

PERFORMANCE MANAGEMENT ONLINE

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. Search for PRISM in the Search Bar.
5. Click on PRISM.

Completing the Self-Appraisal—Objectives and Questionnaire

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 Self-Appraisal” icon.
NOTE: If the Objectives feature is not being used, please skip to #21.
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. To add an objective results rating, click the drop-down arrow and select the appropriate value in the “Results Rating” field.
17. Enter comments supporting the rating in the “Comments” box.
18. Click the “Apply” button to add the objective and return to the main self-appraisal form. Alternatively, click the “Apply and Add Another” to commit 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).
19. To modify the objective from the main appraisal page, click the “Update Details” icon.
20. Employees can only edit objectives that they entered. If the objective was entered by their supervisor, they can use the “Quick Update” icon to send information about the objective to their supervisor who will have to update the objective.
21. Click the “Complete Questionnaire” button. Answer the questions by typing in the text boxes. **NOTES: If you plan to paste your questionnaire answers from Microsoft Word, you must not use characters such as quotes, apostrophes, dashes, bullets and numbered lists. This will lock you out of your self-appraisal requiring assistance from the Information Technology (IT) Help Desk. You can add these characters once you have pasted your answers into the self-appraisal text boxes. Each text box has a maximum limit of 2,000 characters including spaces. Adding more than 2,000 characters will lock you out of your self-appraisal. Click the ‘Apply’ button often to avoid losing the data you have entered. Your session will time out after 30 minutes even if you are actively working. If you are not able to complete the self-appraisal within 25 minutes, please log out and back in. If you are locked out of your**

self-appraisal or cannot update your answers, contact the IT Help Desk at 412-624-4357.

22. Click the “Apply” button to save the responses and return to the **Appraisal Overview** page.
23. A date will default into the “Last Updated On” field. This is the only indication on the **Appraisal Overview** page that the questionnaire has been completed.
24. Click the “Share with Supervisor” button to transfer the ownership of the appraisal to the supervisor.
25. Enter a message in the “Notification Message for Supervisor” box. (optional)
26. Click the “Submit” button.

Reviewing Notification from Supervisor and Responding to Request

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.
4. Click the “PHR Performance Management – Employee” responsibility.
5. Click on the “Performance Management” link.
6. Click the “Go to Task” icon across from the *Task* for the current year.
7. Click the “Update Appraisal” icon.
NOTE: Once you have completed any changes requested by supervisor, then this can be transferred back to supervisor.
8. Click the “Share with Supervisor” button
9. Enter your response in the “Notification Message for Supervisor” box.
10. Click the “Submit” button.

Reviewing Completed Appraisal and Providing Feedback to Supervisor

1. Click on the “PHR Performance Management – Employee” responsibility.
2. Click on the “Performance Management” link.
3. Click the “Go to Task” icon.
4. Click the “View Appraisal Details/Give Feedback” icon.
5. After reviewing the completed appraisal, click the “Share with Supervisor” button.

6. Enter acknowledgement of the appraisal and any comments that you would like to become a permanent part of the appraisal in “Feedback on Overall Rating” box.
7. Enter message to the supervisor in the “Notification Message for Supervisor” (optional)
8. Click the “Submit” button.

Printing

Printing Using the Printable Page Button

1. When on page with a “Printable Page” button, click the button.
2. A page formatted for printing will open.
3. Use the print feature of your browser to print the page.

Printing a Completed Appraisal Before the Appraisal is Approved

1. Click on the “PHR Performance Management – Employee” responsibility.
2. Click on the “Performance Management” link.
3. Click the “Go to Task” icon.
4. Click the “Print” icon on either the “Main Appraiser” page or on the “My Appraisals” page.
5. Select either “Form Layout” or “Table Layout”.
6. Select the Print Layout to be used by clicking the radio button beside it.
7. Check the “Include Setup Details” box if basic information about the employee should be printed.
8. If Competency Ratings and Comments should be printed, check the “Include Competency Details” box.
9. Highlight the Details to be printed. Do not select “Appraisee Comments” or “Appraisee Performance Rating” as no data is collected in those columns.
10. After selecting the Available Details to be included in the printout, click the “Move” arrow to move them to the “Selected Details” box.
11. Follow steps 8, 9, & 10 if Objectives should be included in the printout.

12. If the questionnaire is to be included in the printout, check the “Questionnaire” box and then the “Appraisee Questionnaire” box.
13. Click the “Print” button to continue.
14. The system will create a PDF that can be saved or printed.

Printing Completed Appraisal After the Appraisal is Approved

1. Click on the “PHR Performance Management – Employee” responsibility.
2. Click on the “Performance Management” link.
3. Click the “Appraisals” tab.
4. Review the “Completed Appraisals” section which is found at the bottom of the page.
5. Click the “Print” icon.
6. Follow steps 5-14 above.

Contact Information:

**University of Pittsburgh
Information Technology Help Desk
412-624-4357**

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Employee Quick Guide

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Human

of



Resources