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**SAP Certified Associate - SAP SuccessFactors Performance
and Goals**



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Question: 1

Which attribute sets the editability of a goal plan field when you assign a Team Goal?

- A. The cascade-update="push-down" attribute in field-definition
- B. The allow-group-goal="true" attribute in obj-plan-template
- C. The cascade-update="regular" attribute in field-definition
- D. The configurable="true" attribute in objective-sect

Answer: C

Question: 2

Which of the following are options in the Review Information section of the performance form?

Note: There are 2 correct answers to this question.

- A. Review dates are hard-coded from Form Template Settings.
- B. Only fixed dates set at form template level can be made editable in the section.
- C. Custom elements can be added.
- D. This section type is generally disabled for end users.

Answer: A, D

Question: 3

Which actions are available for a Process Owner on the Evaluation Summary in 360 Reviews?

Note: There are 2 correct answers to this question.

- A. Open Detailed 360 Report
- B. Change overall rating from participants
- C. Add an overall comment
- D. Add or remove participants

Answer: A, C

Explanation:

Comprehensive and Detailed Explanation From Exact Extract:

In a 360 Review, the Process Owner has specific actions they can perform in the Evaluation Summary. According to the SAP SuccessFactors documentation:

Option A: The Process Owner can open the Detailed 360 Report to view comprehensive feedback and analysis.

Option C: The Process Owner can add an overall comment to summarize the evaluation or provide additional context.

Extract from SAP SuccessFactors Documentation:

SAP SuccessFactors 360 Reviews Configuration Guide (Q3 2025):

"In the Evaluation Summary of a 360 Review, the Process Owner can perform actions such as opening the Detailed 360 Report to review aggregated feedback and adding an overall comment to provide final remarks or insights about the evaluation process."

Explanation of Options:

A . Correct: Opening the Detailed 360 Report is a standard action for Process Owners.

B . Incorrect: Changing the overall rating from participants is not typically allowed, as ratings are aggregated based on participant inputs and system rules.

C . Correct: Adding an overall comment is a supported action for the Process Owner.

D . Incorrect: Adding or removing participants is generally managed during the setup phase, not in the Evaluation Summary.

SAP SuccessFactors 360 Reviews Configuration Guide, Section: "Evaluation Summary Actions," Subsection: "Process Owner Permissions" (Q3 2025).

Question: 4

If you are using distribution guidelines in calibration, where are they visible?

Note: There are 3 correct answers to this question.

- A. Bin view
- B. Executive review
- C. Matrix Grid view
- D. Dashboard view
- E. List view

Answer: A, B, D

Explanation:

Comprehensive and Detailed Explanation From Exact Extract:

Distribution guidelines in calibration sessions are visible in specific views to help facilitators and managers ensure ratings align with organizational expectations. According to the SAP SuccessFactors documentation, these guidelines are visible in:

Bin view: Displays the distribution of ratings in bins, highlighting adherence to guidelines.

Executive review: Shows distribution guidelines for high-level oversight.

Dashboard view: Provides a visual representation of how ratings align with guidelines.

Extract from SAP SuccessFactors Documentation:

SAP SuccessFactors Calibration Configuration Guide (Q3 2025):

"Distribution guidelines in calibration sessions are visible in the Bin view, Executive review, and Dashboard view. These views allow facilitators to compare actual rating distributions against the defined guidelines to ensure alignment with organizational standards."

Explanation of Options:

A . Correct: Bin view shows the distribution of ratings against guidelines.

B . Correct: Executive review includes visibility of distribution guidelines.

C . Incorrect: Matrix Grid view focuses on plotting employees based on two dimensions (e.g., performance and potential) but does not display distribution guidelines.

D . Correct: Dashboard view includes graphical representations of distribution guidelines.

E . Incorrect: List view provides detailed employee data but does not display distribution guidelines.

SAP SuccessFactors Calibration Configuration Guide, Section: "Calibration Views," Subsection: "Distribution Guidelines Visibility" (Q3 2025).

Question: 5

What are the Dynamic Team members able to achieve when OKR functionality is enabled?

Note: There are 2 correct answers to this question.

- A. Create objective statuses
- B. Define the role of other people on the team
- C. Add or remove contributors to a key result
- D. Add up to 8 key results for each objective

Answer: C, D

Question: 6

An employee is assigned a new manager during a 360 Review in-progress evaluation, and the old manager is the Process Owner. Where can an administrator enable the option to ensure the new manager is designated as the Process Owner for the ongoing review?

- A. In Configure Change Engine
- B. In 360 Review form > Add Approver
- C. In Form Template Settings
- D. In Automatic Manager Transfer tool

Answer: C

Question: 7

Where can you add and update translations for the section name and description in a 360 Review form?

Note: There are 2 correct answers to this question.

