

SuccessFactors

PRiSM- Mid Year Review Process (Employee & Manager)

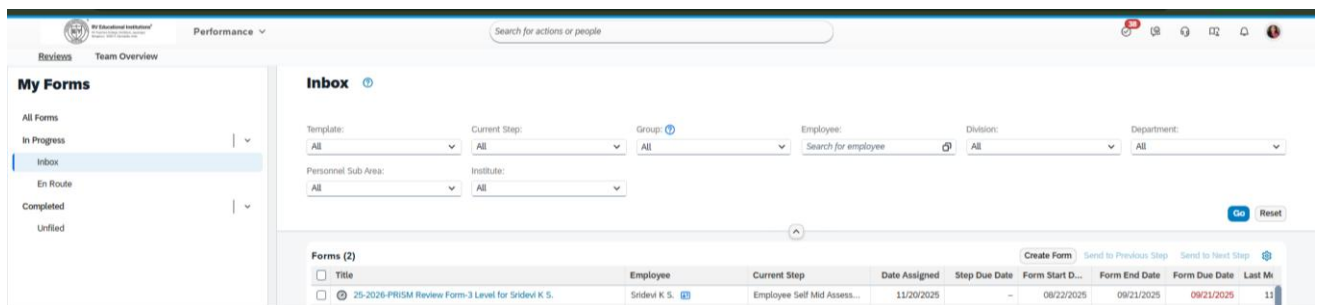
Employee Activity: Mid Year Self Assessment

Login to SuccessFactors – Home Page – New section will popup

User Manual – Goals & Performance Management



Click on the Employee Self Mid Assessment has highlighted then it will navigate to below screen



Once you click on the form, you can view the sections in the left side of the form:

User Manual – Goals & Performance Management

The screenshot displays the '25-2026-PRISM Review Form-3 Level for Sridevi K S.' in the Performance Manager system. The interface includes a sidebar with navigation options like 'Route Map', 'Employee Information', 'Review Dates', 'Employee Talent Portal Details', 'Goals', 'Competency', and 'Mid Year Review'. The main content area shows the 'Route Map' with 'Current Step: Employee Self Mid Assessment' and 'Next Step: Manager Mid Year Assessment'. Below this, the 'Employee Information' section lists details such as Last Name (K S), First Name (Sridevi), Title (Senior Manager), Department (HRM (3146)), Job Code (Senior Manager (278)), Manager (Cauvery N K), Division (RV Information Centre (3002)), Gender (F), Username (6779), Email (sridevis.rvc@rvel.edu.in), and Personnel Sub Area (Non Vacation (1001)). The 'Review Dates' section shows the Originator (Sridevi K S, (6779)), Review Period (08/22/2025 - 09/21/2025), and Due Date (09/21/2025). The 'Employee Talent Portal Details' section lists activities like 'Invited Talk Delivered', 'Workshop Seminar Details', 'Consultancy Details', and 'Research Project', all marked as 'MDF_BLOCKS'. A 'Submit Mid Year Review' button is visible at the bottom right.

Self Mid Assessment Activity by Employee

Go to **Mid-Year Review** in the section list and click on “**Section Comments**” under Mid-Year Review Section to provide consolidated Mid Self-Assessment details.

Note: No Goal wise comments, only one consolidated comment for the Mid-Year review by employee.

This screenshot shows the 'Mid Year Review' section of the '25-2026-PRISM Review Form-3 Level for Sridevi K S.' The sidebar on the left highlights the 'Mid Year Review' option. The main content area is divided into several sections: 'Route Map' showing progress bars for various activities (e.g., Year end activities, Travel Management, etc.); 'Competency' listing skills like 'Creating and Maintaining Networks'; and 'Mid Year Review' which contains instructions for the employee to provide a consolidated self-assessment. The 'Section Comments' section is highlighted, showing a text area for the employee to enter their comments. A 'Submit Mid Year Review' button is located at the bottom right.

Once the Employee complete the Self-Assessment, please click on “**Submit Mid-Year Review**”

The screenshot displays the SAP SuccessFactors Performance Manager interface. The main content area shows the '25-2026-PRISM Review Form-3 Level for Sridevi K S.' with a progress bar and a list of activities. A confirmation dialog box is overlaid on the screen, asking the user to confirm the submission of the form. The dialog box contains the following text: 'Confirmation', 'Click "Submit Mid Year Review" For Manager's further assessment', 'You're about to send this form to the next person specified in the workflow.', 'Send Form Forward to : Cauvery N K.', and a 'Submit Mid Year Review' button. The background interface includes a sidebar with navigation options like 'Route Map', 'Employee Information', 'Review Dates', 'Employee Talent Portal Details', 'Goals', 'Competency', and 'Mid Year Review'. The main content area also features a 'Section Comments' section on the right side.

