

HR825

SAP SuccessFactors 360 Reviews Administration

COURSE OUTLINE

Course Version: 2311

Course Duration:

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Typographic Conventions

American English is the standard used in this handbook.

The following typographic conventions are also used.

This information is displayed in the instructor's presentation



Demonstration



Procedure



Warning or Caution



Hint



Related or Additional Information



Facilitated Discussion



User interface control

Example text

Window title

Example text

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Course Overview

TARGET AUDIENCE

This course is intended for the following audiences:

UNIT 1

Introducing the Course

Lesson 1: Introducing the Course

Lesson Objectives

After completing this lesson, you will be able to:

- Describe the general information about the course

UNIT 2

Introducing SAP SuccessFactors 360 Reviews Administration

Lesson 1: Describing 360 Reviews

Lesson Objectives

After completing this lesson, you will be able to:

- Describe the purpose and goals of 360 Reviews

Lesson 2: Managing Competency Libraries

Lesson Objectives

After completing this lesson, you will be able to:

- Discuss competency libraries, and how to create, delete, and modify competencies in a library

Lesson 3: Configuring Job Families and Roles

Lesson Objectives

After completing this lesson, you will be able to:

- Describe and configure job families and roles

Lesson 1: Configuring Rating Scales

Lesson Objectives

After completing this lesson, you will be able to:

- Create, copy, and edit a rating scale

Lesson 2: Configuring Route Maps

Lesson Objectives

After completing this lesson, you will be able to:

- Create, copy, and edit a route map

Lesson 3: Creating 360 Reviews Form Templates

Lesson Objectives

After completing this lesson, you will be able to:

- Add a 360° review form to the instance and copy the form

Lesson 1: Configuring General Settings of a 360 Reviews Form

Lesson Objectives

After completing this lesson, you will be able to:

- Review the fields in general settings and attach a route map and rating scale to the form

Lesson 2: Editing 360 Reviews Form Sections and Fields

Lesson Objectives

After completing this lesson, you will be able to:

- Review 360 Review form sections and fields, and modify the sections and fields in the form template

Lesson 3: Describing Form Template Settings

Lesson Objectives

After completing this lesson, you will be able to:

- Describe the additional settings located in form template settings

Lesson 1: Launching 360 Reviews Forms

Lesson Objectives

After completing this lesson, you will be able to:

- Review testing the form template and practice launching 360 review forms using two different methods

Lesson 2: Managing the Process

Lesson Objectives

After completing this lesson, you will be able to:

- Describe methods of managing the review process and organizational changes in Admin Center

UNIT 6

Detailing 360 Reports and Executive Reviews

Lesson 1: Generating Detailed 360 Report

Lesson Objectives

After completing this lesson, you will be able to:

- Enable and view Detailed 360 Report

Lesson 2: Viewing Progress with 360 Executive Review

Lesson Objectives

After completing this lesson, you will be able to:

- Enable and view 360 review form completion progress in 360 Executive Review page

UNIT 7

Configuring Form Template Settings in 360 Reviews

Lesson 1: Describing Form Template Settings in 360 Reviews

Lesson Objectives

After completing this lesson, you will be able to:

- Describe Form Template Elements and Description