

SuccessFactors Tips

Featured Tip : Using and Managing the **Notes** Feature

Don't let your yearly successes go unnoticed. Use the **Notes** feature in SuccessFactors to record **positive customer and coworker comments and successful projects**. Remember the Notes feature is available year-round and you can access these comments during your self-review.



How To: **Add a New Note**

- Log into SuccessFactors.
- You can easily find the SuccessFactors link on the right hand side of the ONE home page beneath the **What Do You Want To Do?** Heading.

What Do You Want To Do?

- [F&S Learning System \(HealthStream\)](#)
- [Information Security](#)
- [LabSource](#)
- [Lister Hill Hospital Library](#)
- [Outlook Web](#)
- [Paging Services](#)
- [Standards & Clinical Resources \(SCR\)](#)
- [SuccessFactors](#)**
- [UAB Phone & Campus Directory](#)

- Click the **Click here** link to login to SuccessFactors.
- Use your BlazerID and Password to login.

Click here to login to SuccessFactors.

- Click the [My Employee File](#) link.



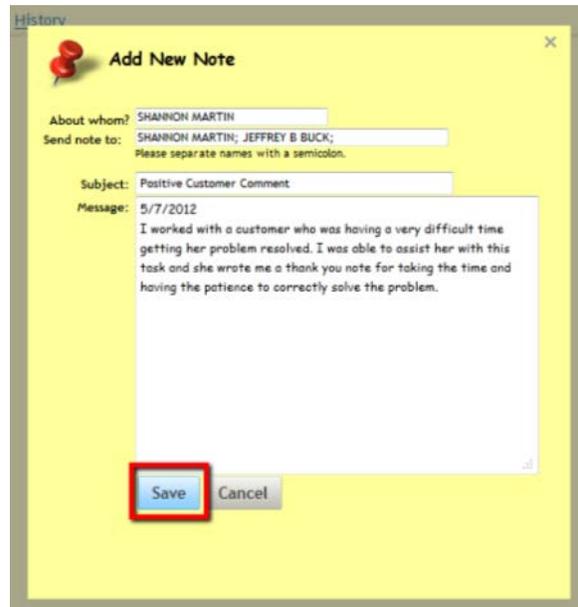
- Click the [Notes](#) link.



- Click the **Add New Note** button.



- Fill in each section.
- Remember to select the correct **About Whom?**
- Use the **Send Note to:** to select all recipients that need to be notified (as you begin typing in the field, it will auto-populate to let you select the correct recipient.)
- In the **Message**, be as specific as possible and add the date when necessary.
- Click the **Save** button.



- Once the note has been added, you can use the **Edit** and **Delete** icons to modify the note.

Helpful Hint: For organizational purposes, you may want to add content to an existing employee note using the **Edit** function rather than create multiple notes on an employee.



Additional Notes Tips

- **Record successes, positive comments and performance accomplishments right away.** If you don't have time to immediately create a note, create a system such as a folder in Outlook or an actual file folder where you can jot notes down to record in SuccessFactors later.
- **When adding a note, remember to electronically send notes to your supervisor** so they are automatically notified by the system.
- **Don't forget that you can add a note for anyone in the SuccessFactors system.** Highlight the successes of your coworkers and colleagues.
- **Are you a supervisor?** Don't forget that this is a great way for you to record your employees' performance as well. Don't rely on your memory when it comes to writing evaluations each year.

If you need additional assistance, please contact the **SuccessFactors System Administrator** for your entity.