status	Weight	Action
------------	---	------------	--------	------------	----------	--------	--------	--------

# Goals Management



- Home
- SAP Jam
- Goals
- Performance**
- Calibration
- Compensation
- Learning
- Development
- Careers
- Succession
- Recruiting
- On/Offboarding
- Payroll
- Company Info
- My Employee File
- Analytics
- Admin Center

ToDo

Review Performance Courses

1 Course Due in 6 days

0% Complete Due Anytime

My Info

Quick Links

Careers 4 Open Jobs

Recruiting 1 Open Requisition

Development Plan

Org Chart 5 Peers

Mobile Application Activate your device

Time Sheet

Giving to Purdue Dev system

Learning

SAP Jam

Reviews Team Overview Help & Tutorials

My Forms

All Forms

In Progress

- Inbox**
- En Route

Completed

Form Status

Select one of the form types below to begin.

- 360s
- 2018-19 Staff Feedback Survey
- Forms
- 2018-19 Performance Assessment

Cancel



360 Degree Feedback



**PURDUE UNIVERSITY** Performance Search for actions or people Amy Deitrich (90017310)

Reviews Team Overview Help & Tutorials

Back to: Inbox  
**2018-19 Staff Feedback Survey for Amy M Deitrich**

**You are here. Scroll down to rater list and modify participants.**

Employee Nominates Raters → Manager Approves Raters → Complete 360 Evaluations → Completed

→ Send to Manager for Approval

- Introduction
- User Information
- Rater List
- Content Selection
- Competencies
- Standard Questions
- Competency

**Introduction**  
 Thank you for your assistance in providing meaningful performance feedback on the individual listed in this document. Please review the instructions carefully and offer your candid input. Your confidential feedback is instrumental in establishing future development goals

**User Information**

Last Name: Deitrich  
 First Name: Amy  
 Title: Administrator - Organizational Development (2)  
 Department: Vice President for Human Resource Services (00000292)  
 Manager: Adedayo O Adeniyi  
 Division: Vice President for Human Resources (4032)  
 Location: KPTC - KURZ PURDUE TECHNOLOGY CENTER (2217)

**Rater List**

**Dependability** Remove  
 Meets commitments, works independently, accepts accountability, handles change, sets personal standards, stays focused under pressure, meets attendance/punctuality requirements.  
 Rating: Select one...

**Teamwork** Remove  
 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: Select one...

Add Competencies...

**Standard Questions**

What two or three things does this individual do that make him or her most effective?  
 What new skills or behaviors would make this individual even more effective?  
 What other comments do you have to aid in this individual's development?  
 Likert Q1  
 Likert Q2  
 Likert Q3

**Competency**

Add Competencies...

Save and Close Close Without Saving → Send to Manager for Approval

360 Degree  
 Feedback

**PURDUE UNIVERSITY** Performance ▼ Search for actions or people ▼ Amy Deitrich (90017310) ▼

Reviews Team Overview Help & Tutorials

Back to: Inbox  
**2018-19 Staff Feedback Survey for Amy M Deitrich**

You are here. Scroll down the page answering scaled questions and open ended questions. When complete, submit finished form.

Employee Nominates Raters ▼ → Manager Approves Raters ▼ → **Complete 360 Evaluations** → Completed

Submit Finished Form ➡  
 Decline to Participate ✖

**Introduction**  
 User Information  
 Competencies  
 Standard Questions  
 Competency

Introduction  
 Thank you for your assistance in providing meaningful performance feedback on the individual listed in this document. Please review the instructions carefully and offer your candid input. Your confidential feedback is instrumental in establishing future development goals

User Information  
 Last Name: Deitrich  
 First Name: Amy  
 Title: Administrator - Organizational Development (2)  
 Department: Vice President for Human Resource Services (00000292)  
 Manager: Adedayo O Adeniyi  
 Division: Vice President for Human Resources (4032)  
 Location: KPTC - KURZ PURDUE TECHNOLOGY CENTER (2217)

Section Comments:  
 Comments by Amy M Deitrich:

**B** *I* U | **☰** | **☰** | **☰** | **☰** | **☰** | **☰** | Size ▼ | Aa **☰** | **☰** | **☰**

Click here to submit finished form.

Competency

Add Competencies...

