

## SuccessFactors Performance Management Administration



### Introduction

This one day training course uses the concepts and terminology associated with the SuccessFactors Performance Management module to help you develop a working knowledge for use in implementing your performance strategy. You will gain basic skills in how to use SuccessFactors as a System Administrator and learn how to use basic tools for managing performance in your organisation.

### Content

Duration: 1 day

Getting Started

- What is Performance Management?
- Performance Cycle Steps
- Creating Competencies
- Creating Job Families and Roles
- Workshop - Creating Competencies
- Workshop - Creating a Job Role

Form Template Set-up

- Creating Rating Scales
- Adding and Modifying Route Maps
- Workshop - Creating a Rating Scales
- Workshop - Adding a Route Map

Performance Form Templates

- Adding Templates from the Success Store
- Workshop - Working with Performance Form Templates

Form Template Configuration

- Configuring General Settings
- Editing Fields and Sections
- Modifying Form Template Settings
- Workshop - Editing General Settings

Performance Cycle Management

- Creating a Launch Form Schedule
- Managing the Performance Cycle Process
- Workshop - Creating a Launch Form Schedule

#### Ad-Hoc Reports

- Creating Ad Hoc Reports
- Workshop - Creating and Ad-Hoc Report

#### Dashboards and YouCalc Tiles

- Adding a Dashboard and YouCalc Tiles from the Success Store
- Workshop - Adding a Dashboard and YouCalc Tiles from the Success Store

### Goals

- Describe the tools and concepts used in SuccessFactors Performance Management.
- Conduct a typical performance cycle with classic performance management forms.
- Create a rating scale and route map.
- Modify form template settings.
- Launch and test forms.
- Add competencies to a form.
- Create job roles, job families and map competencies to job roles.
- Run basic ad-hoc reports with Performance Management data.
- Determine which changes will require the assistance of a SuccessFactors Consultant.

### Prerequisites

SuccessFactors Foundation Course

### Applicable Certification

SuccessFactors System Administrators responsible for granting permissions for the Performance Management module, configuring and launching Performance Management forms and participating in the Performance Management review cycle.

### Variants

- On Site
  - on request | Price: on request
- London
  - on request | Price: on request
- Birmingham
  - on request | Price: on request
- Bristol
  - on request | Price: on request
- Cardiff
  - on request | Price: on request
- Copenhagen
  - on request | Price: on request
- Glasgow
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- Oslo
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- Stockholm
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