

Use the SuccessFactors mobile app for MyUK Learning and Performance Evaluations:

1. Download SuccessFactors Mobile app for iOS or Android.

SuccessFactors
By SuccessFactors, Inc.
This app is only available on:

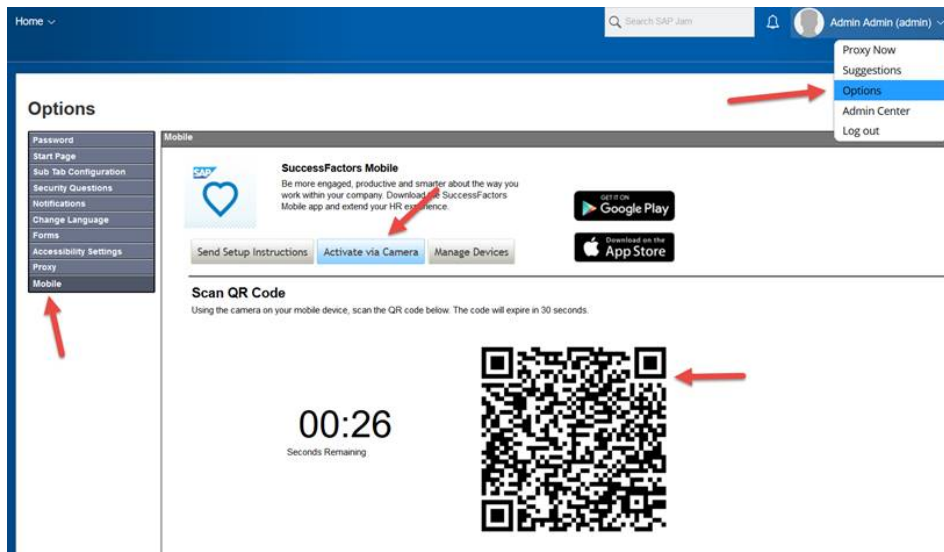


+ This app is designed for both iPhone and iPad

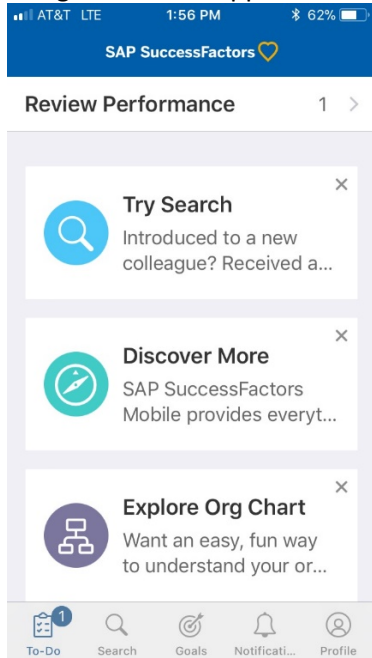
2. Choose the Log in with QR Code option to activate your app:



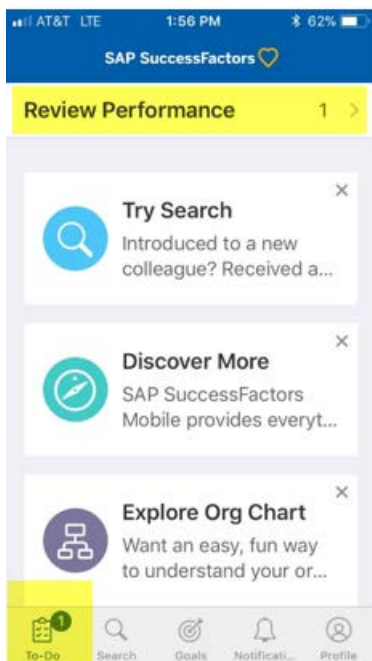
3. Go to myUK and open your PE link via Employee Self Service>Performance Management. On your SuccessFactors home page, go to the Options>Mobile tab and follow instructions to activate your device via camera.



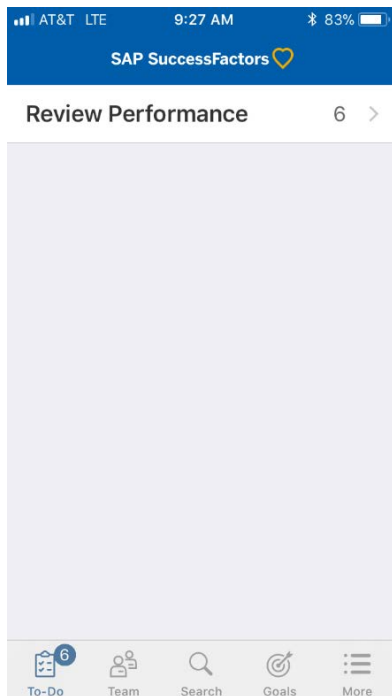
- Once activated, allow a few minutes for the app to sync with UK's SuccessFactors instance. When you open the app, there will be a series of "how-to" items on the checklist to help with navigation of the app:



