



SuccessFactors
UNIVERSITY



Reporting

Understanding Advanced Reporting Features for Managers

Performance & Talent Management

Performance & Talent Management combines tools and processes that allow employees to focus and integrate their goals with the organization's strategic objectives and direction.



Reporting Introduction

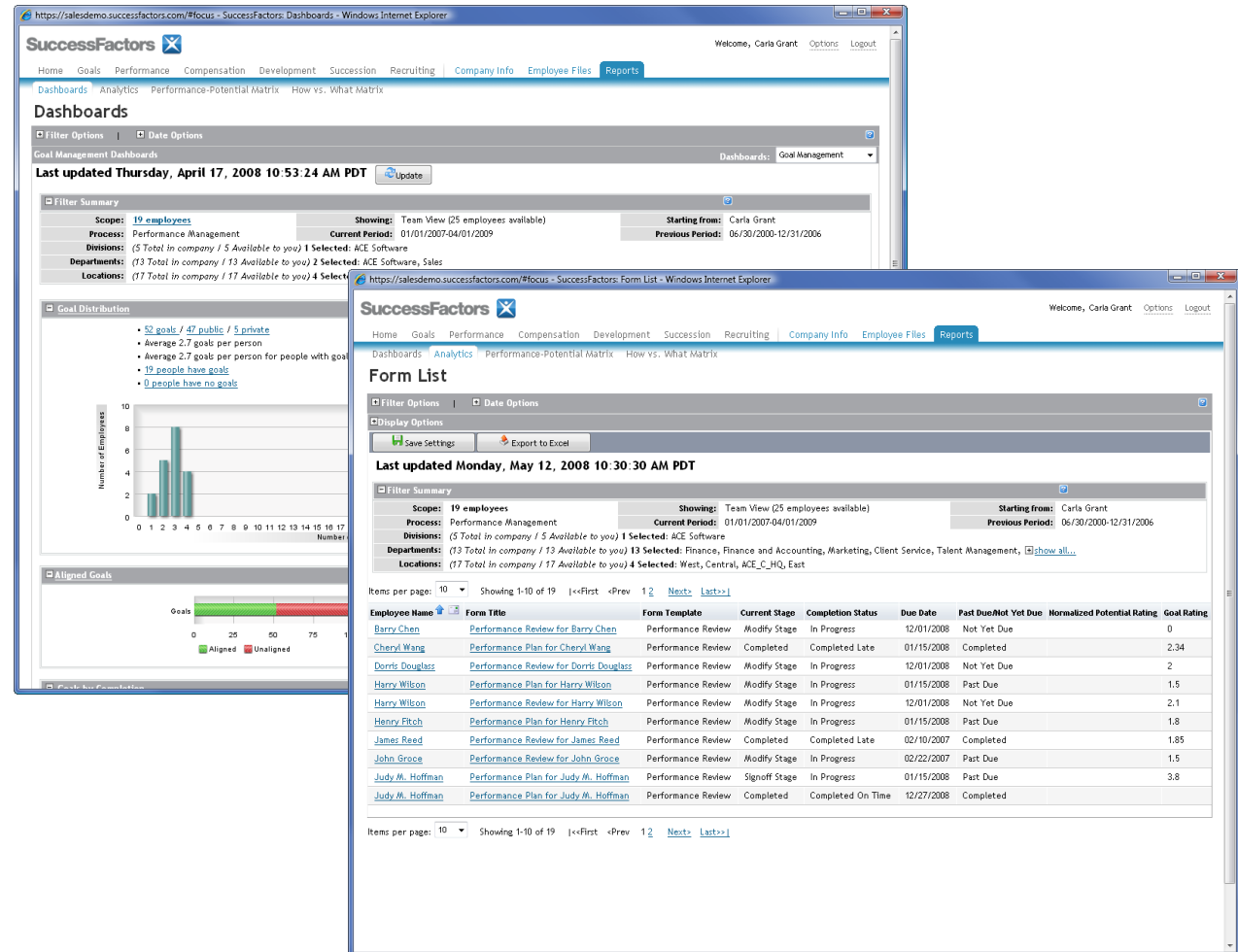
Analytics and Reporting from SuccessFactors can help our organization with:

- **Efficient Access.** At-a-glance global views of the entire organization's performance, including goal achievement, performance review ratings, and compensation live in one location
- **Insightful Tools.** Powerful analytics let managers easily view and understand critical performance management trends and information
- **Straightforward Views.** Clear, easy to understand dashboards illustrate summary results while linking to the underlying data
- **Flexible Output.** Move data to spreadsheets for additional analysis



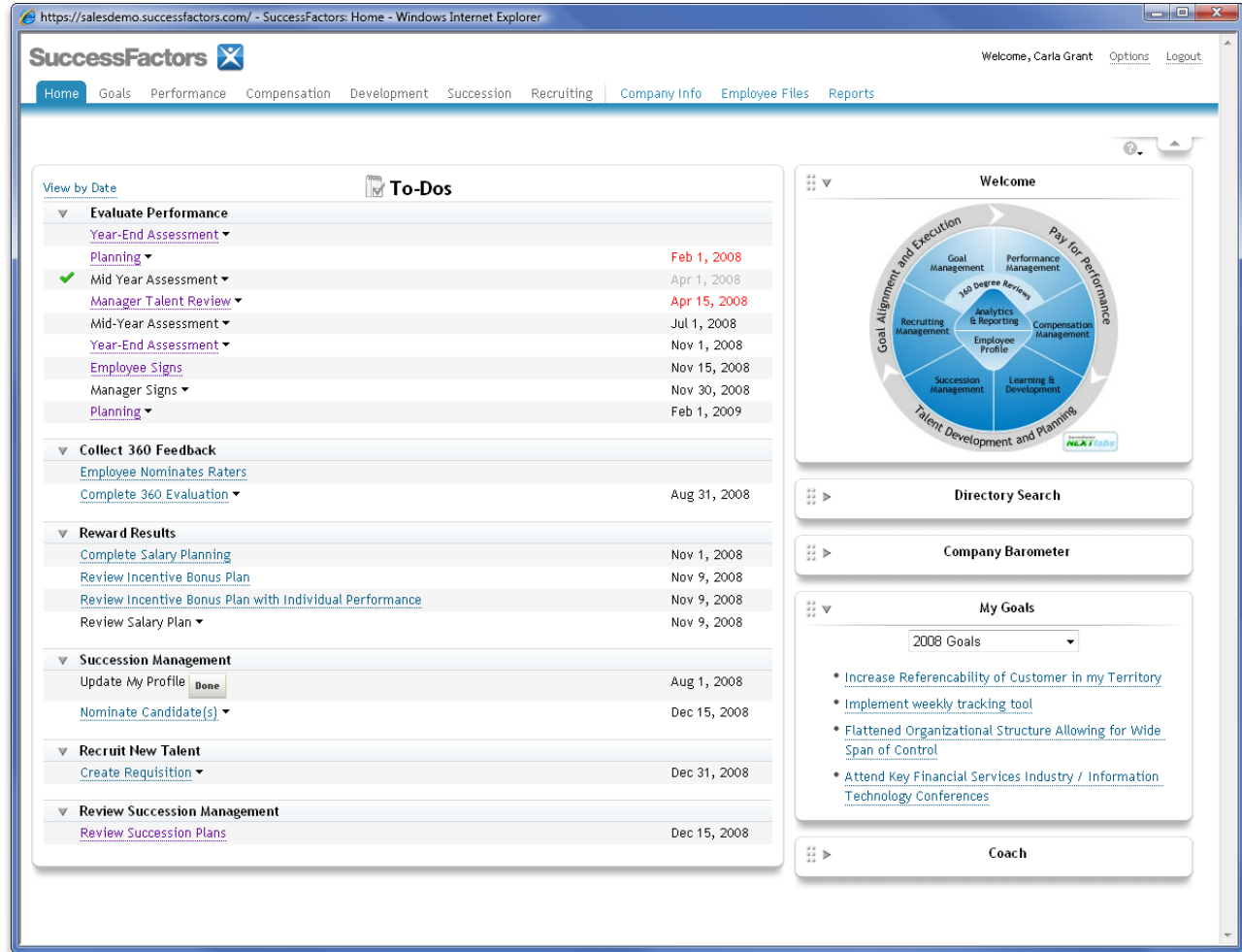
Reporting

Managers need in-depth information at their fingertips in a flexible, meaningful, and intuitive format to make critical decisions quickly, without having to rely on others to extract large amounts of data from their personnel systems.



Getting Started with Reports

- Access the online performance management system using your **Web Browser**.
- SuccessFactors' **secure online system** provides a central location to manage and store Goal Plans and Review Forms.
- To get started with planning, click in the Reports tab. The Dashboards opens.



The screenshot shows the SuccessFactors web application interface in a Windows Internet Explorer browser window. The address bar displays the URL: <https://salesdemo.successfactors.com/>. The page title is "SuccessFactors: Home - Windows Internet Explorer".

The main navigation bar includes the SuccessFactors logo and a list of tabs: Home, Goals, Performance, Compensation, Development, Succession, Recruiting, Company Info, Employee Files, and Reports. The "Reports" tab is currently selected.

The "To-Dos" section on the left lists various tasks with their due dates:

Task	Due Date
Evaluate Performance	
Year-End Assessment	
Planning	Feb 1, 2008
Mid Year Assessment	Apr 1, 2008
Manager Talent Review	Apr 15, 2008
Mid-Year Assessment	Jul 1, 2008
Year-End Assessment	Nov 1, 2008
Employee Signs	Nov 15, 2008
Manager Signs	Nov 30, 2008
Planning	Feb 1, 2009
Collect 360 Feedback	
Employee Nominates Raters	
Complete 360 Evaluation	Aug 31, 2008
Reward Results	
Complete Salary Planning	Nov 1, 2008
Review Incentive Bonus Plan	Nov 9, 2008
Review Incentive Bonus Plan with Individual Performance	Nov 9, 2008
Review Salary Plan	Nov 9, 2008
Succession Management	
Update My Profile	Aug 1, 2008
Nominate Candidate(s)	Dec 15, 2008
Recruit New Talent	
Create Requisition	Dec 31, 2008
Review Succession Management	
Review Succession Plans	Dec 15, 2008

The right sidebar contains several widgets:

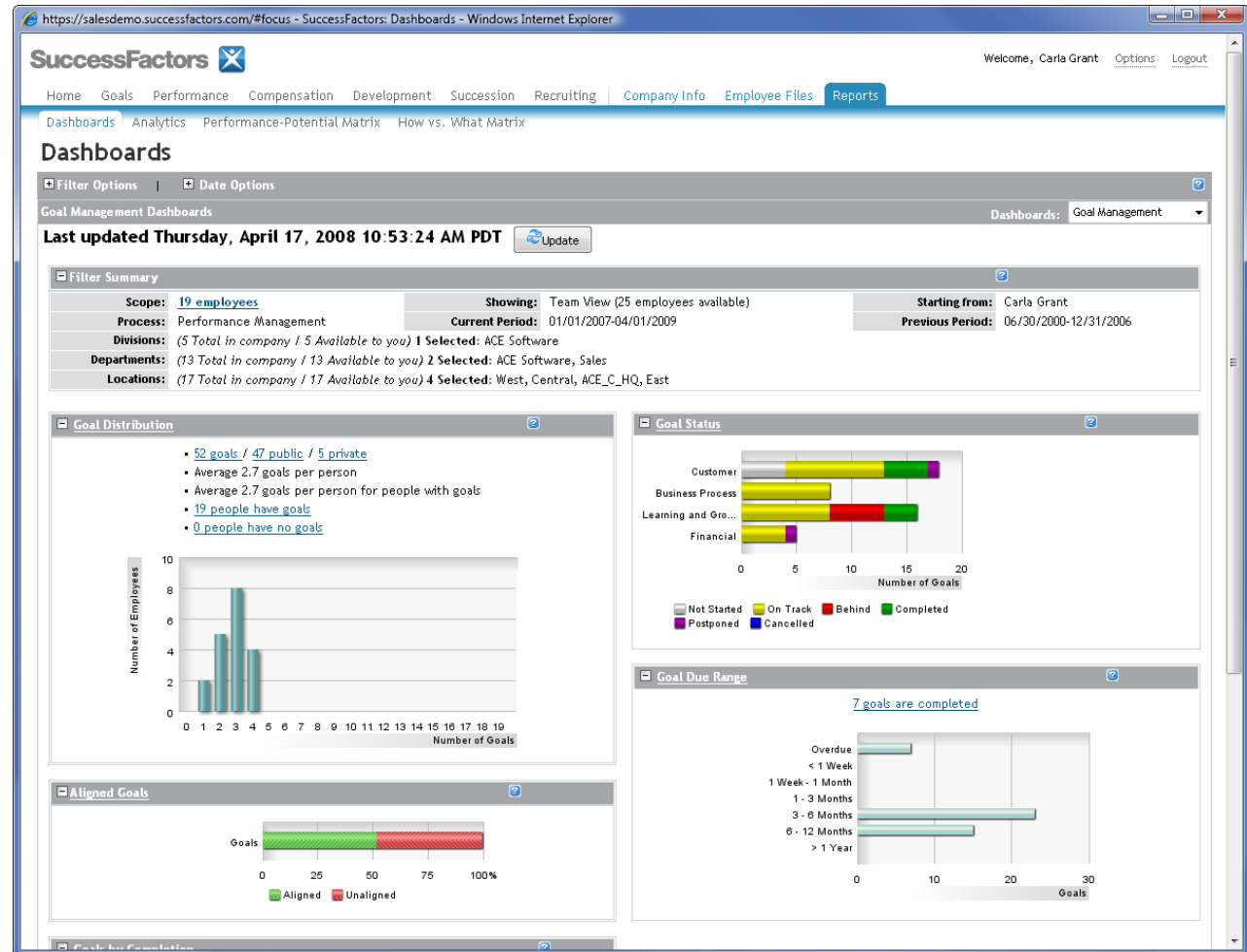
- Welcome**: A circular diagram showing the SuccessFactors process flow: Goal Management, Performance Management, Pay for Performance, Compensation Management, Learning & Development, Succession Management, Recruiting Management, and Analytics & Reporting. The center is labeled "360 Degree Review".
- Directory Search**: A search bar for finding users.
- Company Barometer**: A widget for monitoring company performance.
- My Goals**: A section for viewing and managing goals. It shows a dropdown for "2008 Goals" and a list of goals:
 - Increase Referencability of Customer in my Territory
 - Implement weekly tracking tool
 - Flattened Organizational Structure Allowing for Wide Span of Control
 - Attend Key Financial Services Industry / Information Technology Conferences
- Coach**: A section for managing coaching sessions.

