

Einstein Performance Feedback Program

User Guide: SuccessFactors Performance Management System

Human Resources Department



Albert Einstein College of Medicine



Einstein Performance Feedback Program

The **Einstein Performance Feedback Program** is an ongoing process throughout the year, starting with employees setting clear goals to define what they need and want to achieve, providing feedback throughout the year, conducting check in conversations, and completing a year end assessment.



Albert Einstein College of Medicine

Agenda

1

Accessing and Navigating the SuccessFactors System

2

Managing Goals

3

Performance Check Ins and Feedback

4

Performance Reviews

Accessing and Navigating the SuccessFactors System

Single Sign On **Login** for SuccessFactors

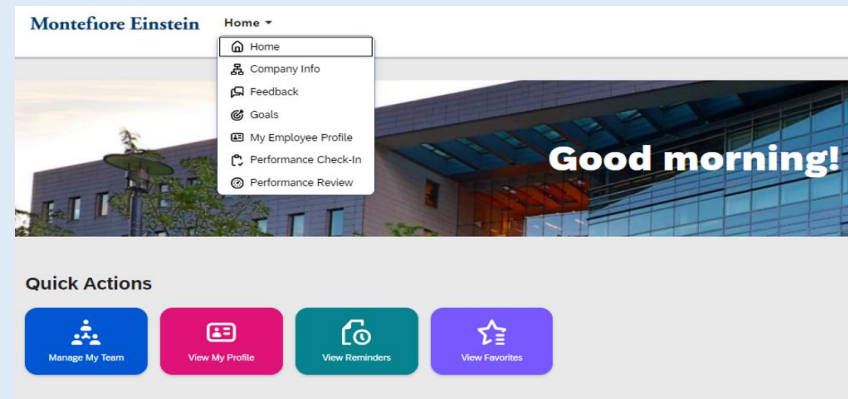
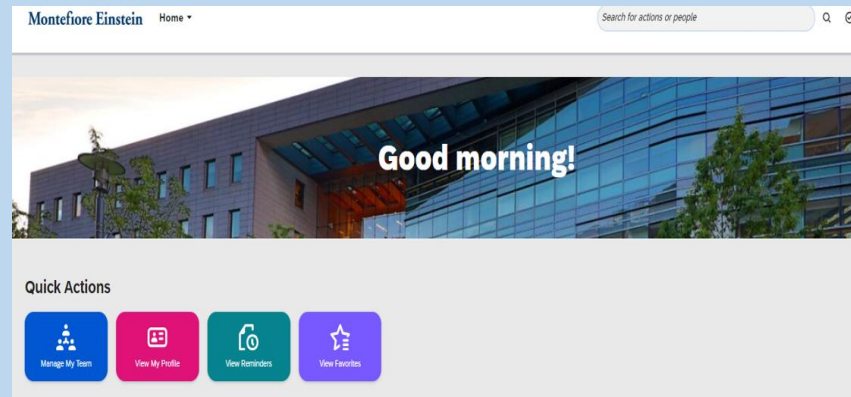
Use this [Link](#)

SuccessFactors **Home Page**

When you log in to SAP SuccessFactors, the **Home Page** is displayed.

The Navigation Menu (**Home**) is available as a drop-down menu in the upper-left corner and displays the modules to which you have access.

Depending on a user's role within the organization, they may see different options in the menu.





Managing Goals

Goals refers to Performance Goals and Development Goals. The SuccessFactors system facilitates and automates the process of creating, cascading, publishing goals and monitoring performance against goals in one central location.

Goals should be SMART:

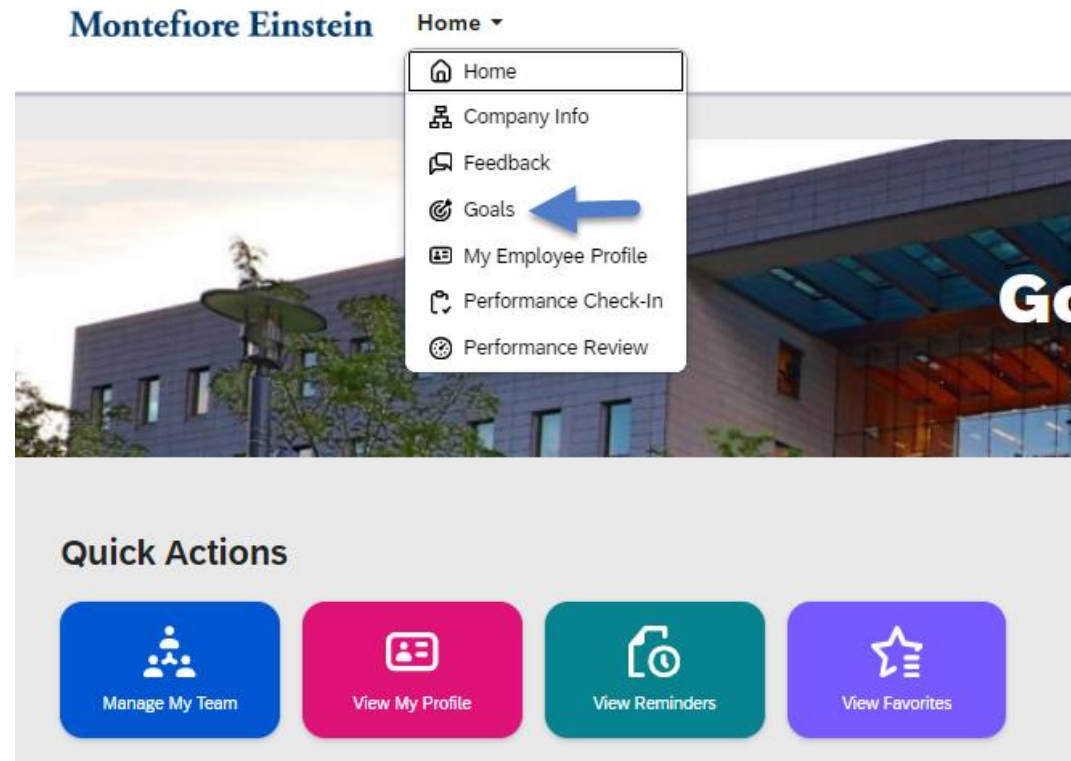
- Specific
- Measurable
- Achievable
- Relevant
- Timebound

For more information on SMART Goals and Goal Setting click [here](#).

Navigating to Goals

To navigate to Performance Goals and Development Goals:

1. Upon logging in to SuccessFactors, you will see the Home page. Click the **Home** dropdown menu from the upper-left part of the page.
2. Click the **Goals** tab to access your personal Goal Plan.



Goal Plan

Goal Plans are online worksheets used by the employee and manager to create performance goals in one central place and track progress on them throughout the year.

The screenshot displays the Montefiore Einstein Goals interface. At the top left, the logo "Montefiore Einstein" and a "Goals" dropdown menu are visible. A search bar on the top right contains the text "Search for actions or people" and includes icons for search, a notification with a red "1", a speech bubble, a bell, and a user profile icon labeled "FF".

The main content area is divided into two tabs: "Performance Goal" (selected) and "Development Goal". Below the tabs, the heading "2024 Performance Goals" is displayed with a dropdown arrow. To the right of the heading are three buttons: "Create Goal" (pink), "Cascade Goal" (light blue), and "Manage Team Goals" (light blue), along with a printer icon. Below the heading, the dates "Jan 1, 2024 - Dec 31, 2024" and the state "Performance Goals Open" are shown.

On the left side, there is a "People Selector" panel with a search bar and a list of direct reports. The "Direct Reports" section shows one person icon with a right-pointing arrow.

The main content area features an "Introduction" section with an information icon. The text reads: "Identify a minimum of 2 Performance Goals." followed by "Performance goals should be challenging, achievable and outcomes focused. Ensure Performance Goals are SMART (Specific, Measurable, Attainable/Achievable, Relevant, and Timely)." and a link for "[Setting SMART Goals](#)". A close button (X) is located in the top right corner of the introduction box.

Creating Performance Goals

1. Click the **Home** menu dropdown and navigate to **Goals**
2. Click Create Goal

The screenshot displays the Montefiore Einstein Goals interface. At the top left, the logo 'Montefiore Einstein' is followed by a 'Goals' dropdown menu. On the right, there is a search bar with the placeholder text 'Search for actions or people' and several utility icons (search, notifications, chat, and a profile icon labeled 'FF').

The main content area is divided into two tabs: 'Performance Goal' (selected) and 'Development Goal'. Below the tabs, the title '2024 Performance Goals' is shown with a dropdown arrow. A blue arrow points to a prominent pink 'Create Goal' button. To its right are buttons for 'Cascade Goal', 'Manage Team Goals', and a print icon. Below the title, the date range 'Jan 1, 2024 - Dec 31, 2024' and the state 'Performance Goals Open' are displayed.

On the left side, there is a 'People Selector' sidebar with a search bar and two entries: 'Franklin Field' and 'Ellen Erickson', each with a right-pointing arrow. Below this is a 'Direct Reports' section with the same two entries.

The main content area includes an 'Introduction' section with an information icon. The text reads: 'Identify a minimum of 2 Performance Goals.' and 'Performance goals should be challenging, achievable and outcomes focused. Ensure Performance Goals are SMART (Specific, Measurable, Attainable/Achievable, Relevant, and Timely).' A link for '[Setting SMART Goals](#)' is provided at the bottom of the introduction box.