Activity	Progress
Year end activities :1. Holiday calendar in SAP AND SF 2. Work schedules creation in SAP and SF	5%
Travel Management Module Support	5%
1.New Configurations / developments - Creation of Designation, Department, Division, New company creation, Compensat...	15%
Contribute to : - Create professional presentations for meetings, reviews, and institutional needs - HR Hiring as Interview Pa...	10%
Trainings to attend - to obtain the SFISAP certificates in PMGM , LMS & HR	5%
PRISM Activities - Goal Plan Management, Performance Form Management, System Configuration & Updates, Reports & A...	25%

Confirmation

Click "Submit Mid Year Review" For Manager's further assessment

You're about to send this form to the next person specified in the workflow.

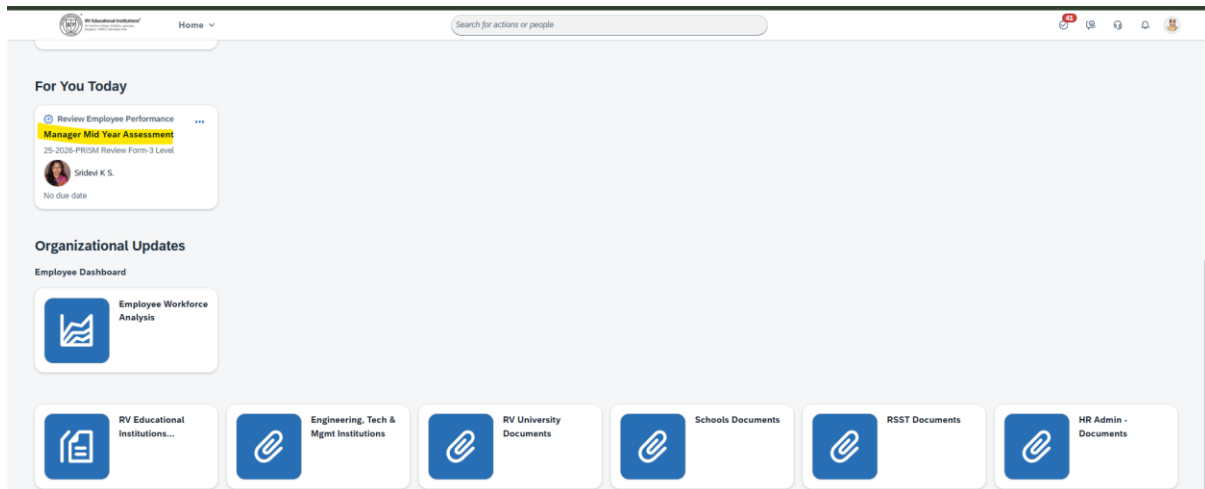
Send Form Forward to : Cauvery N K.

Submit Mid Year Review Cancel

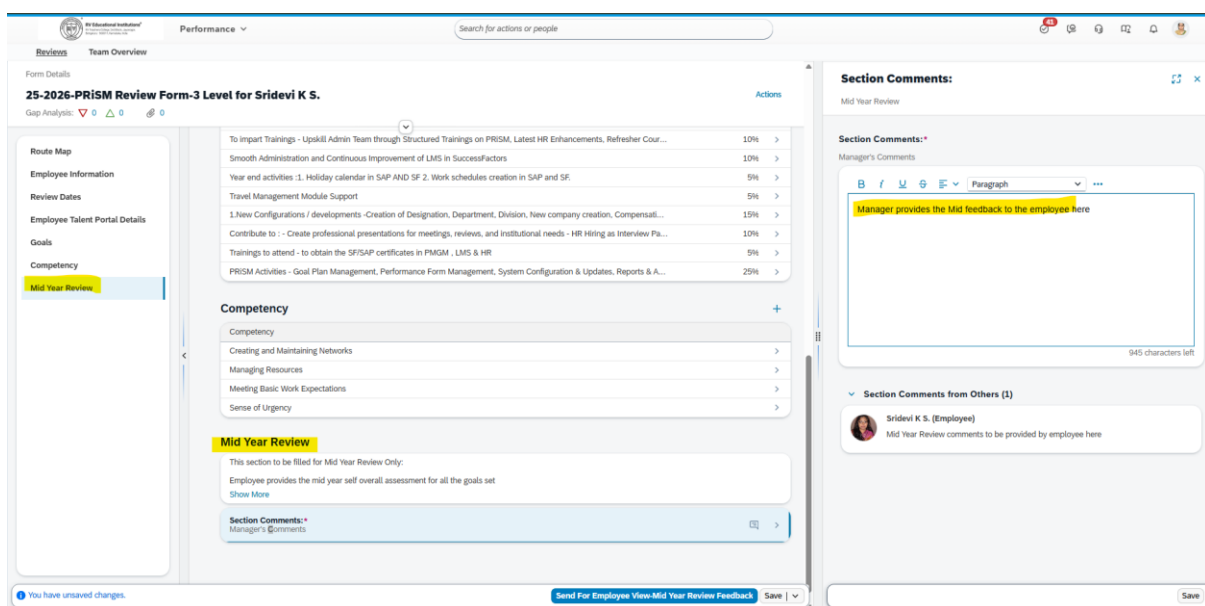
Employee Completes “Self-Mid-Year Assessment”