Dashboards

Dashboards provide summary performance information viewable in a visually intuitive graphical display, where users can click on any chart to drill into a list view of the data behind the chart.

Dashboards include:

- Summary
- Performance
- Goals

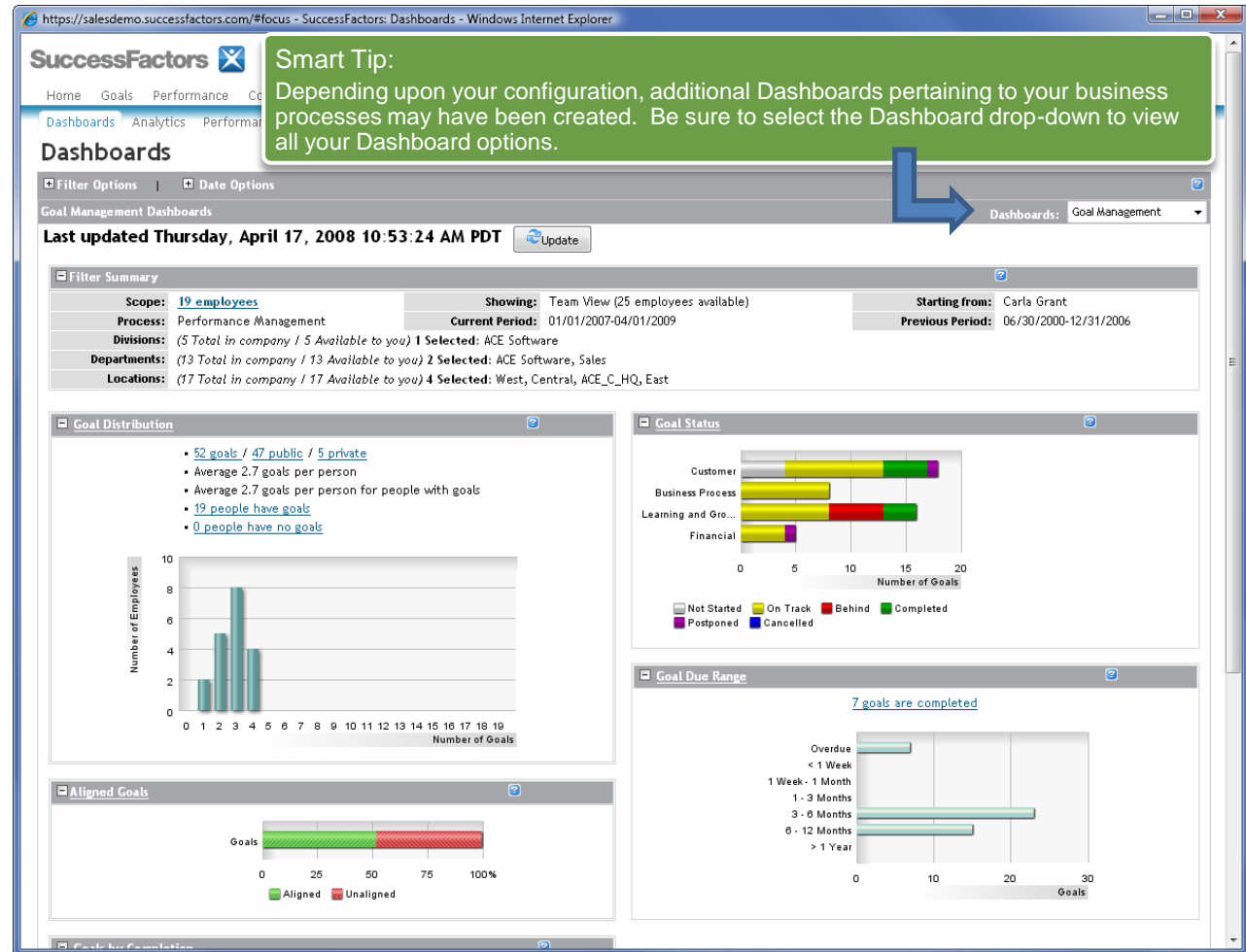


Dashboard Features

SuccessFactors provides Dashboards for use by managers throughout the year.

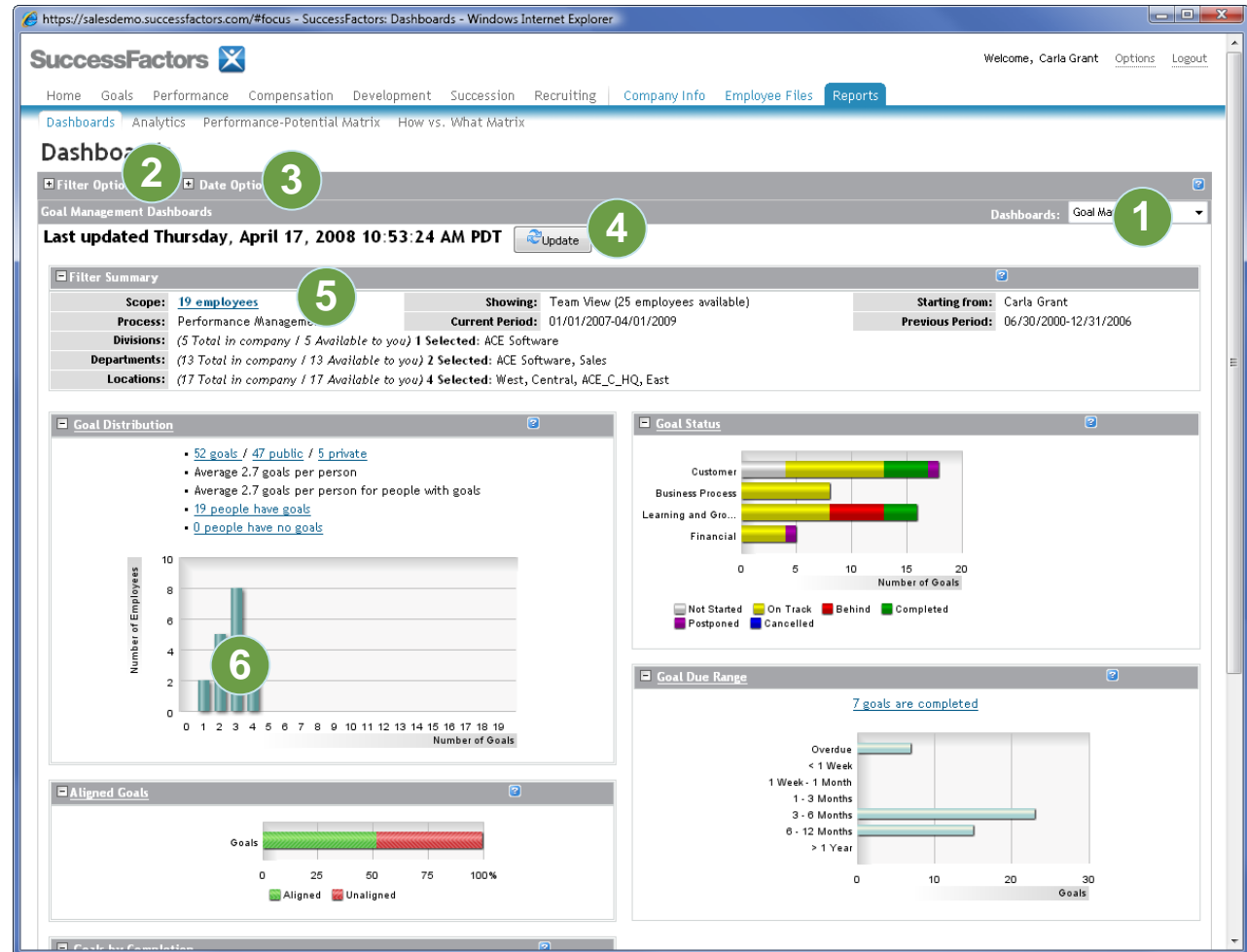
Dashboards provide a summary-level view of information about teams, business units, and the organization.

Filter options are available to allow you to focus on just the information you need.



Dashboard Features

- 1. View Available Dashboards -** Use the drop-down menu to select a Dashboard from the list. Dashboards change throughout the year as new processes start.
- 2. Filter Options -** Filter the data to show levels of the organization, processes, and select the audience.
- 3. Date Options -** Use the Date Options to select the date range to be displayed in the charts.
- 4. Update the Data -** Click the button to refresh the data displayed in the charts.
- 5. Filter Summary -** The Filter Summary displays a summary of your filters for review.
- 6. Drill Down Into Details -** Dashboards are interactive. Click on a chart segment, underlined text, or chart label on the Dashboard to reveal underlying data in a report format.

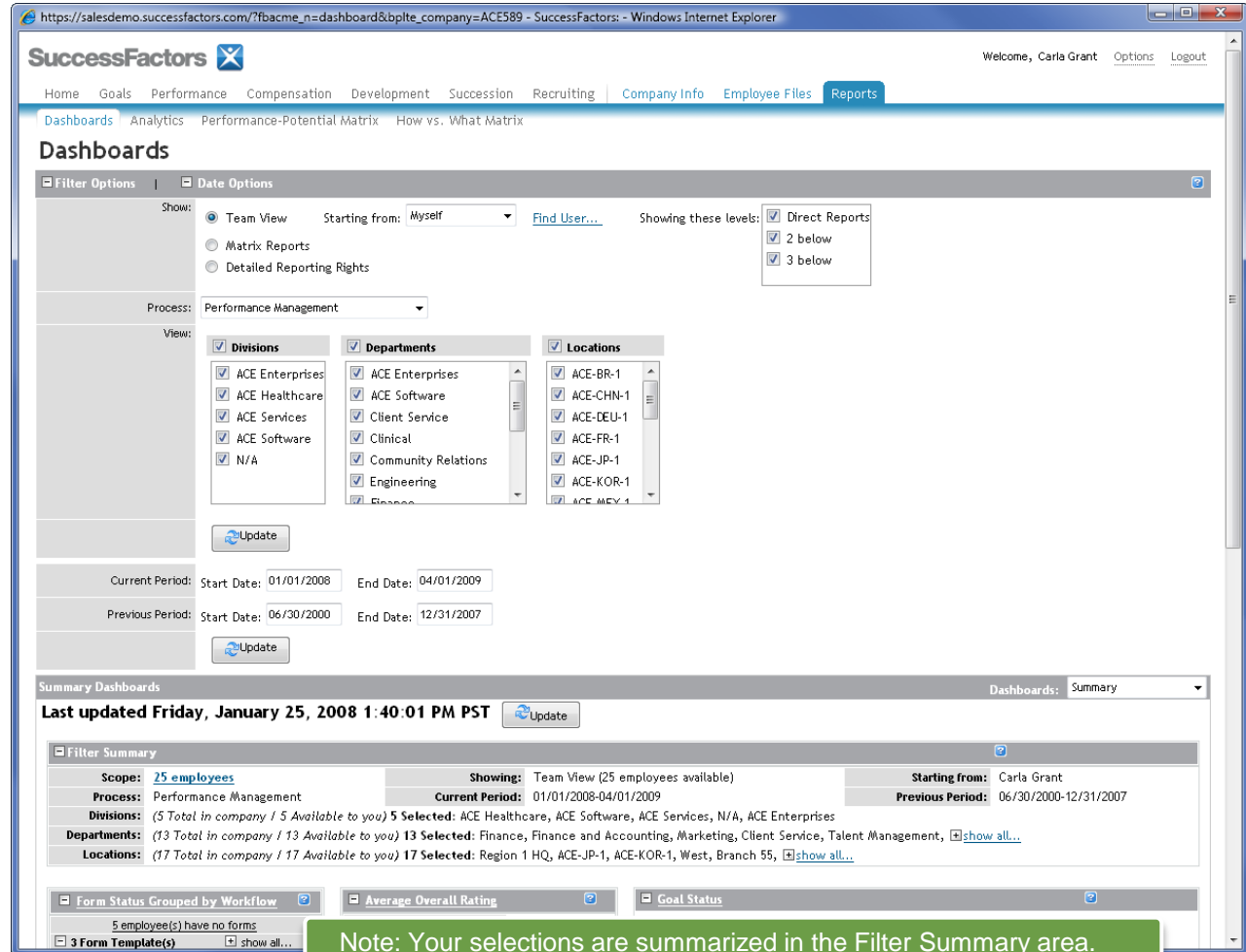


Dashboards

Filter options allows managers to filter Dashboards and report results by department or team.

Filter results display data based upon options chosen.

Filtering the analysis enables managers to spot trends and exceptions within the data.



The screenshot shows the SuccessFactors dashboard interface. The top navigation bar includes links for Home, Goals, Performance, Compensation, Development, Succession, Recruiting, Company Info, Employee Files, and Reports. The main content area is titled "Dashboards" and includes a "Filter Options" section with tabs for "Filter Options" and "Date Options".

Filter Options:

- Show:** Team View (selected), Matrix Reports, Detailed Reporting Rights.
- Starting from:** Myself (dropdown), Find User... (link).
- Showing these levels:** Direct Reports (checked), 2 below (checked), 3 below (checked).
- Process:** Performance Management (dropdown).
- View:** Divisions (checked), Departments (checked), Locations (checked).
- Divisions:** ACE Enterprises, ACE Healthcare, ACE Services, ACE Software, N/A.
- Departments:** ACE Enterprises, ACE Software, Client Service, Clinical, Community Relations, Engineering.
- Locations:** ACE-BR-1, ACE-CHN-1, ACE-DEU-1, ACE-FR-1, ACE-JP-1, ACE-KOR-1, ACE-MEX-1.
- Update** button.

