

TOOL DEMO

Capgemini 



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

GLOBAL INDIA SALES UNIVERSITY + customize Search

Support Functions > HR > Performance Management

FOR YOU TO USE

Email Print Watch

Useful Links

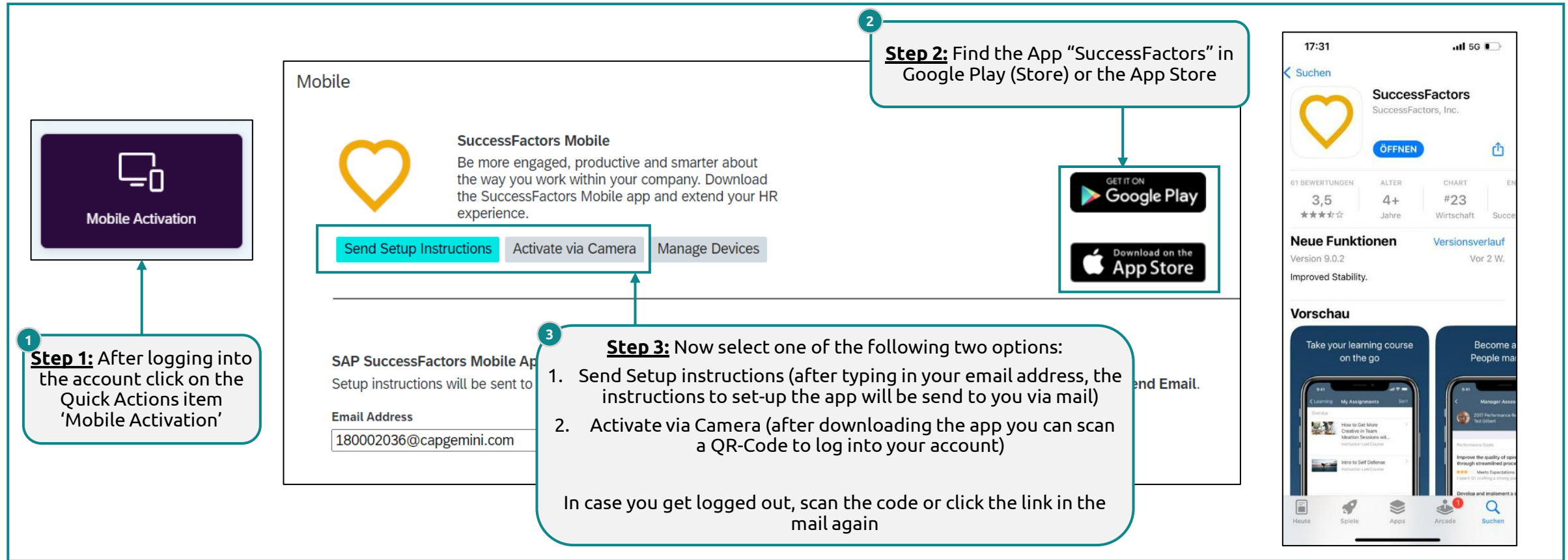
- GetSUCCESS
- Learn more about GetSUCCESS
- How to access Mobile App?
- FAQ
- For any queries, please contact Nirmalanand Devulapalli
- Send an E-mail

Growing our business depends on each of us to develop while we support others to grow in turn. Performance Management is about driving future performance and focusing on one thing: empowering you