Save and Close Close Without Saving **Submit Finished Form** ➡ Decline to Participate ✖

360 Degree Feedback

- Home
- SAP Jam
- Goals
- Performance**
- Calibration
- Compensation
- Learning
- Development
- Careers
- Succession
- Recruiting
- On/Offboarding
- Payroll
- Company Info
- My Employee File
- Analytics
- Admin Center

ToDo

Review Performance Courses Finish Your Profile

1 Course Due in 6 days 0% Complete Due Anytime

My Info

My Profile 0% Complete

Quick Links Careers Recruiting Development Plan

4 Open Jobs 1 Open Requisition

Org Chart 5 Peers Mobile Application Time Sheet Giving to Purdue Learning SAP Jam

Activate your device

My Forms

All Forms

In Progress

**Inbox**

En Route

Completed

Form Status

Select one of the form types below to begin.

360s

2018-19 Staff Feedback Survey

Forms

2018-19 Performance Assessment

Cancel

Select Performance Assessment

Performance Management – Employee Self-Assessment

Back to: Inbox

## 2018-19 Performance Assessment for Amy M Deitrich

Amy M Deitrich ✓ 0

Route Map Introduction User Information **Goals** University Competencies Job Competencies

Communications

1.1.1 Goal Name 1 edits 25.0% of total score Behind

Customer satisfaction score

Employee Comments

**To complete the self assessment process, you will enter performance information, documenting your accomplishment as outlined in your goal plan; unit competencies; and job competencies.**

**Goal Details** Other Details

Goal Name*	Goal Name 1 edits	Metric	Customer satisfaction score
Start Date	01/01/2018	Due Date	12/31/2018
% Complete	0.0%	Status	Behind

### Route Map

Due 02/14/2018

1 Self-Assessment — 2 Manager Assessment — 3 1:1 Meeting — 4 Employee Acknowledgement — 5 Completed

Submit to Manager for review ⓘ

You're about to send this form to the next person(s) specified in the workflow.

Forward Form to Adedayo O Adeniyi

Email Notification Comments

**1. Leave comments as appropriate.**

**2. Submit to manager for review.**

Cancel & Return to Form Submit to Manager for review

# Performance Management – Employee Self-Assessment



**PURDUE UNIVERSITY** Performance

Search for actions or people

Amy M Deitrich (90017310) on behalf of Adedayo Adeniyi (90015549)

Reviews Team Overview 360 Executive Review

Back to: Inbox

### 2018-19 Performance Assessment for Amy M Deitrich

Amy M Deitrich Select a rating... Overall Score **0** Incomplete Items **0** Supporting **1** 0

Route Map Introduction User Information **Goals** University Competencies Job Competencies Summary

Route Map

Assessment Signature Completed

1 Self-Assessment — 2 **Manager Assessment** — 3 Acknowledgement — 4 — 5 Completed

**To complete the manager assessment process, you will enter performance information documenting goals, unit competencies, and job competencies' achievement.**

Introduction

Introduction to go here

User Information

Back to: Inbox

### 2018-19 Performance Assessment for Amy M Deitrich

Amy M Deitrich 3.5 0

Route Map Introduction User Information Goals University Competencies Job Competencies **Summary**

Dependability Select a rating ...

Teamwork 3.0 - Meets Expectations

Overall Comments on Annual Performance Assessment

Managers Comments

**Once all ratings and comments have been entered, click Send to 1:1 Meeting Step to save assessment. You will make have an opportunity to edit again after meeting with your employee.**

Cancel Save and Close Send back to Employee for review **Send to 1:1 Meeting Step**

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# Performance Management – Manager Assessment

**PURDUE UNIVERSITY** Performance

Search for actions or people

Amy M Deitrich (90017310) on behalf of Aledayo Adeniyi (90015549)

Reviews Team Overview 360 Executive Review

Back to: Inbox

2018-19 Performance Assessment for Amy M Deitrich

Amy M Deitrich Overall Score: 3.5 Incomplete Items: 0

Supporting 1 0

Route Map Introduction User Information **Goals University Competencies Job Competencies** Summary

Route Map

Assessment Signature Completed

1 Self-Assessment 2 Manager Assessment 3 Due 04/12/2018 1:1 Meeting 4 Employee Acknowledgement 5 Completed

Introduction

Introduction to go here

User Information

*Make edits as appropriate in each section. After making edits, scroll to the bottom of the page to finalize document and submit to employee for signature.*

1 Self-Assessment 2 Manager Assessment 3 Due 04/12/2018 1:1 Meeting 4 Employee Acknowledgement 5 Completed

Finalize document & submit to Employee for signature

You're about to route this form to another person to gather signatures. This form is sent in read-only format, and goes to your recipient's Inbox. A copy of the form is also sent to your En Route folder.

