

Using the Writing Assistant:

1. You can access the Writing Assistant from within a review form. Select “Writing Assistant” to get started.

The screenshot shows a review form for 'Core Values'. It includes sections for 'Integrity (Do Right)', 'Ownership (Own It)', and 'Manager Comments'. The 'Writing Assistant' button is highlighted with a red box, and a red arrow points to it from the left.

2. Click “Select another Job Responsibility / Competency” at the top of the new window that opens.

The screenshot shows the 'Writing Assistant' window. It has a title bar 'Writing Assistant - Coaching Advisor - Windows Internet Explorer'. The main content area shows 'Integrity (Do Right) (UAB Health System)' and a 'Writing Assistant' button. The 'Select another Job Responsibility / Competency' button is highlighted with a red box, and a red arrow points to it from the left.

3. Scroll through the list until you find topic that seems to match the item on which you are writing a comment. Click on the topic to select it.

The screenshot shows the 'Writing Assistant' window with a list of job responsibilities and competencies. The list includes categories like 'Budgets / Cost Control', 'Customer Focus', 'Customer Service', 'Global Perspective', 'Job Knowledge', 'Negotiation Skills', 'Organizational Savvy', 'Product Knowledge', 'Work Environment / Safety', 'Adaptability / Flexibility', 'Creativity / Innovation', 'Decision Making / Judgment', 'Initiative', 'Integrity / Ethics', 'Planning', 'Problem Solving / Analysis', 'Productivity', 'Quality', 'Results Focus', 'Self Development', 'Sense of Urgency', 'Strategic Thinking / Management', 'Summary', 'Vision and Values'. The 'Integrity / Ethics' category is highlighted.

4. Read through the list of suggestions. When you find one you like, click on it. The page will refresh and it will be highlighted.

The screenshot shows the 'Writing Assistant' window with a list of suggestions for 'Integrity / Ethics'. The suggestions are organized into three columns: 'Improve', 'Meets', and 'Exceeds'. The 'Meets' column is highlighted. Below the suggestions, there is a 'Positivity' slider and a 'Narrative' text area. The 'Place Text' button is highlighted.

Using the Writing Assistant (cont.):

5. Slide the bar (bottom left of page) to make the comment more or less positive. The results will display in the text box below.

The screenshot shows the 'Writing Assistant' window for 'Integrity/Ethics(SuccessFactors)'. It features three tabs: 'Improve', 'Meets', and 'Exceeds'. The 'Improve' tab is active, displaying a list of behaviors. Below the tabs, there is a 'Positivity' slider and a 'Narrative' dropdown menu. The narrative text box shows: 'Broke admits when she makes mistakes and usually learns from the experience. She does not blame others for her mistakes.'

6. Use the radio buttons to change the narrative to read “I”, “You”, or the employee’s name.

The screenshot shows the 'Writing Assistant' window with the 'Narrative' dropdown menu set to 'I'. The narrative text box now reads: 'Broke admits when she makes mistakes and usually learns from the experience. She does not blame others for her mistakes.'

7. Once you have the comment in the appropriate form, select “Place Text” at the very bottom of the window. **Please note:** The Writing Assistant window will remain open. You may select other text to add to the evaluation as well. Once you have finished adding text, close the window to return to the evaluation form. All text placed will now show in the review form.

The screenshot shows the 'Writing Assistant' window with the 'Place Text' button highlighted at the bottom right. The narrative text box still displays the same text as in the previous steps.