Date Options:

- Current Period:** Start Date: 01/01/2008, End Date: 04/01/2009.
- Previous Period:** Start Date: 06/30/2000, End Date: 12/31/2007.
- Update** button.

Summary Dashboards:

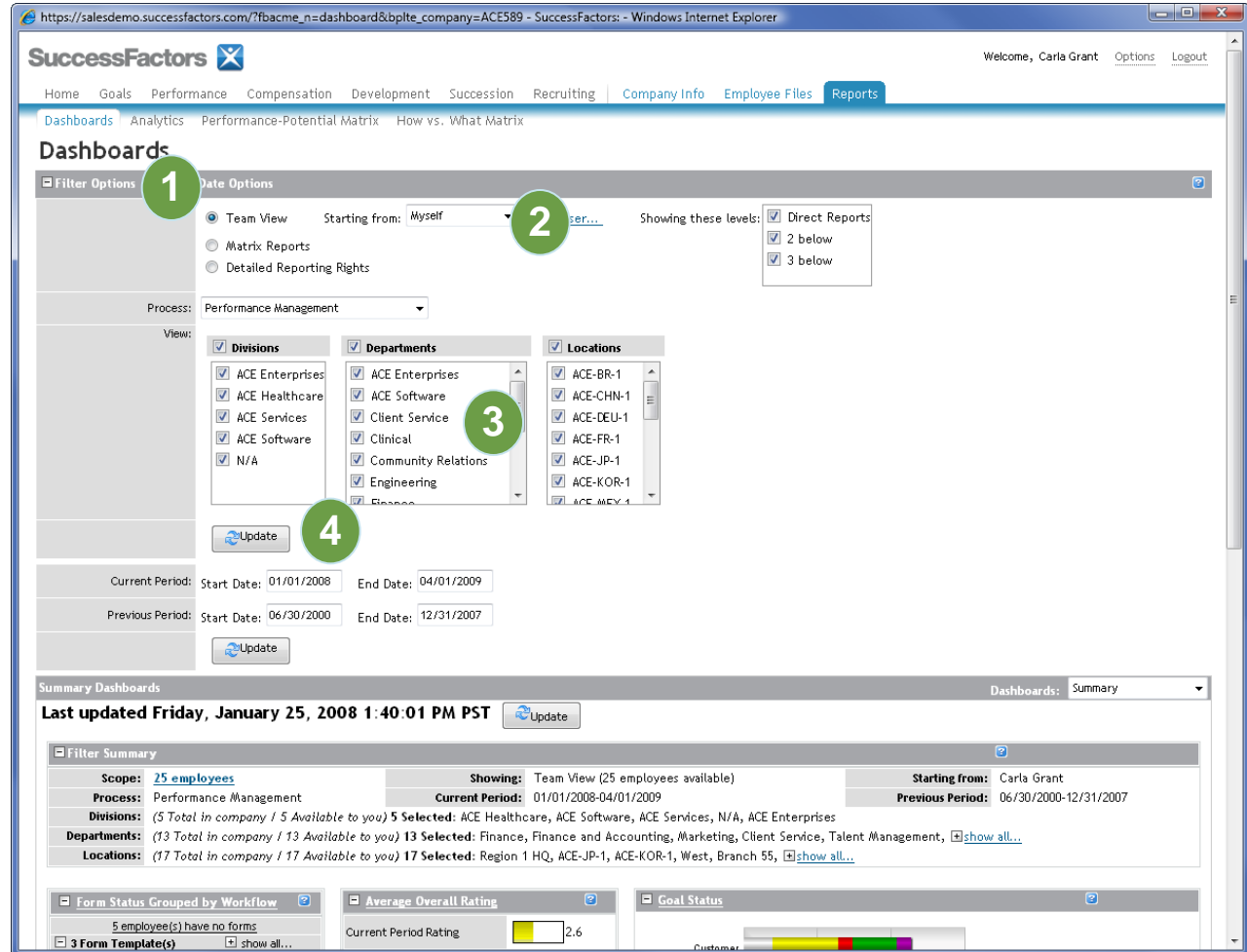
- Last updated Friday, January 25, 2008 1:40:01 PM PST** (with Update button).
- Filter Summary:**
 - Scope:** 25 employees
 - Showing:** Team View (25 employees available)
 - Starting from:** Carla Grant
 - Process:** Performance Management
 - Current Period:** 01/01/2008-04/01/2009
 - Previous Period:** 06/30/2000-12/31/2007
 - Divisions:** (5 Total in company / 5 Available to you) 5 Selected: ACE Healthcare, ACE Software, ACE Services, N/A, ACE Enterprises
 - Departments:** (13 Total in company / 13 Available to you) 13 Selected: Finance, Finance and Accounting, Marketing, Client Service, Talent Management, show all...
 - Locations:** (17 Total in company / 17 Available to you) 17 Selected: Region 1 HQ, ACE-JP-1, ACE-KOR-1, West, Branch 55, show all...
- Form Status Grouped by Workflow:** 5 employee(s) have no forms, 3 Form Template(s), show all...
- Average Overall Rating:**
- Goal Status:**

Note: Your selections are summarized in the Filter Summary area.

Using Filters

To use filters:

1. Click the expand button.
2. Select the reporting structure to report on using the show criterion.
3. Use View Filters to segment areas of the organization.
4. Click the update button.



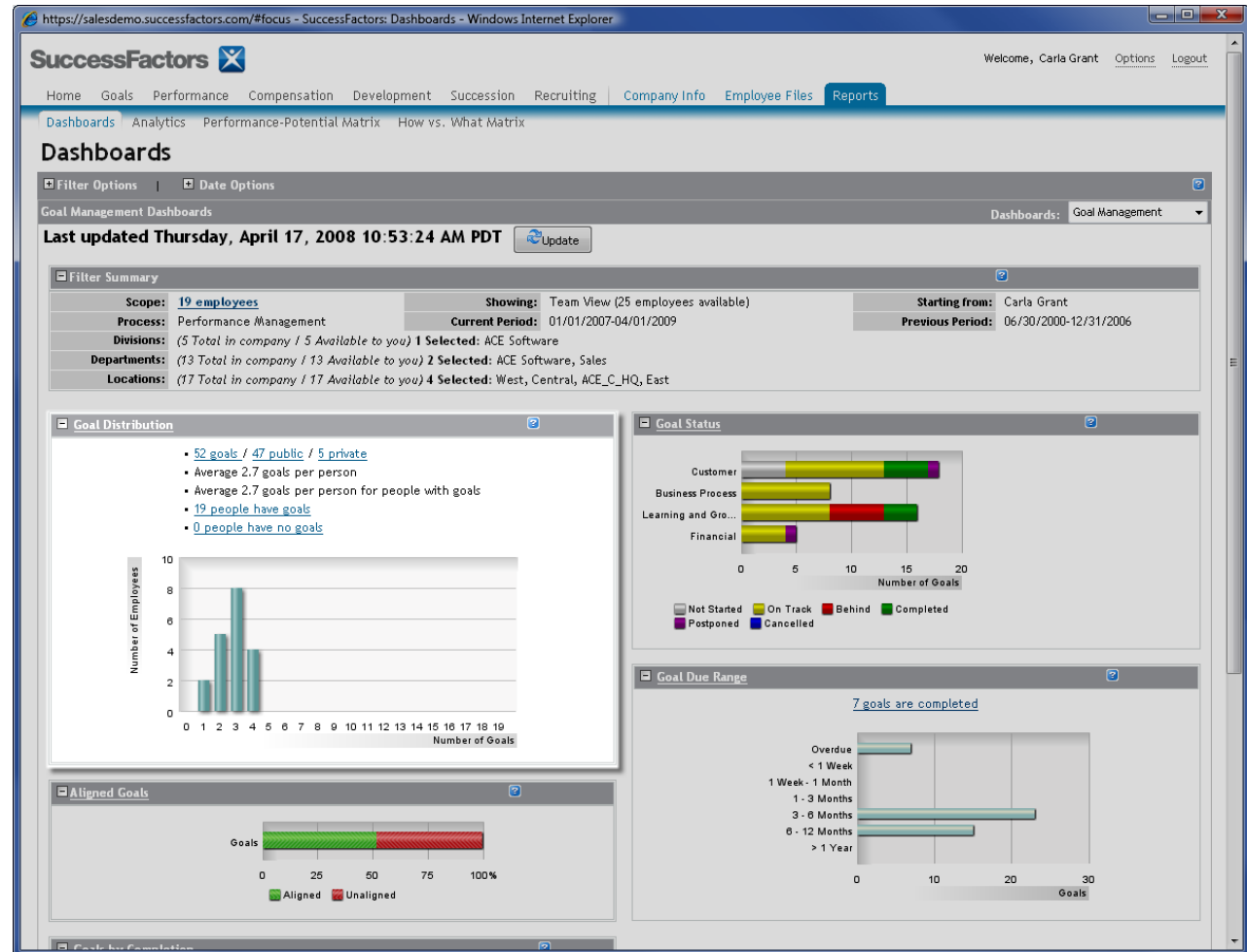
The screenshot shows the SuccessFactors dashboard interface. The top navigation bar includes links for Home, Goals, Performance, Compensation, Development, Succession, Recruiting, Company Info, Employee Files, and Reports. The main content area is titled "Dashboards" and contains a "Filter Options" section. This section includes a "Date Options" panel with radio buttons for "Team View", "Matrix Reports", and "Detailed Reporting Rights". Below this is a "Process" dropdown set to "Performance Management". The "View" section contains three columns of checkboxes for "Divisions", "Departments", and "Locations". At the bottom of the filter section is an "Update" button. Below the filter section are "Current Period" and "Previous Period" date ranges. The "Summary Dashboards" section shows a "Last updated" timestamp and a "Filter Summary" table. The table includes fields for Scope, Process, Divisions, Departments, and Locations, along with a "Showing:" field indicating the current view and a "Starting from:" field indicating the user. The "Filter Summary" table also includes a "Form Status Grouped by Workflow" section and an "Average Overall Rating" section.

Interacting with Dashboards

Dashboards are interactive enabling managers to drill down to underlying data.

Clicking on a chart display or chart segment reveals the underlying support data organized by team, form, or other critical process.

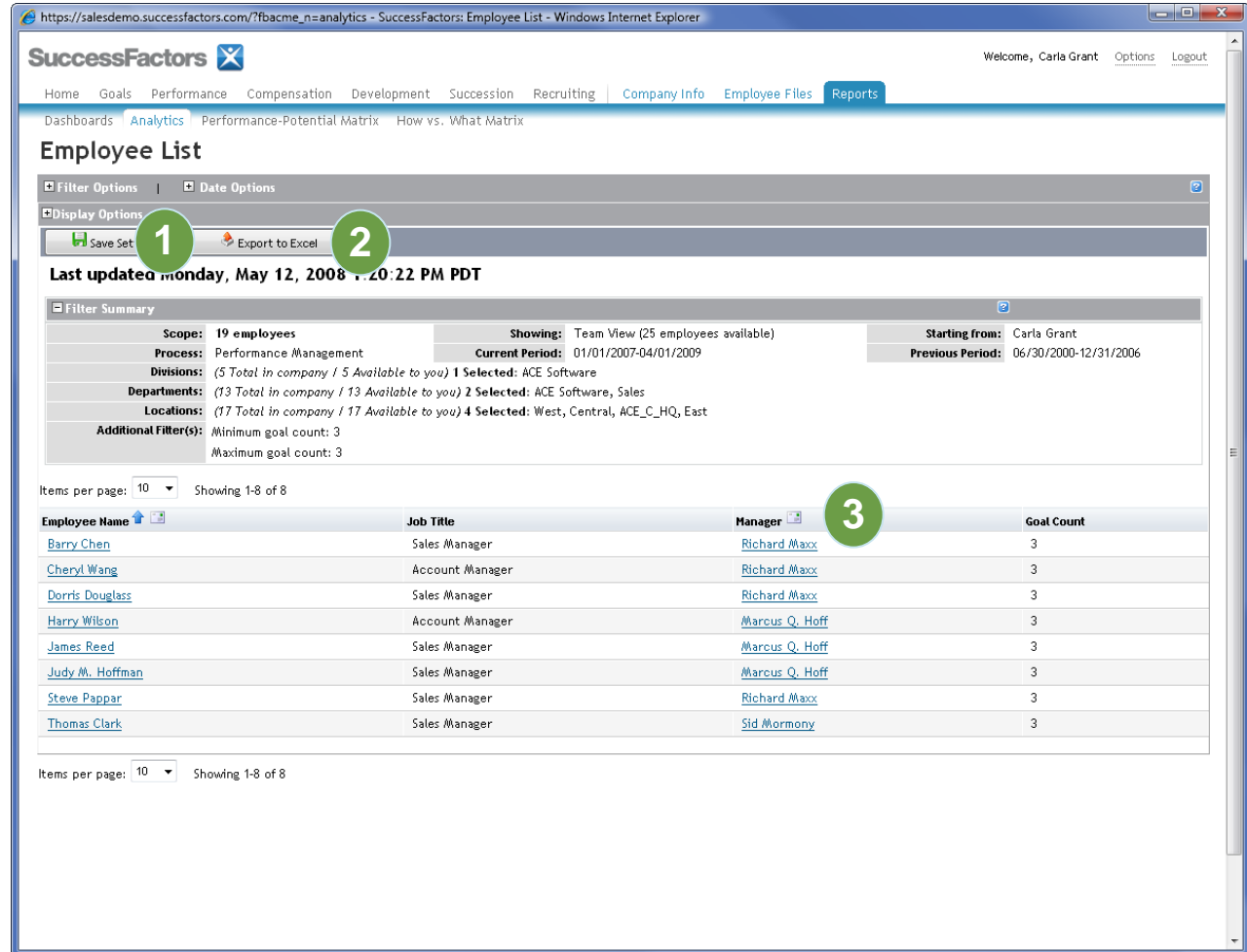
Reports enable managers to take action by emailing individuals or extracting the data to Microsoft Excel for advanced reporting.