Forward Form to Amy M Deitrich

Email Notification Comments

*1. Leave comments as appropriate.*

*2. Click Finalize document & submit to Employee for signature.*

Cancel & Return to Form Send and Open Next Form **Finalize document & submit to Employee for signature**

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SAP SuccessFactors

# Performance Management – Manager Assessment

**PURDUE UNIVERSITY** Performance

Search for actions or people

Amy Deitrich (90017310)

Reviews Team Overview Help & Tutorials

Back to: Inbox

### 2018-19 Performance Assessment for Amy M Deitrich

Final Score: 3.5 Incomplete Items: 0

**Review each section, then scroll to the bottom to provide signature.**

Route Map Introduction User Information **Goals University Competencies Job Competencies Summary** Signatures

Route Map

Assessment Signature Completed

1 Self-Assessment 2 Manager Assessment 3 1:1 Meeting 4 Due 04/26/2018 Employee Acknowledgement 5 Completed

Introduction

Introduction to go here

User Information

Back to: Inbox

### 2018-19 Performance Assessment for Amy M Deitrich

Final Score: 3.5 Incomplete Items: 0

Route Map Introduction User Information Goals University Competencies Job Competencies Summary **Signatures**

Employee: Amy M Deitrich has not signed yet

**1. Provide final comments**

Subjects Comments

**2. Sign and acknowledge to complete the annual review process.**

Cancel Save and Close **Sign & Acknowledge**

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# Performance Management – Employee Acknowledgement

# **GMPM Functionality in Everyday Speak**

## **Key Benefits**

### **Key benefits of the new system**

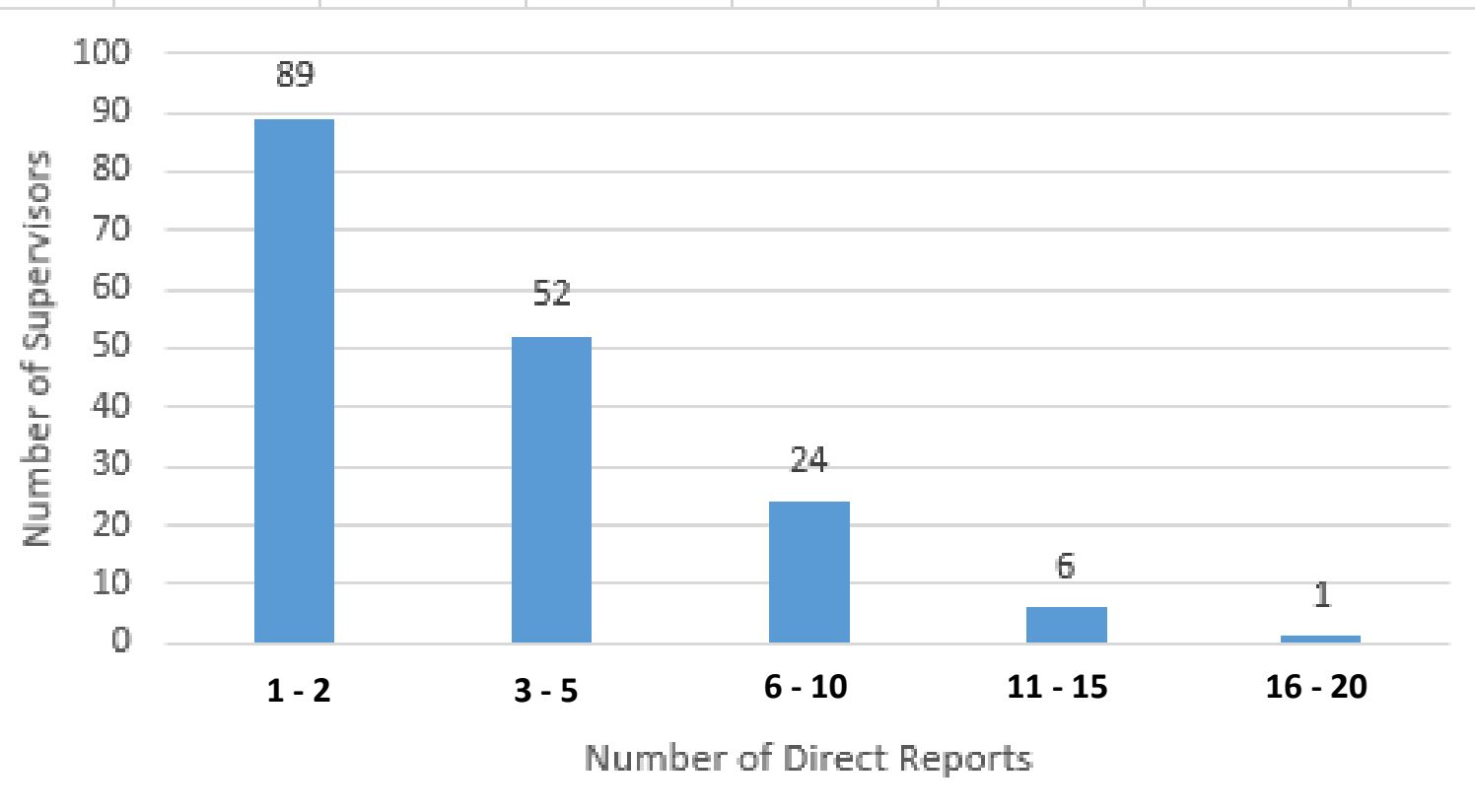
- 1. Automated data flow from goals management to annual review**
- 2. Dashboards and reports**
- 3. System guided process**
- 4. Goal library**
- 5. Goals can be pushed to an entire organization or unit**
- 6. Writing assistant**
- 7. Legal scan**