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

Activating the Mobile Version



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



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

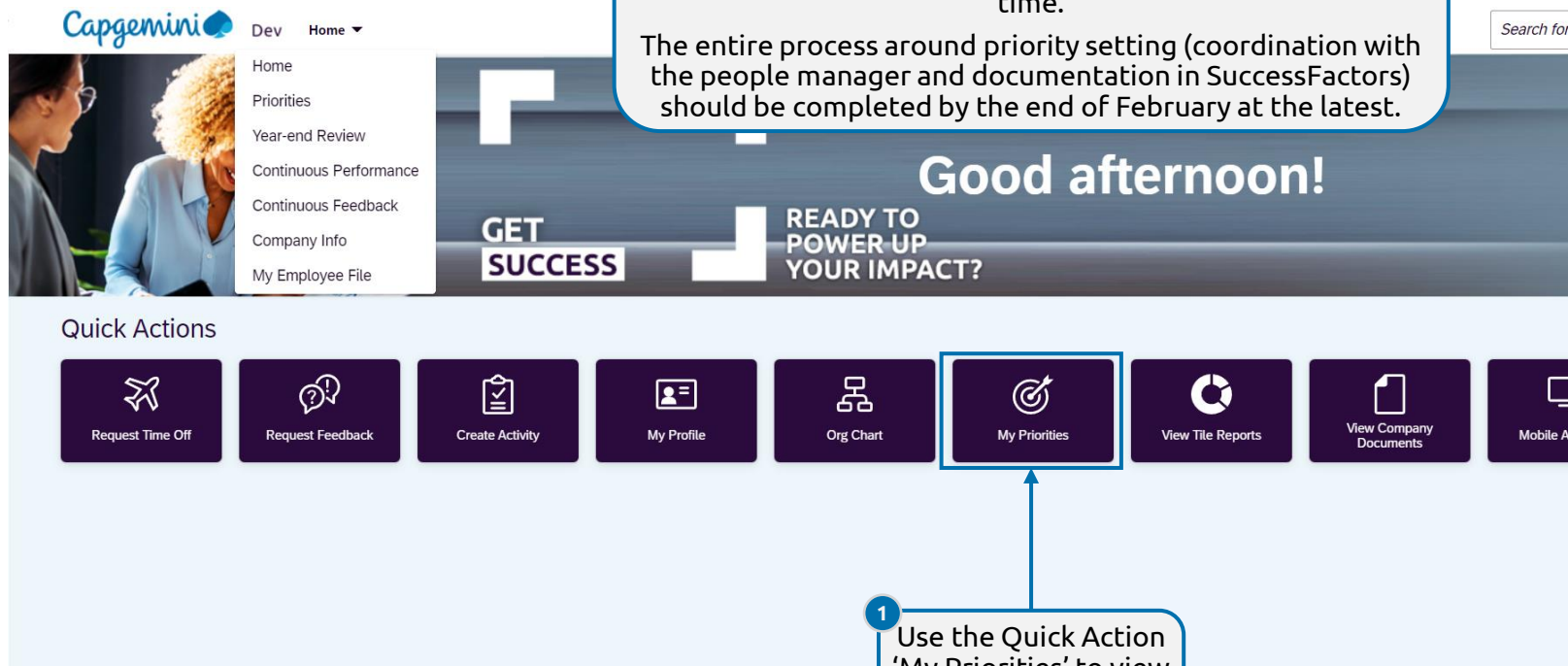


LOG IN AS AN EMPLOYEE AND NAVIGATE TO PRIORITIES TO VIEW YOUR PERFORMANCE PRIORITY PLAN

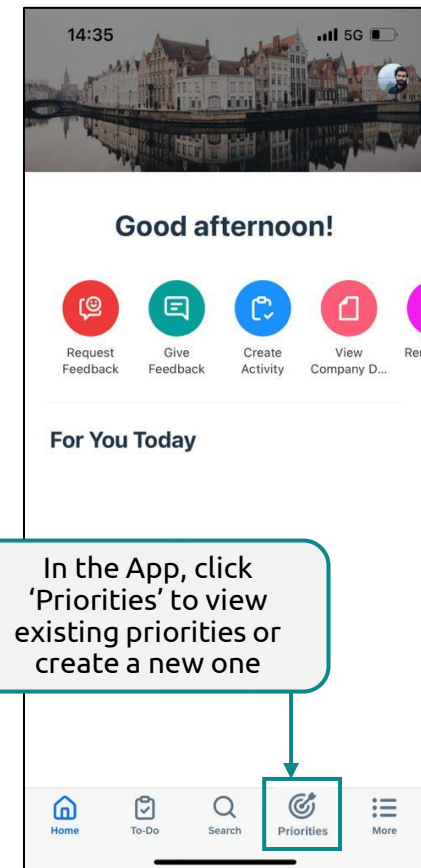
Create Priority

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.



