

SAP SuccessFactors Calibration Administration

COURSE OUTLINE

Course Version: 2311 Course Duration:

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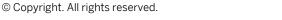
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Typographic Conventions

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	1 2 3
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:



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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 Calibration Administration

Lesson 1: Describing Calibration

Lesson Objectives

After completing this lesson, you will be able to:

• Describe the purpose and goals of calibration

Lesson 2: Adding and Modifying Calibration Route Maps

Lesson Objectives

After completing this lesson, you will be able to:

• Configure a route map for calibration

Lesson 3: Adding Form Templates Compatible with Calibration

Lesson Objectives

After completing this lesson, you will be able to:

• Add and edit performance and compensation templates



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UNIT 3 Configuring Calibration

Lesson 1: Configuring Performance Form Sections for Calibration

Lesson Objectives

After completing this lesson, you will be able to:

• Discuss and configure the different summary sections on a performance form that would be available as calibration elements

Lesson 2: Using a Calibration Template

Lesson Objectives

After completing this lesson, you will be able to:

• Create and configure the calibration template

Lesson 3: Configuring the Calibration Sessions

Lesson Objectives

After completing this lesson, you will be able to:

• Create the calibration session



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UNIT 4 Managing Calibration

Lesson 1: Launching Calibration Sessions

Lesson Objectives

After completing this lesson, you will be able to:

• Launch one calibration session at a time and launch mass sessions

Lesson 2: Managing Calibration Settings

Lesson Objectives

After completing this lesson, you will be able to:

Describe and configure calibration settings

Lesson 3: Removing Subjects from Calibration Sessions

Lesson Objectives

After completing this lesson, you will be able to:

• Grant permissions and use the Calibration Admin Tool

Lesson 4: Managing Calibration as the End-User

Lesson Objectives

After completing this lesson, you will be able to:

- Create Manager Calibration Sessions
- Describe the calibration views as an end-user

UNIT 5 Using Table Reports in Calibration

Lesson 1: Creating Table Reports for Calibration

Lesson Objectives

After completing this lesson, you will be able to:

• Create Table Reports for Calibration.



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