

## What is SuccessFactors?

Central to the University of Cincinnati’s commitment to excellence is the transformation to a culture of **talent management**. The goal is to create a high-performing, sustainable organization that meets its strategic objectives. To this end, UC has partnered with SAP SuccessFactors to provide a system for managing major elements of the employee life cycle. From recruitment, to onboarding, to performance and learning, the SuccessFactors platform provides an efficient and streamlined approach for managing our most important asset – our employees.

## Table of Contents

What is SuccessFactors? .....	1
Logging in to SuccessFactors.....	2
Home Page .....	2
Personalizing your Home Page .....	2
“To Do” Tile Section .....	2
“My Team” Tile Section for Managers.....	3
Navigating SuccessFactors .....	3
Your Employee Profile.....	4
Employee & Organizational Information .....	4

### Logging in to SuccessFactors

To access SuccessFactors, visit [www.uc.edu/hr](http://www.uc.edu/hr), click **Tools**, then select **SuccessFactors** from the drop-down menu. Click the **Login to SuccessFactors** icon. On the login screen, enter your UC username and password and then click **Log On** (Figure 1).



Figure 1

### Home Page

The SuccessFactors home page displays “tiles” with additional information that can support your SuccessFactors experience and your role within the university. Click on any tile to see more information and to access additional links and documents.

### Personalizing your Home Page

To personalize your home page, click the drop-down arrow next to your name in the upper right corner and select **Personalize Homepage** (Figure 2).

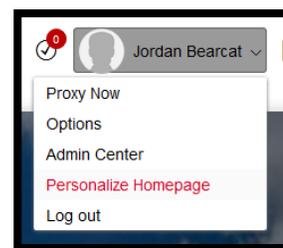


Figure 2

For select tiles, you may click on the push pin icon to either hide or reveal the tile (Figure 3).

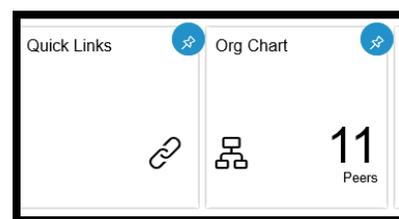


Figure 3

### “To Do” Tile Section

The **To Do** section of tiles provides quick links to items within SuccessFactors that may need your attention, such as completing your employee profile or completing a course in SuccessFactors Learning (Figure 4). Click the tile to access more information and complete the task.

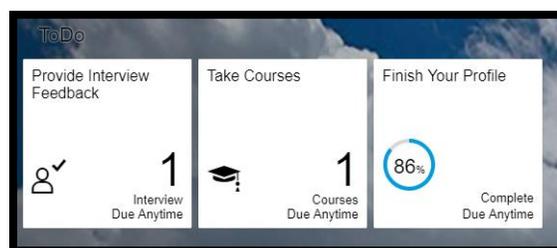


Figure 4

### “My Team” Tile Section for Managers

If you have direct reports, you will also see a section titled **My Team** (Figure 5), providing you quick access to your team’s employee profiles. Click on the tile to see more information, including any actions you may need to take for your team, such as viewing your employee’s learning plans in SuccessFactors Learning (Figure 6).

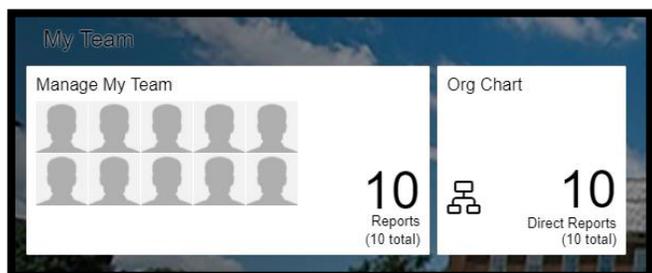


Figure 5

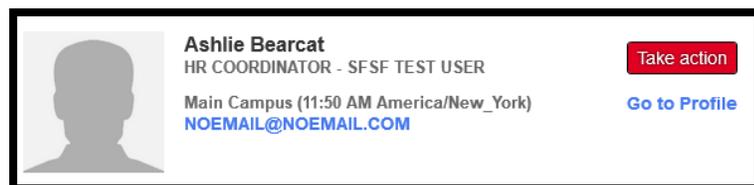


Figure 6

### Navigating SuccessFactors

The navigation menu in the upper-left corner is available as a drop-down menu and displays tools to which you have accessed based on your role in the system (Figure 7).