1 Use the Quick Action 'My Priorities' to view existing priorities or create a new one



1 In the App, click 'Priorities' to view existing priorities or create a new one

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



Create Priority

Performance Priority

Priority Plan 2023

Jan 1, 2023 - Dec 31, 2023 State: Priority Plan Unlocked

1 Priority

0 Not Started

1 On Track

0 Behind Track

0 Postponed

0 Cancelled

0 Completed

Introduction

1

Once they are set, you will be able to see your business priorities below, these are pre-defined and expected to be with you during Q1.

manager to identify personal priorities to support your business (consider limiting yourself to 3)

d priorities, and development priorities.

ich case your peers can see your priorities, or keep them private in which case just your manager will see them.

ity Plan and in Continuous Performance.

You can edit these priorities and activities throughout the year, until you complete your own year-end reflections.

Please see [here](#) for additional guidance.

Assignment

Development

Business

2

Employees can view the three categories for Priorities (Assignment, Development & Business) and the total number of priorities by status

3

After clicking the 'Create Priority' button, you will be led to a window named 'Create Performance Priority'

1

In the App, click on the plus sign to create a new priority

10:26

5G

Priorities

+

Home

To-Do

Search

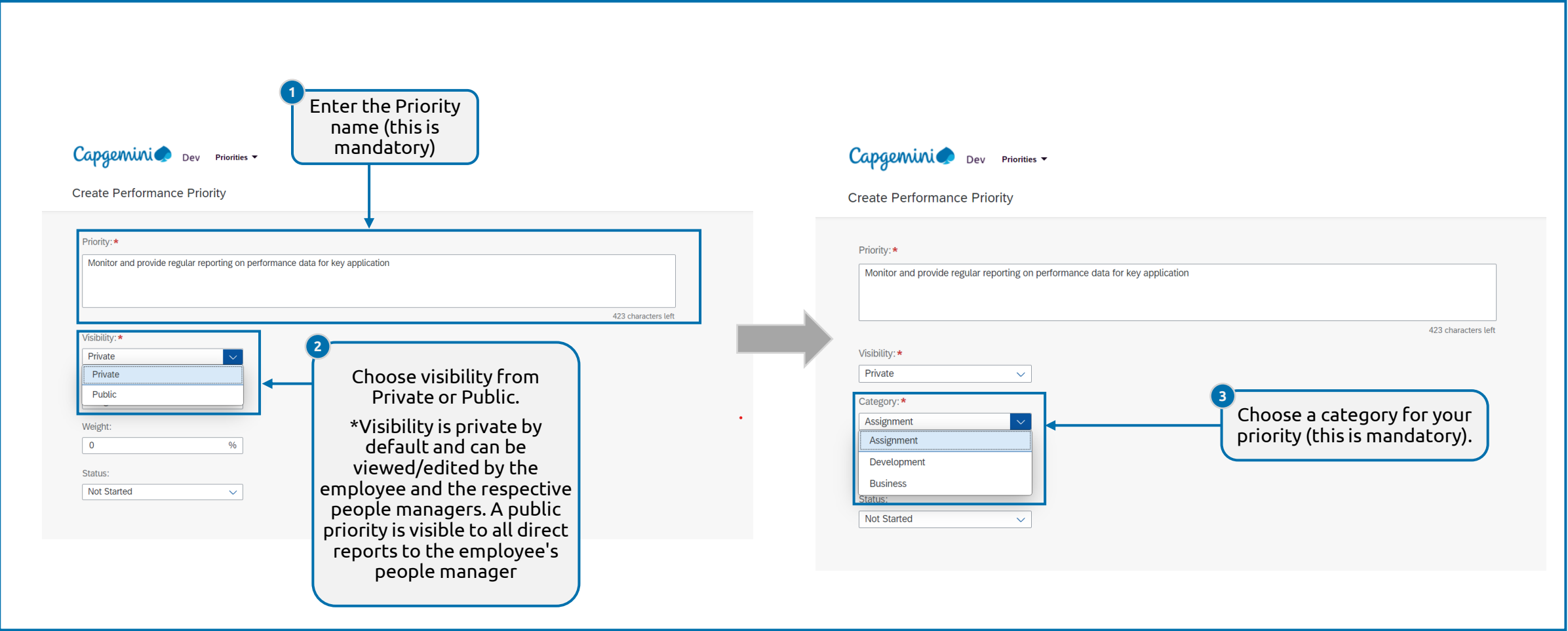
Priorities

More

FOLLOW THE STEPS IN THE LISTED ORDER TO CREATE A PRIORITY



Create Priority



FOLLOW THE STEPS IN THE LISTED ORDER TO CREATE A PRIORITY



Create Priority

Capgemini

Dev

Priorities

Search for actions or people

Q

Create Performance Priority

Priority: *

Monitor and provide regular reporting on performance data for key application

423 characters left

Visibility: *

Private

Category: *

Assignment

Weight:

0

%

Status:

Not Started

4

Enter the priority weight (this is optional)

5

Set the priority status (this is optional)

6

After reviewing your information, click on 'Save' to create the priority

Save

Cancel

VIEW THE NEW PRIORITY IN YOUR PRIORITY PLAN



Create Priority

Capgemini

Dev

Priorities

People Selector

Search

Dustin PMGM Hale

Manager

Warren PMGM Kennedy

Performance Priority

Priority Plan 2023

Jan 1, 2023 - Dec 31, 2023

State: Priority Plan Unlocked

1 Priority

0 Not Started

1 On Track

0 Behind Track

0 Postponed

0 Cancelled

0 Completed

Introduction

Assignment

Monitor and provide regular reporting on performance data for key...
Personal
On Track

Development

You have no priorities under this category.

Business

You have no priorities under this category.

The priority has been successfully created for the employee

10:26

5G

Priorities

Performance

Priority Plan 2023

Jan 01-Dec 31 2023

State: Priority Plan Unlocked

