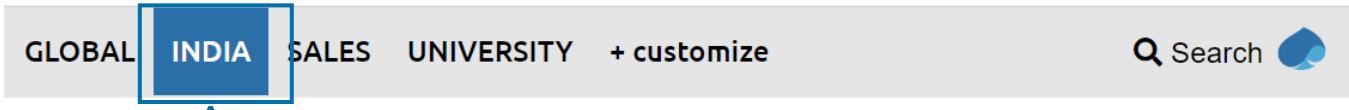
TOOL DEMO

ON THIS SUPPORT PAGE YOU WILL FIND INFORMATION ABOUT GETSUCCESS AND ABOUT THE USE OF SUCCESSFACTORS.

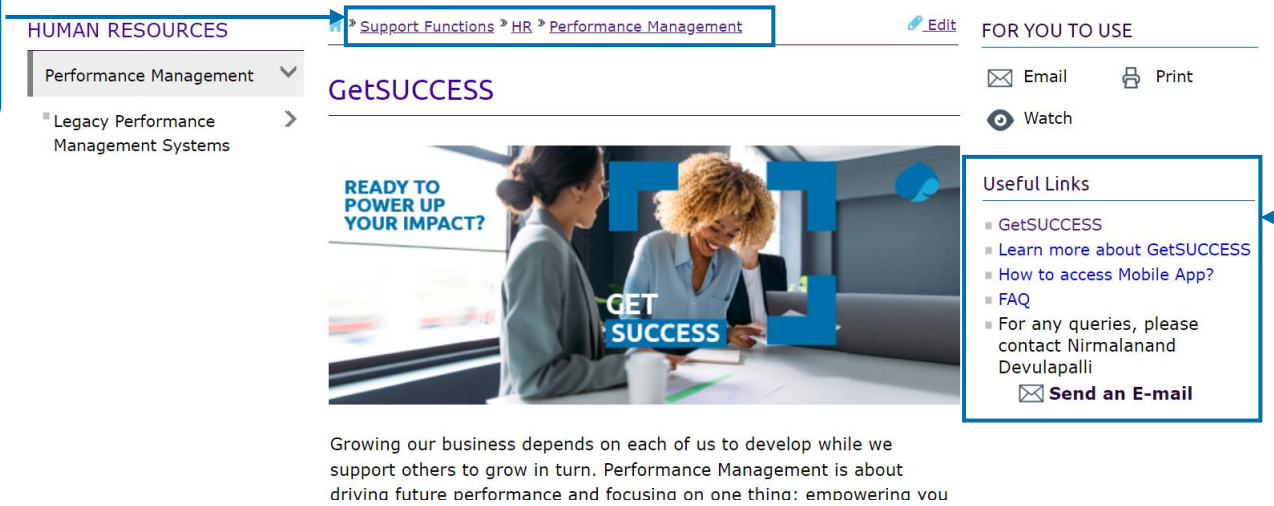
Additional Support

1. Go to the global talent page: https://talent.capgemini.com/in/



2. Go to the ‘INDIA’ section and then to ‘About Us -> Support Functions -> Human Resources -> Performance Management’

3. Follow this path by clicking an ‘People’ and then ‘GetSUCCESS’



4. Here you can find different useful links and support sources

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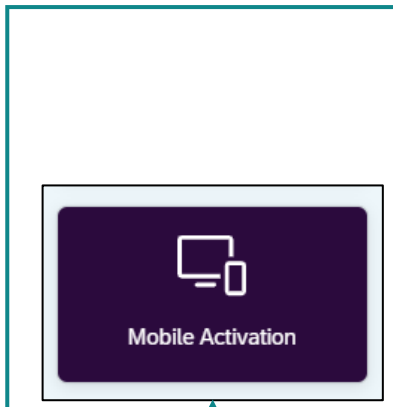
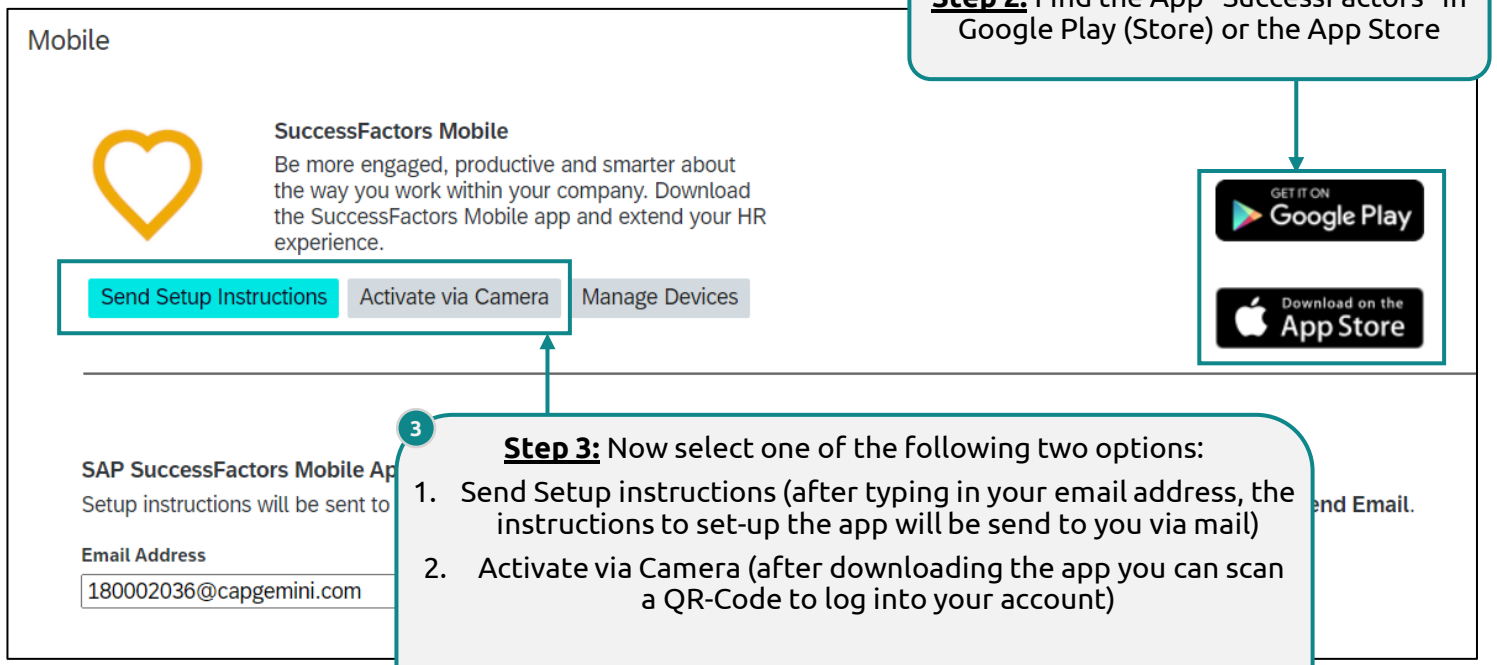
AFTER DOWNLOADING THE APP, THE MOBILE VERSION CAN BE ACTIVATED VIA MAIL OR BY SCANNING A QR-CODE