Creating Performance Goals (Continued)

Enter the goal name, description, and additional details and then click Save

Montefiore Einstein Goals

2024 Performance Goals / Goal Creation Options / Create from Scratch

Create Performance Goal

Goal Name:*

Add your goal name

500 characters left Legal Scan

Goal Description (SMART):*

Describe your goal

1000 characters left Legal Scan

Start Date: Jan 1, 2024

Due Date: Dec 31, 2024

Status: Not Started

Save Cancel

Once goals are saved you can see your goal plan

Montefiore Einstein Goals

Search for actions or people

2024 Performance Goals

Jan 1, 2024 - Dec 31, 2024 State: Performance Goals Locked

8 Goals

3 Not Started 1 In Progress 0 Delayed 3 Achieved 1 No Longer ...

Introduction

PMGM Testing Process
Personal • Due Date: Dec 31, 2024
Achieved

CPM Test process
Personal • Due Date: Dec 31, 2024
Achieved

Cascade Goals

As a manager, you can cascade a performance goal to team members by:

1. Clicking on the goal
2. Click Cascade Goal

Montefiore Einstein Goals

Search for actions or people

People Selector

Search

Grace Griffin

Manager

Carol Clark

Performance Goal Development Goal

2024 Performance Goals

Jan 1, 2024 - Dec 31, 2024 State: Performance Goals Open

Create Goal Cascade Goal Manage Team Goals

5 Goals

4 Not Started 1 In Progress 0 Delayed 0 Achieved 0 No Longer ...

Introduction

M-Goal Test 1 Personal • Due Date: Dec 31, 2024 Not Started

M Goal Test-2 Personal • Due Date: Dec 31, 2024 Not Started

MG GP Test 1 Personal • Due Date: Dec 31, 2024 Not Started

MGR Goal Test3 Personal • Due Date: Dec 31, 2024 Not Started

Implementation of PMP Team • Due Date: Dec 31, 2024 In Progress

Edit Goal Cascade Goal Create Activity

Cascade Goals (Continued)

1. Select the employees to whom you want to cascade the goal
2. Click Next
3. Enter goal details and click Next
4. Click Cascade

The image displays three sequential screenshots of the 'Cascade Goal' interface in the Montefiore system. The interface is titled 'Montefiore Goals' and includes a 'People Selector' sidebar on the left with a search bar and a list of users: Grace Griffin (Manager), Carol Clark (Manager), and Olivia Ollie (Direct Reports). The main content area shows a progress bar with three steps: 1. Select Recipients, 2. Edit Goals (Optional), and 3. Cascade.

Step 1: Select Recipients
The first screenshot shows the '1. Select Recipients' step. Below the progress bar, there is a section titled '1. Select Recipients' with the instruction: 'Select one or more recipients from your team or via search. Only recipients with correct permissions can be selected.' There are two buttons: 'From My Team' and 'Via Search'. Below this, there is a list of recipients under the heading 'My Team (0 selected)'. The list includes 'Direct Reports' (with a checkbox), 'Olivia Ollie' (with a checkbox and a person icon), and another partially visible entry. A blue arrow labeled '1' points to the 'Direct Reports' checkbox.

Step 2: Edit Goals
The second screenshot shows the '2. Edit Goals' step. The progress bar highlights step 2. Below the progress bar, there is a section titled '2. Edit Goals' with the instruction: 'Skip this step if you don't have any changes to make to the selected goals.' There is a text input field containing 'M-Goal Test 1'. A blue arrow labeled '2' points to the 'Next' button at the bottom right of the interface.

Step 3: Cascade
The third screenshot shows the '3. Cascade' step. The progress bar highlights step 3. Below the progress bar, there is a section titled '3. Cascade' with the instruction: 'Preview and cascade goals.' There are two sections: 'Goals (1 Selected)' containing 'M-Goal Test 1' and 'Recipients (1 Selected)' containing a person icon. A blue arrow labeled '3' points to the 'Next' button at the bottom right of the interface.

At the bottom of the third screenshot, a blue arrow labeled '4' points to the 'Cascade' button.

Manage Team Goals

As a manager, you can set up team goals.

At the top right of the Goal Plan, click Manage Team Goals

You will see two options:

1. Create Goal
2. Assign Goal

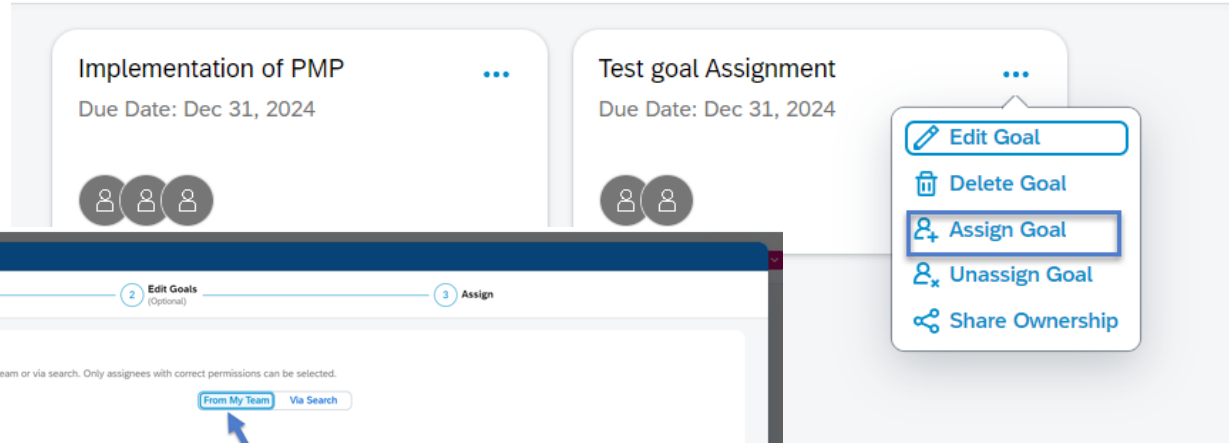
Select create goal, enter goal details, and then save

The screenshot displays the Montefiore Einstein Goals management interface. At the top, the header shows 'Montefiore Einstein Goals' and a search bar. The main content area is divided into two sections: 'People Selector' on the left and '2024 Performance Goals' on the right. The 'People Selector' shows a search bar and a list of people, including 'NON MMC ASSOCIATE' and 'Grace Griffin'. The '2024 Performance Goals' section shows a progress bar with 8 goals, categorized by status: 3 Not Started, 1 In Progress, 0 Delayed, 3 Achieved, and 1 No Longer... A blue arrow points to the 'Manage Team Goals' button in the top right corner. Below this, the 'Manage Team Goals' section shows two options: 'Create Goal' and 'Assign Goal'. The 'Create Team Goal' form is shown below, with fields for Goal Name, Goal Description (SMART), Start Date, Due Date, and Status. The 'Create Goal' button is highlighted with a red box and the number 1, and the 'Assign Goal' button is highlighted with a red box and the number 2.

Assign Team Goals

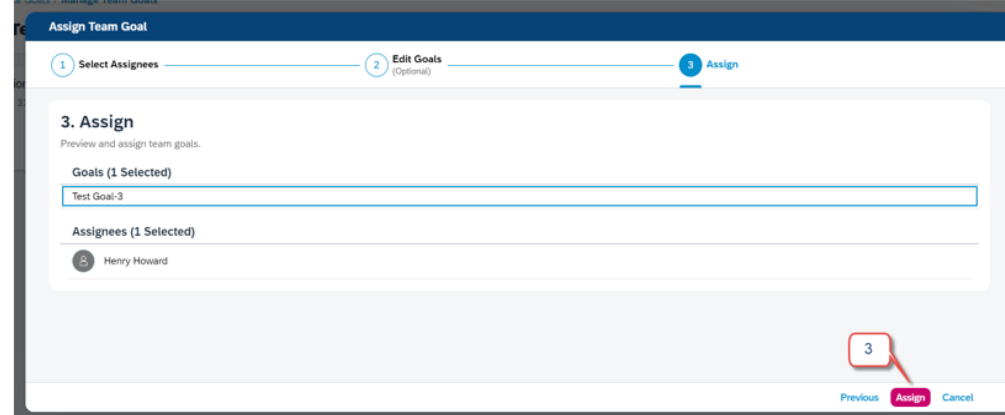
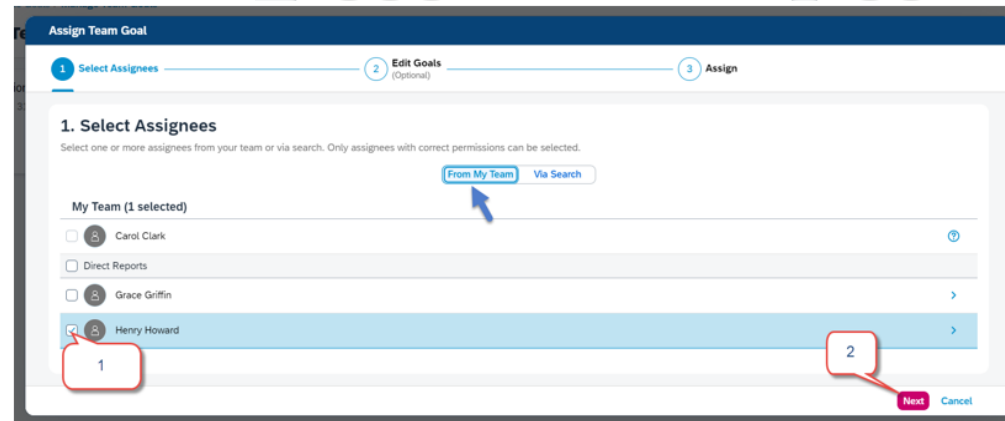
2024 Performance Goals / Manage Team Goals