2 All

2 On Track

Assignment

Monitor and provide regular reporting on performance data for key application
Personal
On Track

Development

You have no goals under this category.

Business

You have no goals under this category.

The recommended minimum total goal weight is 100.0%.
(Current: 0.0%)

Home

To-Do

Search

Priorities

More

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

Capgemini Dev Priorities

People Selector

Search

Dustin PMGM Hale

Manager

Warren PMGM Kennedy

Performance Priority

Priority Plan 2023

Jan 1, 2023 - Dec 31, 2023

State: Priority Plan Unlocked

1 Priority

0 Not Started 1 On Track 0 Behind Track 0 Postponed 0 Cancelled 0 Completed

Introduction

Assignment

Monitor and provide regular reporting on performance data for key...

Personal

On Track

Edit Priority

Create Activity

Development

You have no priorities under this category.

Business

You have no priorities under this category.

10:26

Priorities

Performance

Priority Plan 2023

Jan 01 - Dec 31 2023

State: Priority Plan Unlocked

2 All 2 On Track

Assignment

Monitor and provide regular reporting on performance data for key application

Personal

On Track

Development

You have no goals under this category.

(Current: 0.0%)

2 Click on the respective priority and then click 'Edit'

10:27

Goals

Goal Details

Assignment

Monitor and provide regular reporting on performance data for key application

Updated on Dec 28, 2022

On Track

More Info

Edit

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



Edit Priority – Unlocked State

Capgemini

Dev

Priorities

Search for actions or people

10:27

Cancel

Edit Priority

Save

* Required Fields

Priority*

Monitor and provide regular reporting on performance data for key application

Category

Assignment

Visibility*

Weight

0%

The recommended minimum total goal weight is 100.0%.
(Current: 0%)

Status

On Track

1

For example, the status of a priority could be changed. Use the dropdown menu to change the status from 'Not Started' to 'On Track'

2

After reviewing click on 'Save'

Save

Cancel

1

Mobile Version overview of what can be edited

1

Create Priority

2

Edit Priority – Unlocked State

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

The screenshot displays the Capgemini Dev Priorities interface. On the left, the 'People Selector' shows two managers: Dustin PMGM Hale and Warren PMGM Kennedy. The main area shows the 'Performance Priority' section for 'Priority Plan 2023' (Jan 1, 2023 - Dec 31, 2023). The status is 'State: Priority Plan Locked'. Below this, there are counts for '2 Priorities', '0 Not Started', '2 On Track', and '0 Behind Track'. The 'Assignment' section shows a task: 'Monitor and provide regular reporting on performance data for key application' with a status of 'On Track'. The 'Development' and 'Business' sections show 'You have no priorities under this category.'.

