

Steps for Annual Staff and Leader Evaluations in SuccessFactors - 2022

- **For All Departments**
 - **Employee Self Evaluation Forms Launched (9/1/22 through 9/19/22)**
 - **Manager Evaluation (9/20/22 through 11/30/22)**
 - **Evaluation Feedback Discussion (Must be completed no later than 11/30/22)**
 - **Manager Signature (Must be completed no later than 11/30/22)**
 - **Employee Signature (Must be completed no later than 11/30/22)**
- **For Nursing Leadership – Manager Level and Above**
 - **Peer Review**
 - **Peer Review form to Employee (8/24/22 through 9/6/22)**
 - **Peer Review form to Manager (9/7/22 through 9/19/22)**
 - **Raters Complete Peer Review (9/20/22 through 10/5/22)**

Employment Dates to Note

- Employees hired on or after 4/1/2022 will not receive a 2022 annual performance review.
- Employees hired on or after 4/1/2022 may be evaluated using the probationary review form. Managers can launch this form to employees in SuccessFactors.
 - If assistance is needed with probationary review forms, please contact successfactors@uabmc.edu.
- Reviews for employees who transferred during the review period will be assigned to their current manager. Input from their prior manager can be sought using the “Get Feedback” option.