- A. In the XML template, by referencing the msgKey
- B. In Manage Form Label Translations, by adding the translations in a CSV file
- C. In Manage Languages, by adding the translations
- D. In Manage Templates, by adding the msgKey

Answer: A, B

Explanation:

Comprehensive and Detailed Explanation From Exact Extract:

Translations for section names and descriptions in a 360 Review form can be managed in two ways:

Option A: By referencing the msgKey in the XML template, translations can be defined and linked to specific section names and descriptions.

Option B: In Manage Form Label Translations, translations can be uploaded via a CSV file, allowing bulk updates for multiple languages.

Extract from SAP SuccessFactors Documentation:

SAP SuccessFactors 360 Reviews Configuration Guide (Q3 2025):

"Translations for section names and descriptions in 360 Review forms can be managed by defining msgKey attributes in the form template XML, which reference localized strings. Alternatively, administrators can use the Manage Form Label Translations tool to upload translations via a CSV file for efficient management of multiple languages."

Explanation of Options:

A . Correct: The msgKey in the XML template is used to reference translations.

B . Correct: The Manage Form Label Translations tool supports CSV uploads for translations.

C . Incorrect: Manage Languages is used for enabling languages in the system, not for adding specific translations for form sections.

D . Incorrect: Manage Templates allows configuration of the form but does not directly support adding msgKey for translations.

SAP SuccessFactors 360 Reviews Configuration Guide, Section: "Localization and Translations," Subsection: "Managing Form Translations" (Q3 2025).

Question: 8

Which of the following feedback data can you use as a source to generate AI-Assisted Insights in Performance forms?

Note: There are 3 correct answers to this question.

- A. Data from Comments on Performance forms
- B. Data from Continuous Feedback
- C. Data from Ask for Feedback
- D. Data from Comments on Development Goals
- E. Data from Get Feedback
- E. Incorrect: "Get Feedback" is not a recognized feature in SAP SuccessFactors for AI-Assisted Insights.

Answer: A, B, C

Explanation:

Comprehensive and Detailed Explanation From Exact Extract:

AI-Assisted Insights in Performance forms leverage specific feedback data sources to generate actionable insights. According to the SAP SuccessFactors documentation, the supported sources include:

Comments on Performance forms: Textual comments provided in performance forms.

Continuous Feedback: Feedback collected through the Continuous Performance Management (CPM) module.

Ask for Feedback: Feedback collected via the Ask for Feedback feature.

Extract from SAP SuccessFactors Documentation:

SAP SuccessFactors Performance Management Guide (Q3 2025):

"AI-Assisted Insights can be generated from feedback data sourced from Comments on Performance forms, Continuous Feedback in the CPM module, and responses collected via the Ask for Feedback feature. These sources provide rich textual data for AI analysis to produce meaningful insights."

Explanation of Options:

- A . Correct: Comments on Performance forms are a valid source for AI-Assisted Insights.
- B . Correct: Continuous Feedback is supported for AI analysis.
- C . Correct: Ask for Feedback responses are included as a data source.
- D . Incorrect: Comments on Development Goals are not explicitly supported for AI-Assisted Insights.

SAP SuccessFactors Performance Management Guide, Section: "AI-Assisted Insights," Subsection: "Supported Data Sources" (Q3 2025).

Question: 9

Which of the following are available configurations in Manage Route Maps?

Note: There are 2 correct answers to this question.

- A. Enforce Start Date
- B. Hide Route Map on the Form
- C. Step Exit Reminder
- D. Modify Form Route Map

Answer: A, C

Explanation:

Comprehensive and Detailed Explanation From Exact Extract:

In Manage Route Maps, administrators can configure specific settings to control the behavior of performance form routing. The available configurations include:

Enforce Start Date: Ensures that forms adhere to a defined start date for routing steps.

Step Exit Reminder: Configures reminders for users to complete their actions before a step exits.

Extract from SAP SuccessFactors Documentation:

SAP SuccessFactors Performance Management Configuration Guide (Q3 2025):

"In Manage Route Maps, administrators can configure settings such as Enforce Start Date to control when a route map step begins and Step Exit Reminder to send notifications to users to complete their actions before the step deadline."

Explanation of Options:

A . Correct: Enforce Start Date is a valid configuration in Manage Route Maps.

B . Incorrect: Hiding the Route Map on the form is not a configuration option in Manage Route Maps; it is controlled in Form Template Settings.

C . Correct: Step Exit Reminder is a supported configuration.

D . Incorrect: "Modify Form Route Map" is not a specific configuration option; it refers to the general action of editing the route map.

SAP SuccessFactors Performance Management Configuration Guide, Section: "Managing Route Maps," Subsection: "Configuration Options" (Q3 2025).

Question: 10

Which of the following are valid end user actions in Continuous Performance Management (CPM)?

Note: There are 3 correct answers to this question.

- A. Create a new development goal from your activities view.
- B. Add attachments to one of your activities.
- C. Provide coaching advice to your direct report in the 1:1 meeting.
- D. Add your own meeting notes to assist with the 1:1 meeting.
- E. Send a channel invitation to your colleague to have regular 1:1 meetings.

Answer: A, B, D

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