Manage Team Goals



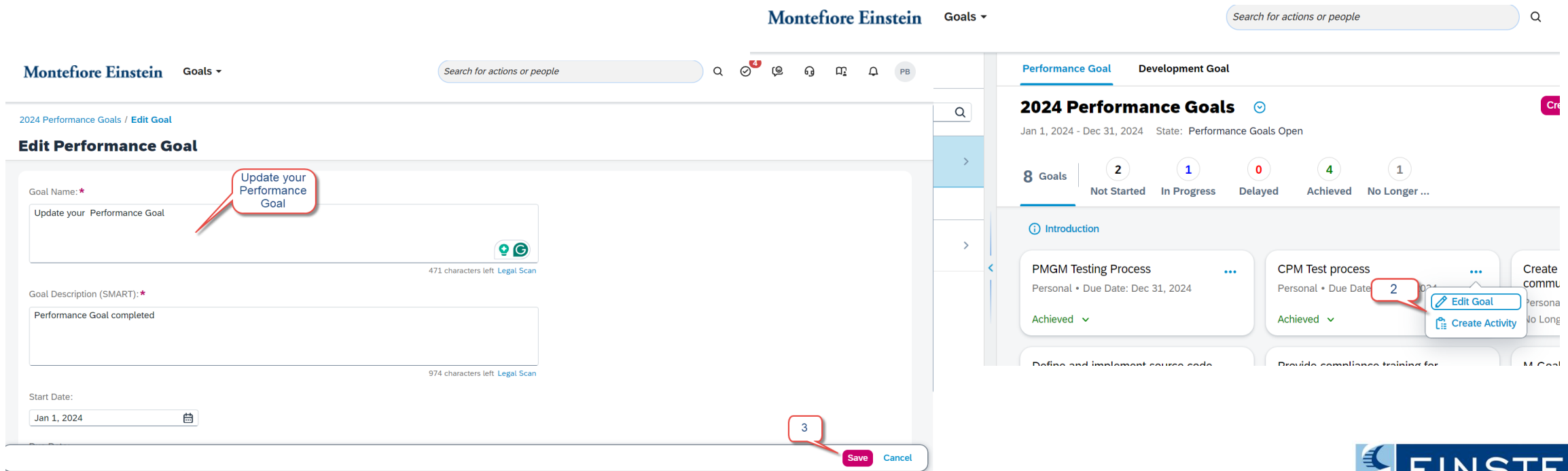
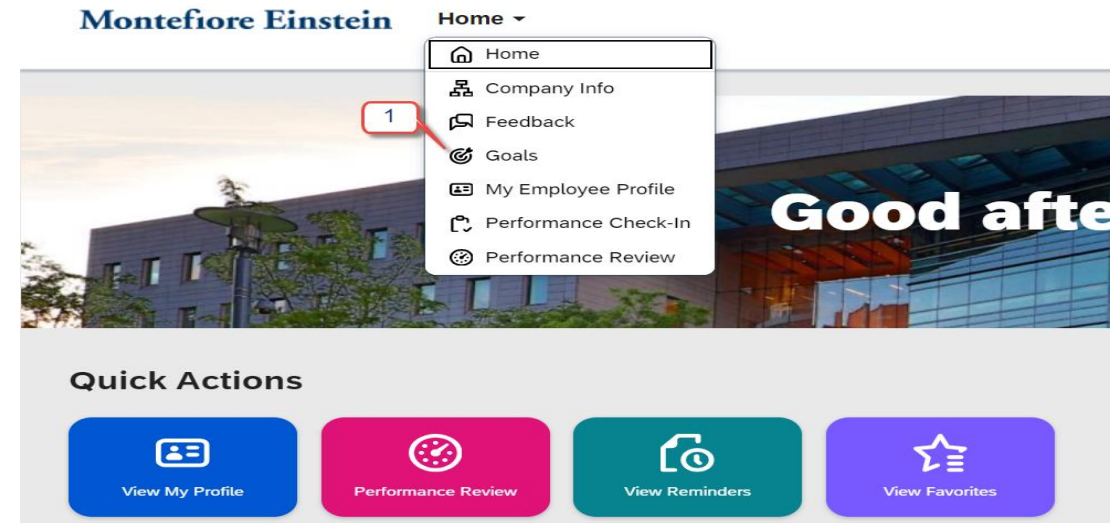
To assign a Team Goal, select **Assign**

1. Select a Direct Report in from **My Team** by clicking the check box next to their name
2. Select next
3. Select Assign



Updating Performance Goals

1. Click the **Home** menu dropdown and navigate to **Goals**
2. Click **Edit Goal**
3. Update and save



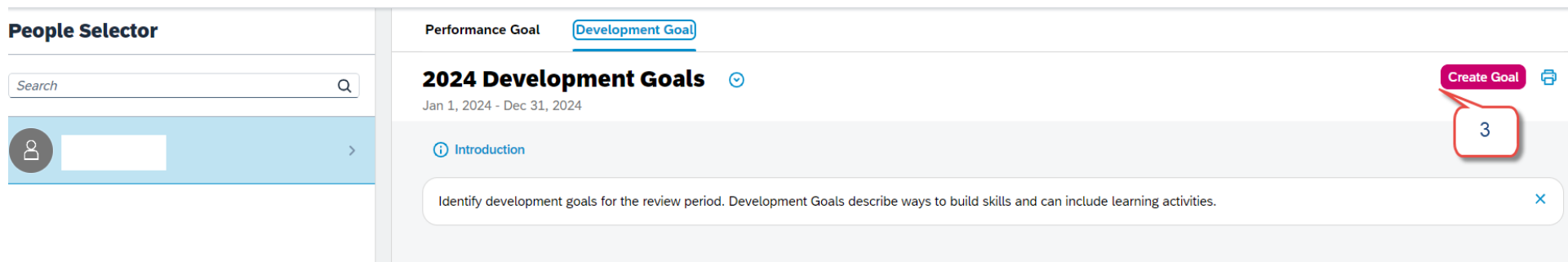
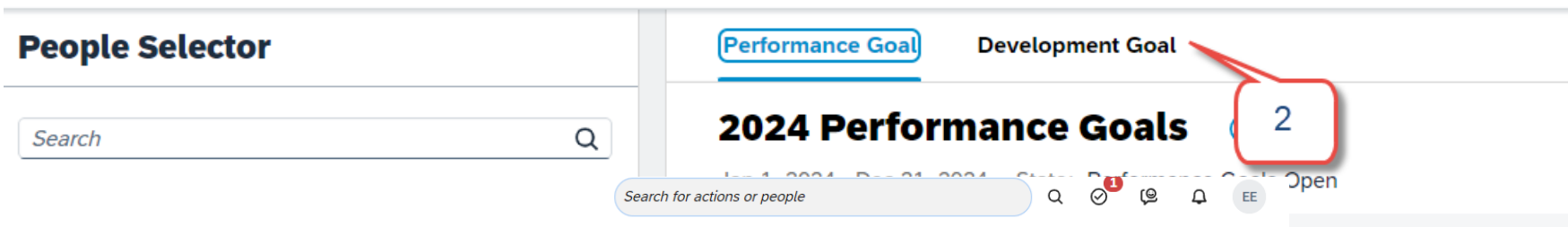
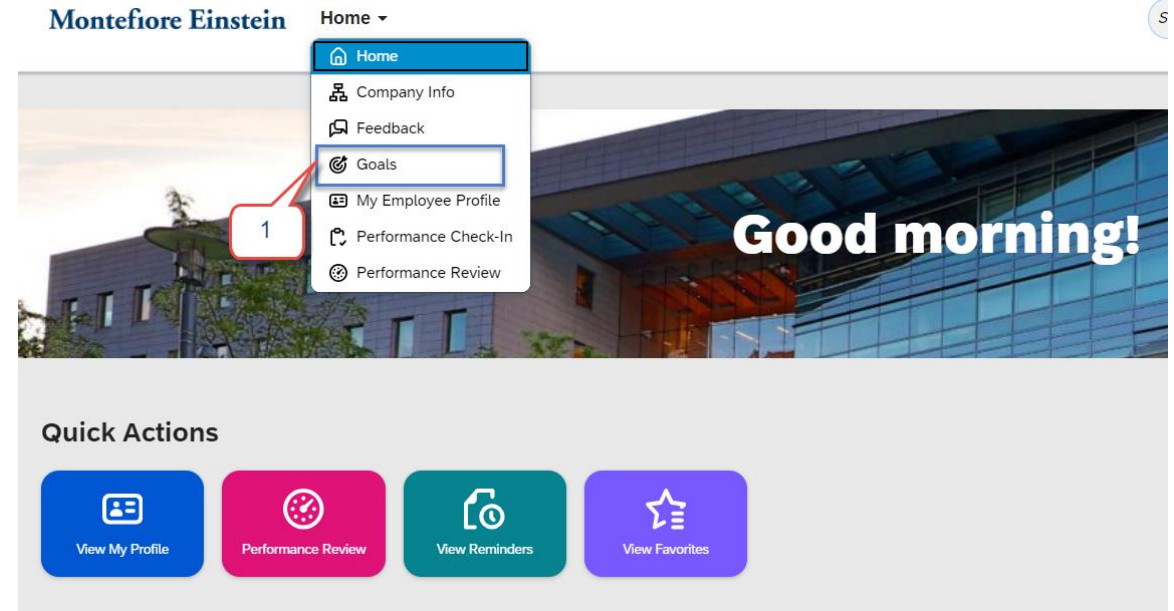


Development Goals

Development goals are specific objectives that individuals set for themselves to enhance their skills, knowledge, and capabilities.