Dashboard Result Report Table

Dashboard table includes results of the chart segment:

1. Save the table as a report for access later.
2. Use the report tools to download the report table to Microsoft Excel.
3. Email participants listed on the report table.



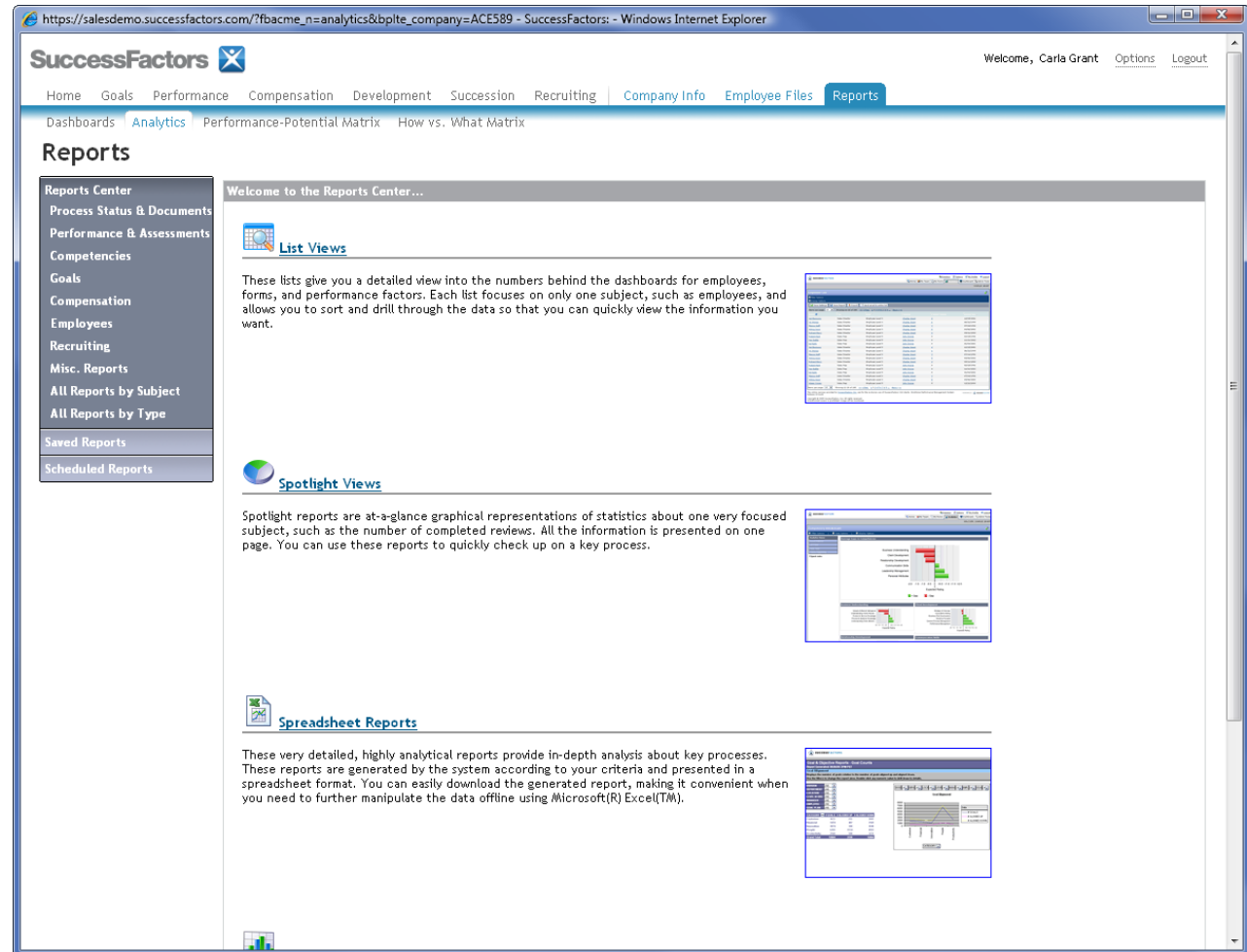
The screenshot shows the SuccessFactors Employee List dashboard. The interface includes a navigation bar with tabs for Home, Goals, Performance, Compensation, Development, Succession, Recruiting, Company Info, Employee Files, and Reports. The main content area is titled "Employee List" and includes a "Filter Options" section with "Display Options" and "Date Options" tabs. Below this, there are buttons for "Save Set" (annotated with a green circle 1) and "Export to Excel" (annotated with a green circle 2). A "Last updated" timestamp shows "Monday, May 12, 2008 1:20:22 PM PDT". A "Filter Summary" section provides details on the current view, including Scope (19 employees), Process (Performance Management), Divisions (5 Total in company / 5 Available to you), Departments (13 Total in company / 13 Available to you), and Locations (17 Total in company / 17 Available to you). Below the filter summary, a table lists employees with columns for Employee Name, Job Title, Manager (annotated with a green circle 3), and Goal Count. The table shows 8 employees, all with a goal count of 3. The bottom of the page shows "Items per page: 10" and "Showing 1-8 of 8".

Employee Name	Job Title	Manager	Goal Count
Barry Chen	Sales Manager	Richard Maxx	3
Cheryl Wang	Account Manager	Richard Maxx	3
Dorris Douglass	Sales Manager	Richard Maxx	3
Harry Wilson	Account Manager	Marcus Q. Hoff	3
James Reed	Sales Manager	Marcus Q. Hoff	3
Judy M. Hoffman	Sales Manager	Marcus Q. Hoff	3
Steve Pappas	Sales Manager	Richard Maxx	3
Thomas Clark	Sales Manager	Sid Mormony	3

Analytics

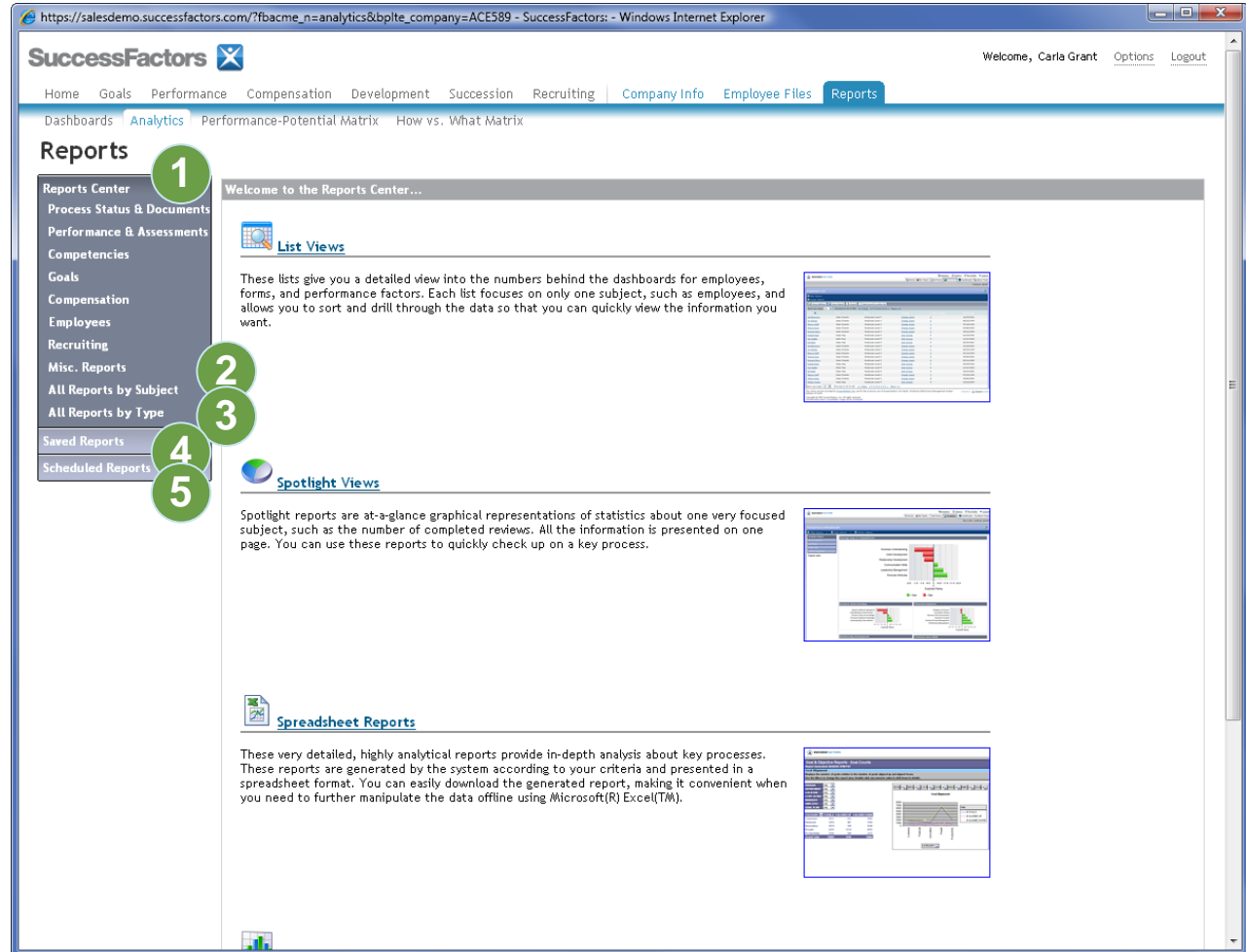
Analytics draws data from every SuccessFactors module, enabling extensive views into the performance of the entire organization, including goal achievement, performance review ratings, and compensation.

Managers are able to drive performance management from all levels, eliminating the problems associated with having one person or team own the process.



Using Analytics

1. **Reports Center** - Reports are organized into groups. Select a category to view reports by Process Status & Documents, Performance & Assessments, Competencies, Goals, Compensation, Employees, Recruiting, Misc. Reports, All Reports by Subject, All Reports by Type, Saved Reports, Scheduled Reports. Reports Center also lists all reports by employee or type.
2. **All Reports by Subject** - View reports organized by process or subject.
3. **All Reports by Type** - Reports organized by report type and output. The report types provide differing features and outputs.
4. **Saved Reports** - Saved Reports organizes your saved reports. Once you customize a report through filters or reporting options, click the save report button to save a copy of the report setting here.
5. **Scheduled Reports** - Use the Scheduled Reports folder to download and manage scheduled reports. To download a completed report, click the name of the completed report and save it to your local system.



https://salesdemo.successfactors.com/?fbacme_n=analytics&bppte_company=ACE589 - SuccessFactors - Windows Internet Explorer

SuccessFactors

Welcome, Carla Grant Options Logout

Home Goals Performance Compensation Development Succession Recruiting Company Info Employee Files Reports

Dashboards Analytics Performance-Potential Matrix How vs. What Matrix

Reports

1

Reports Center

Process Status & Documents

Performance & Assessments

Competencies

Goals

Compensation

Employees

Recruiting

Misc. Reports

All Reports by Subject

All Reports by Type

Saved Reports

Scheduled Reports

2

3

4

5

Welcome to the Reports Center...

[List Views](#)

These lists give you a detailed view into the numbers behind the dashboards for employees, forms, and performance factors. Each list focuses on only one subject, such as employees, and allows you to sort and drill through the data so that you can quickly view the information you want.

[Spotlight Views](#)

Spotlight reports are at-a-glance graphical representations of statistics about one very focused subject, such as the number of completed reviews. All the information is presented on one page. You can use these reports to quickly check up on a key process.

[Spreadsheet Reports](#)

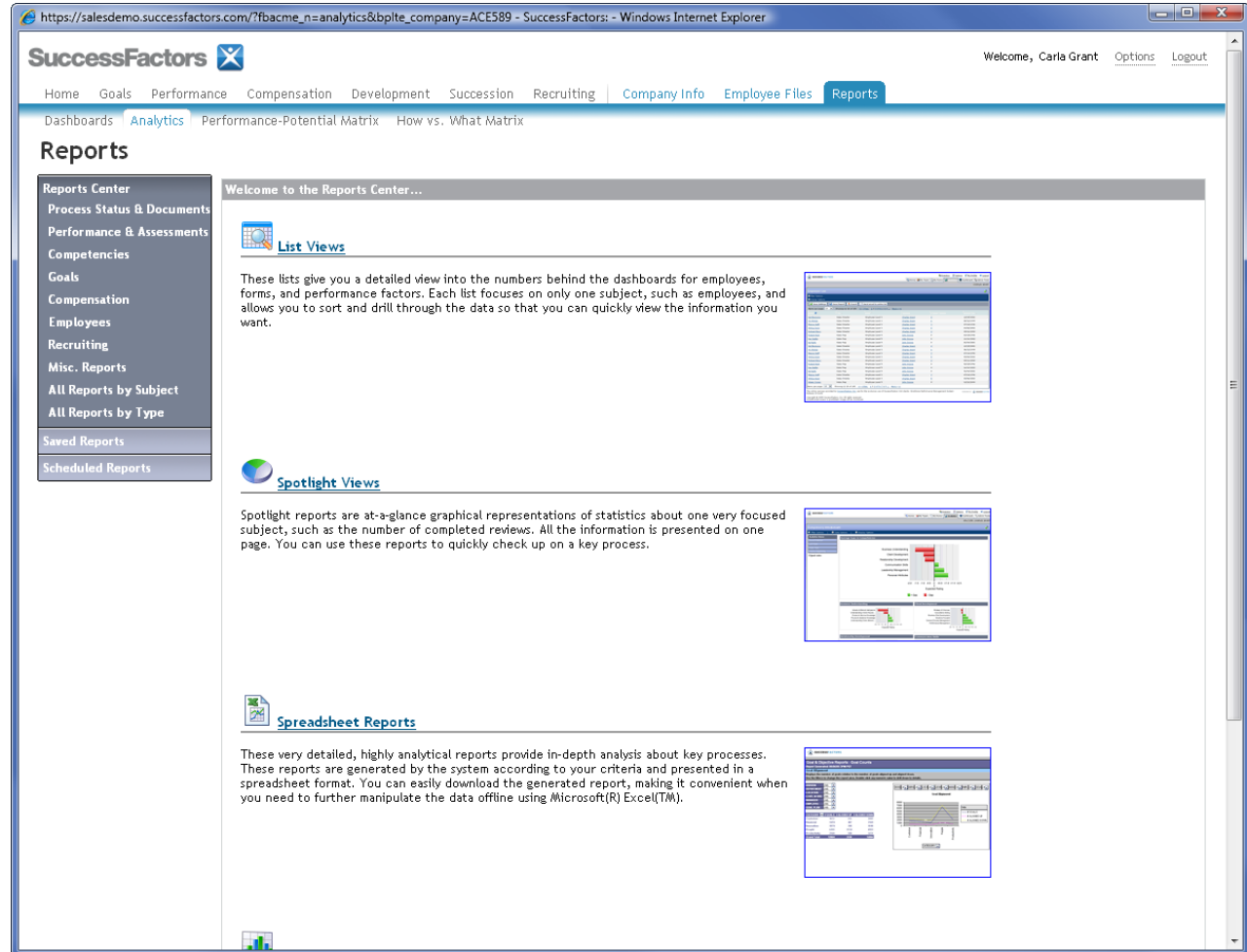
These very detailed, highly analytical reports provide in-depth analysis about key processes. These reports are generated by the system according to your criteria and presented in a spreadsheet format. You can easily download the generated report, making it convenient when you need to further manipulate the data offline using Microsoft(R) Excel(TM).