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

The mobile app view on the right shows the 'Priorities' screen with the same information: 'Performance Priority Plan 2023' (Jan 01 - Dec 31, 2023), 'State: Priority Plan Locked', '2 All', '2 On Track', and the assignment task 'Monitor and provide regular reporting on performance data for key application' with a status of 'On Track'.



NOW ONLY THE STATUS OF A PRIORITY CAN BE EDITED

Edit Priority – Locked State

Capgemini Dev Priorities

Search for actions or people

Edit Performance Priority

Priority:
Monitor and provide regular reporting on performance data for key application

Category:
Assignment

Weight:
0 %

Status:
On Track

1 In this 'Locked' state only the people managers can edit all the details of a priority. The employee can now only change the status of a priority

2 After editing click on 'Save'

Save Cancel

1

Create Priority

2

Edit Priority – Unlocked State

3

Edit Priority – Locked State

4

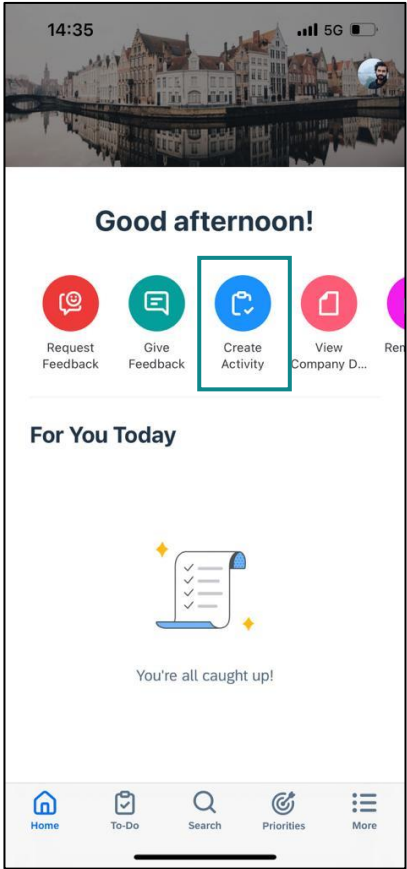
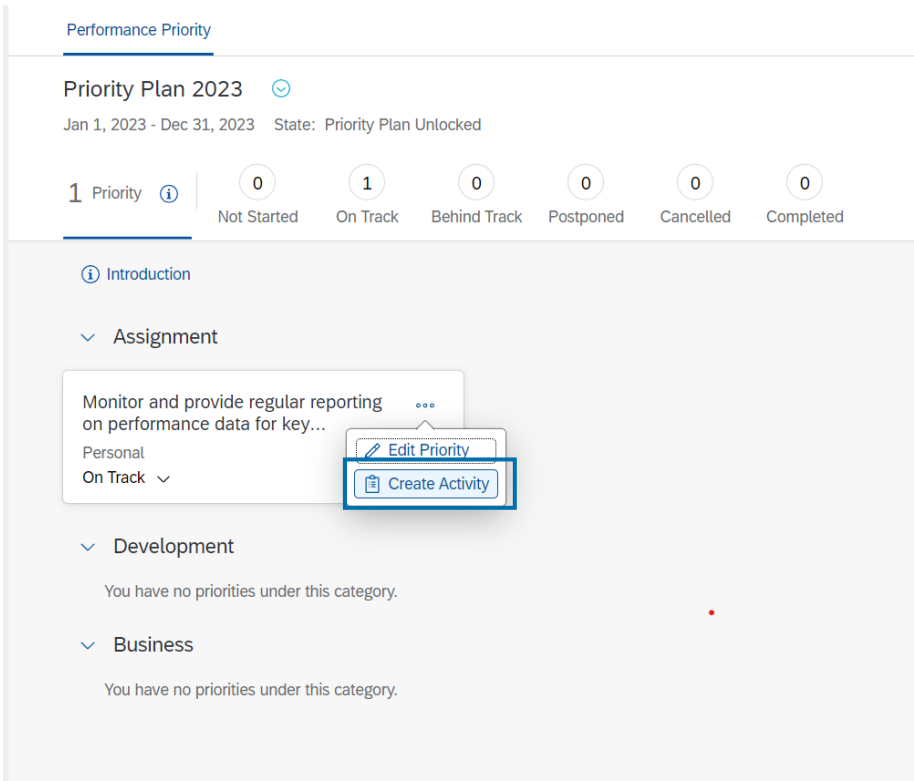
Create Activity related to Priority

