# HR827

## SAP SuccessFactors Performance Management 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:

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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

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# UNIT 2 Exploring Performance Management

## Lesson 1: Describing SAP SuccessFactors Performance Management

### Lesson Objectives

After completing this lesson, you will be able to:

- Describe the purpose and goals of performance management

## Lesson 2: Creating Competencies

### 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: Creating Job Families and Roles

### Lesson Objectives

After completing this lesson, you will be able to:

- Describe and configure job families and roles

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# UNIT 3 Setting Up Form Template

## Lesson 1: Defining Terminology

### Lesson Objectives

After completing this lesson, you will be able to:

- Define the rating scale terminologies

## Lesson 2: Creating Rating Scales

### Lesson Objectives

After completing this lesson, you will be able to:

- Create, copy, and edit a rating scale

## Lesson 3: Adding and Modifying Route Maps

### Lesson Objectives

After completing this lesson, you will be able to:

- Create, copy, and edit a route map

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# UNIT 4 Managing Performance Form Templates

## Lesson 1: Describing Performance Form Templates

### Lesson Objectives

After completing this lesson, you will be able to:

- Describe PMv12A form templates and the historical evolution from the legacy versions

## Lesson 2: Adding Templates from the SuccessStore or Based on an Existing Template

### Lesson Objectives

After completing this lesson, you will be able to:

- Add a PMv12 Acceleration form template to the instance and duplicate a form template

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# UNIT 5 Configuring Form Template

## Lesson 1: Configuring General Settings

### Lesson Objectives

After completing this lesson, you will be able to:

- Review the fields in general settings, attach a route map and rating scale to the form, turn on switches for buttons in Form Template Settings, and permission the buttons

## Lesson 2: Editing Fields and Sections

### Lesson Objectives

After completing this lesson, you will be able to:

- Define the components of sections and fields and modify the sections and fields in the performance form template

## Lesson 3: Modifying Form Template Settings

### Lesson Objectives

After completing this lesson, you will be able to:

- Discuss the additional settings located in form template settings

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# UNIT 6 Managing Performance Cycle

## Lesson 1: Creating a Launch Form Schedule

### Lesson Objectives

After completing this lesson, you will be able to:

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

## Lesson 2: Managing the Performance Cycle Process

### Lesson Objectives

After completing this lesson, you will be able to:

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

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# UNIT 7 Exploring SAP SuccessFactors Continuous Performance Management (CPM)

## Lesson 1: Activating SAP SuccessFactors Continuous Performance Management

### Lesson Objectives

After completing this lesson, you will be able to:

- Introduce and activate SAP SuccessFactors Continuous Performance Management

## Lesson 2: Setting Permissions for SAP SuccessFactors Continuous Performance Management

### Lesson Objectives

After completing this lesson, you will be able to:

- Set Permissions for SAP SuccessFactors Continuous Performance Management

## Lesson 3: Configuring SAP SuccessFactors Continuous Performance Management

### Lesson Objectives

After completing this lesson, you will be able to:

- Configure SAP SuccessFactors Continuous Performance Management

## Lesson 4: Using SAP SuccessFactors Continuous Performance Management to Increase Work Performance

### Lesson Objectives

After completing this lesson, you will be able to:

- Use SAP SuccessFactors Continuous Performance Management to increase work performance

## Lesson 5: Introducing Continuous Feedback

### Lesson Objectives

After completing this lesson, you will be able to:

- Introduce Continuous Feedback

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# Lesson 6: Integrating SAP SuccessFactors Continuous Performance Management

## Lesson Objectives

After completing this lesson, you will be able to:

- Integrate SAP SuccessFactors Continuous Performance Management


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