Analytics

SuccessFactors provides several detailed reports that include in-depth analysis about key processes and forms.

Downloadable reports make it convenient to further manipulate the data offline using Microsoft Excel.

Reports are generated by the system according to criteria and presented in a spreadsheet format with charts and graphs.

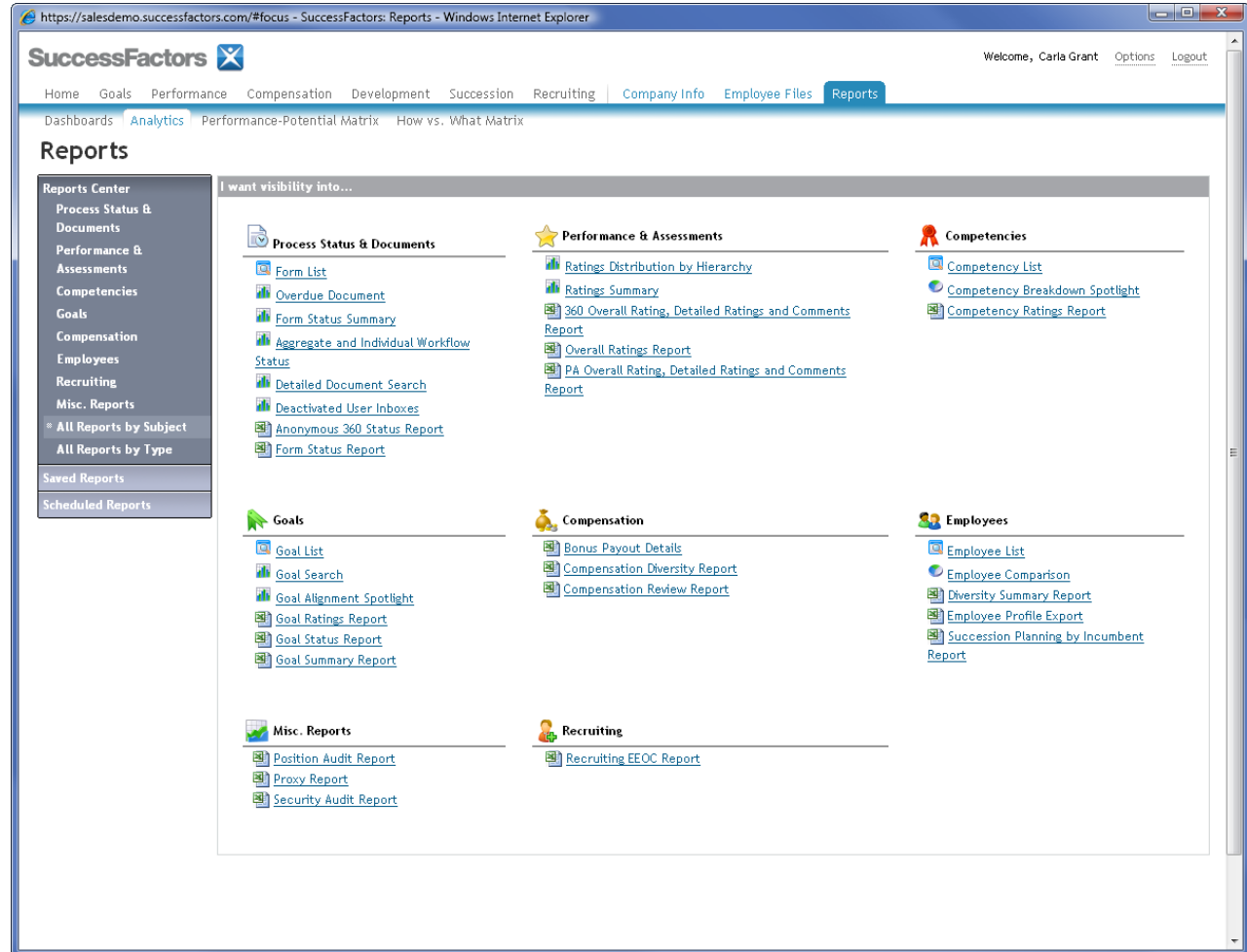


The screenshot shows the SuccessFactors Reports Center interface. The browser address bar displays the URL: https://salesdemo.successfactors.com/?fbacme_n=analytics&bppte_company=ACE589. The page title is "SuccessFactors". The user is logged in as "Welcome, Carla Grant" with "Options" and "Logout" links. The navigation menu includes: Home, Goals, Performance, Compensation, Development, Succession, Recruiting, Company Info, Employee Files, and Reports. The "Reports" tab is selected, showing sub-tabs: Dashboards, Analytics, Performance-Potential Matrix, and How vs. What Matrix. The main content area is titled "Reports" and contains a "Reports Center" sidebar with the following menu items: Reports Center, Process Status & Documents, Performance & Assessments, Competencies, Goals, Compensation, Employees, Recruiting, Misc. Reports, All Reports by Subject, All Reports by Type, Saved Reports, and Scheduled Reports. The main content area has a "Welcome to the Reports Center..." message and three sections: "List Views" (describing detailed views of employee data), "Spotlight Views" (describing at-a-glance graphical representations), and "Spreadsheet Reports" (describing highly analytical reports in spreadsheet format). Each section includes a small thumbnail image of the respective report type.

Analytics

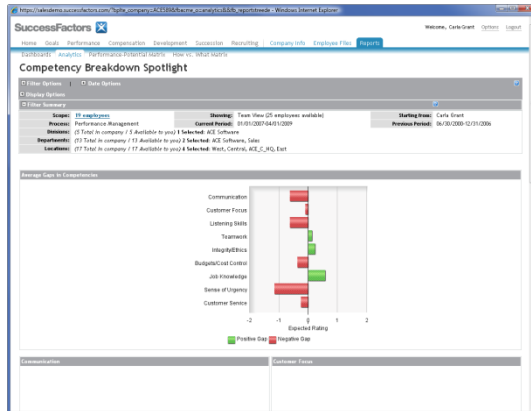
Analytics are organized into categories of process and topics of interest.

Analytic types include spotlight, list, and classic reports.



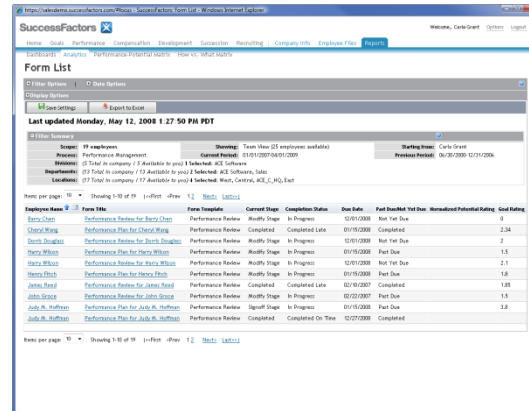
The screenshot shows the SuccessFactors Reports page in a web browser. The browser address bar displays <https://salesdemo.successfactors.com/#focus> - SuccessFactors: Reports - Windows Internet Explorer. The page header includes the SuccessFactors logo, a welcome message "Welcome, Carla Grant", and links for "Options" and "Logout". The navigation menu on the left lists various categories: Home, Goals, Performance, Compensation, Development, Succession, Recruiting, Company Info, Employee Files, and Reports. The Reports section is currently selected, showing a "Reports Center" sidebar with options like "Process Status & Documents", "Performance & Assessments", "Competencies", "Goals", "Compensation", "Employees", "Recruiting", "Misc. Reports", "All Reports by Subject", "All Reports by Type", "Saved Reports", and "Scheduled Reports". The main content area, titled "I want visibility into...", displays a grid of report links under these categories: Process Status & Documents (Form List, Overdue Document, Form Status Summary, Aggregate and Individual Workflow Status, Detailed Document Search, Deactivated User Inboxes, Anonymous 360 Status Report, Form Status Report), Performance & Assessments (Ratings Distribution by Hierarchy, Ratings Summary, 360 Overall Rating, Detailed Ratings and Comments Report, Overall Ratings Report, PA Overall Rating, Detailed Ratings and Comments Report), Competencies (Competency List, Competency Breakdown Spotlight, Competency Ratings Report), Goals (Goal List, Goal Search, Goal Alignment Spotlight, Goal Ratings Report, Goal Status Report, Goal Summary Report), Compensation (Bonus Payout Details, Compensation Diversity Report, Compensation Review Report), Employees (Employee List, Employee Comparison, Diversity Summary Report, Employee Profile Export, Succession Planning by Incumbent Report), Misc. Reports (Position Audit Report, Proxy Report, Security Audit Report), and Recruiting (Recruiting EEOC Report).

Analytic Types



Spotlight

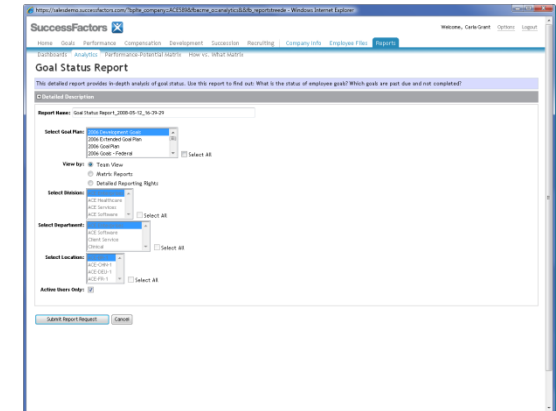
Spotlight reports are at-a-glance graphical representations of statistics about one very focused subject, such as the number of completed reviews. All the information is presented on one page.



Employee Name	Form Title	Form Template	Current Stage	Completion Status	Due Date	Final Overall Rating
Steve Chen	Performance Review for Steve Chen	Performance Review	Ready Stage	In Progress	01/01/2009	0
David Smith	Performance Review for David Smith	Performance Review	Completed	Completed Late	01/01/2009	2.36
John Smith	Performance Review for John Smith	Performance Review	Ready Stage	In Progress	01/01/2009	2
John Smith	Performance Review for John Smith	Performance Review	Ready Stage	In Progress	01/01/2009	1.5
John Smith	Performance Review for John Smith	Performance Review	Ready Stage	In Progress	01/01/2009	1.5
John Smith	Performance Review for John Smith	Performance Review	Ready Stage	In Progress	01/01/2009	1.5
John Smith	Performance Review for John Smith	Performance Review	Ready Stage	In Progress	01/01/2009	1.5
John Smith	Performance Review for John Smith	Performance Review	Ready Stage	In Progress	01/01/2009	1.5
John Smith	Performance Review for John Smith	Performance Review	Ready Stage	In Progress	01/01/2009	1.5
John Smith	Performance Review for John Smith	Performance Review	Ready Stage	In Progress	01/01/2009	1.5

List Views

Provide detailed views into the numbers behind the Dashboards for employees, forms, and performance factors. Each list focuses on only one topic, such as employees, and allows you to sort and drill through the data so that you can quickly view the information you want.

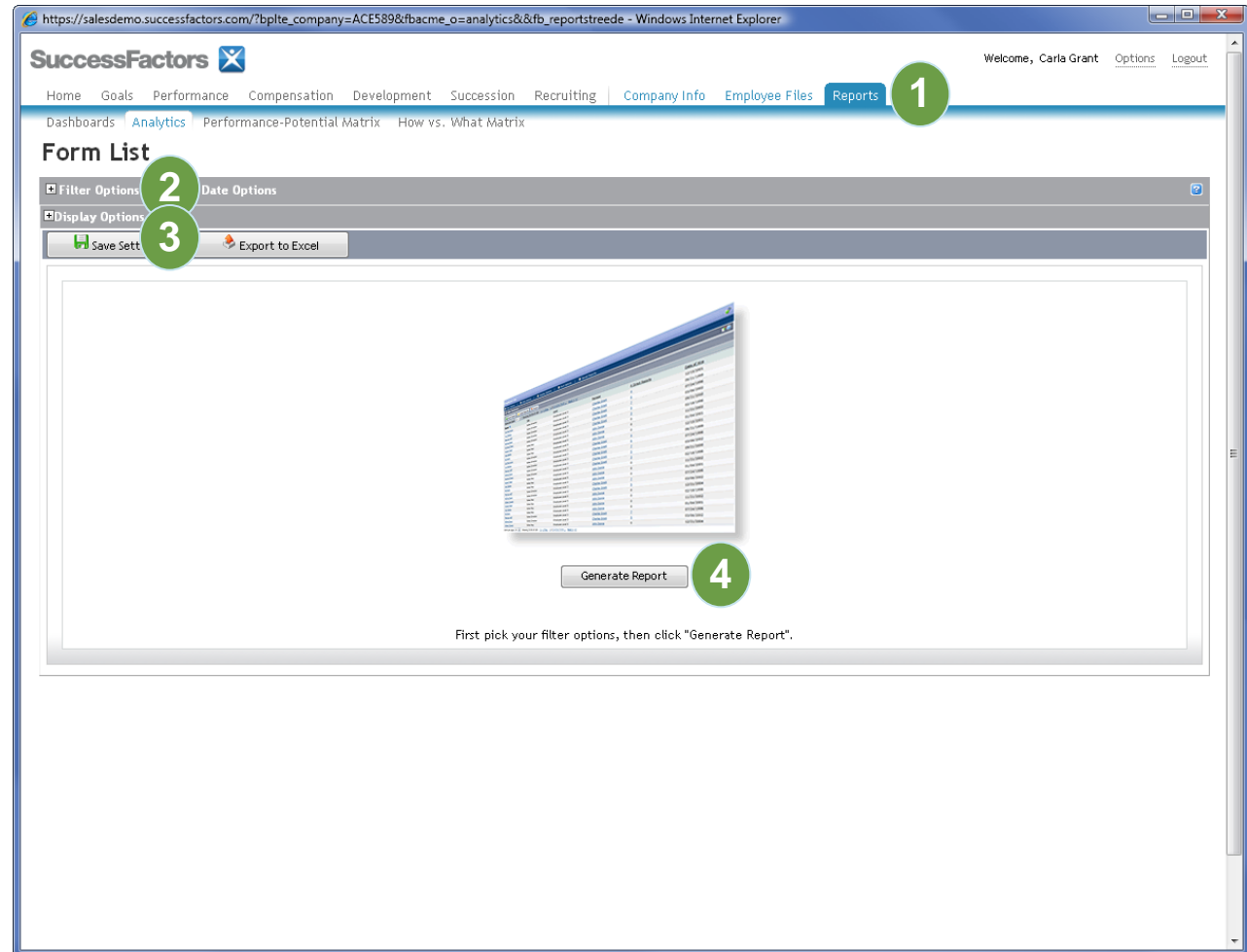


My Goals

Provide in-depth analysis about key processes. These reports are generated by the system according to your criteria and presented in a spreadsheet format. You can easily download the generated report, making it convenient to further manipulate the data offline.

