



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

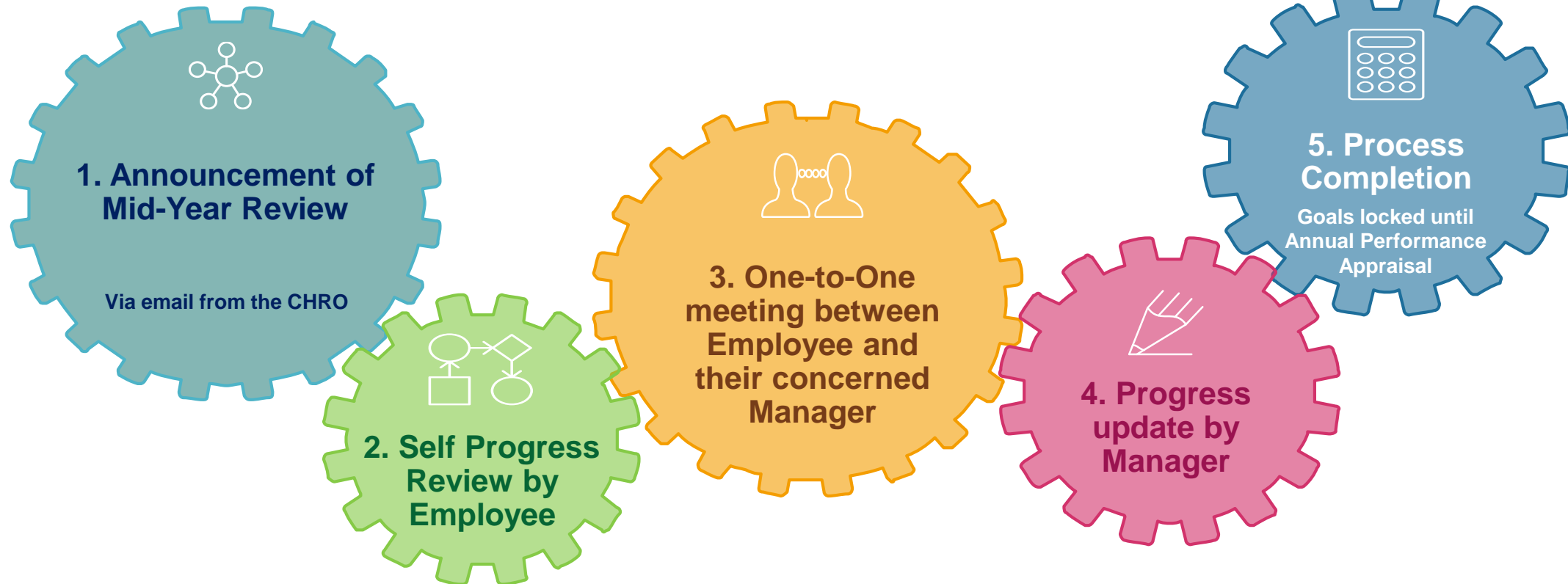


Prerequisite for Year-End Evaluations – The mid-year goal review will serve as a prerequisite for the year-end evaluation where key strengths and weaknesses will have already been discussed & aligned to required levels

Mid-Year Review Process

Launch Date: 18th July 2017

Deadline: 28th July 2017



Goal Review – User Manual

Successfactors – Logging In

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

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

The login interface is overlaid on a background image of a man and a woman smiling. The text 'I love work again' is visible in the background. The login form includes fields for Username and Password, a Login button, and a Forgot Password? link.

Username

Password

[Forgot Password?](#)

Enter Employee Number (EPI) as Username

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

Successfactors – Home Page

The screenshot shows the Successfactors Home Page interface. A green arrow points to the 'Goals' menu item in the left sidebar. The main content area displays the user's profile (Saniya Khan), a 'To Do' list, and various administrative links. The URL at the bottom is: https://performancemanager.successfactors.eu/sf/goals?bplte_company=C0001239103P&s_crb=O1xKtJy1gsjc5ExtX5GIYJ2gGlg%3d

Home ▾

- Home
- SAP Jam
- Goals**
- Performance
- Calibration
- Development
- Careers
- Succession
- Recruiting
- Company Info
- Employee Files
- Reports
- Admin Center

Search for actions or people ▾

4

Saniya Khan ▾

optel hello to future

My Info

Saniya Khan
AM (Organizational Change Management)

MISSION
To be the leading and most admired Telecom and ICT provider in and for Pakistan.

MISSION
To be the partner of choice for our customers, to develop our people and to deliver value to our shareholders.

CORE VALUES

- Professional Integrity
- Teamwork
- Customer Satisfaction
- Loyalty to the Company

Website URL :- <http://www.ptcl.com.pk/>

To Do ▾

- Manager fills out employee performance rating and comments
0 of 5 Completed
- 1:1 Meeting
0 of 6 Completed
- Employee signs form for Saniya Khan

My Team

My Admin Favorites

- Manage Calibration Sessions
- Form Template Settings
- Route Form
- Manage Users
- Reset User Passwords
- Launch Forms
- Employee Import

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

Goals

Search for actions or people

Saniya Khan

Goal Plan Status Report Execution Map Meeting Agenda Help & Tutorials

PTCL Goal Plan 2017 for Saniya Khan

(Open)

Use this worksheet to add or update the goals. To quickly add a new goal, click the Add goal button, or browse the Hierarchy section to find an existing goal to add to your plan.

Cascade Selected...