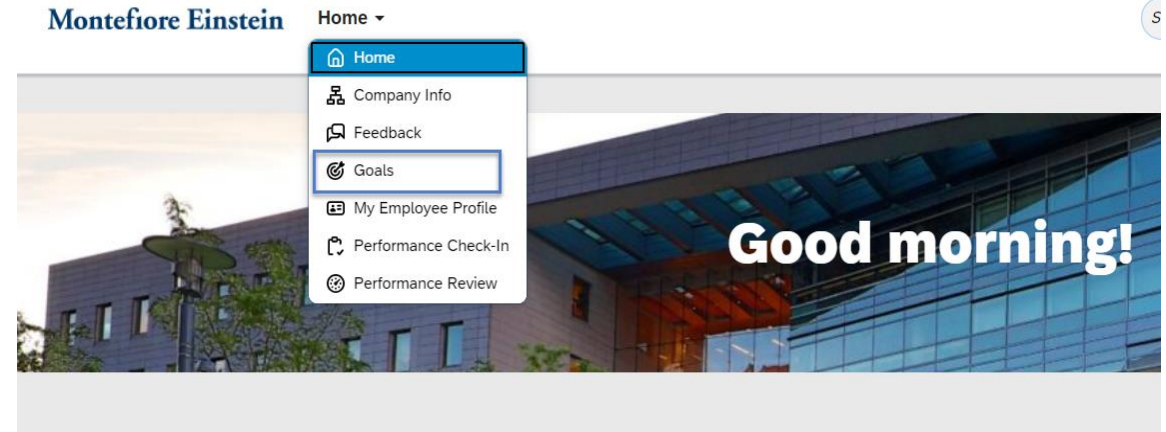
Creating Development Goals

1. Click the **Home** menu dropdown and navigate to **Goals**
2. Click the Development Goal Tab
3. Click Create Goal



Updating Development Goals

1. Click the **Home** menu dropdown and navigate to **Goals**
2. Click the Development Goal Tab
3. Click edit goal and
4. Update and save.



Montefiore Einstein Goals ▾

Montefiore Einstein Goals ▾

t Goal

Goals

2

Performance Goals Open

A screenshot of the 'Edit Development Goal' form. The form has several fields: 'Development Goal Name' with a red callout bubble containing the text 'update your goal' pointing to the 'Update your goal' button; 'Development Goal Description'; 'Start Date' (Jan 1, 2024); 'Due Date' (Dec 31, 2024); 'Status' (No Longer Applicable); and 'Comments'. At the bottom right, there is a red callout bubble containing the number '4' pointing to the 'Save' button.

A screenshot of the '2024 Development Goals' dashboard. It shows a progress bar with categories: Not Started (0), In Progress (0), Delayed (0), Achieved (1), and No Longer Applicable (1). Below this is an 'Introduction' section with a card for 'Dev Goals achieved' (Due Date: Dec 31, 2024). A red callout bubble with the number '3' points to the 'Edit Goal' button on this card. At the bottom, there is a 'No Longer Applicable' dropdown menu.

Goal Plan – Audit History

To View the Audit History of **Performance Goals** or **Development Goals**:

1. Click on a goal
2. Select **View Audit History**
3. You will see the audit history pop-up

The screenshot shows the Montefiore Einstein Goals interface. On the left is a 'People Selector' with a search bar and a list of users, including 'NON MMC ASSOCIATE' and 'Grace Griffin'. The main area displays '2024 Performance Goals' with a status summary: 8 Goals, 3 Not Started, 1 In Progress, 0 Delayed, 3 Achieved, and 1 No Longer ... A goal card for 'PMGM Testing Process' (Personal, Due Date: Dec 31, 2024) is highlighted with a red box and a callout '1'. A blue arrow points to a 'View Audit History' button on the goal card, with a red callout '2'. Below, the 'Audit History' pop-up is shown, containing a table with columns 'Time', 'Action Type', and 'Action Taker'. The table lists five entries: three 'Modified' actions on Jan 23 and 24, 2024, and one 'Created' action on Jan 23, 2024. A red callout 'Audit history' points to the table. The background shows the 'More Info' section for the goal, including a SMART description and dates.

Time	Action Type	Action Taker
Jan 25, 2024 1:11AM	Modified	>
Jan 24, 2024 6:41AM	Modified	>
Jan 23, 2024 10:52PM	Modified	>
Jan 23, 2024 10:49PM	Created	>

Performance Check-In and Feedback

Performance Check-In Overview

With Performance Check-In, employees get quick feedback on their work through frequent and structured conversations with their managers. Managers in turn, can track the progress of their team members.

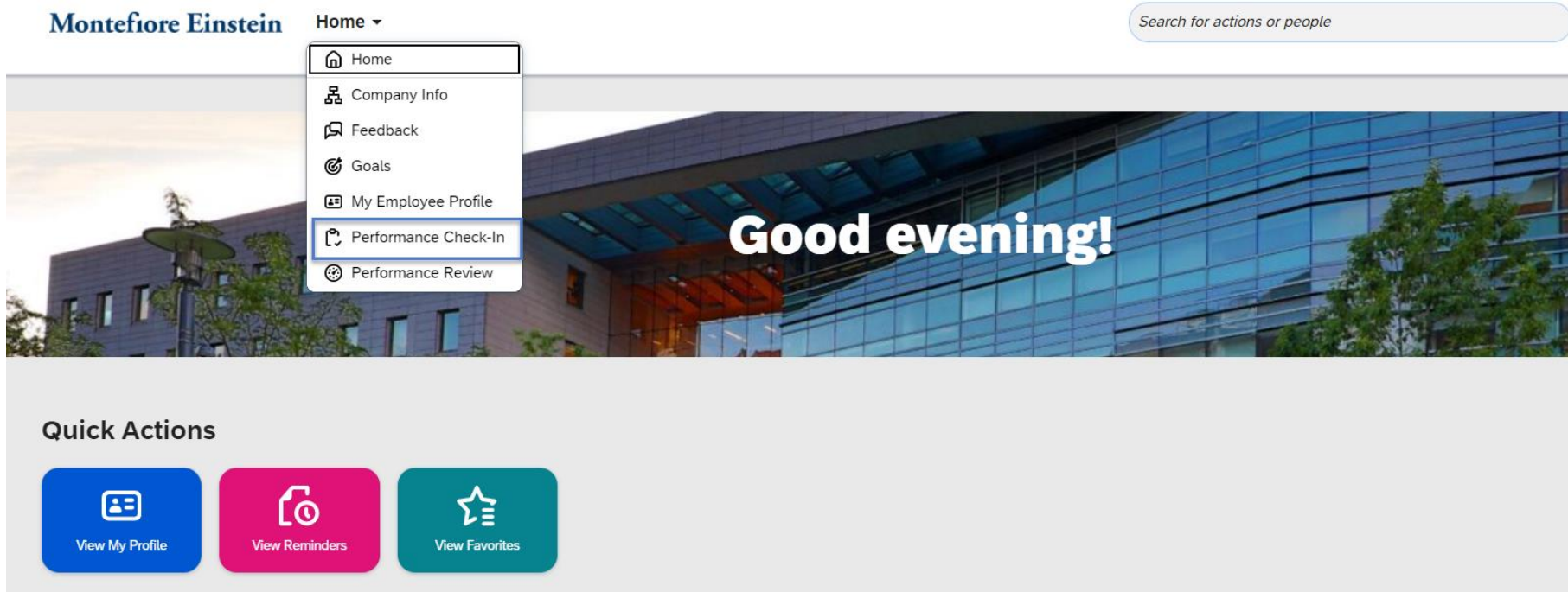
In Performance Check-In you can:

- Create an activity (tasks that can be aligned to goals if desired)
- Create an achievement
- Request feedback
- Start a meeting discussion topic



Navigating to Performance Check-In

1. Upon logging in to SAP SuccessFactors, you will see the Home page. Click the **Home** dropdown menu from the upper-left part of the page.
2. Click **Performance Check-In**



Create an Activity

The Employee and Manager can manage activities on this page.

To add a new activity:

1. Click the **Create Activity** button
2. On the pop-up window, you will be required to enter the activity name and select a status.
3. Optional: You can link this to a Goal
4. Select Save

The screenshot displays the Montefiore Einstein Performance Check-In interface. At the top, the Montefiore Einstein logo and 'Performance Check-In' are visible. A search bar contains the text 'Search for actions or people'. On the right, there are notification icons, including one with a red '4'. Below the search bar, the 'Active Channels' section shows 'GG Grace Griffin'. The main content area is titled 'My Activities with Grace Griffin' and includes a 'View by Status' link. A blue arrow points to a pink 'Create Activity' button. A pop-up window titled 'Create Activity' is overlaid, containing the following fields: 'Activity Name:*' with a placeholder 'Enter the activity name.', 'Status:' with a dropdown menu set to 'Working On', 'Linked Goals' section with 'Performance Goal' and 'Development Goal' dropdowns (both set to 'Select one goal.'), and 'Attachments (0)' with an 'Add' button. At the bottom of the pop-up, there is a 'No Attachments' message with instructions and 'Save' and 'Cancel' buttons.