Activating the Mobile Version



1 **Step 1:** After logging into the account click on the Quick Actions item 'Mobile Activation'

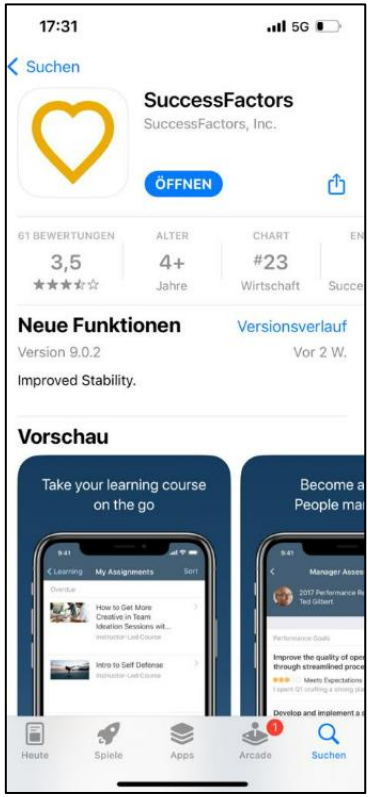


2 **Step 2:** Find the App "SuccessFactors" in Google Play (Store) or the App Store

3 **Step 3:** Now select one of the following two options:

1. Send Setup instructions (after typing in your email address, the instructions to set-up the app will be send to you via mail)
2. Activate via Camera (after downloading the app you can scan a QR-Code to log into your account)

In case you get logged out, scan the code or click the link in the mail again



In the following slides, screenshots of the mobile version and instruction (in green) are only shown if its content differs from the browser version. Not every step in this manual can be completed/reviewed in the mobile version

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At the start of the performance year, employees can now define their priorities alongside any priorities distributed by their business area.

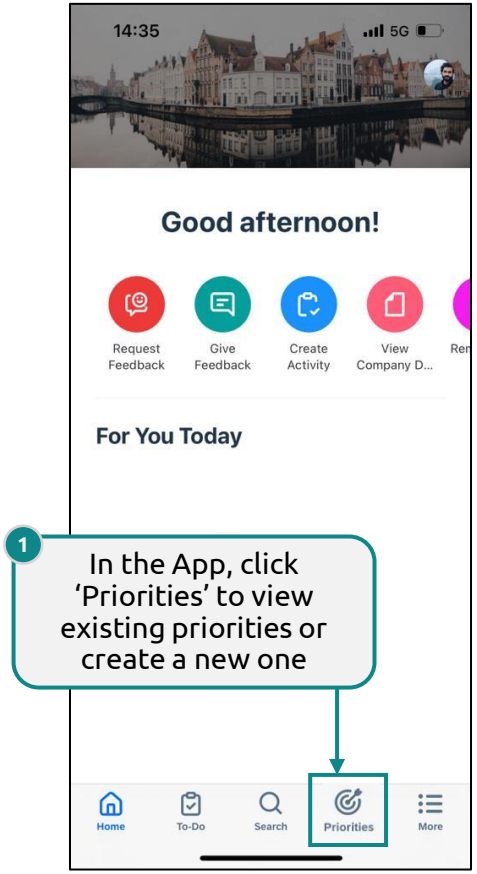
1. **Create Priority**
2. **Edit Priority – Unlocked State**
3. **Edit Priority – Locked State**
4. **Create Activity related to Priority**

LOG IN AS AN EMPLOYEE AND NAVIGATE TO PRIORITIES TO VIEW YOUR PERFORMANCE PRIORITY PLAN

Create Priority

Before creating a priority, the employee should first discuss them with their people manager based on the current assignment and their personal development goals. In addition, the employee should focus on no more than five priorities at a time.

The entire process around priority setting (coordination with the people manager and documentation in SuccessFactors) should be completed by the end of February at the latest.



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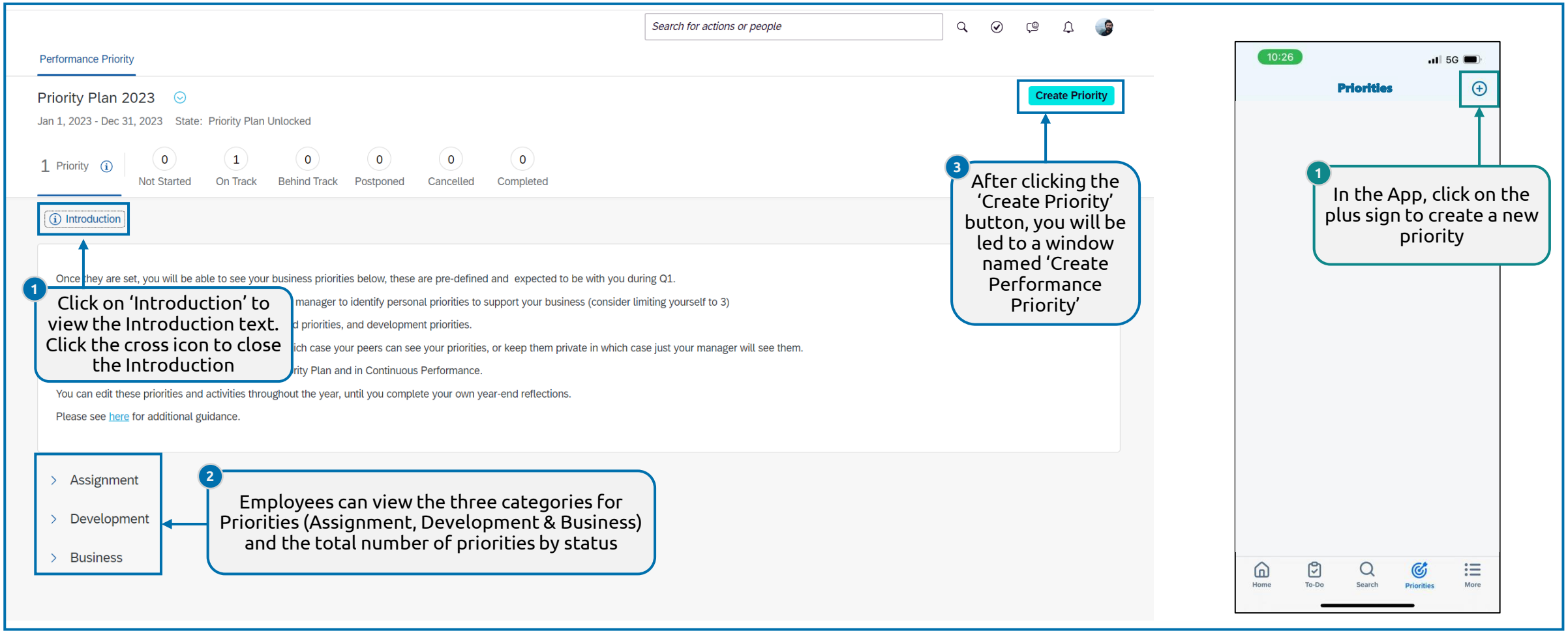
EMPLOYEES CAN CREATE PRIORITIES ALIGNED WITH THEIR CURRENT ASSIGNMENT AND THEIR PERSONAL DEVELOPMENT

