Home Page and Tiles

Welcome to SuccessFactors. This guide will orient you to the sections of the system and provide a brief introduction to the features and functionality you will use to participate in talent management activities.

It's Easy

Home is the landing page when you enter the system. It provides access to all the activities and processes in the system and gives you an overview of the status of your performance activities.

1 Navigation Menu

Use the ▾ drop-down navigation menu, at the top left of the screen, to access tools in the system. Select Home from the list to return to the main page. As an employee you may select:

• Home
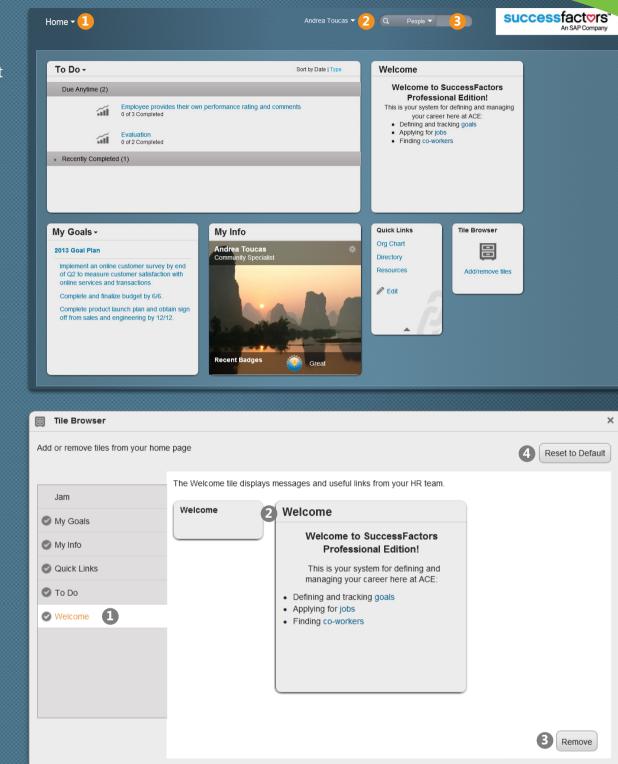• JAM
• Goals
• Performance
• Company Info
• My Employee File

NOTE: You may have access to additional tools based upon your role.

2 Options Menu

Use the ▾ drop-down menu, to the right of your name, to access system Options and Logout of the system.

3 People Search

Use 🔍 People Search to quickly locate information about a colleague. Search uses predictive text that allows partial text, user ID, or tag entries and displays picture thumbnails to assist with locating an individual. People Search is accessible from anywhere within the system.

Spotlight: Tile Browser

Your Home page is made up of tiles that can be configured based upon your selections. To add and/or remove tiles, click the Add/Remove Tiles link in the Tile Browser tile at the bottom of your Home page. The Tile Browser window opens:

1 Tiles currently listed on your Home page will appear with a ✔ check mark next to their name. Click a tile name link to view information about the tile.

2 The different ways a tile can be displayed on the Home page are shown. To change how the tile is displayed, place your mouse over the tile header on the Home page and click ⤢ to shrink or expand the tile.

3 Click [Add to Home] to add a tile or click [Remove] to remove a tile from your Home page.

4 Click [Reset to Default] to restore the default settings for the Home page.