Edit an Activity

Once the activity is created you can edit the activity by selecting the activity and then:

1. Select edit on right side of the screen
2. Update your activity
3. Save the activity

The image displays two screenshots of the Montefiore Einstein Performance Check-In interface. The top screenshot shows the 'Test Activity' details page. The 'Active Channels' section on the left lists 'GG Grace Griffin'. The 'Test Activity' details show a status of 'Working On', created on 'Apr 24, 2024', and last updated on 'Apr 24, 2024'. An 'Edit' button is highlighted with a blue arrow on the right side of the page. The bottom screenshot shows the 'Edit Activity' modal form. The 'Activity Name' field is highlighted with a red callout box containing the text 'Edit here'. The 'Status' dropdown is set to 'Working On'. At the bottom of the modal, a blue arrow points to the 'Save' button, with a 'Cancel' button next to it.

Meeting Notes

You can document a check-in by selecting **Performance Check-In** from the **Home** drop down menu and then **Start Meeting**.

You can post updates to activities and goals during this meeting or at any time during the performance cycle.

The image shows two overlapping screenshots of a web application. The top screenshot, titled "My Activities with Grace Griffin", displays a dashboard with four status categories: "Working On (1)", "Need Some Help (0)", "Completed (1)", and "On Hold (0)". The "Working On" category contains an activity titled "PMGM Presentation to Test Group" updated on Jan 23, 2024. The "Completed" category contains an activity titled "CPM Test" also updated on Jan 23, 2024. Navigation buttons for "Create Activity", "Start Meeting", and "View Achievements" are visible in the top right, with a blue arrow pointing to "Start Meeting". The bottom screenshot shows a meeting interface for "Meeting with Grace Griffin on March 5, 2024". It includes a "Discussion Topics" section with a "Mismatched scripts" topic, an "Activities" section with a list of activities (including "PMGM Presentation to Test Group" and "CPM Test"), and a "Meeting Notes" sidebar. The "Meeting Notes" sidebar contains a red-bordered box with the text "Meeting notes can see here" and a "Save" button. Below the sidebar, it shows "01/23/2024 - No notes." and a "Save" button.

Achievements

Achievements record your accomplishments throughout the year. With this feature, you can quickly and easily capture the things you have achieved in the workplace.

1. Create achievements by selecting **View Achievements**
2. Add your achievement
3. Save
4. You can **Start Meeting** to take notes on your achievements during a meeting with your manager

The screenshot shows the 'My Activities with Grace Griffin' dashboard. At the top right, there are buttons for 'Create Activity', 'Start Meeting', and 'View Achievements'. Below this, there are four status cards: 'Working On (1)' with 'PMGM Presentation to Test Group', 'Need Some Help (0)', 'Completed (1)' with 'CPM Test', and 'On Hold (0)'. A 'Create Achievement' modal is open, showing fields for 'Achievement Name', 'Date Achieved', and 'Linked Goals' (Performance Goal and Development Goal). The modal has 'Save' and 'Cancel' buttons. A 'Start Meeting' button is also visible in the modal. Red callout boxes with numbers 1, 2, 3, and 4 point to the 'View Achievements' button, the 'Linked Goals' section, the 'Save' button, and the 'Start Meeting' button respectively.

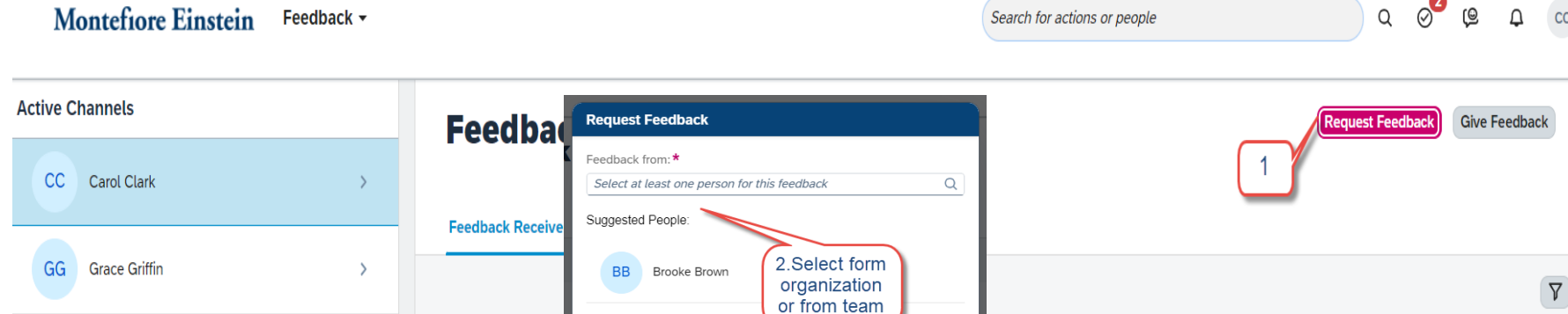
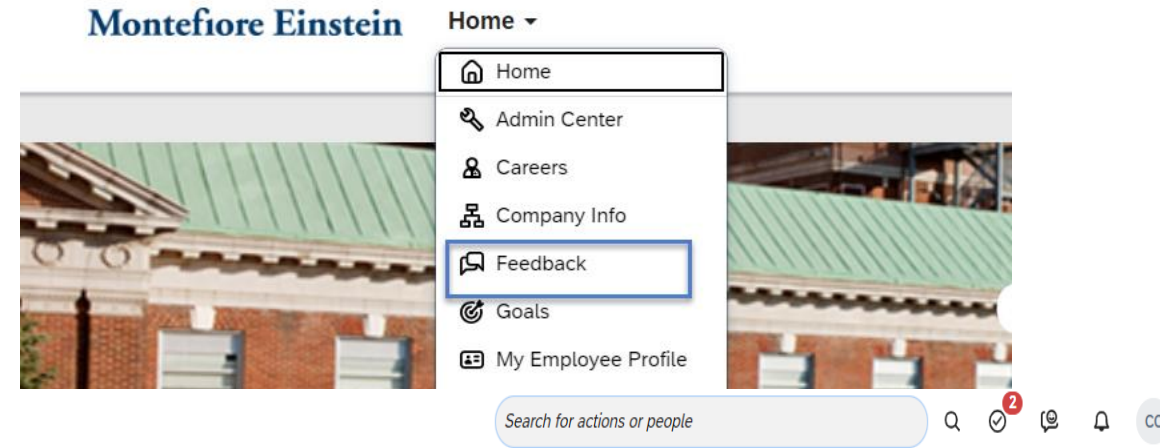
You can view your achievements:

The screenshot shows the 'Achievements' summary page. It features a header with 'Achievements Summary' and a summary of counts: Total Achievement (1), Current Year (1), and Current Month (0). Below this, there are tabs for 'All Achievements', 'Performance Goals', and 'Development Goals'. A card for 'CPM Test' is shown, indicating it was 'Achieved on Jan 22, 2024'.

Requesting Feedback

Click the **Home** drop down and select **Feedback**

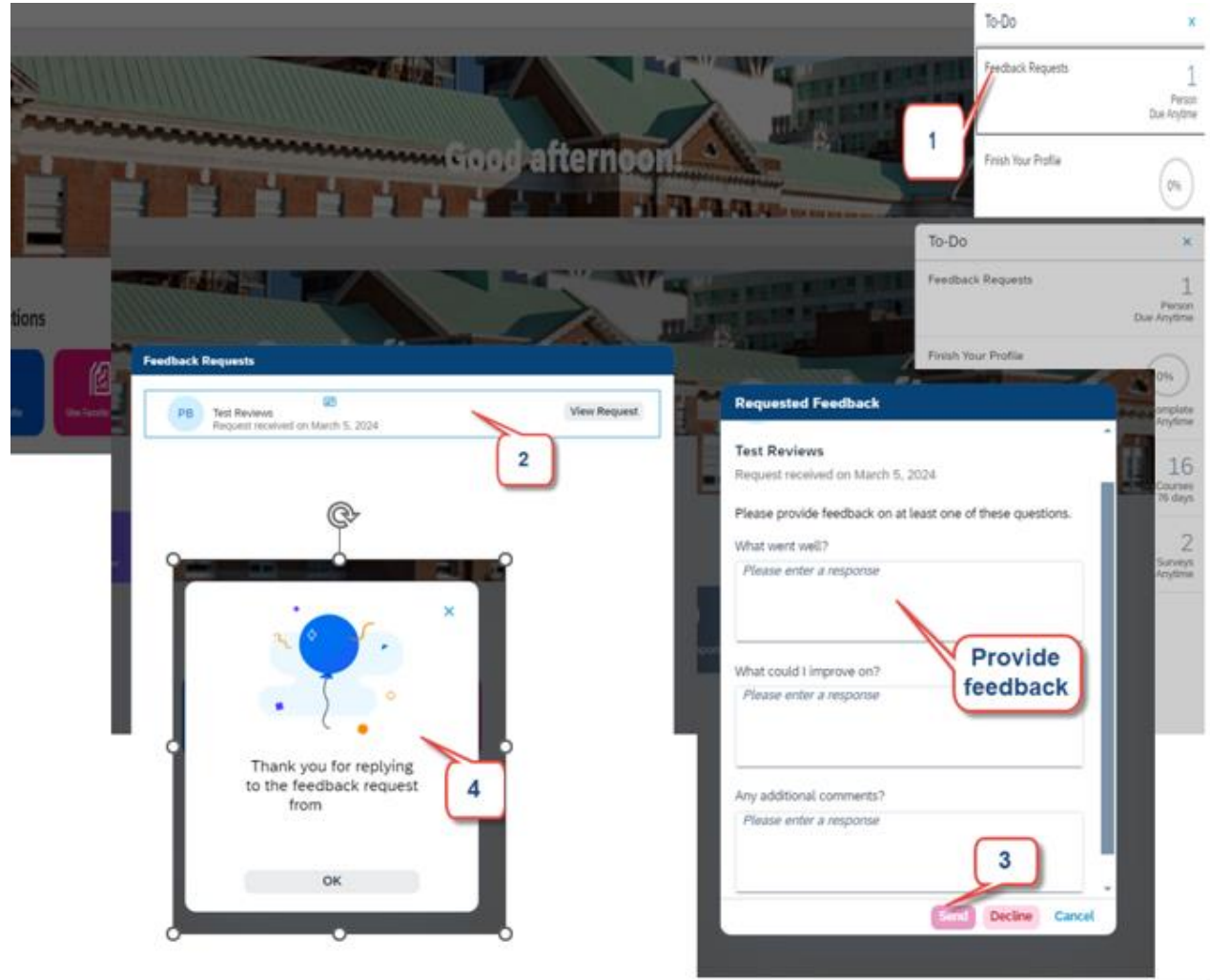
1. Select Request feedback
2. Select anyone in the organization or from your team.
3. Send