Create Priority



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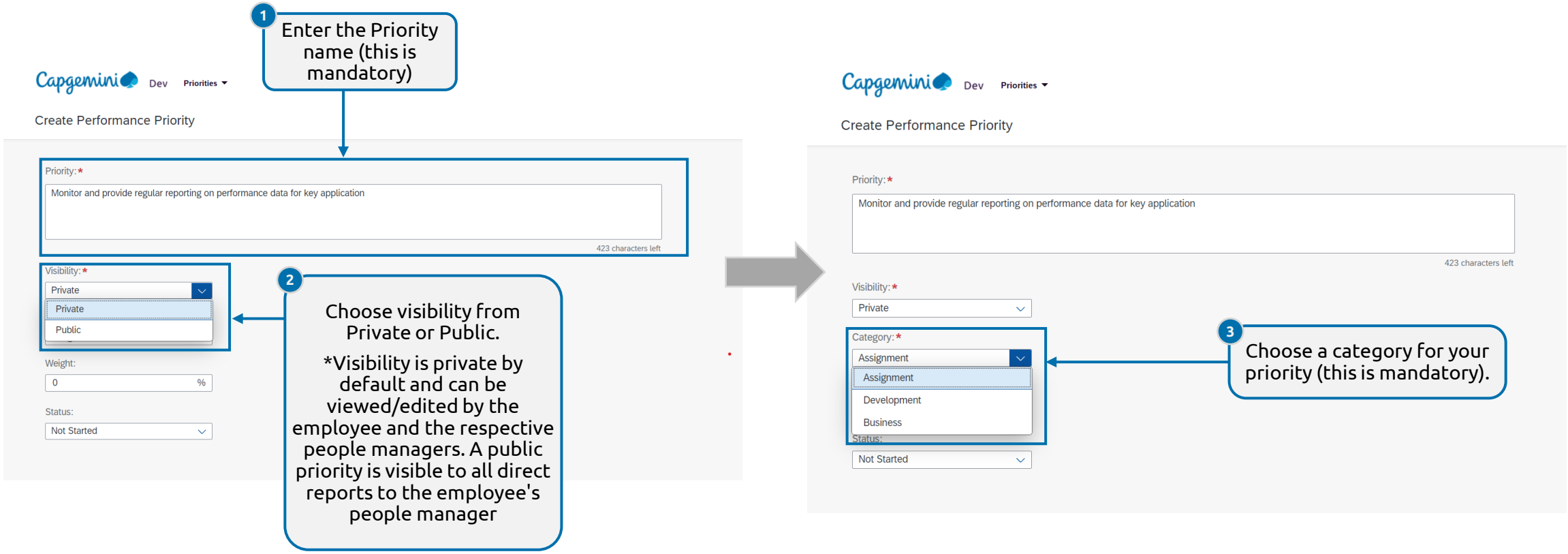
FOLLOW THE STEPS IN THE LISTED ORDER TO CREATE A PRIORITY

Create Priority



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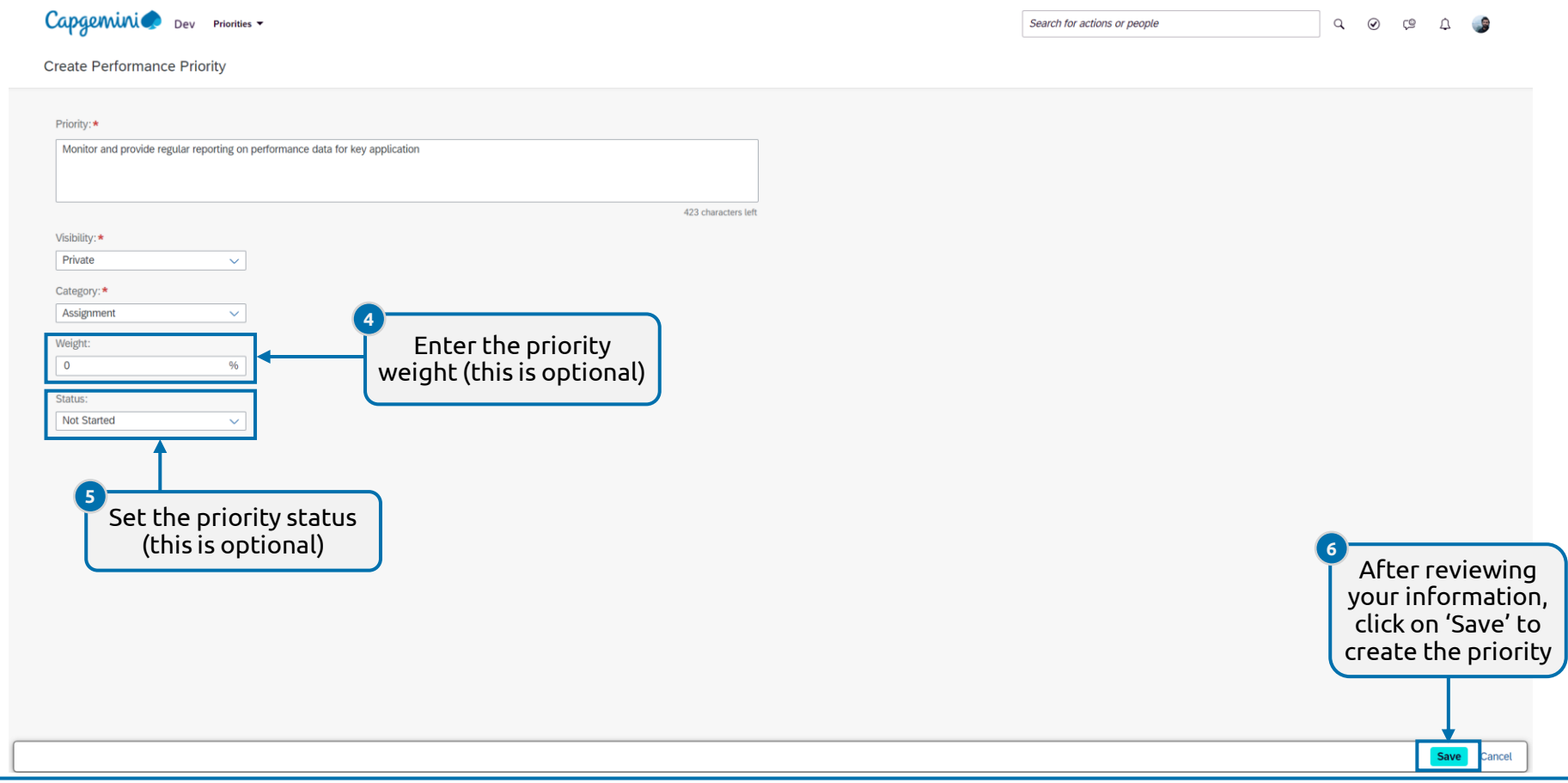
FOLLOW THE STEPS IN THE LISTED ORDER TO CREATE A PRIORITY

