

The Performance Management Dashboard - For employees

Process: Step 1



Lesson duration

About 5 minutes

What you will learn:

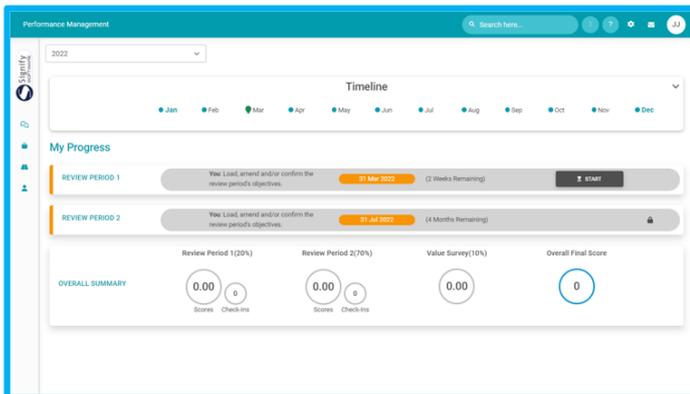
- Summary of [main process steps](#) supported by the Performance Management Dashboard for Employees.

- **Other actions** available on the Performance Management Dashboard for Employees.

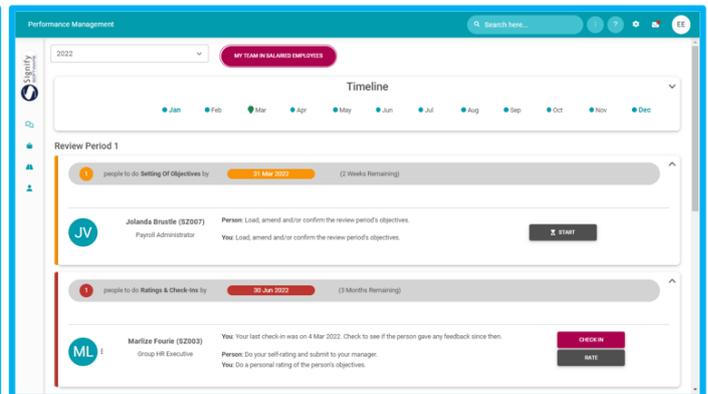
The Performance Management Dashboard for Employees

Every employee, forming part of the Performance Management process, gets access to their own Performance Management Dashboard. This dashboard is a high-level summary of an employee's Performance Contracts. Normally, an employee can have one performance contract for any given performance cycle.

There are however differences between what an employee can do from his/her dashboard, and what managers can do from theirs. The manager's dashboard is discussed in the following pages.



Employee's Performance Management Dashboard Management Dashboard



Manager's Performance Management Dashboard

Employees can perform the following tasks from the Performance Management

Dashboard:

- View and/or open existing and previous performance contracts.
 - Create a new contract.
 - Determine the progress and next step of a performance contract phase.
 - Load objectives into a Performance Agreement.
 - Submit the agreement objectives for approval to a performance manager.
 - Consider check-in inputs from a performance manager.
 - Rate an agreement's objectives.
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On top of these primary functions, the dashboard also enables a user to do the following:

- View and download documents on a contract.
- Print a copy of a contract.
- Verify if a review period is included or excluded from the overall contract score calculation.
- Determine if a subsequent phase is open or still locked.
- Determine if a contract is locked for editing e.g., if a manager forgot to unlock it when exiting.
- View the relative percentage weights of contract components.
- View the manager's feedback given during a check-in and reply as needed.

These are discussed in more detail in the following pages.

Performance Management

Search here...

2022

MY PERFORMANCE CONTRACT MY TEAM IN SALARIED EMPLOYEES

Timeline

Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

My Progress

REVIEW PERIOD 1

You: Do frequent check-ins on your objectives until it is time for your self-rating.
Manager: Your last check-in was on 4 Mar 2022. Check to see if the person gave any feedback since then.
You: Rate yourself and submit the ratings to your manager.
Manager: Do a personal rating of the person's objectives.

CHECK IN RATE

REVIEW PERIOD 2

You: Load, amend and/or confirm the review period's objectives. 31 Jul 2022 (4 Months Remaining)

OVERALL SUMMARY

Review Period 1(20%)	Review Period 2(70%)	Value Survey(10%)	Overall Final Score
0.00 Scores 1 Check-Ins	0.00 Scores 0 Check-Ins	0.00	0

Recommended further reading

- [Glossary](#) of terminology and definitions
- [How to Use Performance Management with Success](#)
- [The Employee's Performance Management Dashboard](#)
- [Open an Existing Contract](#)
- [Create a New Contract](#)
- [Functionalities and Layout of the Performance Management Dashboard](#)
- [The Manager's Performance Management Dashboard](#)
- [Overview of The Performance Agreement Screen](#)
- [Set your objectives - Part 1 \(Working with KPAs and KPIs\)](#)
- [Set your objectives - Part 2 \(Working with the other sections\)](#)
- [Perform a Check-in](#)
- [Rate your objectives](#)



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