# GMPM: Process Administration

## Data Analysis Focusing on the Supervisor

### Understanding the volume of activity – Staff





# **OFB** **IN SUCCESSFACTORS**

# OFB Functionality in Everyday Speak

## 3 Simple Steps

**1**

**Push exit interview  
to employee**

**2**

**Employee submits  
contact information  
and completes exit  
interview data and  
request face-to-face  
exit interview**

**3**

**HR conducts exit  
interview if  
requested**

### Verify Employee Data (Amy Terstriep)

#### Initiation

#### Employee

First Name

Amy

Last Name

Terstriep

Employee ID

00004025

Email Employee

noemail@successfactor

#### Position Information

Position Title

Director of Pre-Professic

Job Code

20000584

Business Unit

WL

Employee Class

M/P Management

Employment Type

12 Month Salaried

Cancel

Next

Initiation of OFB (Exit Interview)

Welcome to Purdue University's Offboarding process (Robin Clair)

Employee Step

Please review the following screens. You will be asked to enter information concerning:

- Forwarding address
- Phone number
- Exit interview survey

You may be eligible to continue health coverage benefits through COBRA and if so, you will be receiving information directly from the vendor. For general information on COBRA benefits, see

<http://www.purdue.edu/hr/Benefits/currentEmployees/Medical/COBRA.html>

Cancel

Next

Employee Exit  
Interview

## Exit Interview - Demographic Information (Terri Huddleston)

Employee Step

specific groups within the workforce. Your feedback is very important, so please take a few minutes to answer all of the questions completely. Your responses to this survey are confidential. Human Resources will use the aggregated responses to understand and improve staff and student employment experience at Purdue, but the individual data will remain confidential.”

How long have you been employed at the university?

- Less than 1 year
- 1 - 3 years
- 4 - 5 years
- 6 - 10 years
- 11 - 15 years
- More than 15 years

Gender (select one)

- Male
- Female
- Other
- Prefer not to answer

Ethnicity (Select one)

- Hispanic/Latino
- Not Hispanic/Latino
- Prefer not to answer

Race (select one)

- American Indian
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White
- Multi-race
- Prefer not to answer

Cancel

Back

Next

Employee Exit  
Interview

# **OFB Functionality in Everyday Speak**

## **Key Benefits**

### **Key benefits of the new system**

- 1. Automated, simplified, and streamlined exit interview process**
- 2. Enhanced data reporting capabilities**

# SuccessFactors Prep-Fort Wayne

**ANY**  
**QUESTIONS???**