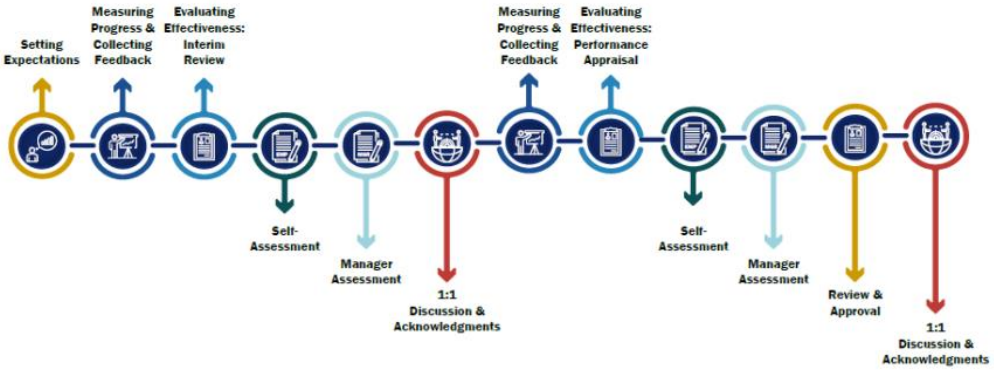
How to: View Goals/Competencies

Indiana State Personnel Department



Review Goals for Entire Division

- Click here to open your SuccessFactors Home page.
- Click "View Tile Reports" (see *Fig. 1*)
- Click "My Team's Goal Status"
- Click the Filter Button at the Top Right (see *Fig. 2*)
- Under Report Type, select "Other Filters"
- Under Goal Plan, choose "By My Selection" and check "Performance Goal Plan" for current year.
- Click "Done"
- Click "Apply Filters"
- Click "Select All"
- Click the Download Button (see *Fig. 3*) & Download to your Preferred Method

Review Competencies

Option 1: Click here to open your SuccessFactors Home page.

- Click "Manage My Team" Tile (see *Fig. 4*)
- Click "Links" (see *Fig. 5*)
- Click "Profile"
- Click "Show More" in the top Personal Information Section (See *Fig. 6*)
- Click the "Job Code" blue hyperlink (see *Fig. 7*)
- Scroll down the Job Profile to the Competencies Section (definitions appear if you click the down triangle)

Option 2: Click here to open your SuccessFactors Home page.

- Type "Manage Job Profiles" in the search bar at the top right
- Select the Job "Family" (see *Fig. 8*). Cheat Sheet here based on classification
- Click "Go"
- Select appropriate Job Profile
- Scroll down the job profile to the competencies section
    - Definitions appear if you click the down triangle (see *Fig. 9*)

Additional Resources: JAM IMC INSPD

Figures:

Fig. 1

Fig. 2

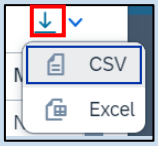


Fig. 3

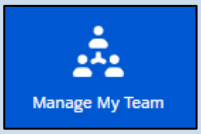


Fig. 4

Fig. 5

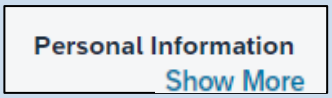


Fig. 6

Fig. 7

Fig. 8

Fig. 9