HOW TO UPDATE THE PROGRESS OF A PERFORMANCE OBJECTIVE IN iPERFORM

This is a quick reference guide to update performance objective(s) in iPerform.

IMPORTANT THINGS TO REMEMBER:

- You can update progress throughout the year and it is important to do this prior to your performance review
- Progress can only be updated in the Performance Objectives section and not in the Performance Review screen
- Your Manager can also update progress on your objectives
- Edit your tasks or targets to manage progress, or manually update progress using the progress field.

UPDATE YOUR PERFORMANCE OBJECTIVE(S)

To access Performance Objectives:

1. Log into Staff OASIS using your staff ID and password.
2. Access iPerform via the ‘My Work’ tab
3. From the welcome page, access the WPPR menu and click ‘Performance Objectives’. Alternatively click the ‘Performance Objectives’ icon from the Welcome Page.

You can update and manage progress by clicking the relevant title from the Performance Objective screen.

4. Locate the Performance Objective title. To update progress without tasks or targets continue to step 5. To update progress using existing tasks and targets continue to step 6.
UPDATE THE PROGRESS OF YOUR OBJECTIVE

If no tasks or targets have been entered, update the percentage progress of the specific objective (out of 100%) by dragging the progress bar.

5. Drag the progress bar beneath the title of the Performance objective you wish to update.

If there are tasks or targets, progress is determined by task and target progress.
UPDATE THE PROGRESS OF YOUR OBJECTIVE USING TASKS AND TARGETS

If tasks and targets exist, the progress of your performance objective is determined by updating these fields.

6. Locate the Performance Objective you wish to update.
7. Click the expansion arrow icon

The screen will update and display more details for the performance objective. If you have more than 2 tasks or targets, click the “Show all” link.

8. Update the progress of any applicable tasks or targets. When entering numbers, do not add commas.

![Tasks & Targets](Image)

- Description: Develop and coordinate mentoring program for 2016
  - Start date: 01/01/2016
  - Due date: 31/12/2016
  - Progress: 50

- Description: Schedule monthly manager meetings with Team Leaders to discuss action plans
  - Target: 10.0
  - Start date: 01/01/2016
  - Due date: 31/12/2016
  - Actual: 3

Figure 4: iPerform Performance Objective screen – tasks and targets

9. Click close.