

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 manage talent management activities for your team.

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 a manager you may select:

- Home
- JAM
- Goals
- Performance
- Compensation
- Talent
- Company Info
- Employee Files
- Reports

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.

4 Tiles

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.

Spotlight: My Team Tile

Use the My Team tile to quickly check your direct reports' progress on activities in the system, view their Profiles and other performance information, and add badges and notes to document their performance. To use:

- 1 Click an employee's photo on the My Team tile to view their details.
- 2 The employee's phone number, local time, and action links are displayed.
- 3 Click Actions to go to the employee's Public and Detailed Profiles, Notes, History, Compensation Statement, Annual Performance Review, Goal Plan, and Jam.
- 4 Click Badge to add a badge to the employee's Detailed Profile, acknowledging the employee's performance.
- 5 Click the Note link to add a note documenting the employee's achievements and activities, to be referenced during the performance review process.
- 6 Check to see if the employee has any pending or overdue tasks in the system.
- 7 Click the arrows to view another employee's details.