Mid-Year Review 2017

User Manual – A Step by Step Guide

July, 2017

Purpose of Mid-Year Review

Goal Alignment and Review – Timely review and management of goals is essential to ensure the successful achievement of defined business targets and expected results

Meaningful Feedback – The mid-year review exercise will enable employees to gain valuable feedback and insight against their respective goals through a **one-to-one meeting** with their respective manager
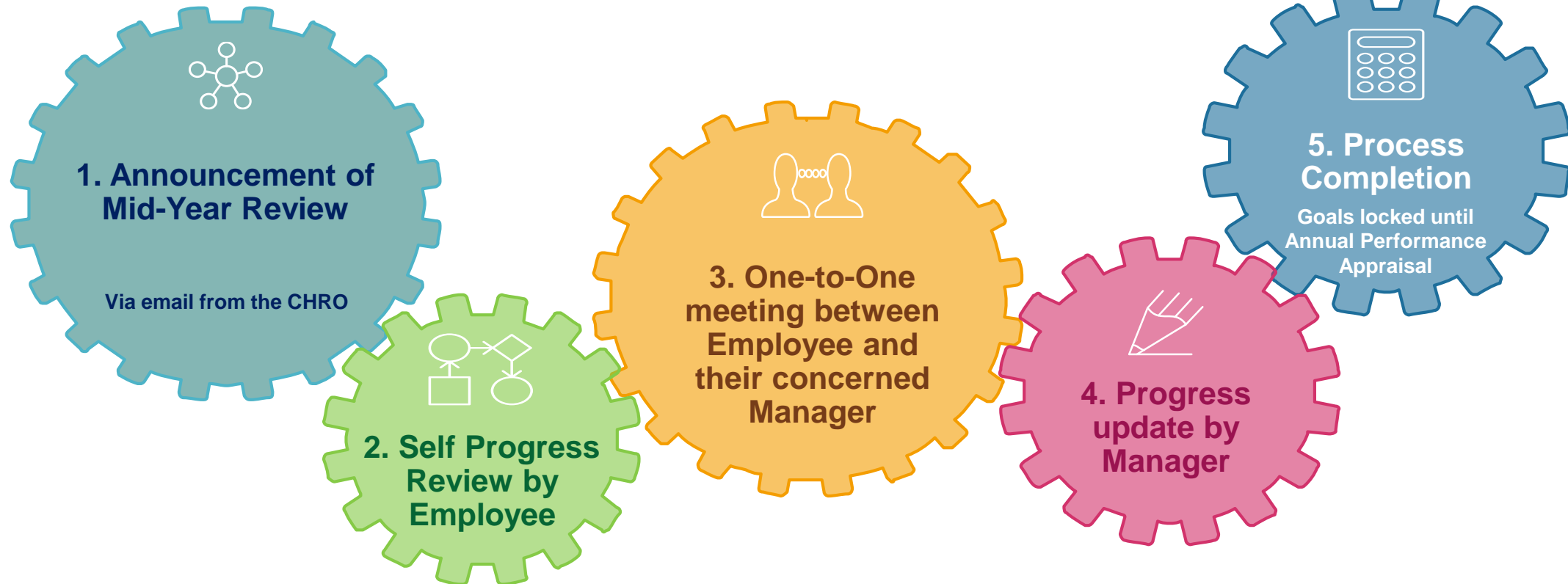
Prerequisite for Year-End Evaluations – The mid-year goal review will serve as a prerequisite for the year-end evaluation where key strengths and weaknesses will have already been discussed & aligned to required levels

Mid-Year Review Process

Launch Date: 18th July 2017

Deadline: 28th July 2017

1. Announcement of Mid-Year Review

Via email from the CHRO

2. Self Progress Review by Employee

3. One-to-One meeting between Employee and their concerned Manager

4. Progress update by Manager

5. Process Completion

Goals locked until Annual Performance Appraisal

Goal Review – User Manual

Successfacters – Logging In

- Access this online link using your web browser (Google Chrome, Mozilla Firefox or Internet Explorer)

    https://performancemanager.successfactors.eu/login?company=C0001239103P

Enter Employee Number (EPI) as Username

Username 10050578

Password ••••••••

Login

Forgot Password?

