HOW TO MODIFY A PERFORMANCE OBJECTIVE IN iPERFORM

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

Performance objectives should be reasonable, measurable, achievable within a given calendar year and relevant to your area.

IMPORTANT THINGS TO REMEMBER:

- Your objectives may change throughout the year
- You can update objectives at any time
- Changes will require your manager to re-approve

MODIFY 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 from the Performance Objective screen. Adding or removing an attachment and adding a comment to your performance objective do not require approval. All other changes do.

If you modify your performance objective after it has been initially approved, it must be reapproved.

For this example we will edit or add a task to an existing performance objective.
4. Locate the Performance objective title you would like to modify.
5. To the right hand side of the Performance objective title, there is a drop down box. Select Edit from the drop down arrow (as shown in Figure 2).

Figure 2: iPerform Performance Objective screen - edit

6. On the ‘Edit Performance Objective’ screen click on the drop down for Strategic Themes.

With the release of the 2017 – 2020 Strategic Plan, the Strategic Themes have been updated in iPerform. The previous strategic theme will remain on any Performance Objectives created prior to January 2017.

7. To adjust the Strategic Theme select another from the drop down menu.
8. Click Submit.

You will not be able to revert the Strategic Theme once you click submit. These changes will need to be re-approved by your manager. You can see that the status has changed to Pending modification approval.