

SuccessFactors: Performance & Goals

HRSC RESOURCE SHEET

Performance Assessment Process



Goals Lock



Process Launch



Employee Activity Report Submission



Reviewer Rating Submission



HR/Divisional/ACC Review



1 on 1 Discussion



Employee Acknowledgement

Resources for Employees

[Find job aids to assist with using the SuccessFactors Performance Management](#) module automated system to complete and to acknowledge the assessment for the following employee groups:

- Professional & Managerial Staff
- Confidential Staff
- Research Associates / Senior Research Associates
- Advancement Professionals

Resources for Managers

[Find Manager/Reviewer or Principal Investigator job aids](#) to assist with using the SuccessFactors Performance Management module automated system and every step of the evaluation process. Includes training videos and contact information for questions and further support.

Performance Assessment Process Timeline and Policy Documents

[Find the Performance Assessment review period timelines](#) with up-to-date deadlines and the Performance Assessment Policy for the applicable employee groups.

Additional Training

[Find Performance & Goals module training demos](#) and platform walk-throughs, plus support documentation.

HRSC Support

Guided tours on how to use the HR Service Centre are built into the system and will automatically popup when employees log in for the first time.

From the [HR Service Centre homepage](#), you can find buttons to access additional HR platforms such as [SuccessFactors](#), [Employee Self-Service \(ESS\)](#), and [Manager Self-Service \(MSS\)](#).