Manager – Mid-Year Assessment approval process:

Manager receives the tile on the SF Home Page:



Manager provides the Mid-year feedback after reviewing the employee's comments:



Once the Manager completes the Mid-year feedback to the team member, they can click on **“Submit For Employee View-Mid Year Feedback”**

The screenshot shows the '25-2026-PRISM Review Form-3 Level for Sridevi K S.' interface. On the left, there's a sidebar with 'Route Map' and 'Employee Information'. The main area displays a list of activities with progress bars (e.g., 'To impart Trainings - Upskill Admin Team through Structured Trainings on PRISM, Latest HR Enhancements, Refresher Cour...' at 10%). Below this is the 'Competency' section with a list of competencies like 'Creating and Maintaining Networks'. The 'Mid Year Review' section is also visible. A confirmation dialog box is open, stating: 'Click "Send For Employee View-Mid Year" to indicate the Manager Assessment has been completed. You're about to send this form to the next person specified in the workflow. Send Form Forward to: Sridevi K S.' with a 'Send For Employee View-Mid Year Review Feedback' button and a 'Cancel' button. On the right, there's a 'Section Comments' panel with a text area for 'Manager's Comments' and a 'Section Comments from Others (1)' section showing a comment from Sridevi K S. (Employee).

This form reaches to the employee to view the feedback received from the manager:

The below screen is the Employee Homepage: click on the tile to view Manager Mid-Year Feedback:

The screenshot shows the Employee Homepage. At the top, there's a banner with the text 'Go, change the world'. Below the banner is a 'Quick Actions' section with various tiles for tasks like 'Delegate My Workflows', 'Request Time Off', 'View My Profile', 'View Org Chart', 'View My Time Sheet', 'View Admin Alerts', 'View My Learning', 'View Report Center', 'View Tile Reports', 'Monitor Health Helpline', 'Faculty portal', 'View Learning Administration', 'Activate Mobile App', 'View Pending Workflows', 'View Reminders', and 'View Favorites'. The 'For You Today' section shows a notification for 'Review Your Performance' with a highlighted 'Employee view' button and a 'View All (2)' link.

Employee clicks on the highlighted headings to view the Managers feedback:

Performance

Search for actions or people

Reviews Team Overview

Form Details

25-2026-PRISM Review Form-3 Level for Sridevi K S.

Route Map

Employee Information

Review Dates

Employee Talent Portal Details

Goals

Competency

Mid Year Review

Smooth Administration and Continuous Improvement of LMS in SuccessFactors 10%

Year end activities :1. Holiday calendar in SAP AND SF 2. Work schedules creation in SAP and SF. 5%

Travel Management Module Support 5%

1.New Configurations / developments -Creation of Designation, Department, Division, New company creation, Compensati... 15%

Contribute to - Create professional presentations for meetings, reviews, and institutional needs - HR Hiring as Interview Pa... 10%

Trainings to attend - to obtain the SF/SAP certificates in PMGM , LMS & HR 5%

PRISM Activities - Goal Plan Management, Performance Form Management, System Configuration & Updates, Reports & A... 25%

Competency

Competency

Creating and Maintaining Networks

Managing Resources

Meeting Basic Work Expectations

Sense of Urgency

Mid Year Review

This section to be filled for Mid Year Review Only:

Employee provides the mid year self overall assessment for all the goals set

Manager provides the mid year overall assessment for the employee

Show Less

Section Comments:

Subject's Comments

Mid Year Review comments to be provided by employee here

Section Comments from Others (1)

Cauvery N.K. (Manager)

Manager provides the Mid feedback to the employee here

Closure of Mid Year Review Save

Save

Once the Manager's feedback is viewed, the employee to click
“Closure of Mid-Year Review”

Performance

Search for actions or people

Reviews Team Overview

Form Details

25-2026-PRISM Review Form-3 Level for Sridevi K S.

Route Map

Employee Information

Review Dates

Employee Talent Portal Details

Goals

Competency

Mid Year Review

Confirmation

Click "Closure of Mid Year Review" to send this form to HR.
You're about to send this form to the next person specified in the workflow.

Send Form Forward to: RV - HR

Closure of Mid Year Review Cancel

Section Comments:

Subject's Comments

Mid Year Review comments to be provided by employee here

Section Comments from Others (1)

Cauvery N.K. (Manager)

Manager provides the Mid feedback to the employee here

Closure of Mid Year Review Save

Save

This closes the Mid-Year Review process.