Provide Feedback

Click on Feedback via the Home page (in **To-Do** list on top right with check mark icon):

1. Click on Feedback Request
2. Click on View request
3. Provide required feedback and select send
4. You will see confirmation pop up



View Feedback

You can View Feedback Received, Feedback Given, Feedback Sent tabs

Montefiore Einstein Feedback ▾

Feedback

[Feedback Received](#) Feedback Given Feedback Requests Sent

Montefiore Einstein Feedback ▾

Feedback

[Feedback Received](#) Feedback Given Feedback Requests Sent

2024 (5)

LA Director, Talent Acquisition

Your feedback is required
Feedback received on March 13, 2024

What went well?

LA "test"

What could be improved upon?

LA "test"

[View more](#)

SO

Test Reviews
Feedback received on March 5, 2024

What went well?

SO "Test Review went well"

What could I improve on?

SO "Good"

[View more](#)

Montefiore Einstein Feedback ▾

Feedback

Feedback Received [Feedback Given](#) Feedback Requests Sent

2024 (1)

SO

Test Feedback
Feedback given on March 5, 2024

What went well?

PB "Test"

What could I improve on?

PB "Test"

[View more](#)

Montefiore Einstein Feedback ▾

Feedback

Feedback Received Feedback Given [Feedback Requests Sent](#)

2024 (5)

LA

Your feedback is required
Request sent on March 13, 2024
Feedback Received

What went well?

[View more](#)

SO

Test Reviews
Request sent on March 5, 2024
Feedback Received

What went well?

[View more](#)

Employee Self Assessments and Year-End Reviews



Albert Einstein College of Medicine

Employee Review Process

SuccessFactors Performance Management streamlines the employee review process. It gives you powerful tools to capture individual employee performance accurately, clearly, and objectively for an engaged, focused, and highly productive workforce.

The year-end review process ensures that employees have an opportunity to provide their feedback on their performance in addition to capturing the manager's feedback.

Accessing Performance Review Forms via the Home Page

1. Click the **Home** drop down menu from the upper-left part of the page. Click **Performance Review**.
2. Tasks related to performance steps are listed as To Do items on the Home page and become active links to the form when user input is required.

The screenshot displays the Montefiore Einstein Home page. At the top left, the logo and 'Home' dropdown menu are visible. The dropdown menu includes options: Home, Company Info, Feedback, Goals, My Employee Profile, Performance Check-In, and Performance Review. A search bar on the top right contains the text 'Search for actions or people'. Below the header is a banner image of a modern building with the text 'Good evening!'. Underneath the banner is a 'Quick Actions' section with three buttons: 'View My Profile', 'View Reminders', and 'View Favorites'. Below this is another 'Quick Actions' section with six buttons: 'View My Profile', 'View Favorite Reports', 'View Admin Alerts', 'View My Learning', 'View Report Center', and 'View Tile Reports'. At the bottom, the 'For You Today' section features two task cards. The first card, 'Review Your Performance Employee Self Assessment', is highlighted with a blue arrow and includes the text '2024 Performance Feedback Form' and 'No due date'. The second card, 'Finish Your Profile', shows 'You have completed 7%' and 'Why not update it now?'.

Accessing Performance Review Forms via the Inbox

- Upon logging in to SAP SuccessFactors, you will see the **Home page**. Click the **Home** dropdown menu from the upper-left part of the page.
- Click **Performance Review**
- From the Home page, another way to access the performance review is by clicking the **Performance Tile** on the Homepage.
- You will be directed to your performance **Inbox**. Click on the form link to access the form.

The screenshot shows the SAP SuccessFactors Performance Review Inbox interface. At the top, the user is logged in as 'Montefiore Einstein' and is viewing the 'Performance Review' section. A search bar is available for actions or people. The left sidebar shows 'My Forms' with categories: All Forms, In Progress, Inbox (selected), En Route, Completed, Create Folder, and Unfiled. The main area is titled 'Inbox' and contains filters for Template, Current Step, Group, Employee, Personnel Area, and Organizational Unit. A 'Go' button is present. Below the filters is a table of forms.

Title	Employee	Current Step	Date Assigned	Step Due Date	Form Start Date
2024 Performance Feedback Form for		Employee Self Assessment	03/25/2024		01/01/2024

Performance Page Folders

Under the Reviews tab, you can access In-Progress and Completed Forms.

- **All forms** - Shows all of your performance forms
- **In Progress:**
 - **Inbox** - Manages all the forms requiring your input.
 - **En Route** - Stores read-only copies of all the active forms you have worked on and sent to other people for action.
- **Completed** - Stores read-only copies of all the active forms you have worked.

The screenshot displays the Montefiore Einstein Performance Review interface. At the top, the logo 'Montefiore Einstein' is on the left, and 'Performance Review' with a dropdown arrow is on the right. Below the logo, there are two tabs: 'Reviews' (active) and 'Team Overview'. The main content area is divided into two sections. On the left is a sidebar titled 'My Forms' containing a list of folders: 'All Forms', 'In Progress' (with a dropdown arrow), 'Inbox' (highlighted with a blue bar), 'En Route', 'Completed' (with a dropdown arrow), 'Create Folder' (with a folder icon), and 'Unfiled'. On the right is the 'Inbox' section, which includes three filter dropdowns: 'Template:' (set to 'All'), 'Current Step:' (set to 'All'), and 'Group:' (set to 'All'). Below these is a 'Campus:' dropdown (set to 'All'). At the bottom of the 'Inbox' section is a table titled 'Forms' with a header row containing a checkbox and the text 'Title'. Below the header, there is one row with a checkbox and the text '2024 Performance Feedback Form for'.

Performance Process Flow Route Map

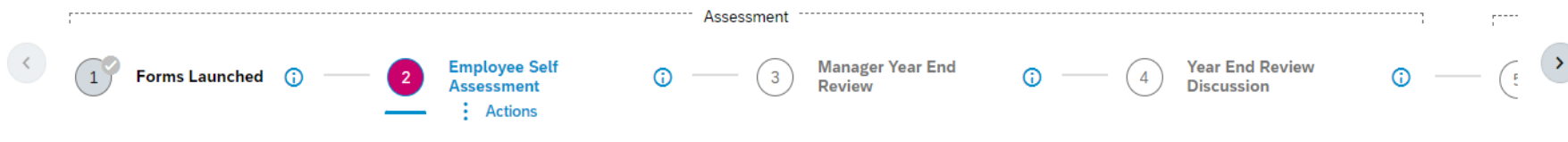
The route map shows the order of the steps performance forms follow.

Modify Stage	
1	Forms Launched <i>User</i>
2	Employee Self Assessment <i>Employee</i>
3	Manager Year End Review <i>Manager</i>
4	Year End Review Discussion <i>Manager</i>

Signature Stage	
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Route Map

Hide



Performance Form Steps

The route map shows the order of the steps performance forms follow.

The Route Map will be viewable at the top of the form. Check marks indicate that a step is complete, and the current step number is highlighted in pink.



Performance Forms will go through the following steps after they are launched:

1. Employee Self-Assessment
2. Manager Year End Review
3. Year End Review Discussion (Employee and Manager)
4. Employee Acknowledgement

Performance Form Sections

Employee Information

Employee Information

Last Name [Redacted] First Name [Redacted]
Title HR Project Manager Organizational Unit [Redacted]
Personnel Area [Redacted]

Review Information

Shows the Originator who launches the form, the review period, and due date.

Review Information

Originator: [Redacted]
Review Period: 01/01/2024 - 12/31/2024
Due Date: 12/31/2024

Goals Section

Performance Goals and Development Goals will automatically populate in this section.

Expand All Collapse All

Goal	Action
Test	
In Progress	
Test	
Goal Details Achievements Other Details	
Development Goal Name	Test
Comments	Status
Due Date	12/31/2024
In Progress	

Goal	Action
Test 2	
Not Started	
Test 2	
Goal Details Achievements Other Details	
Development Goal Name	Test 2
Comments	Status
Due Date	12/31/2024
Not Started	

Job Competencies

aligned to the role

Competencies (50%)

Describe how the Employee performed in relation to the competencies aligned to their role. Consider the following: What was notable? How did demonstrating these competencies improve their work? Which competencies need more attention? Which competencies has the Employee shown progress/improvement?