Create Priority



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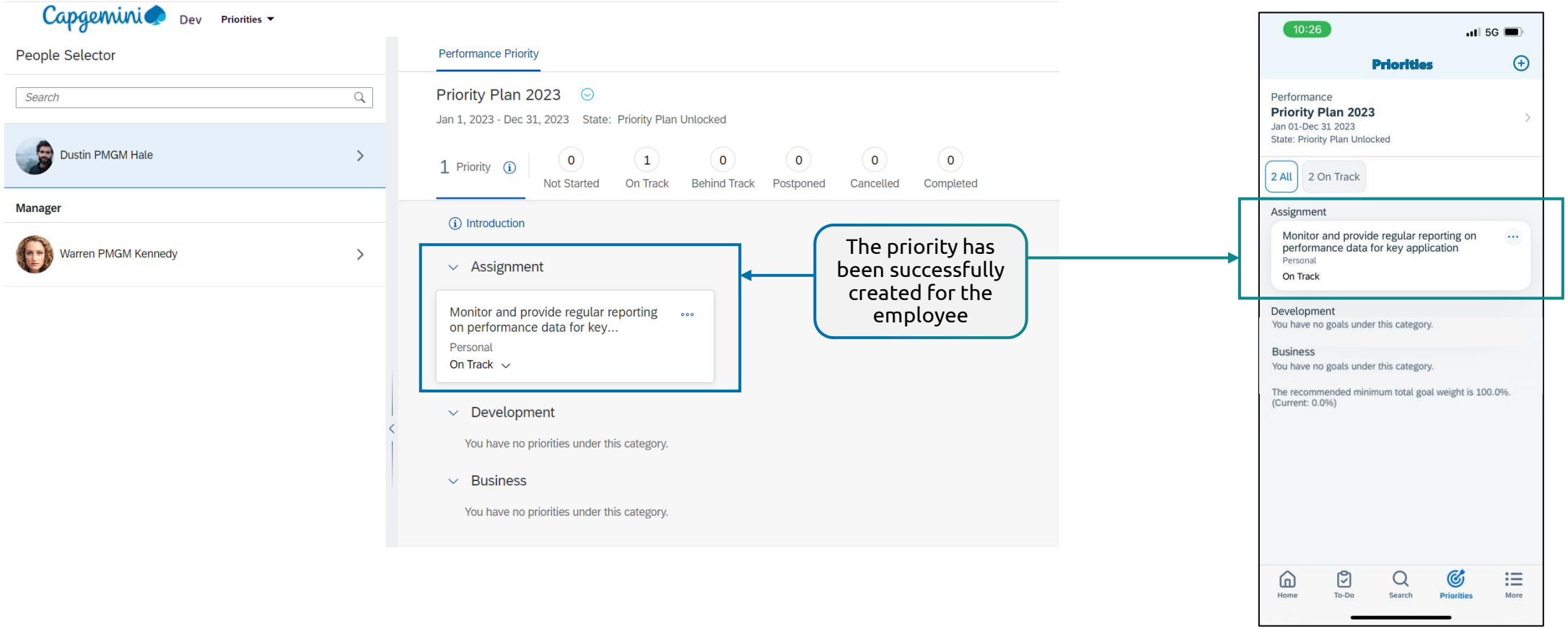
VIEW THE NEW PRIORITY IN YOUR PRIORITY PLAN

Create Priority



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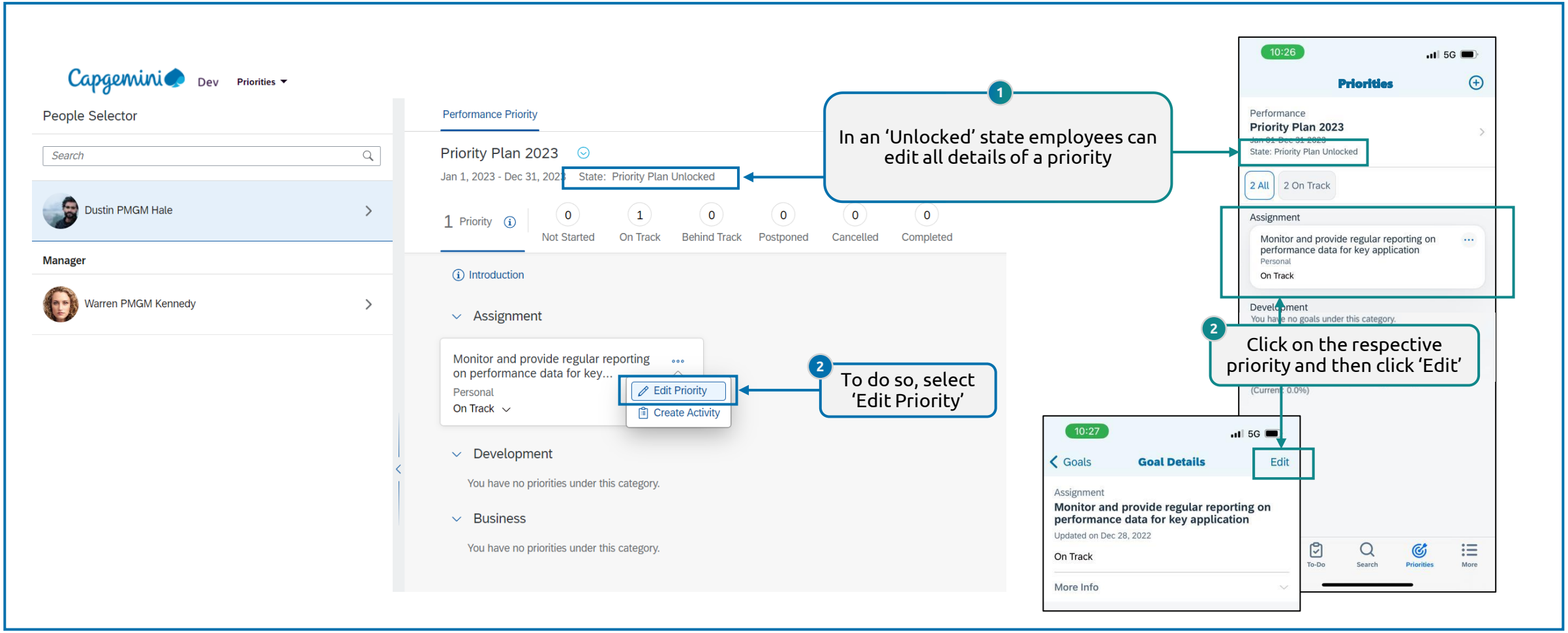
1. Create Priority
2. Edit Priority – Unlocked State
3. Edit Priority – Locked State
4. Create Activity related to Priority