Passwords have already been communicated to you. In case of any problem send email on mysuccess@ptcl.net.pk

Successfactors – Home Page

Click on the goals to view Goal Plans

Successfactors – Goal Plan

The drop down list provides the option to **select the Goal Plan** for current year as well as previous years

Clicking on the icon will lead you to the Goal Plan for that specific employee.
Any **edits to the Goals, Weightages or Measurement Criteria** will be made on the employee's Goal Plan page

For SELF REVIEW:
Select PTCL "Goal Plan 2017" from the drop down list

For REVIEW as MANAGER:
Click on this icon against each employee

Successfactors – Goal Plan

Displaying 1–5 of 7 Goals

If you have more than 5 goals then click here to view remaining goals on next page

View Next 2 Goals >

Total Weight: 100.0%

Financial

Customer

Operational

Visibility	#	Goal Name	Weighted KPI Complete%	Goal Status	Goal Target Description	Goal Target	Goal Achievement (Self)	Goal Achievement Completion %	Probability of Success	Goal Achievement (Manager)	Action
☐ Public	3.1	Development of Balance Scorecard and updation on Successfactors up to AM level for assigned functions by ensuring strategic alignment to respective CXO's	0.0%	Goal Yet To Start		100.00	.00	.00%	High		
		⚠ Created by Nouman Hassan 5/16/17 3:12 AM clear alert									
		⚠ Edited by Nouman Hassan 5/16/17 4:34 AM clear alert									
☐ Public	3.2	Special Project # 1	0.0%	Goal Yet To Start		100.00	.00	.00%	High		
		⚠ Created by Nouman Hassan 5/16/17 3:13 AM clear alert									
		⚠ Edited by Nouman Hassan 5/16/17 4:35 AM clear alert									
☐ Public	3.3	Execution of Employee Engagement Survey of the assigned domain	0.0%	Goal Yet To Start		100.00	.00	.00%	High		
		⚠ Created by Nouman Hassan 5/16/17 3:13 AM clear alert									
		⚠ Edited by Nouman Hassan 5/16/17 4:39 AM clear alert									
☐ Public	3.4	Excecution of Performance Management cycle of the assigned domain	0.0%	Goal Yet To Start		100.00	.00	.00%	High		
		⚠ Created by Nouman Hassan 5/16/17 3:14 AM clear alert									

Successfactors – Display Options

Goal Plan view can be manually configured using the 'Display Options' tab. Select the options that you require and click on 'Update'

➡ **Saniya Khan** 🔍

🔍 NADIR ALI 🔍   🔍 AMJAD ALI WAHIDI 🔍   🔍 ABDUL GHAFOOR BHUTTO 🔍   🔍 MEHBOOB ELAHI 🔍
🔍 ABDUL FATTAH 🔍   🔍 NIAZ HUSSAIN KHASKHEL 🔍   🔍 AGHA NAJEEBULLAH 🔍   🔍 ABDUL SHAFFAQUE 🔍
🔍 MUSHTAQ YASEEN MAHESAR 🔍   🔍 MUHAMMAD YOUNUS 🔍

1. Configure the goal view using 'Display Options'

➖ Display Options

2. Click on 'Update'   Update

☑ Aligned Up ☑ Aligned Down ☐ Alerts ☑ Visibility ☐ Last Modified ☐ Measurement Criteria ☐ Start Date ☐ Due Date ☐ Weight ☑ Weighted
Target ☑ Goal Achievement (Self) ☑ Goal Achievement Completion % ☑ Probability of Success ☐ Strategic Goal ☐ Link ☑ Goal Achievement (Manager) ☐ Employee Comments ☐ KPI

➖ Summary

Date Range
01/01/2017   12/31/2017

☐ Disable Date Range Filter

Goal Status

Summary: 7 Goals | 0 Tasks | 0 Milestones

Financial
Customer
Operational
Capability Building

Goal Progress - Self Review

Visibility	#	Goal Name	Weighted KPI Complete%	Goal Status	Goal Target Description	Goal Target	Goal Achievement (Self)	Goal Achievement Completion %	Probability of Success	Goal Achievement (Manager)	Action
☐ Public	3.1	Development of Balance Scorecard and updation on Successfactors up to AM level for assigned functions by ensuring strategic alignment to respective CXO's	0.0%	Goal Yet To Start		100.00	.00	.00%	High		
☐ Public	3.2	Special Project # 1	0.0%	Goal Yet To Start		100.00	.00	.00%	High		
☐ Public	3.3	Execution of Employee Engagement Survey of the assigned domain	0.0%	Goal Yet To Start		100.00	.00	.00%	High		
☐ Public	3.4	Excecution of Performance Management cycle of the assigned domain	0.0%	Goal Yet To Start		100.00	.00	.00%	High		
☐ Public	3.5	Preparing/Updating Finance Department structures / JDs	0.0%	Goal Yet To Start		100.00	.00	.00%	High		

