SAP SuccessFactors

Planning Process: 2nd Level Evaluator Role

Rule 10.4 of the State Civil Service Rules outlines the responsibilities of the 2nd Level Evaluator in the CPM process. The 2nd Level Evaluator must concur with and approve the performance planning form and the performance evaluation form prepared by the Evaluating Supervisor.

NAVIGATE TO FORM

You can find your form either by:

- Clicking on "Performance" in the Home menu. Open the correct CPM form in your inbox.
- On the dashboard, in the "For you Today" section, you will see forms to review. Click "Go to Form."



2

1

REVIEW GOALS

- Click "Goals" or scroll down to the "Goals" section of the form to review the goals created for the employee.
- While the system requires a minimum of 3 goals for the form to be routed, it does not analyze the goal category. You must manually check the goals to ensure that there are at least 2 performance-based goals and 1 behavior-based goal in the planning.

| SAP SuccessFact | ors 🌉 Performance 🕶 | | Sei | arch for actions or people | | ٩ | ଁ | ß | ۵ | ш |
|--|---|---------------------------|------------------|----------------------------|-----------|-----------|---|------------|----|---|
| views Team C | Overview | | | | | | | | | |
| Back to: Inbox | | | | | : Actions | 5 History | | R , | B | |
| 2025 Perf | ormance Planning for | | | | | 0 | v | - | 20 | |
| 8 | ▲ 3 | _ | | | | | | | | |
| Route Map Intr | roduction Employee Information Review Dates | Planning Discussion Goals | | | | | | | | |
| Goals (10 | 0.0%) | | | | | | | | | |
| Performance Create 5 elearn Goal status not tra Number of classes | ing classes acked 50.0% of total score | | | | | | | | | |
| Goal Details | | | | | | | | | | |
| How will it be measured? Start Date | Number of classes 06/17/2024 | | Type Due Date | Department 12/31/2025 | | | | | | |
| Performance | o tutorials by the end of the performance yea | r | | | | | | | | |
| Goal status not tra | acked 40.0% of total score | | | | | | | | | |
| Goal status not tra Number of videos | acked 40.0% of total score | | | | | | | | | |
| Goal status not tra Number of videos | cked 40.0% of total score | | | | | | | | | |
| Goal status not tra Number of videos Goal Details How will it be measured? | cked 40.0% of total score | | Type Due Date | Department 12/31/2025 | | | | | | |

When reviewing goals, consider these questions:

- Do the goals for this employee align with organizational goals?
- Do the goals for this employee align with the employee's position description?
- Are the goals for this employee SMART (Specific -Measurable -Attainable -Relevant - Timebound)?



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APPROVAL

4

- If you do <u>NOT</u> approve of the planning form, click "Save Back to Evaluating Supervisor."
- The next screen asks you to confirm your selection. You must click on "Send Back to Evaluating Supervisor" again for the form to be returned.
- If you <u>DO</u> approve of the planning form, click "Save and Send to Planning Discussion."
- The next screen asks you to confirm your selection. You must click on "Send to Planning Discussion" again for the form to be returned.



Once you approve the form, several actions occur:

- The form is sent to BOTH the supervisor and employee simultaneously.
- The state of the Goal Plan changes to APPROVED. Goals cannot be added, edited, or deleted.

