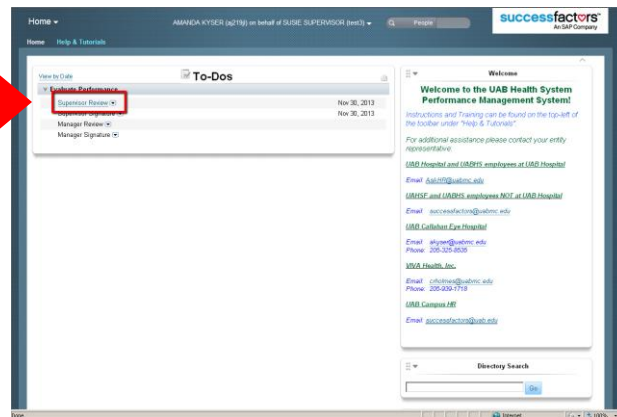
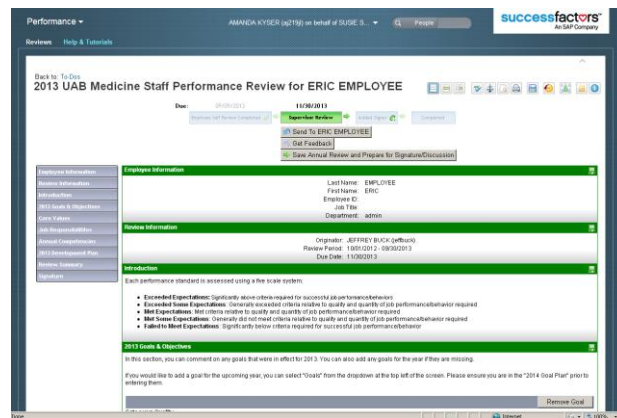


Completing a Supervisor Review:

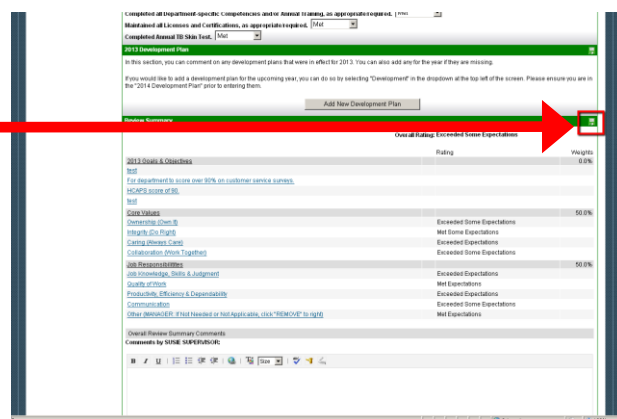
1. After logging in, you will automatically be directed to the Home page. Select “**Supervisor Review**” to get started.



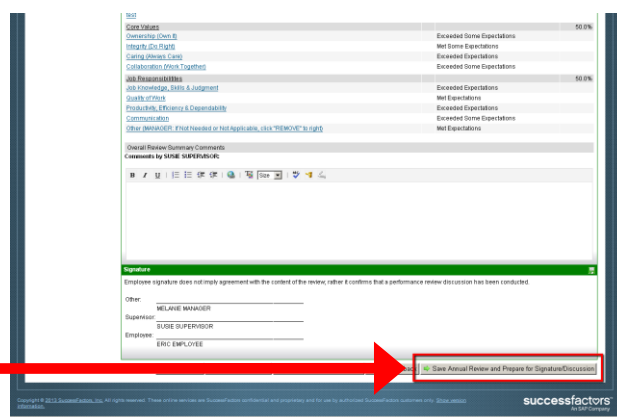
2. You will be directed to the start of the review form. Scroll down through the page selecting the responses most appropriate. You can view your employee’s responses on the right side of the page while you input your responses on the left side.



3. Select the small “Save” icon to view the overall result for your employee’s review (i.e. – met expectations, etc.)



4. Once you have reached the end of the page and are satisfied with your responses, select “Save Annual Review and Prepare for Signatures and Discussion.”



Completing a Supervisor Review (cont.):

5. You will be directed to this page. Select “Save Annual Review and Prepare for Signatures and Discussion.” This will route the form to the person named above. If you do not require an upper level signature (See Adding a Signer), this will return the form to you in an uneditable form to begin meeting with your employee to finalize the evaluation.

The screenshot shows the '2013 UAB Medicine Staff Performance Review for ERIC EMPLOYEE' page in SuccessFactors. The page has a blue header with the SuccessFactors logo and 'An SAP Company' text. Below the header, there's a 'Performance' tab and a 'Reviews' sub-tab. The main content area is titled '2013 UAB Medicine Staff Performance Review for ERIC EMPLOYEE'. It includes a 'Due' date of 11/08/2013 and a 'Status' of 'Not Started'. A red box highlights the 'Save Annual Review and Prepare for Signatures and Discussion' button. Below this button, there are instructions: 'You're about to route this form to another person to gather signatures. This form is used in read-only format, and goes to your recipient's inbox. A copy of the form is also sent to your Do-Ready folder.' and 'Forward Form to ALLIED Health'. At the bottom, there are links for 'Cancel & Return to Form' and 'Cancel & Return to Form'.