Reports

1. **Select a Report** - Click on the Reports tab. Select the List Reports. Select the Goal List Report link.
2. **Refine as Needed** - Expand the Filter Options to filter the data shown by business vs. development goals, date, individuals, teams, and business units. Expand the Date Options to change the date range of the report.
3. **Select the Data to be Displayed** - Use the Display Options setting to add and remove columns of data on the report.
4. **Generate the Report** - Click the button to generate the report results. NOTE: Depending on the parameters and amount of information included in the query, the request may take several minutes to complete.

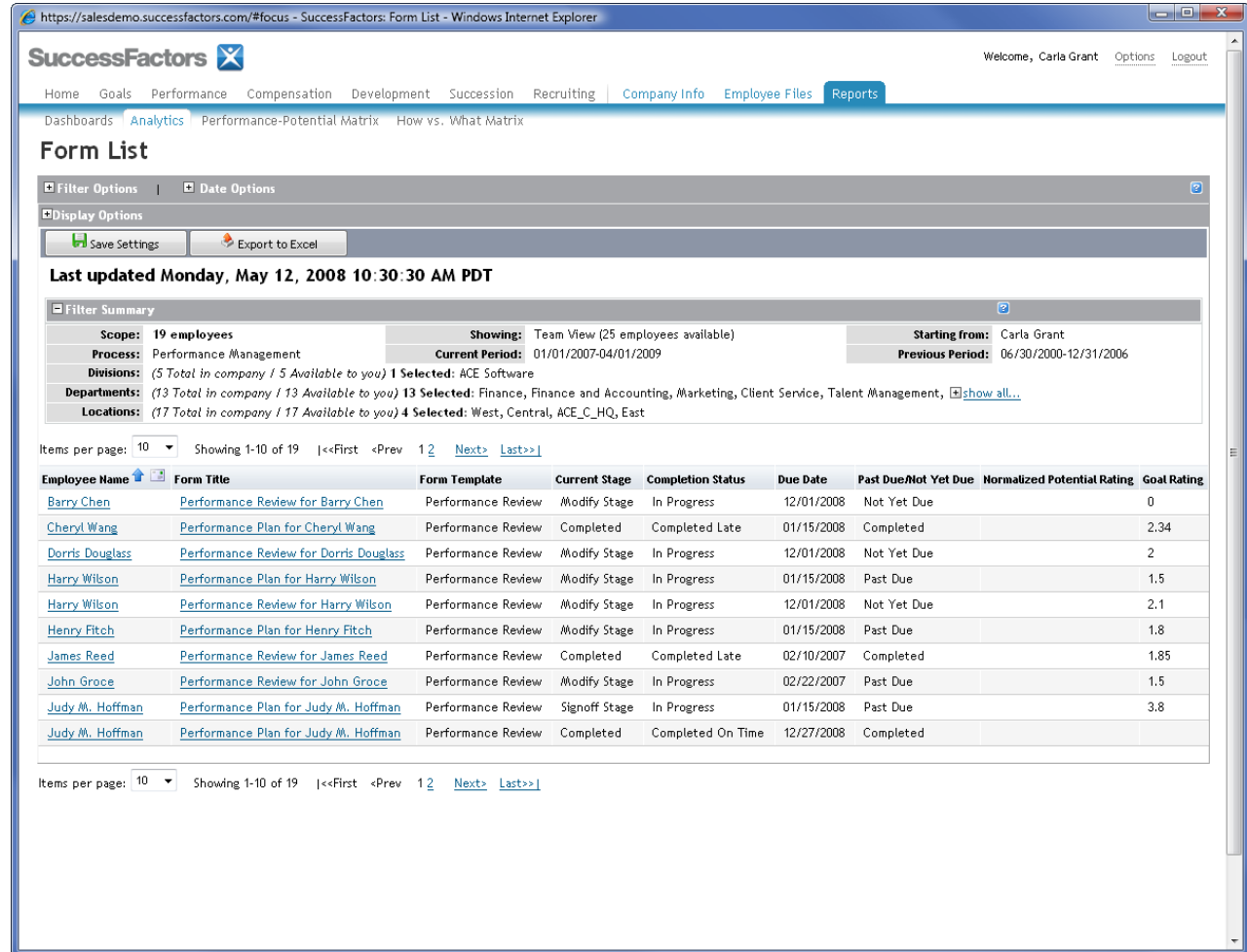


Reports

Report Table includes results of the form query displayed.

Use the report tools to download the report table to Microsoft Excel. Once you have downloaded the report details, peruse the details of the report to find out information regarding the employees listed.

Save the report query for later use. Name the report settings. The saved settings are available on the Saved Reports section menu.



https://salesdemo.successfactors.com/#focus - SuccessFactors: Form List - Windows Internet Explorer

SuccessFactors Welcome, Carla Grant Options Logout

Home Goals Performance Compensation Development Succession Recruiting Company Info Employee Files Reports

Dashboards Analytics Performance-Potential Matrix How vs. What Matrix

Form List

Filter Options | Date Options

Display Options

Save Settings Export to Excel

Last updated Monday, May 12, 2008 10:30:30 AM PDT

Filter Summary

Scope: 19 employees	Showing: Team View (25 employees available)	Starting from: Carla Grant
Process: Performance Management	Current Period: 01/01/2007-04/01/2009	Previous Period: 06/30/2000-12/31/2006
Divisions: (5 Total in company / 5 Available to you) 1 Selected: ACE Software		
Departments: (13 Total in company / 13 Available to you) 13 Selected: Finance, Finance and Accounting, Marketing, Client Service, Talent Management, show all...		
Locations: (17 Total in company / 17 Available to you) 4 Selected: West, Central, ACE_C_HQ, East		

Items per page: 10 Showing 1-10 of 19 | <<First <Prev 1 2 Next >Last>>|

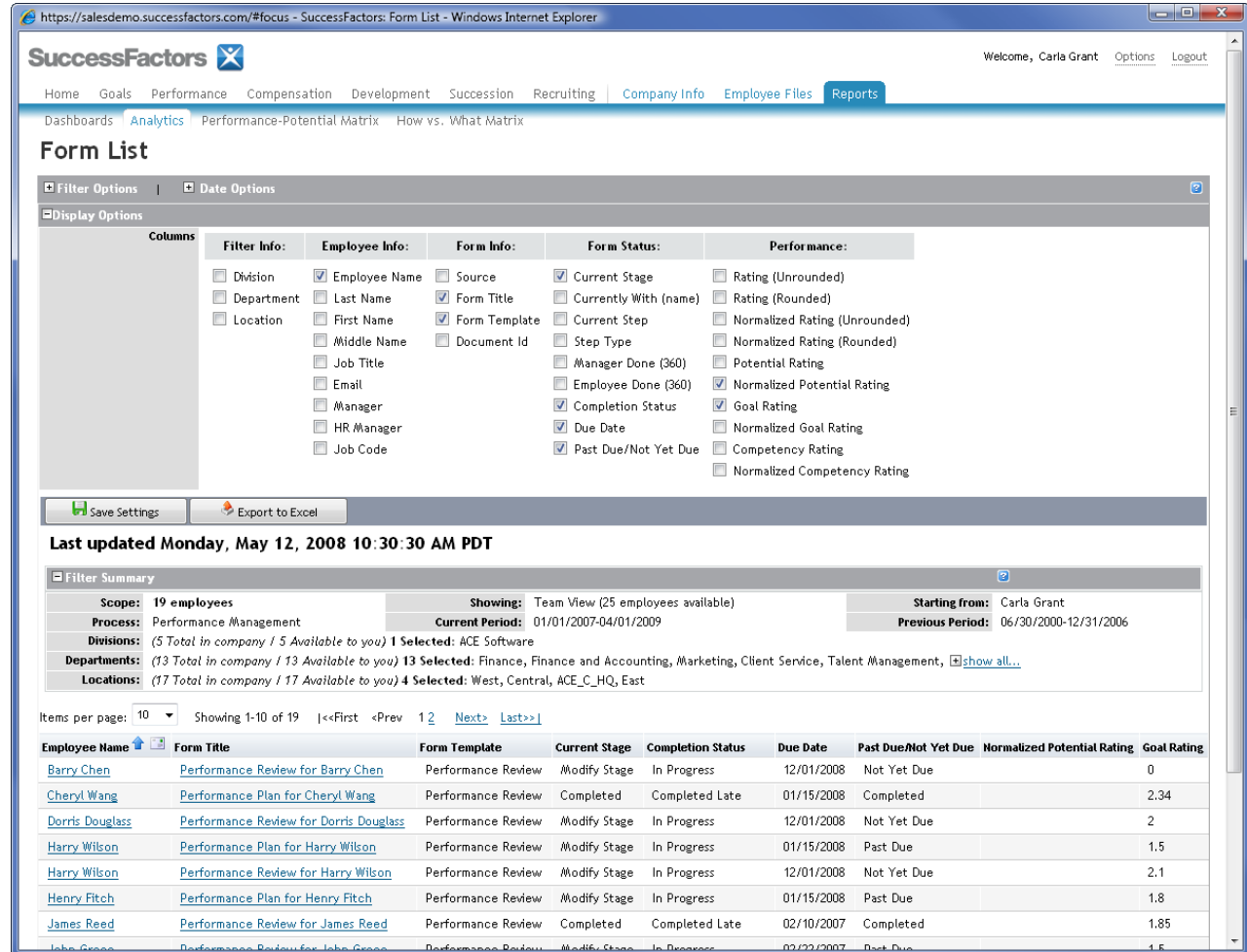
Employee Name	Form Title	Form Template	Current Stage	Completion Status	Due Date	Past Due/Not Yet Due	Normalized Potential Rating	Goal Rating
Barry Chen	Performance Review for Barry Chen	Performance Review	Modify Stage	In Progress	12/01/2008	Not Yet Due		0
Cheryl Wang	Performance Plan for Cheryl Wang	Performance Review	Completed	Completed Late	01/15/2008	Completed		2.34
Dorris Douglass	Performance Review for Dorris Douglass	Performance Review	Modify Stage	In Progress	12/01/2008	Not Yet Due		2
Harry Wilson	Performance Plan for Harry Wilson	Performance Review	Modify Stage	In Progress	01/15/2008	Past Due		1.5
Harry Wilson	Performance Review for Harry Wilson	Performance Review	Modify Stage	In Progress	12/01/2008	Not Yet Due		2.1
Henry Fitch	Performance Plan for Henry Fitch	Performance Review	Modify Stage	In Progress	01/15/2008	Past Due		1.8
James Reed	Performance Review for James Reed	Performance Review	Completed	Completed Late	02/10/2007	Completed		1.85
John Groce	Performance Review for John Groce	Performance Review	Modify Stage	In Progress	02/22/2007	Past Due		1.5
Judy M. Hoffman	Performance Plan for Judy M. Hoffman	Performance Review	Signoff Stage	In Progress	01/15/2008	Past Due		3.8
Judy M. Hoffman	Performance Plan for Judy M. Hoffman	Performance Review	Completed	Completed On Time	12/27/2008	Completed		

Items per page: 10 Showing 1-10 of 19 | <<First <Prev 1 2 Next >Last>>|

Reports

Use the display options to change the columns of information.

Use filter options to control the information displayed.



The screenshot shows the SuccessFactors Form List report interface. The top navigation bar includes links for Home, Goals, Performance, Compensation, Development, Succession, Recruiting, Company Info, Employee Files, and Reports. The main content area is titled "Form List" and features a "Filter Options" section with a "Display Options" tab. This tab allows users to select columns for display, including Filter Info, Employee Info, Form Info, Form Status, and Performance. Below the column selection, there are buttons for "Save Settings" and "Export to Excel".

The "Filter Summary" section provides a summary of the data being displayed, including the scope (19 employees), process (Performance Management), divisions (5 total, 1 selected), departments (13 total, 13 selected), and locations (17 total, 4 selected). It also shows the current period (01/01/2007-04/01/2009) and the starting from date (06/30/2000-12/31/2006).

