

# 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.

### Reviewing Objectives

1. Click on the “PHR Performance Management – Supervisor” 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; or
4. Click “Save As Draft” button to return later.

### Adding Objectives

*NOTE: Although the supervisor has the ability to add objectives, if the employee is to update the progress throughout the appraisal year, it is best to have the employee add the objective. If the supervisor adds the objective, the supervisor must complete the progress updates.*

1. Click the “Add Objectives” button.
2. Enter a descriptive name for the objective in the “Objective Name” field.
3. Enter the date on which the objective is scheduled to start or actual date in the “Start Date” field.
4. Enter the date by which the objective should be completed in the “Target Date” field. (optional)
5. If objective should be reviewed periodically, enter the next review date in the “Next Review Date” field. (optional)
6. Select the appropriate level from the drop down in the “Priority” field.
7. Enter an appropriate percent in the “Complete %” field. (optional)
8. Enter a date in the “Date Completed” field if the objective has been completed.
9. Enter more detailed information about the objective in the “Detail” box. (optional)
10. Enter information detailing the criteria to measure the success of the objective into the “Success Criteria” box. (optional)
11. Enter comments about the objective in the “Comments” box. (optional)
12. Click the “Apply” button to add the objective and return to the Supervisor Review form. Alternatively, click the “Apply and Add

Another” button to save and add another objective or click the “Save as Draft” button to finish the work later (one of these is required or the data entered will be lost).

### Transferring Objectives to Employee

*NOTE: If the supervisor would like the employee to do any work on the objectives, ownership of the Objectives form must be transferred back to the employee.*

*If work is complete, then the supervisor can indicate in the notification message that the Objectives have been approved.*

*The employee will retain ownership of the Objectives form and can enter updates as progress is made.*

*During the performance year, ownership of the Objectives form can be passed back and forth as needed.*

1. Click the “Share with Employee” button.
2. Check the “Update Appraisal” box in the *Employee Permissions* block by clicking on it.
3. *NOTE: If this is not completed, then the employee will not be able to update the objectives.*
4. Ensure that none of the other boxes on this page are checked.
5. Enter a note in the “Notification Message to Employee” box as to why you are transferring the Objectives back to the employee.
6. Click the “Submit” button.

## Printing

### **Printing Using the Printable Page Button**

1. Click on the “PHR Performance Management – Supervisor” 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.

*Refer to Supervisor’s Guide (Pages 79-106) for additional information.*

#### **Contact Information:**

**Office of Human Resources  
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## Supervisor Quick Guide

Office of Human Resources