



GLOSSARY OF SAP SUCCESSFACTORS PERFORMANCE MANAGEMENT

**A Quick Reference Guide to
SAP Terminologies**

Concept/Term	Definition
Performance Management	A module in SAP SuccessFactors used to assess, manage, and improve employee performance aligned with business goals.
Goal Plan	A document outlining individual, team, or organizational goals. Linked to performance and development plans.
Goal Management	Enables creation, alignment, and tracking of goals. Supports cascading goals to ensure strategic alignment.
SMART Goals	Goals that are Specific, Measurable, Achievable, Relevant, and Time-bound. Encouraged in performance reviews.
Performance Review	A formal process to evaluate employee performance. Includes self, manager, and sometimes peer assessments.

Concept/Term	Definition
Form Template	The blueprint used to create performance forms. Defines layout, sections, rating scales, and workflow.
Route Map	Workflow that defines the stages and participants in a performance or goal process. Can be customized per cycle.
Performance Form	A live document generated from a form template. Used for evaluating and recording performance data.
360-Degree Feedback	A review method that collects feedback from multiple sources – peers, managers, direct reports, and self.
Competency	A skill or behavior required for successful job performance. Rated during reviews and tied to roles.

Concept/Term	Definition
Behavioral Competency	Describes how an employee acts in specific work situations. Often part of the performance form.
Job-Specific Competency	Role-specific skills required to perform a job. Tailored for each job family or role.
Rating Scale	A numerical or descriptive scale used to evaluate performance or competencies. Configured in templates.
Calibration	A process where managers align and normalize ratings. Ensures fairness and consistency across teams.
Calibration Session	A live or virtual meeting to discuss and finalize employee ratings. Often includes HR and leadership.

Concept/Term	Definition
Calibration Template	Defines how the calibration session is conducted. Includes fields, participants, and data visibility.
Stack Ranking	A method to rank employees in a comparative format. Used during calibration to identify top and low performers.
Performance Potential Matrix (9-Box Grid)	A talent tool that maps employees based on performance and potential. Supports succession planning.
Continuous Performance Management (CPM)	A feature for regular check-ins, real-time feedback, and goal updates. Encourages ongoing development.
Activities	Tasks or milestones that support goal achievement. Tracked as part of CPM in real time.

Concept/Term	Definition
Achievements	Key accomplishments linked to goals. Captured during the performance period in CPM.
Check-Ins	One-on-one discussions between manager and employee. Documented in the CPM tool for transparency.
Development Plan	A plan outlining employee growth and learning goals. Can be linked to performance outcomes.
Coaching Advisor	A tool that suggests development activities and content. Based on competency gaps in reviews.
Performance Summary Section	A key part of the performance form summarizing goals, competencies, and ratings. Often editable by managers.

Concept/Term	Definition
Team Overview	Allows managers to view performance data for their teams. Used to track review progress and ratings.
Legal Scan	A feature that flags potentially risky language in comments. Ensures compliance and reduces legal exposure.
Writing Assistant	Helps managers write objective and constructive comments. Offers suggestions to improve quality.
Spell Check	Checks grammar and spelling in review forms. Available within comment fields.
Mass Route	Function to move multiple performance forms to the next workflow step. Saves time in large organizations.

Concept/Term	Definition
Form Inbox	Lists all forms assigned to a user. Includes performance, 360, and goal forms awaiting action.
Form Routing	The movement of a form through workflow steps like self-review, manager review, and finalization.
Due Date	Deadline for completing a performance task or form step. Helps keep review cycles on track.
Late Stage Editing	Allows managers to update forms after the final stage. Used when corrections or new info is needed.
Goal Library	Predefined goals stored in SuccessFactors. Can be imported into goal plans for consistency.

Concept/Term	Definition
Goal Alignment	The process of linking individual goals to organizational goals. Promotes strategic alignment.
Goal Cascading	Top-down sharing of goals from leadership to teams. Helps align efforts across departments.
Team Rater	Enables matrix managers or dotted-line supervisors to provide input on performance.
Anonymous Feedback	Option to collect feedback without revealing the rater's identity. Common in 360 reviews.
Feedback Request	Allows users to request feedback from peers or stakeholders. Integrated in the CPM and 360 processes.

Concept/Term	Definition
Form Launch	The process of creating performance forms based on templates and assigned to employees.
Role-Based Permissions (RBP)	Controls access to data and tools within Performance Management. Ensures security and role compliance.
Form Sections	Individual parts of a performance form, like goals, competencies, or summary. Configurable per template.
Default Rating	A pre-filled score that can be adjusted. Helps speed up reviews and ensures a starting point.
Section Weighting	Assigns value to each form section (e.g., 60% goals, 40% competencies). Impacts final rating.

Concept/Term	Definition
Overall Rating Calculation	The method used to calculate the final performance score. Can be automatic or manual.
Performance History	Record of past review cycles, goals, and ratings. Helps track employee growth over time.
Copy Goal Plan	Feature to replicate a goal plan from one cycle to another. Saves time during new goal setting.
Route Map Step Label	Name of a specific step in the workflow (e.g., Manager Review). Used for clarity and tracking.
Manager Evaluation	The manager's assessment of employee performance. Includes comments, scores, and development notes.