CLICK ON THE THREE DOTS NEXT TO THE PRIORITY AND SELECT EDIT PRIORITY

Edit Priority – Unlocked State



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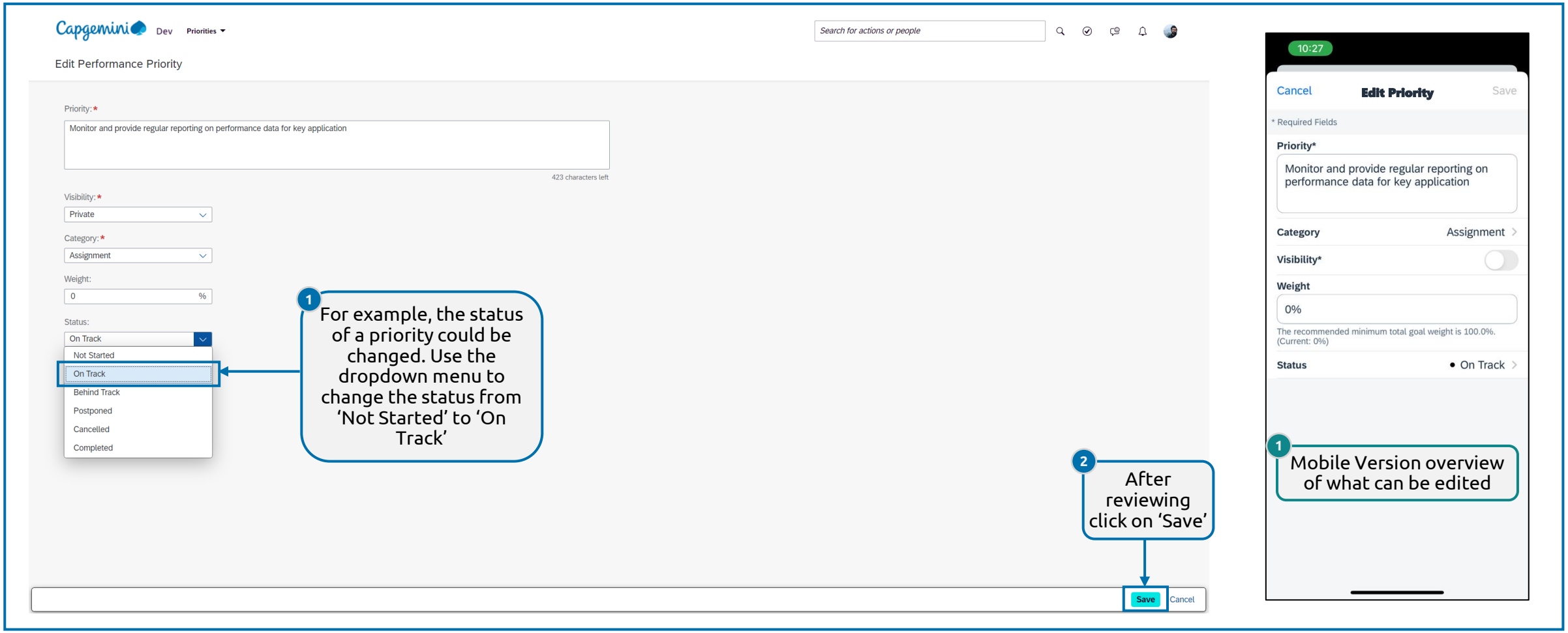
CLICK ON THE THREE DOTS NEXT TO THE PRIORITY AND SELECT EDIT PRIORITY

Edit Priority – Unlocked State



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1. Create Priority
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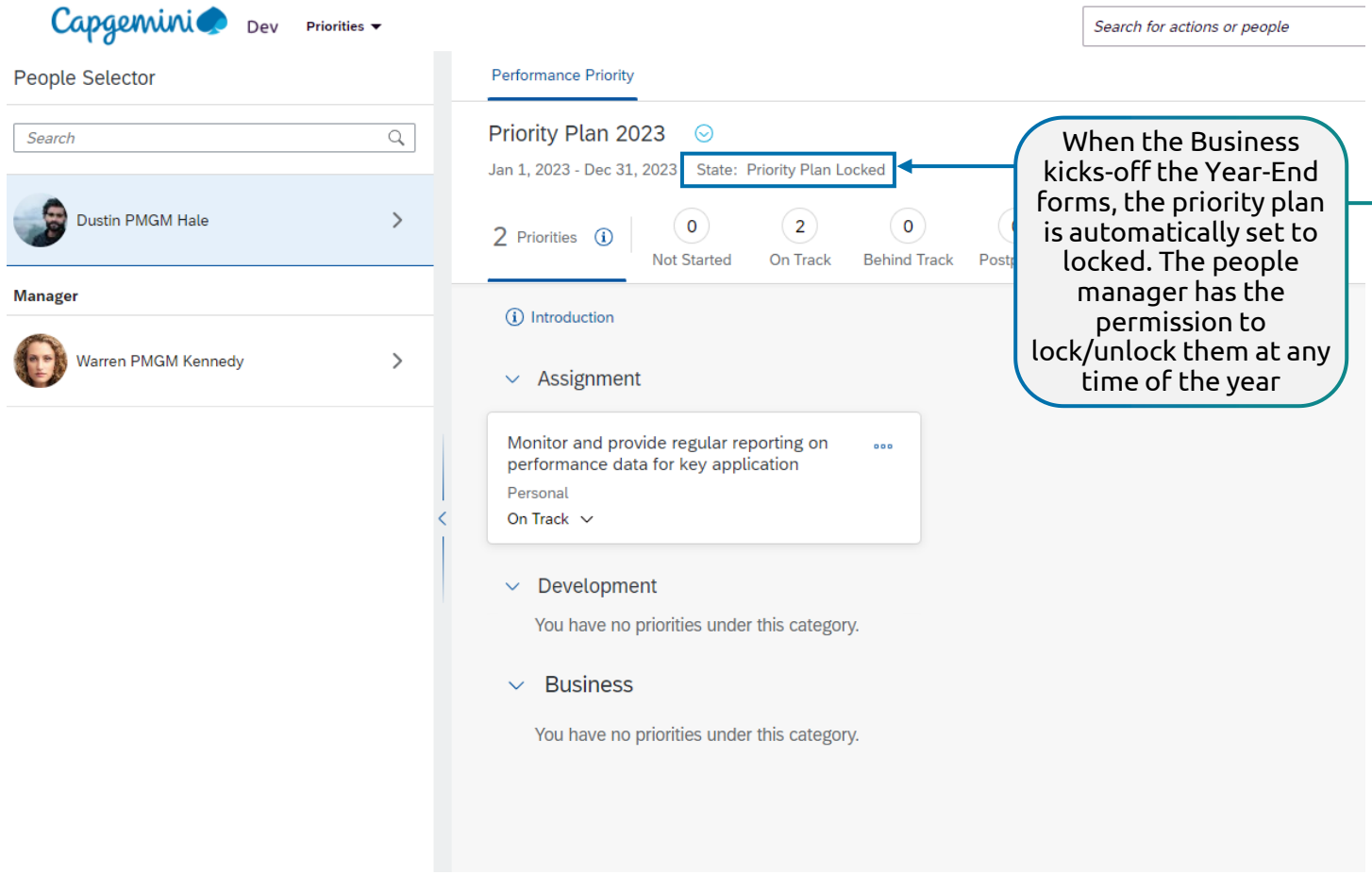
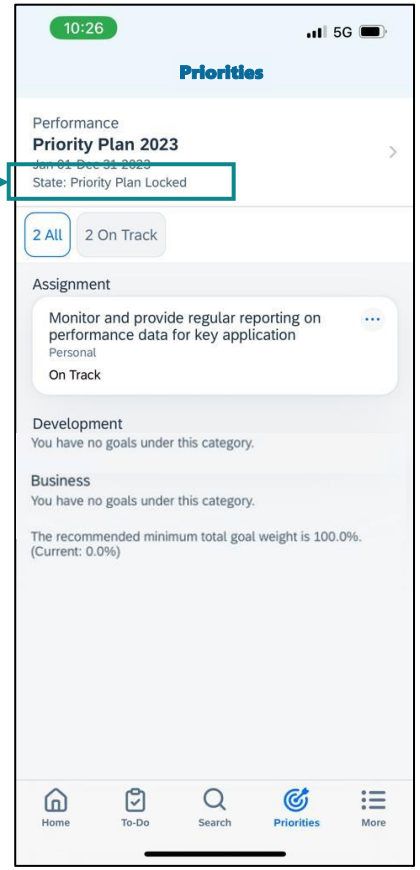
3. Edit Priority – Locked State
4. Create Activity related to Priority