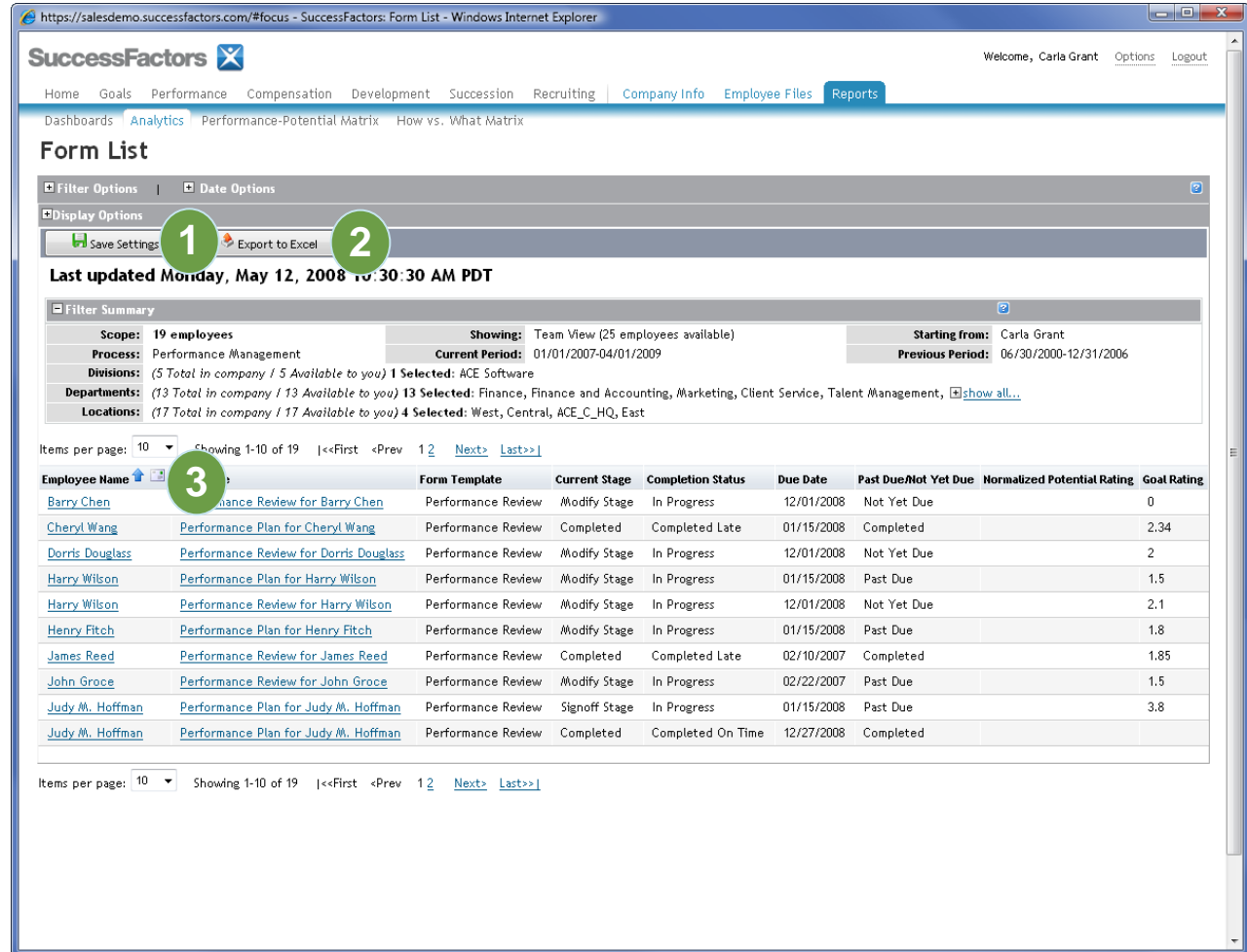
The main data table displays the following columns: Employee Name, Form Title, Form Template, Current Stage, Completion Status, Due Date, Past Due/Not Yet Due, Normalized Potential Rating, and Goal Rating. The table lists several performance reviews for various employees, including Barry Chen, Cheryl Wang, Dorris Douglass, Harry Wilson, Henry Fitch, James Reed, and John Reed.

Employee Name	Form Title	Form Template	Current Stage	Completion Status	Due Date	Past Due/Not Yet Due	Normalized Potential Rating	Goal Rating
Barry Chen	Performance Review for Barry Chen	Performance Review	Modify Stage	In Progress	12/01/2008	Not Yet Due		0
Cheryl Wang	Performance Plan for Cheryl Wang	Performance Review	Completed	Completed Late	01/15/2008	Completed		2.34
Dorris Douglass	Performance Review for Dorris Douglass	Performance Review	Modify Stage	In Progress	12/01/2008	Not Yet Due		2
Harry Wilson	Performance Plan for Harry Wilson	Performance Review	Modify Stage	In Progress	01/15/2008	Past Due		1.5
Henry Fitch	Performance Review for Henry Fitch	Performance Review	Modify Stage	In Progress	12/01/2008	Not Yet Due		2.1
James Reed	Performance Plan for James Reed	Performance Review	Modify Stage	In Progress	01/15/2008	Past Due		1.8
John Reed	Performance Review for John Reed	Performance Review	Completed	Completed Late	02/10/2007	Completed		1.85
John Reed	Performance Review for John Reed	Performance Review	Completed	Completed Late	02/10/2007	Completed		1.85

Actionable Reporting

Dashboard table includes results of the chart segment:

1. Save the table as a report for access later.
2. Use the report tools to download the report table to Microsoft Excel.
3. Email participants listed on the report table.



The screenshot shows the SuccessFactors Form List dashboard. The interface includes a navigation bar with tabs for Home, Goals, Performance, Compensation, Development, Succession, Recruiting, Company Info, Employee Files, and Reports. The Reports tab is active, displaying the Form List table. The table is titled 'Form List' and includes a 'Last updated' timestamp. Below the title, there are filter and date options, and a 'Display Options' section with 'Save Settings' (1) and 'Export to Excel' (2) buttons. The table itself has columns for Employee Name, Form Template, Current Stage, Completion Status, Due Date, Past Due/Not Yet Due, Normalized Potential Rating, and Goal Rating. The table lists 19 employees, with the first 10 visible. The 'Email' icon (3) is located in the top right corner of the table header area.

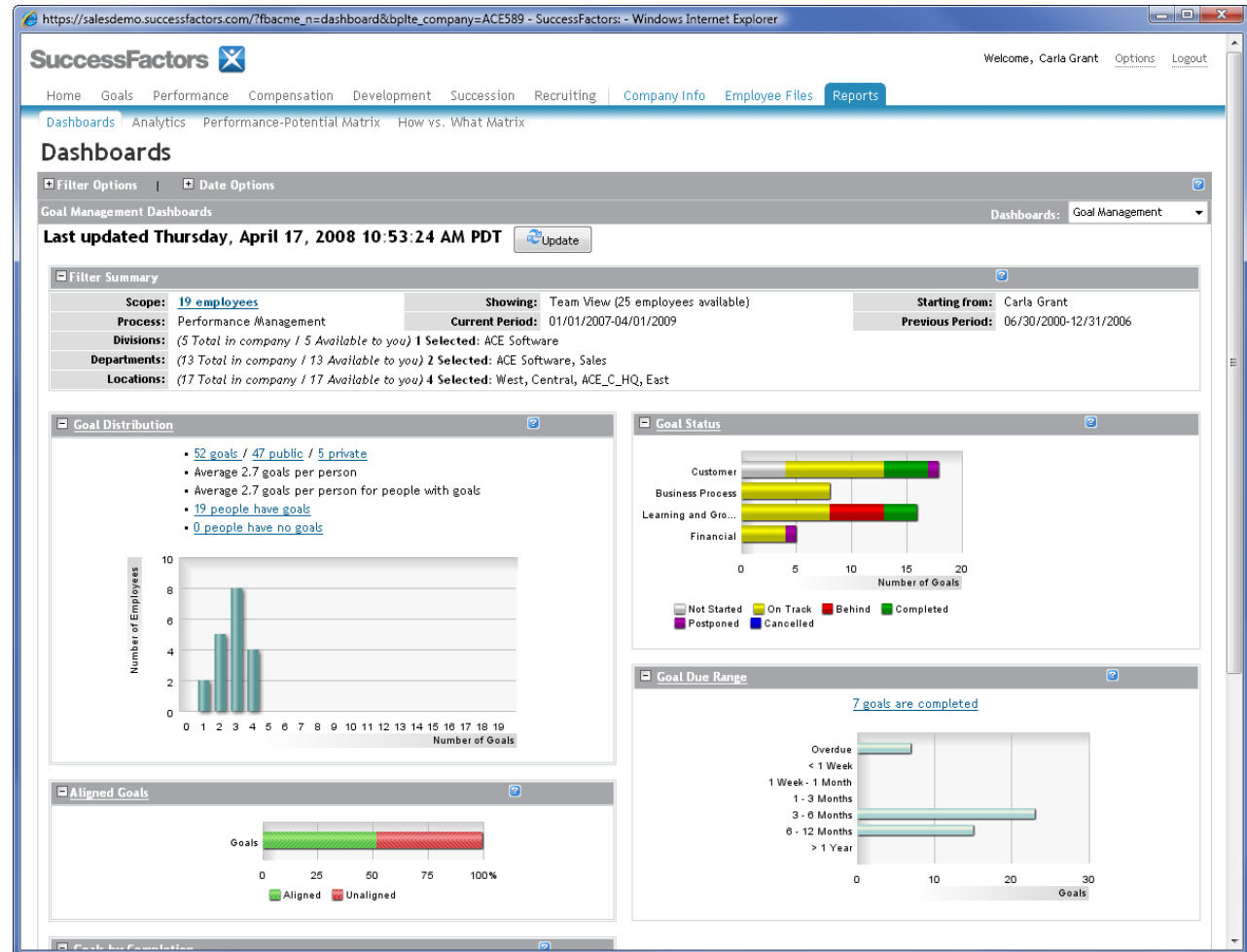
Employee Name	Form Template	Current Stage	Completion Status	Due Date	Past Due/Not Yet Due	Normalized Potential Rating	Goal Rating
Barry Chen	Performance Review for Barry Chen	Performance Review	Modify Stage	In Progress	12/01/2008	Not Yet Due	0
Cheryl Wang	Performance Plan for Cheryl Wang	Performance Review	Completed	Completed Late	01/15/2008	Completed	2.34
Dorris Douglass	Performance Review for Dorris Douglass	Performance Review	Modify Stage	In Progress	12/01/2008	Not Yet Due	2
Harry Wilson	Performance Plan for Harry Wilson	Performance Review	Modify Stage	In Progress	01/15/2008	Past Due	1.5
Harry Wilson	Performance Review for Harry Wilson	Performance Review	Modify Stage	In Progress	12/01/2008	Not Yet Due	2.1
Henry Fitch	Performance Plan for Henry Fitch	Performance Review	Modify Stage	In Progress	01/15/2008	Past Due	1.8
James Reed	Performance Review for James Reed	Performance Review	Completed	Completed Late	02/10/2007	Completed	1.85
John Groce	Performance Review for John Groce	Performance Review	Modify Stage	In Progress	02/22/2007	Past Due	1.5
Judy M. Hoffman	Performance Plan for Judy M. Hoffman	Performance Review	Signoff Stage	In Progress	01/15/2008	Past Due	3.8
Judy M. Hoffman	Performance Plan for Judy M. Hoffman	Performance Review	Completed	Completed On Time	12/27/2008	Completed	

Reporting for Goals Management

Managers actively monitor progress toward goals across their team and organization. Reports provide a view of aligned goals to assess whether there is appropriate momentum, progress, and where action is needed to ensure delivery of key objectives.

SuccessFactors reporting information:

- Goal Dashboard
- Goal Alignment Report on the Goal Tab
- Goal List
- Goal Search
- Goal Alignment Spotlight
- Goal Ratings Report
- Goal Status Report
- Goal Summary Report

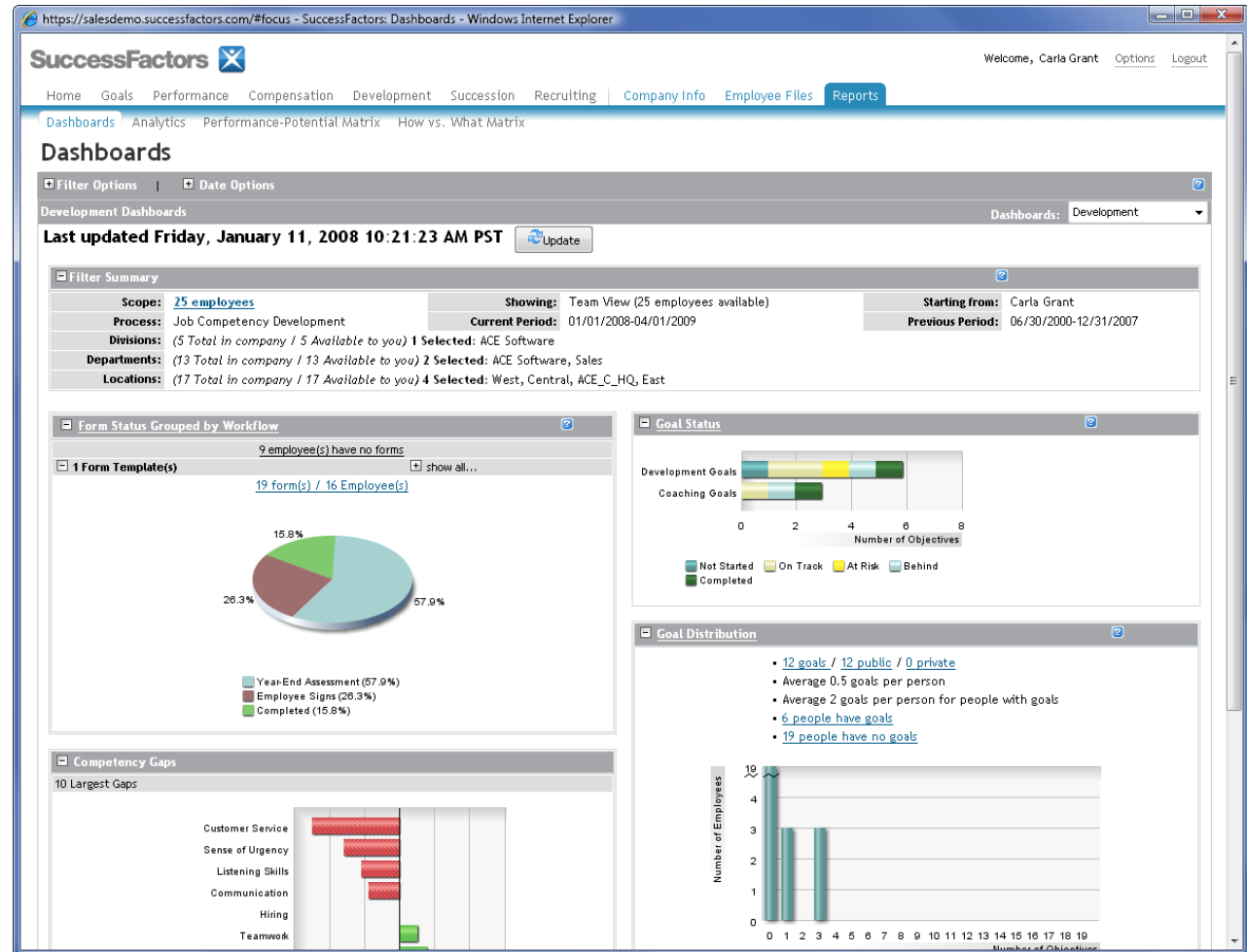


Reporting for Development

Managers actively monitor their team's development. Reports provide a view of a team's growth and talent/potential.