All users have access to:

- **Home** – returns you to the main page in SuccessFactors from any of the other modules
- **Careers** – view open positions within UC
- **Company Info** – quick access to the university’s organizational chart, beginning with where you fit into the organization
- **My Employee Profile** – allows you to update your personal employee profile
  - Employees with direct reports will see **Employee Files** instead
- **Learning** – access professional development opportunities across the university

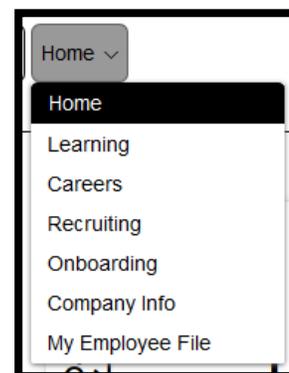


Figure 7

Additional modules may be available to you based upon your role, including:

- **Recruiting** – this module will appear if you are a Position Manager or Search Committee member for an open position, or if you are your department’s Hiring Coordinator
- **Onboarding** – this module is visible to individuals who are responsible for helping to ensure our I-9 verification process is completed, which includes Hiring Coordinators and I-9 verifiers

In the future, all users will also be able to access the **Performance** module, which will facilitate the talent management feedback and evaluation process.

### Your Employee Profile

You can update your own employee profile that can be shared with your colleagues and your manager. To access or update your **Employee Profile**, click the **Home** drop-down in the upper left corner and select **My Employee Profile** from the menu (Figure 8).

- If you have direct reports, you will see **Employee Files** instead (Figure 9).

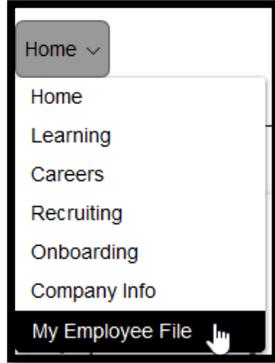


Figure 8

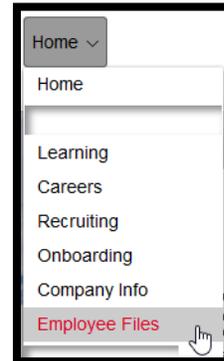


Figure 9

To edit a section, click the pencil icon  next to the section title (Figure 10).

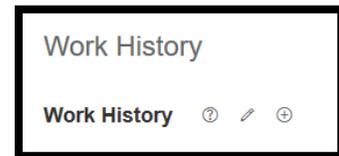


Figure 10

### Employee & Organizational Information

SuccessFactors provides information about your colleagues and your organization. You can search the university directory by typing a name (either first name or last name) into the search field at the upper right of each page (see Figure 11). The system will search the directory as you type. To view the employee's profile, click their name from the results that appear, or from the pop-up box when you hover over the name (Figure 11).

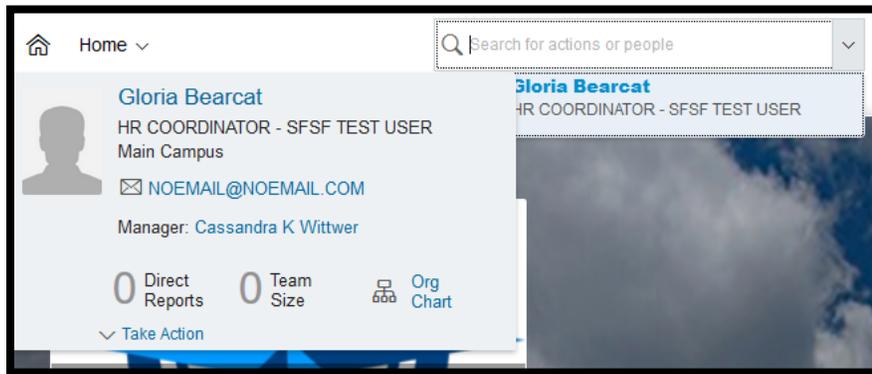


Figure 11