AFTER SETTING THE PRIORITIES, THE PEOPLE MANAGER WILL LOCK THEM

Edit Priority – Locked State



When the Business kicks-off the Year-End forms, the priority plan is automatically set to locked. The people manager has the permission to lock/unlock them at any time of the year



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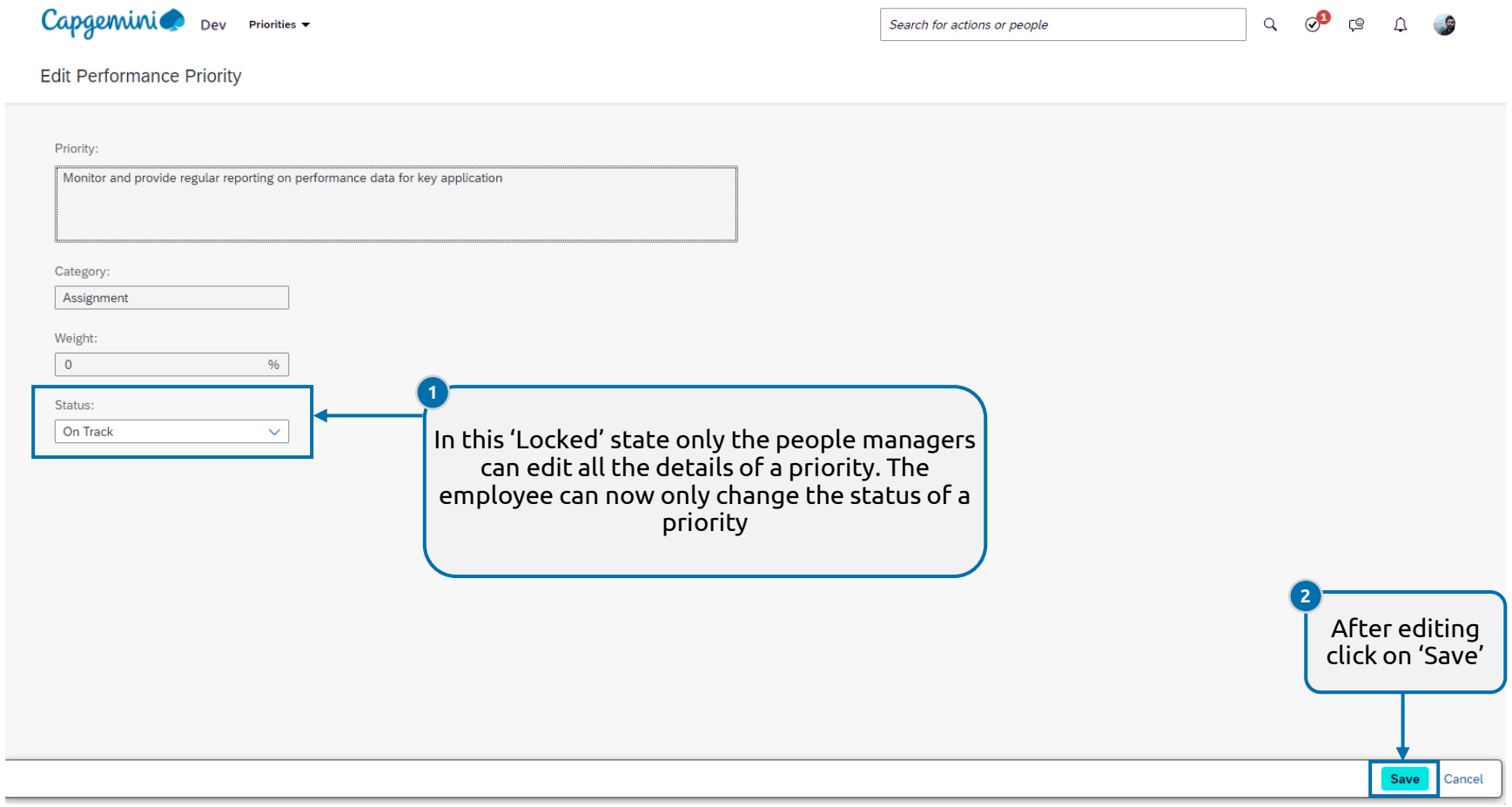
NOW ONLY THE STATUS OF A PRIORITY CAN BE EDITED

Edit Priority – Locked State



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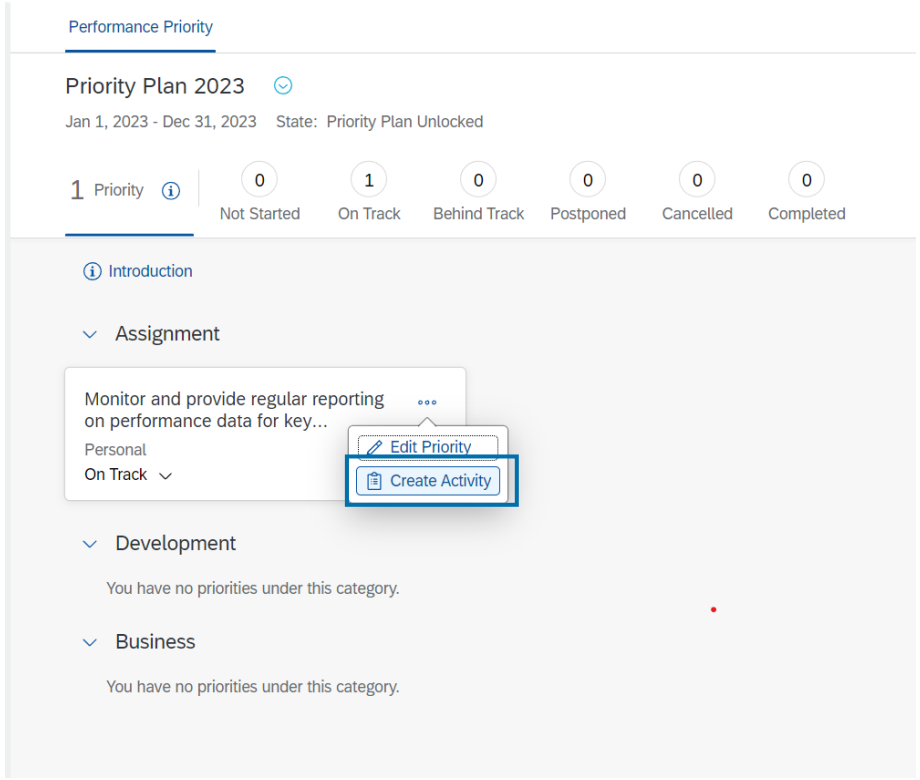
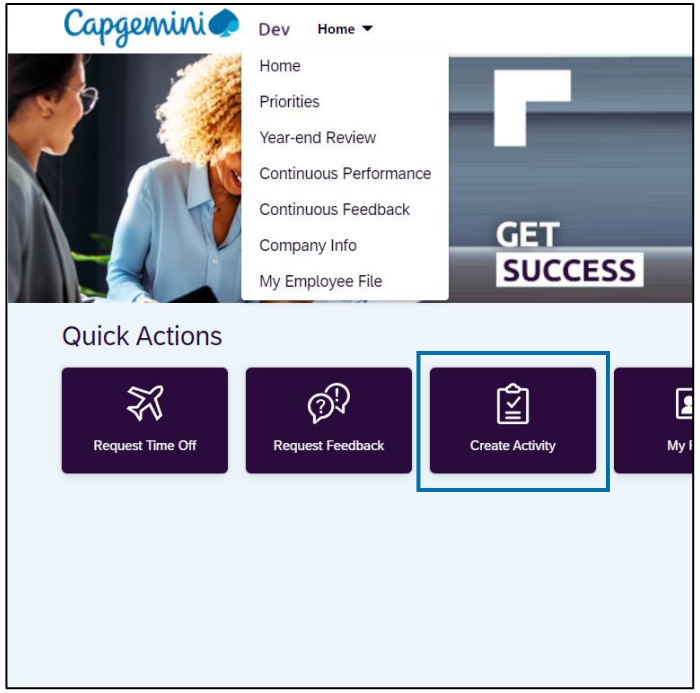
1. Create Priority
2. Edit Priority – Unlocked State
3. Edit Priority – Locked State
4. Create Activity related to Priority

