PERFORMANCE MANAGEMENT ONLINE

Objective Setting

Logging in at my.pitt.edu and Navigating to PRISM

1. Navigate to the University portal, my.pitt.edu.
2. Enter your University Computing Account username and password.
3. Click on the “Login” button.
4. Click on the “PRISM Login” link.

Entering Objectives

1. Click on the “PHR Performance Management – Employee” responsibility.
2. Click on the “Performance Management” link.
3. Click the “Go to Task” icon across from the *Task* for the current year.
4. Click the “Update” icon.
5. Click the “Add Objective” button.
6. Enter a descriptive name for the objective in the “Objective Name” field.
7. Enter the date on which the objective is scheduled to start or actual date in the “Start Date” field.
8. Enter the date by which the objective should be completed in the “Target Date” field. (optional)
9. If objective should be reviewed periodically, enter the next review date in the “Next Review Date” field. (optional)
10. Select the appropriate level from the drop down in the “Priority” field.
11. Enter an appropriate percent in the “Complete %” field. (optional)
12. Enter a date in the “Date Completed” field if the objective has been completed.
13. Enter more detailed information about the objective in the “Detail” box. (optional)
14. Enter information detailing the criteria to measure the success of the objective into the “Success Criteria” box. (optional)
15. Enter comments about the objective in the “Comments" box. (optional)
16. Click the “Apply” button to add the objective or click the “Apply and Add Another” to commit and add another objective
17. Click the “Save as Draft” button to finish the work later.
18. Refer to *Transferring Objectives to Supervisor* section below when the Objectives have been completed and can be shared with supervisor.

Transferring Objectives to Supervisor

NOTE: This can be completed after Objectives have been entered by employee or if supervisor requests the Objective form so that the supervisor can enter Objectives

1. Click on the “PHR Performance Management – Employee” responsibility.
2. Click on the “Performance Management” link.
3. Click the “Go to Task” icon across from the *Task* for the current year.
4. Click on the “Update” button.
5. Click the “Share with Supervisor” button to transfer the ownership of the objectives to the supervisor.
6. Enter a message in the “Notification Message for Supervisor” box. (optional)
7. Click the “Submit” button.

Reviewing Notification from Supervisor

1. Click on email notification link found in the **Worklist** area on the **Oracle Applications Home Page**.
2. Review comments submitted to you from supervisor.
3. Click the “Return to Worklist” link.

Reviewing Objectives

1. Click on the “PHR Performance Management – Employee” responsibility.
2. Click on the “Performance Management” link.
3. Click the “Go to Task” icon across from the *Task* for the current year.
4. Click the “Details” icon.
5. Click the “Show” link in the Objectives area to review the individual Objectives.
6. Click the “Back” button to return to previous form; or
7. Click on the “Update” button and refer *to Editing Objectives* section below to update Objectives.

Editing Objectives

1. Click the “Update Details” button.
2. Review the objectives and make any necessary changes.
3. When finished editing, click the “Apply” button to save the changes.
4. Click the “Share with Supervisor” button to transfer the ownership of the objectives to the supervisor.
5. Enter a message in the “Notification Message for Supervisor” box. (optional)
6. Click the “Submit” button

Providing Supervisor with Progress Updates

NOTE: If an Objective was entered by a supervisor, it cannot be updated by the employee. Instead, employees can send comments to the supervisor about the progress. The supervisor will then update the objective

1. Click on the “PHR Performance Management – Employee” responsibility.
2. Click on the “Performance Management” link.
3. Click the “Go to Task” icon across from the *Task* for the current year.
4. Click the “Quick Update” icon across from the Objective that the supervisor created.
5. Enter comments that will enable the supervisor to update the objective.
6. Click the “Apply” button.
7. Click the “Share with Supervisor” button.
8. Enter message to the supervisor in the “Notification Message for Supervisor” (optional)
9. Click the “Submit” button.

Printing

Printing Using the Printable Page Button

1. Click on the “PHR Performance Management – Employee” responsibility.
2. Click on the “Performance Management” link.
3. Click the “Details” icon across from the *Task* for the current year.
4. Click the “Printable Page” button.
5. A page formatted for printing will open.
6. Use the print feature of your browser to print the page.

Contact Information:

University of Pittsburgh
Office of Human Resources
412-624-8044

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Employee Quick Guide

Office of Human Resources