[Show More](#)

Expand All Collapse All

Competency

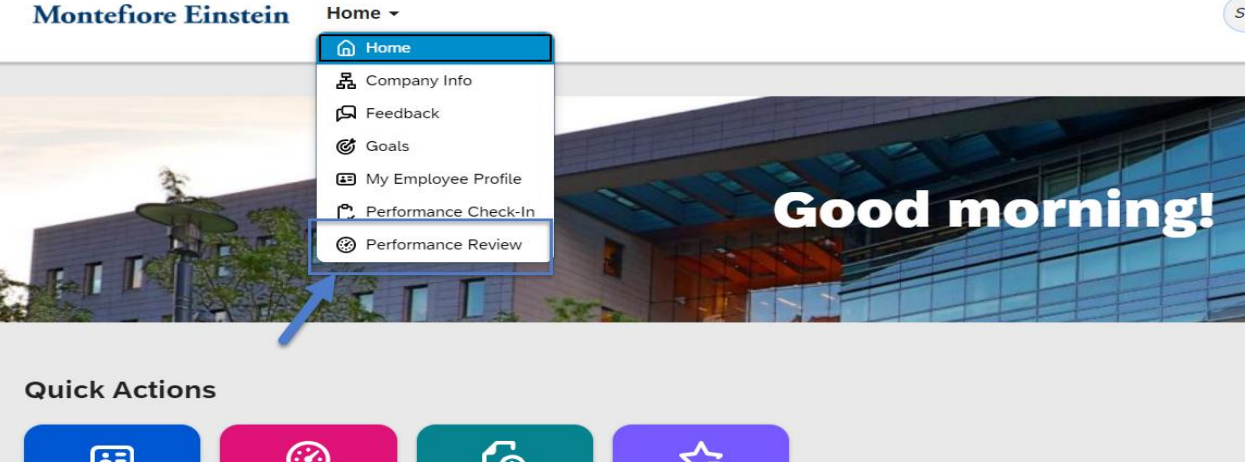
> Overall Competency Rating

Comment Sections

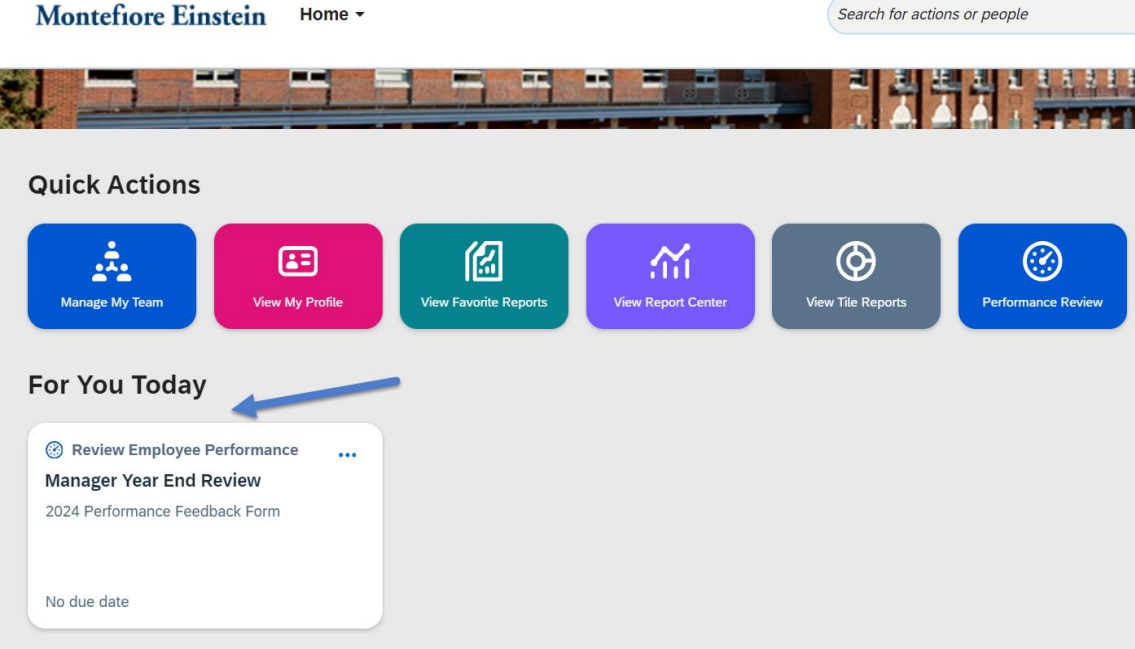
Multiple areas for employees and managers to comment

Manager Performance Review

1. Select **Performance Review** from the **Home** drop down
2. Click on the **2024 Performance Feedback Form** for a direct report (when in the Manager Year End Review step)



Montefiore Einstein Performance Review Search for actions or people



Inbox

Template: All | Current Step: All | Group: All | All or Reports Only: All Employees

Employee: Search for employee | Personnel Area: All | Organizational Unit: All | Campus: All

Go

Title	Employee	Current Step	Date Assigned	Step D
2024 Performance Feedback Form for		Manager Year End Review	04/29/2024	

Ratings and Comments

1. **Complete the ratings and comments** in the Competency and Performance Goal sections
2. Add manager overall comments
3. Click **Submit for Next Step** button

Montefiore Einstein Performance Review

Back to: Inbox

2024 Performance Feedback Form for

Changes saved. Actions History

Route Map Employee Information Review Information Job Responsibilities Performance Goals (50%) Development Goals Competencies (50%) Overall Evaluation

PMGM Testing Process

Achieved

PMGM test process as per SAP standards

1

Goal Name	Achievements	Other Details
Goal Name	PMGM Testing Process	Goal Description (SMART) PMGM test process as per SAP standards
Due Date	12/31/2024	Due Date 12/31/2024
Status	Achieved	

CPM Test process

Achieved

CPM test process as per SAP standards

Overall Evaluation Comments

Appraiser's Overall Evaluation Comments

B i U | [Rich Text Editor Icons] | Size

2

3

Cancel Save and Close Get Feedback **Submit for Next Step**

Manager Meets with Employee Step

Montefiore Einstein Performance Review Search for actions or people

[Reviews](#) [Team Overview](#)

Back to: En Route Currently with Grace Griffin

2024 Performance Feedback Form for PHANI BETHAMSETTY

PHANI BETHAMSETTY ✓ 0 Incomplete Items 0 0 Supporting

[Route Map](#) [Employee Information](#) [Review Information](#) [Job Responsibilities](#) [Performance Goals \(50%\)](#) [Development Goals](#) [Competencies \(50%\)](#) [Overall Evaluation](#) More

Route Map

Assessment

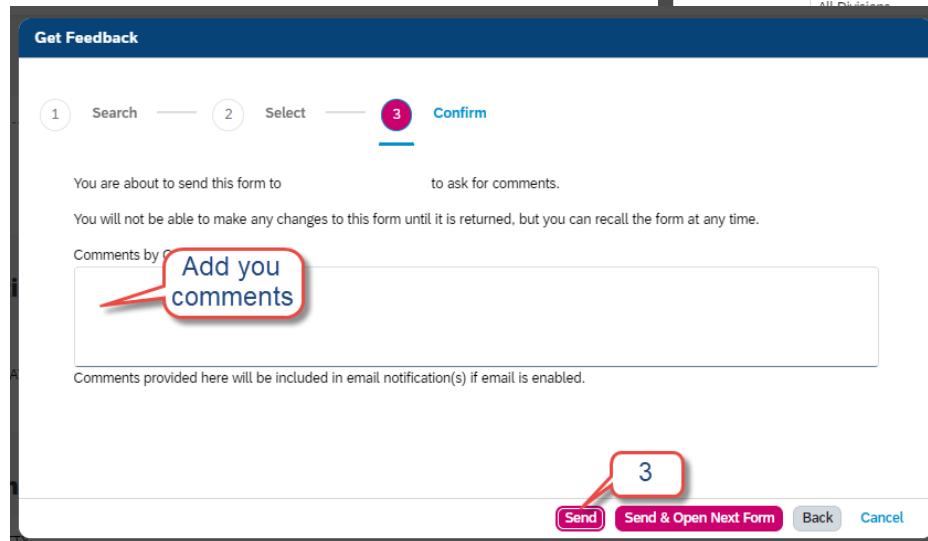
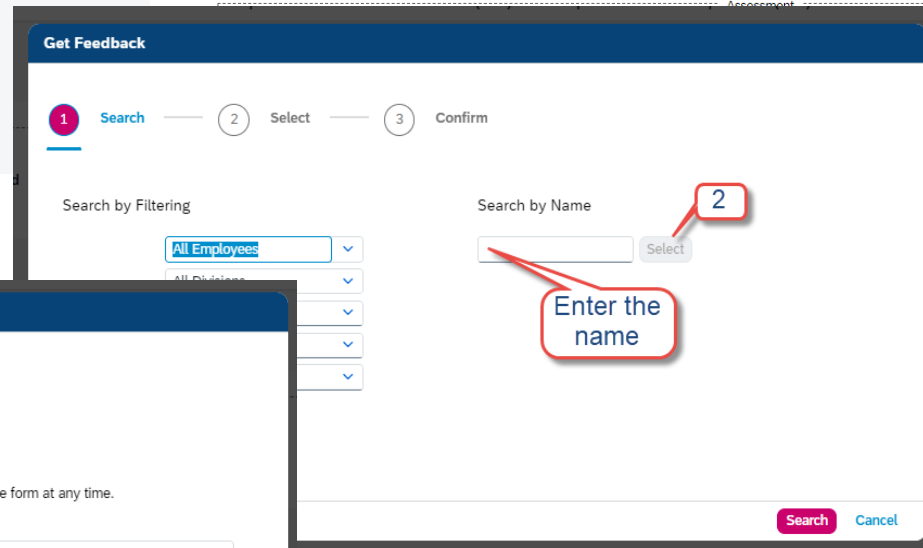
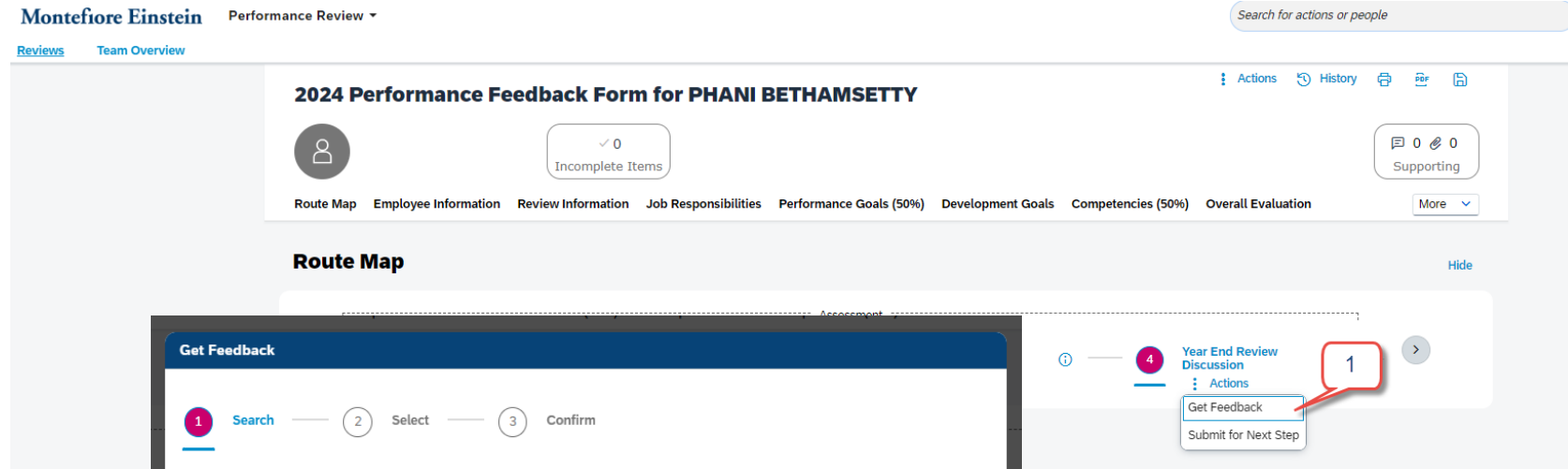
1 Forms Launched 2 Employee Self Assessment 3 Manager Year End Review 4 Year End Review Discussion