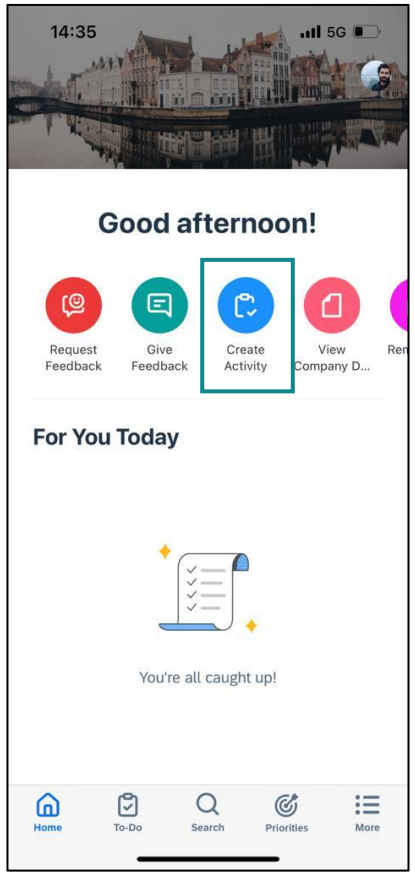
CLICK ON THE THREE DOTS NEXT TO PRIORITY AND SELECT CREATE ACTIVITY

Create Activity related to Priority

Activities can be either created within the Priority Plan (Access through the Quick Action 'My Priorities') or trough their own Quick Action 'Create Activity' (in the browser version and in the app)







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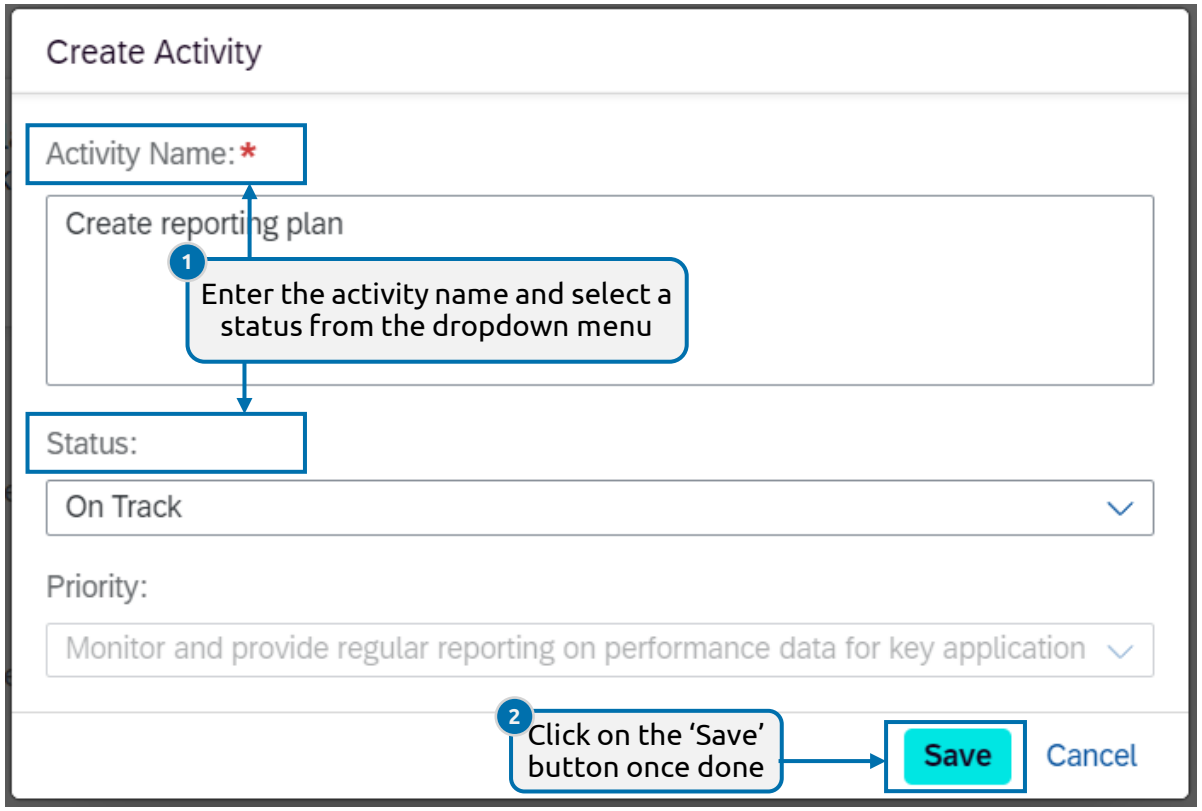
CLICK ON THE THREE DOTS NEXT TO PRIORITY AND SELECT CREATE ACTIVITY