SuccessFactors reporting information:

- Development Dashboard
- Performance Potential Matrix

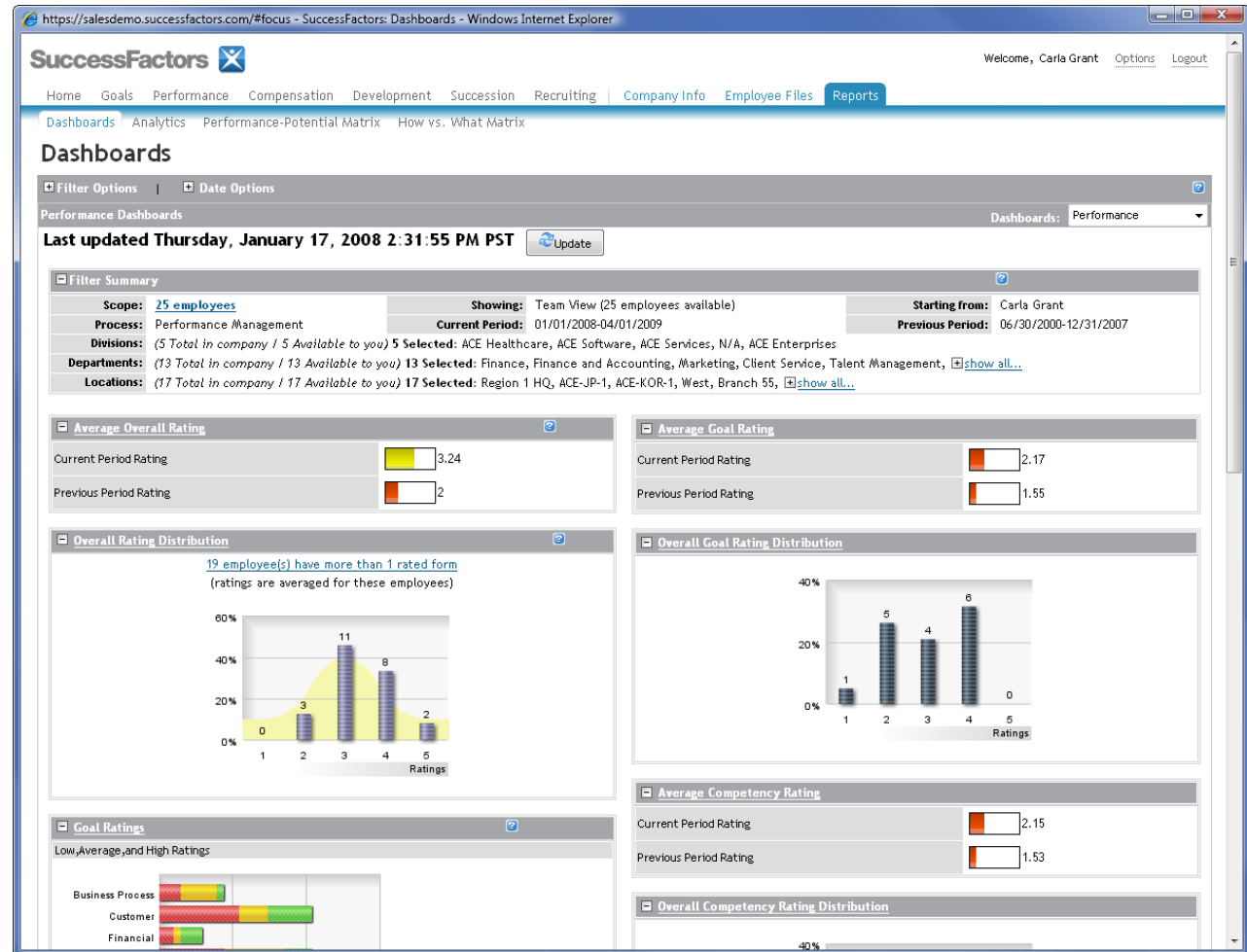


Reporting for Performance Process

Managers may use reports to review progress and make decisions to redistribute resources to ensure corporate priorities are being met. Reports provide senior managers the opportunity to assess whether there is appropriate momentum and take action to ensure delivery of key objectives by year end.

SuccessFactors reporting information:

- Performance Dashboard
- Performance Potential Matrix
- Ratings Distribution by Hierarchy
- Ratings Summary
- 360 Overall Rating, Detailed Ratings, and Comments Report
- Overall Ratings Report
- PA Overall Rating, Detailed Ratings, and Comments Report

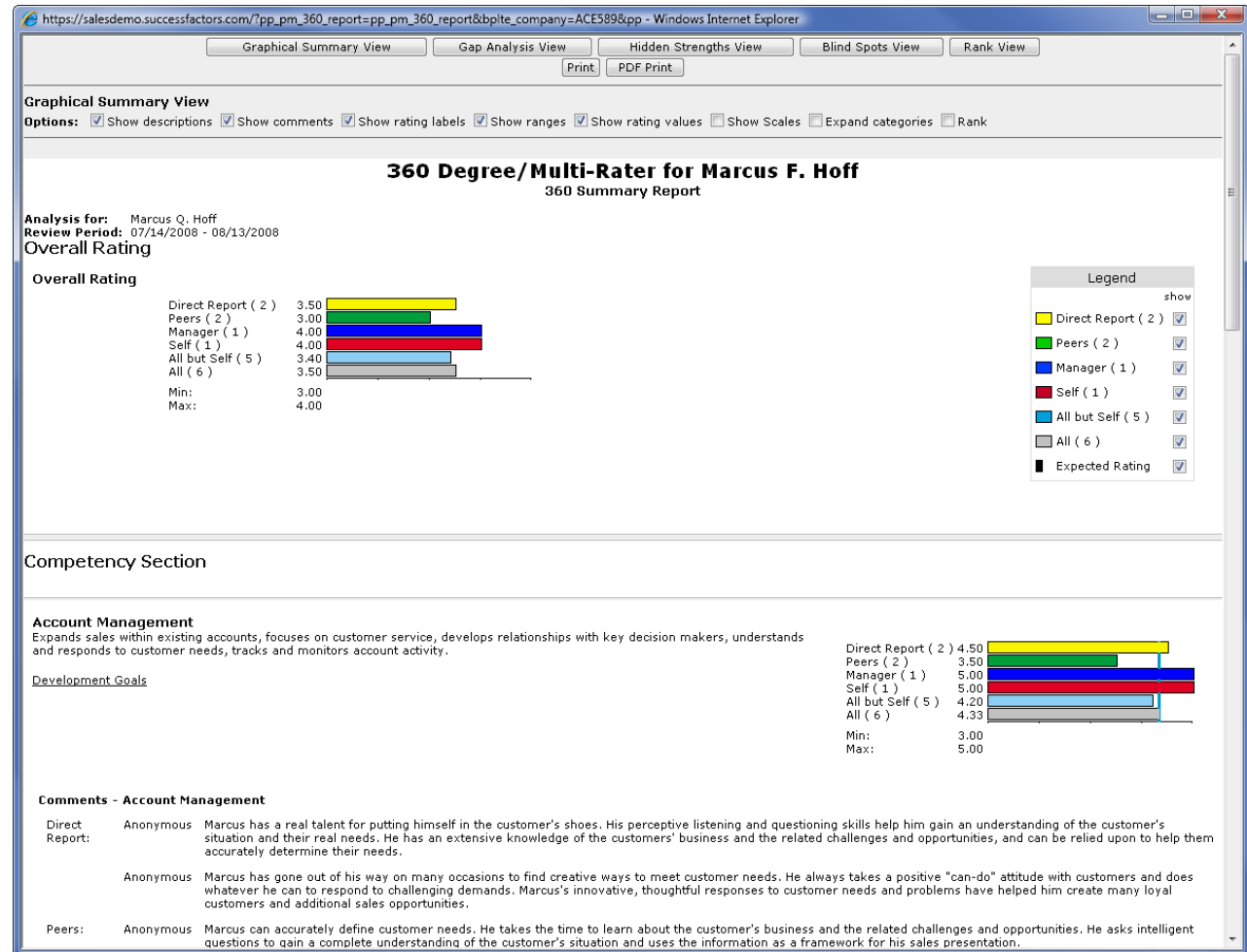


Reporting for 360 Evaluations

Managers may use the 360 evaluation reporting to monitor progress of the evaluations and view the gap analysis and bench strengths of their team.

SuccessFactors reporting information:

- Detailed 360 Report on Performance Tab
- Ratings Summary
- 360 Overall Rating, Detailed Ratings, and Comments Report
- Anonymous 360 Status Report

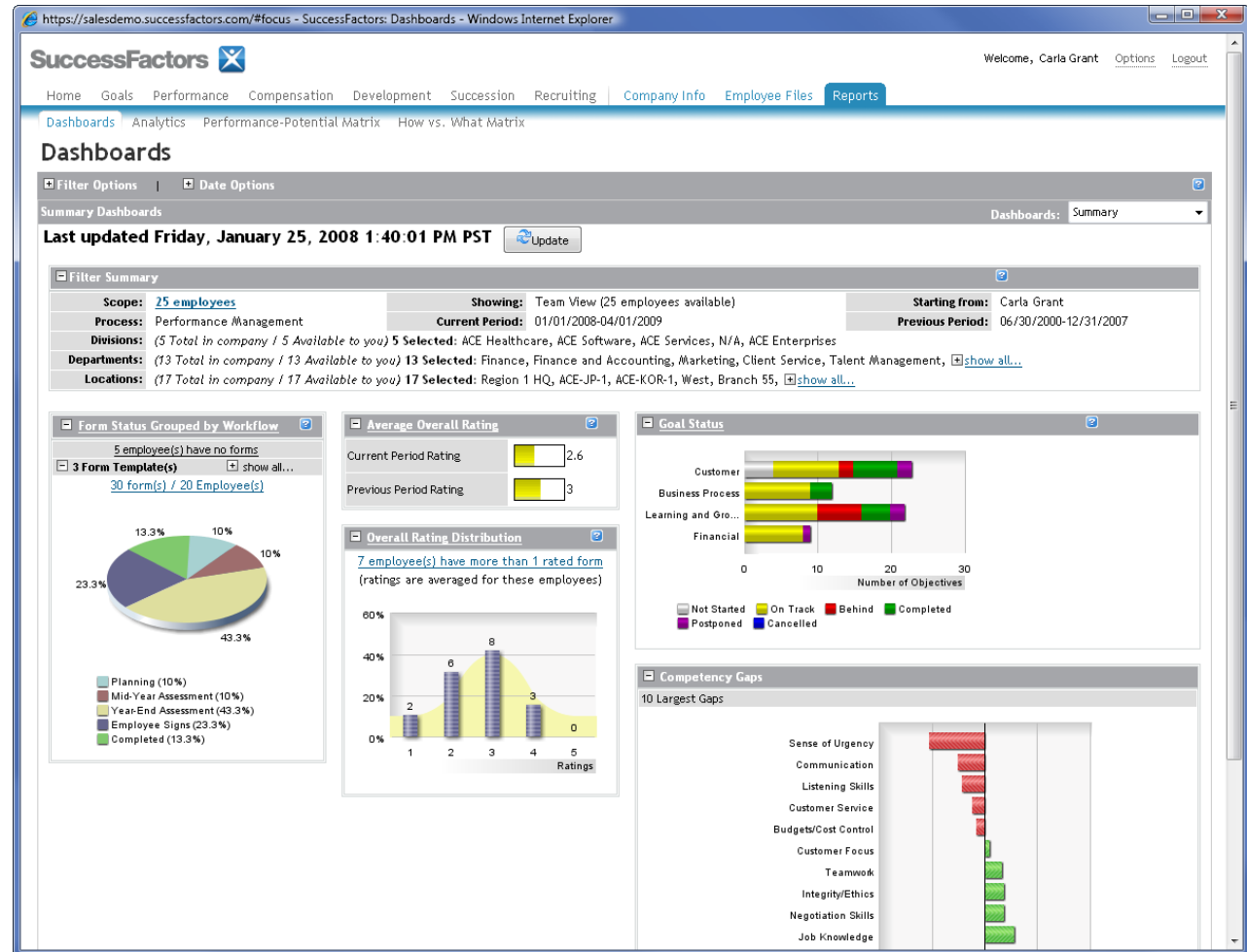


Reporting for Process Management

Managing the processes and ensuring timely completion provides managers and HR administrators the tools to ensure the success of the Performance Processes for the organization.

SuccessFactors reporting information:

- Summary Dashboard
- Form List
- Overdue Document
- Form Status Summary
- Aggregate and Individual Workflow Status
- Detailed Document Search
- Deactivated User Inboxes
- Anonymous 360 Status Report
- Form Status Report





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