This is the "Edit Goal" icon. Click on it to update progress

SAP SuccessFactors

Goal Progress - Self Review

1. Enter the progress of this goal in PERCENTAGE

2. Click on 'Save Changes' to submit

Mandatory field(s) highlighted in 'red'

Goal Progress - Manager Review

➡ Saniya Khan 🔲

🔍 NADIR ALI 🔲   🔍 ABDUL GHAFOOR BHUTTO 🔲   🔍 MEHBOOB ELAHI 🔲
🔍 ABDUL FATTAH 🔲   🔍 AGHA NAJEEBULLAH 🔲   🔍 ABDUL SHAFFAQUE 🔲
🔍 MUSHTAQ YASEEN MAHESAR 🔲   🔍 MOHAMMAD YOUNUS 🔲

Click here to open the Goal Plan of this employee

⊟ Display Options

☑ Aligned Up ☑ Aligned Down ☐ Alerts ☑ Visibility ☐ Last Modified ☐ Measurement Criteria ☐ Start Date ☐ Due Date ☐ Weight ☑ Weighted KPI Complete% ☑ Goal Status ☑ Goal Target Description ☑ Goal ☐ U
Target ☑ Goal Achievement (Self) ☑ Goal Achievement Completion % ☑ Probability of Success ☐ Strategic Goal ☐ Link ☑ Goal Achievement (Manager) ☐ Employee Comments ☐ KPI

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Goal Progress - Manager Review

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☐ Public	3.2	Special Project # 1	0.0%	Goal Yet To Start							
☐ Public	3.3	Execution of Employee Engagement Survey of the assigned domain	0.0%	Goal Yet To Start					High		
☐ Public	3.4	Exceution of Performance Management cycle of the assigned domain	0.0%	Goal Yet To Start		100.00	.00	.00%	High		
☐ Public	3.5	Preparing/Updating Finance Department structures / JDs	0.0%	Goal Yet To Start		100.00	.00	.00%	High		

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SAP SuccessFactors

Goal Progress - Manager Review

Mandatory field(s) highlighted in 'red'

Frequently Asked Questions

1. I am facing an issue when trying to login to my SuccessFactors account

Please use the **'Forgot Password'** option on the login page. If you are still unable to reset your password, please reach out to the OD team via email at **mysuccess@ptcl.net.pk**

2. My goal will start in Q3 or Q4. Should it be mentioned in the Goal Plan?

Yes all goals should be assigned at the time of scorecard completion. However, no progress update is required against a goal starting in Q3 or Q4

3. How do I calculate the completion progress for a goal which is still in progress?

Progress will be calculated against the **'percentage of the actual target' which was to be completed as of 30th June 2017**

4. Once I log in, I am unable to edit the goal progress

Please ensure that the Goal Plan is **'Open'** before editing the goal progress

Frequently Asked Questions

4. I have joined the Company fairly recently and hence do not have a scorecard assigned to me yet

Please coordinate with the OD team to ensure that your SuccessFactors account is active. Your goal plan will be assigned by your concerned Manager and will be discussed with you in detail during the One-to-One meeting

5. I was transferred/ posted to another location before 30th June 2017. How will my goal progress be calculated?

Goal progress will be updated against all new and previous goals assigned. Any edits made to the goal plan must be approved and updated in the system by the current concerned manager

6. My team members are not displaying in my hierarchy in SuccessFactors?

Please contact your concerned HRBP at the earliest mentioning the changes required. For HQ, please contact the OD team for any hierarchical changes required in SuccessFactors

7. There are some changes/ edits required in the goal/ weightage/ measurement criteria

Edits to the Goal Plan assigned can only be made by the concerned manager

Technical Support

- For any assistance or queries please contact your respective HRBP or the Organizational Development team

- In case if you have any difficulty logging into SuccessFactors, please drop us an email at **mysuccess@ptcl.net.pk**