SAP SuccessFactors



How to Complete a CPM Planning Form

Performance Planning is an opportunity for supervisors and employees to work together to establish goals and to develop a pathway for employee success. Performance Planning is a multi-step process that starts at the beginning of the performance year.

SELECT EMPLOYEE'S FORM Click on "Performance" in the Home menu.

 Click on link for the employee's form for whom you want to create a goal. Anytime during the form creation, you can "Save and Close" to keep your work without moving it to the next step.



ADD GOALS

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- Click on "Goals" or scroll down to the Goals section of the form.
- Click "+" to add a goal. Click "Create a New Goal."
- Select method for creating a goal. See "Creating Goals Quick Guide" for more information.
- You must add a minimum of 3 goals two performance based and one behavior based goals.
- The Weight must total 100%.

Originator Review Period: 06/13/2024 - 12/35/2025 Over Date: 20/13/2024		
Goals (100.0%)		(Cancel) (Save and Close) there and Saved Saved Saved (Internet In
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R Creat	te from Library	t to your doal plan

reate Performance Goal		
Goal Name*:*		
		500 characters left Legal Scan
How will it be measured?:	*	
		4000 characters left Legal Scan
Start Date: *		
Jun 17, 2024	8	
Jun 17, 2024 Due Date:*	8	
Jun 17, 2024 Due Date:* Dec 31, 2025	8	
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REVIEW

- Review Planning Form.
- Check for incomplete items.
- Revise as necessary.

SEND TO 2ND LEVEL EVALUATOR

• When you are finished reviewing the form, click "Save and send to 2nd Level Evaluator."

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• A confirmation screen opens. You must select "Save and Send to 2nd Level Evaluator" again for the form to move to the next step in the Route Map.