Employee Hierarchy

Syed M Shakeel

Saniya Khan

NADIR ALI

ABDUL FATTAH

MUSHTAQ YASEEN MAHESAR

AMJAD

NIAT

ABDUL GHAFOR BHUTTO

MEHBOOB ELAHI

ABUL SHAFFAQUE

Find user: Go Advanced search

Display Options

Summary

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

Disable Date Range Filter

Goal Status
All Status

Weighted KPI Complete%

Summary: 7 Goals | 0 Tasks | 0 Milestones

Financial

Customer

Operational

Capability Building

Others

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
<input type="checkbox"/>	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% <input type="text"/>	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									
<input type="checkbox"/>	Public	3.2 Special Project # 1	0.0% <input type="text"/>	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									
<input type="checkbox"/>	Public	3.3 Execution of Employee Engagement Survey of the assigned domain	0.0% <input type="text"/>	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									
<input type="checkbox"/>	Public	3.4 Execution of Performance Management cycle of the assigned domain	0.0% <input type="text"/>	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 [Edit]

NADIR ALI [Edit] AMJAD ALI WAHIDI [Edit] ABDUL GHAFUOR BHUTTO [Edit] MEHBOOB ELAHI [Edit]
ABDUL FATTAH [Edit] NIAZ HUSSAIN KHASKHEL [Edit] AGHA NAJEEBULLAH [Edit] ABDUL SHAFFAQUE [Edit]
MUSHTAQ YASER [Edit] MAHESAR [Edit] MUHAMMAD YOUNUS [Edit]

1. Configure the goal view using 'Display Options'

2. Click on '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
<input type="checkbox"/> 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% <input type="text"/>	Goal Yet To Start		100.00	.00	.00% <input type="text"/>	High		     
<input type="checkbox"/> Public	3.2 Special Project # 1	0.0% <input type="text"/>	Goal Yet To Start		100.00	.00	.00% <input type="text"/>	High		     
<input type="checkbox"/> Public	3.3 Execution of Employee Engagement Survey of the assigned domain	0.0% <input type="text"/>	Goal Yet To Start		100.00	.00	.00% <input type="text"/>	High		     
<input type="checkbox"/> Public	3.4 Execution of Performance Management cycle of the assigned domain	0.0% <input type="text"/>	Goal Yet To Start		100.00	.00	.00% <input type="text"/>	High		     
<input type="checkbox"/> Public	3.5 Preparing/Updating Finance Department structures / JDs	0.0% <input type="text"/>	Goal Yet To Start		100.00	.00	.00% <input type="text"/>	High		     

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

Goal Progress - Self Review

sf Edit Goal - Google Chrome

Secure | https://performancemanager.successfactors.eu/tgmEdit?g=224378&editComp=true&t=11&&_s.crt

Edit Goal

Edit your goal below.

* Weight:	15.0%
Goal Unit:	Percentage
* Goal Target:	100.00
Goal Target Description:	
Weighted KPI Complete%:	0.0%
Link:	
KPI:	none
Goal Status:	Goal Yet To Start
Goal Achievement (Self):	<input type="text" value=".00"/>
Goal Achievement (Manager):	
Goal Achievement (Reviewer):	
Manager's Comments:	
Employee Comments:	<input type="text"/>
Execution Target:	100
Execution Actual:	0
Goal Achievement Completion %:	.00%

1. Enter the progress of this goal in PERCENTAGE

2. Click on 'Save Changes' to submit

Save Changes

Mandatory field(s) highlighted in 'red'

Goal Progress - Manager Review

➔ Saniya Khan

NADIR ALI
ABDUL FATTAH
MUSHTAQ YASEEN MAHESAR

Click here to open the Goal Plan of this employee

ABDUL GHAFOOR BHUTTO
AGHA NAJEEBULLAH

MEHBOOB ELAHI
ABDUL SHAFFAQUE

☐ 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 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 - Manager 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
<input type="checkbox"/> 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% <input type="text"/>	Goal Yet To Start		100.00	.00	.00%	High		      
<input type="checkbox"/> Public	3.2 Special Project # 1	0.0% <input type="text"/>	Goal Yet To Start		100.00	.00	.00%	High		      
<input type="checkbox"/> Public	3.3 Execution of Employee Engagement Survey of the assigned domain	0.0% <input type="text"/>	Goal Yet To Start		100.00	.00	.00%	High		      
<input type="checkbox"/> Public	3.4 Execution of Performance Management cycle of the assigned domain	0.0% <input type="text"/>	Goal Yet To Start		100.00	.00	.00%	High		      
<input type="checkbox"/> Public	3.5 Preparing/Updating Finance Department structures / JDs	0.0% <input type="text"/>	Goal Yet To Start		100.00	.00	.00%	High		      

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

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SAP SuccessFactors

Goal Progress - Manager Review

sf Edit Goal - Google Chrome
https://performancemanager.successfactors.eu/tgmEdit?g=45467&editComp=true&t=7&&s.crb=gBRwBbgWI4w2u

Edit Goal
Edit your goal below.

KPI:	KPI	Weight	Unit	Target	Actual	Achievement	Action			
	PSTN	30.0	Rs. (M)	622			+	↑	↓	×
	DSL						+	↑	↓	×
	IPTV						+	↑	↓	×

Goal Target Description:
Total Weight = 100%
Total Target = 4861

Goal Target: 100.00

Goal Achievement (Self): .00

Goal Status: Goal Yet To Start

Goal Achievement (Manager):

Goal Achievement (Reviewer):

Manager's Comments:

1. Enter Actual Target Achieved so far against KPIs specified

2. Enter the progress of this goal in PERCENTAGE

3. Enter comments against specific goal (if any)

4. Click on 'Save Changes' to submit

Save Changes Cancel

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