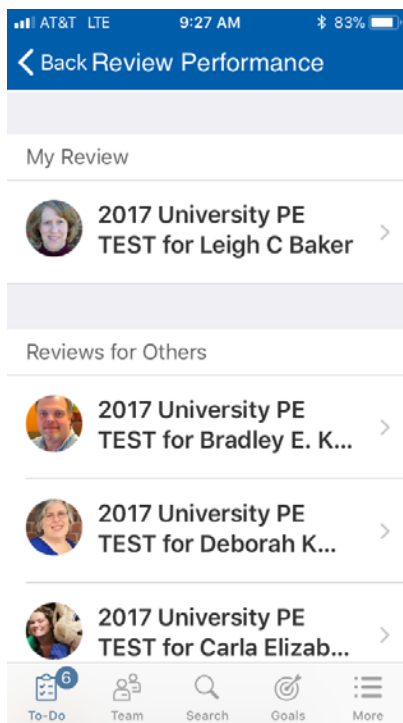
- Your "To Do" list shows pending tasks. To Do item will display in the top bar of the app, or you can tap the To Do icon to see your pending tasks:



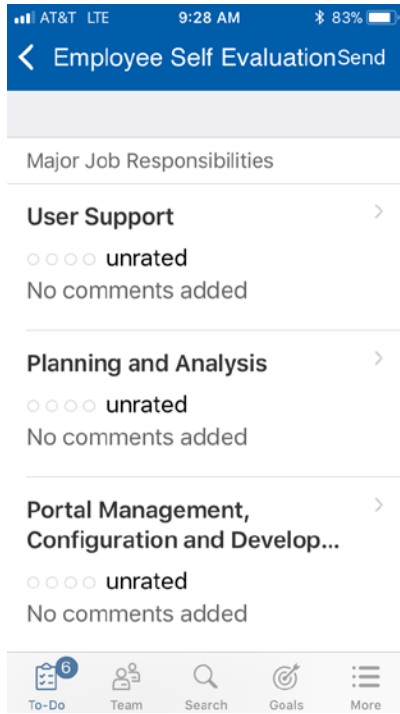
6. During the annual PE period, tap the “Review Performance” bar to open self evaluations and your team evaluations:



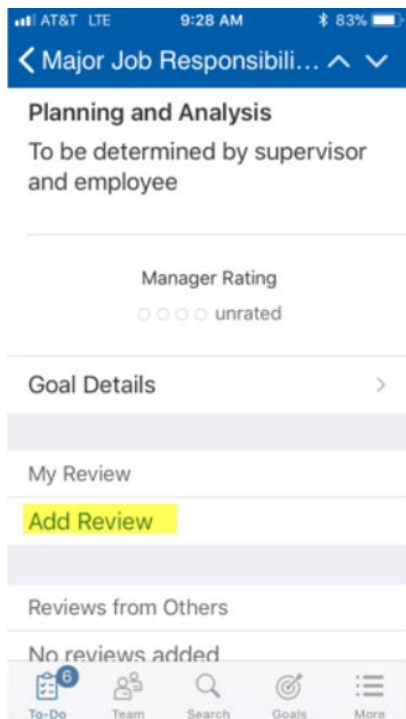
7. You can complete your self-evaluation (“My Review”) and evaluations for your team (“Reviews for Others”) by tapping on the corresponding review item:



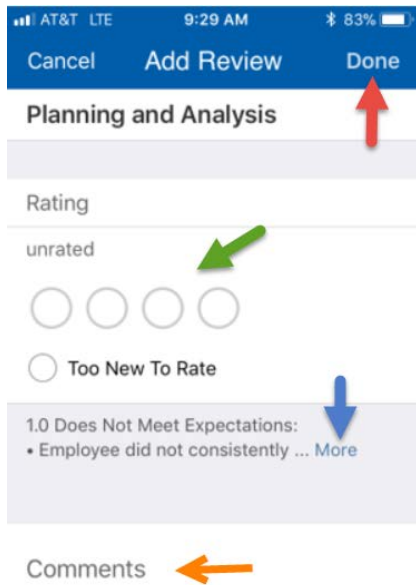
8. When an evaluation is open, the Major Job Responsibilities and Core Competencies will be listed. Tap an MJR/Competency to select that item for rating:



9. Tap "Add Review" to rate and enter comments for the selected MJR/Competency:



10. To rate, tap the circles that correspond to your rating. You can read full rating descriptions by tapping “More” under the rating section. Tap “Comments” to enter comments. Tap “Done” when complete. Repeat these steps to rate the remaining MJRs/Competencies:



11. For a team member evaluation, you will see your overall rating at the end of the evaluation. When you have rated all MJRs/Competencies for your self-evaluation, or for your team, tap “Send” to send the review to the next step:



12. Using the **Learning** option, you can view the myUK Learning assignments and the myUK Learning Catalog for courses that are mobile-enabled. If any of your assignments are web-based and mobile-enabled, you can also complete them using your mobile device.