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)





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

Create Activity related to Priority

Create Activity

Activity Name: *

Create reporting plan

1 Enter the activity name and select a status from the dropdown menu

Status:

On Track

Priority:

Monitor and provide regular reporting on performance data for key application

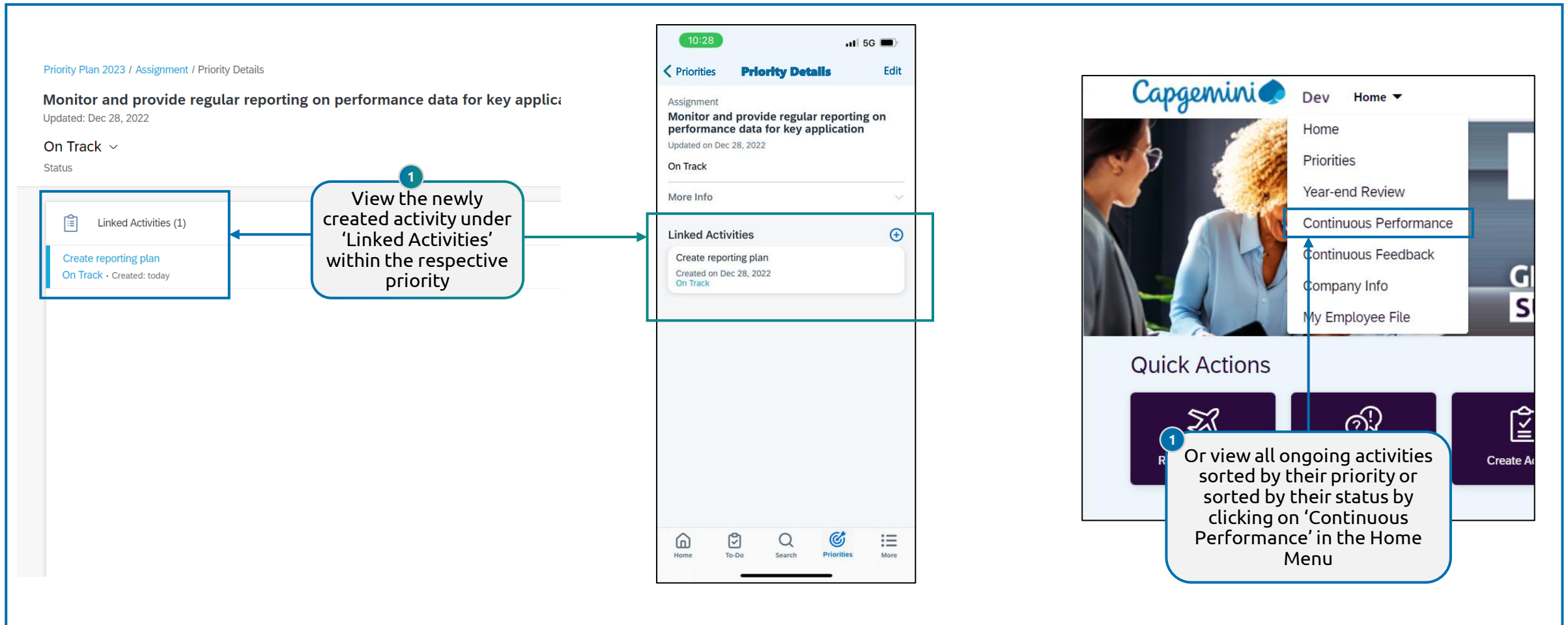
2 Click on the 'Save' button once done

Save Cancel



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

Create Activity related to Priority





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