Create Activity related to Priority



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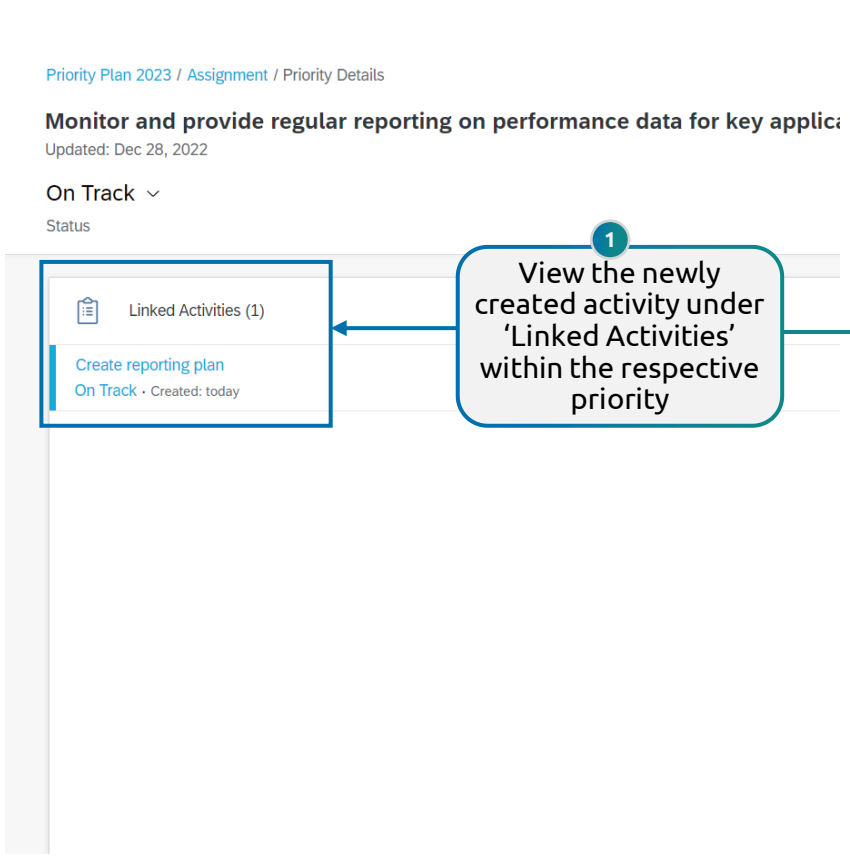
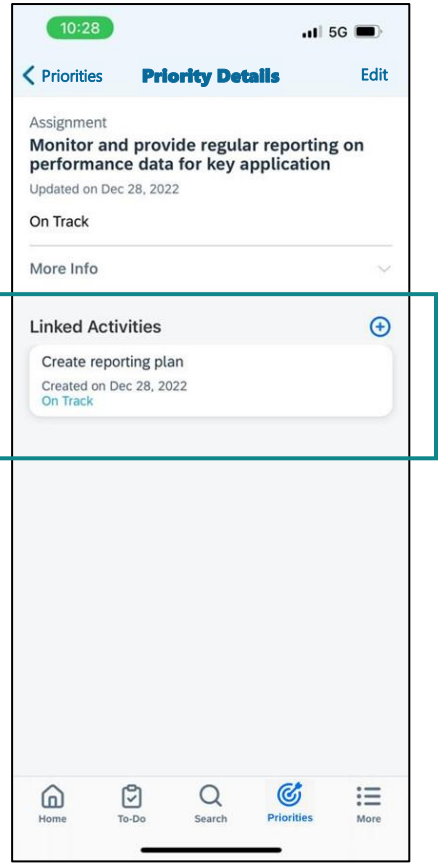
TO VIEW THE NEWLY CREATED ACTIVITY, CLICK ON THE PRIORITY WHICH WAS LINKED TO THE ACTIVITY

Create Activity related to Priority



1 View the newly created activity under 'Linked Activities' within the respective priority



1 Or view all ongoing activities sorted by their priority or sorted by their status by clicking on 'Continuous Performance' in the Home Menu

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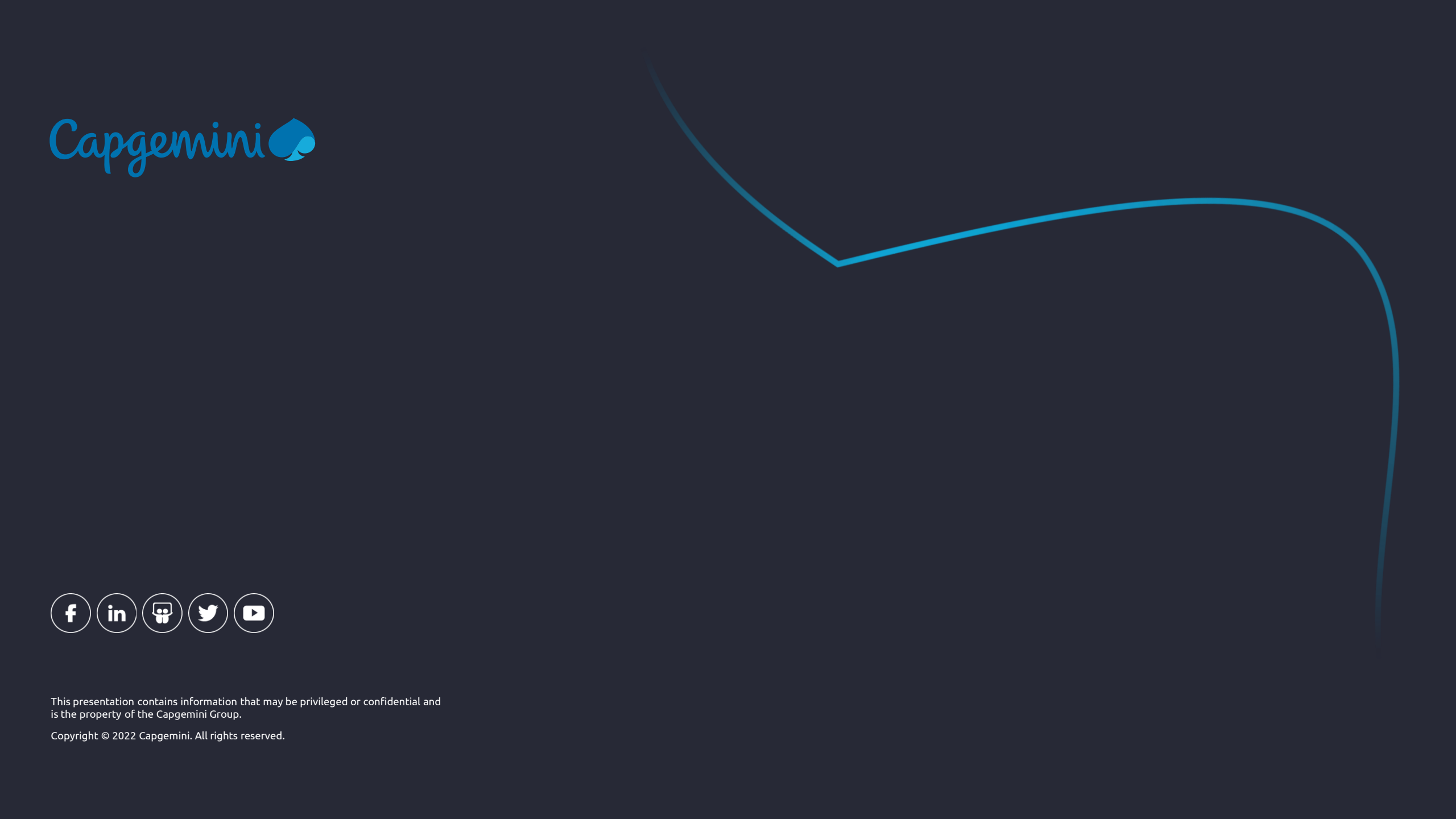

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