UAB MEDICINE

successfactors™
BUSINESS EXECUTION SOFTWARE

SuccessFactors Tips

Featured Tip : Using the **Writing Assistant**

The writing assistant tool in SuccessFactors allows you to quickly add effective and targeted feedback in the comments section of any form. The writing assistant configures its recommendations depending on the job responsibilities or competencies comments area where you are seeking assistance.

There are multiple variations of descriptive feedback sentences that you can automatically insert into a comment field. You can add as many sentences as you like and leave them as-is or modify to match your own writing style.

How To: **Use Writing Assistant**

- Log into SuccessFactors.
- Go to a Form (The writing assistant can be found on staff performance, 360 and many other forms in SuccessFactors.)
- As you complete a form and choose a rating you may be given the opportunity to record comments.
- Most comments sections will give you the opportunity to use the writing assistant. If you need assistance in creating comments, click the writing assistant… link.
- The Writing Assistant opens in a separate window from the form.

1. **Writing Assistant Summary** – This area displays the name and description of the job responsibility / competency you are evaluating.
2. **Entire Job Responsibility / Competency Set Library** – You can choose to see a library of behaviors for many job responsibilities and competencies from any writing assistant window. To choose a different behavior topic click the select another Job Responsibility / Competency… link. Categories include business, core values, general, leader responsibilities, management, people, sales, staff responsibilities, and technical.
3. **Behavior Description** – By default SuccessFactors chooses a neutral tone for the behavior you are trying to describe (see #5.) You can select variations (from needs to improve to exceeds expectations) on the behavior by choosing the correct behavior description bullet. Click the bulleted description you would like to use. The writing assistant turns this brief description into a sentence (see #4.)
4. **Suggested Sentence** – This area displays the sentence SuccessFactors uses for this behavior.
5. **Positivity Slider** – Use the positivity slider to make the sentence sound more or less positive to emphasize your perspective. This is best described using an example.
   Example: Integrity – Bullet selection is **accountable for decisions**
   Neutral - SHANNON stands by her decisions and makes the best out of situations where she encounters opposition or negative results.
   Positive - SHANNON consistently takes responsibility for her decisions and never becomes defensive when a decision does not work out. She sets a good example for others with her honesty and refusal to shift the blame.
   **Negative-** SHANNON usually will accept responsibility for her decisions and rarely becomes defensive when she encounters adversity for a decision she has made.
6. **Point of view** – Select the point of view narrative you would like to use.
7. **Place Text Button** – Once you selected the sentence you would like to use click the **Place Text** button.
   **Important: If you would like to add another sentence, repeat the process of selecting a bullet, customizing positivity and narrative and clicking the Place Text button.

-> After you have selected all of the sentences you would like to use for the comment box click the **Close Window** button.

• After selecting the Close Window button, you will see the sentences you placed in the comments window on the form. You can use the dotted arrow in the right hand corner to expand this window. • At this point you can edit, delete, change and add to any of the sentences you added to make them more personal. • You can also add additional comments at this time.	
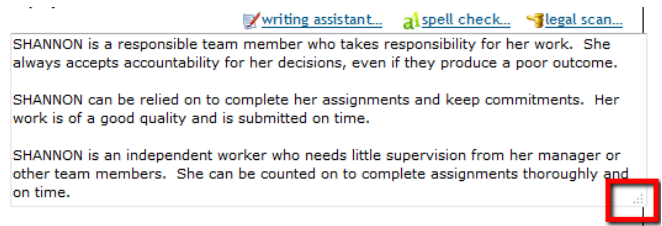
Additional Using the Writing Assistant Tip

Note: UAB recommends that you use the writing assistant with discretion. When recording comments to support a rating it is always ideal to record comments in your own words with real examples when possible.

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