Requesting Feedback From the Form

There are **two methods** to request feedback while you are writing an employee's review.

Get Feedback (to solicit feedback from others participating in the Einstein Performance Feedback Program).

1. Click **Get Feedback**
2. Select who to send the request to
This feedback will appear on the final form and is effective for matrix management reporting relationships (the employee reports to more than one supervisor) or when an employee transferred to a different manager during the performance period.

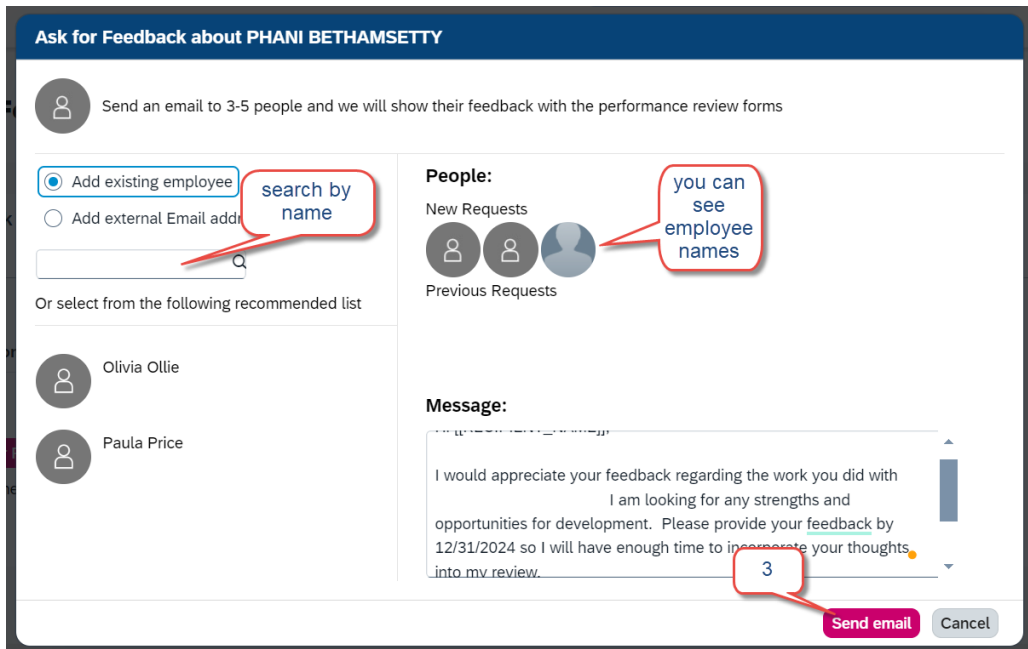
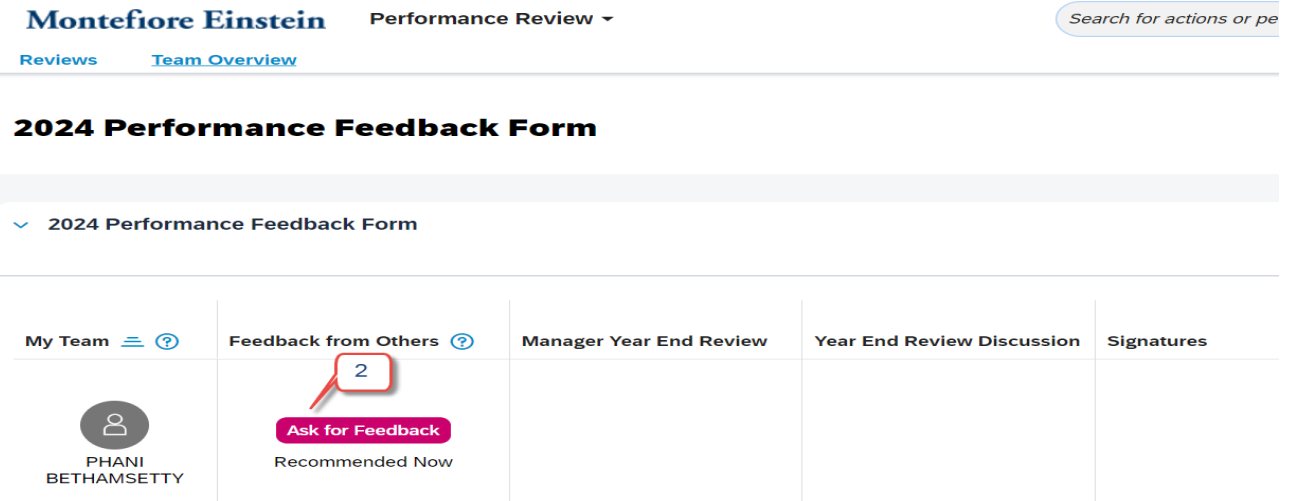
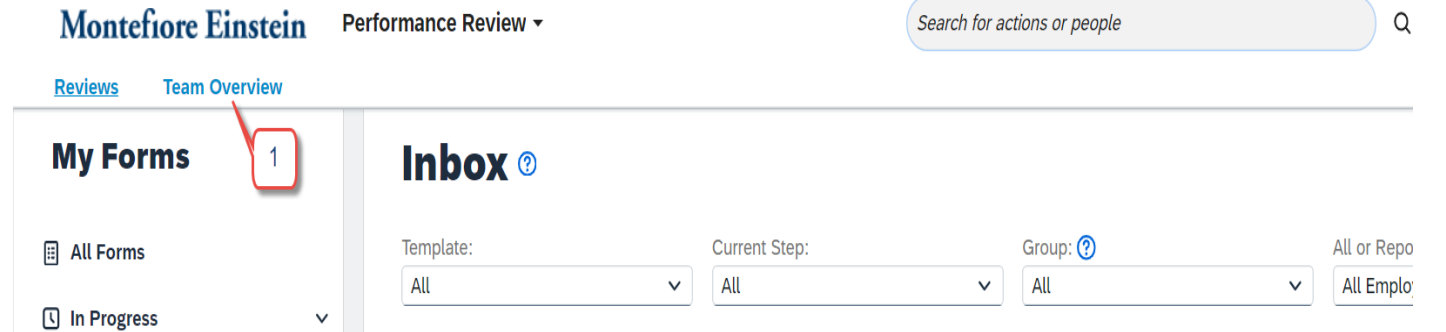


Requesting Feedback From the Form

There are **two methods** to request feedback while you are writing an employee's review.

Team Overview

1. Select **Team Overview**
2. Select **Ask for Feedback** and send this request to one or more internal and external people (regardless of their participation in the Einstein Performance Feedback Program.)



For Additional Information:

Visit the **Performance Feedback Program** section of the **Learning Network** intranet site for additional training resources.

For questions related to the Performance Feedback Program or using the SuccessFactors system, please email: einstein-performancefeedback@einsteinmed.edu



Albert Einstein College of Medicine