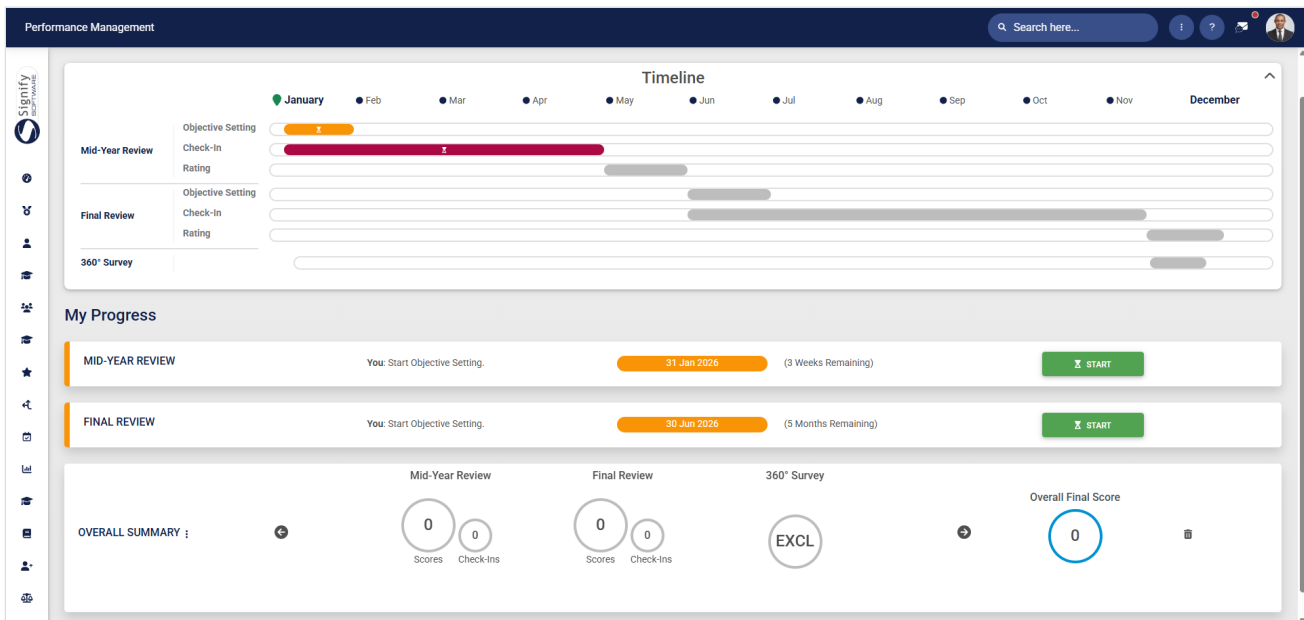


Re-contracting Phase

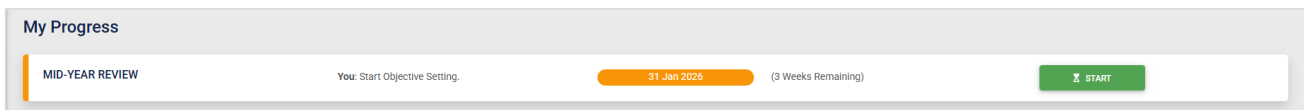
The **Recontracting Phase** is similar to the objective-setting phase described earlier, with one key difference: a performance agreement has already been completed for the current performance year, and now a new one needs to be established. This guide assumes that you do not have an existing agreement for the current review period and that you want to create a new one.

- Begin by navigating to the **Performance Management** dashboard.



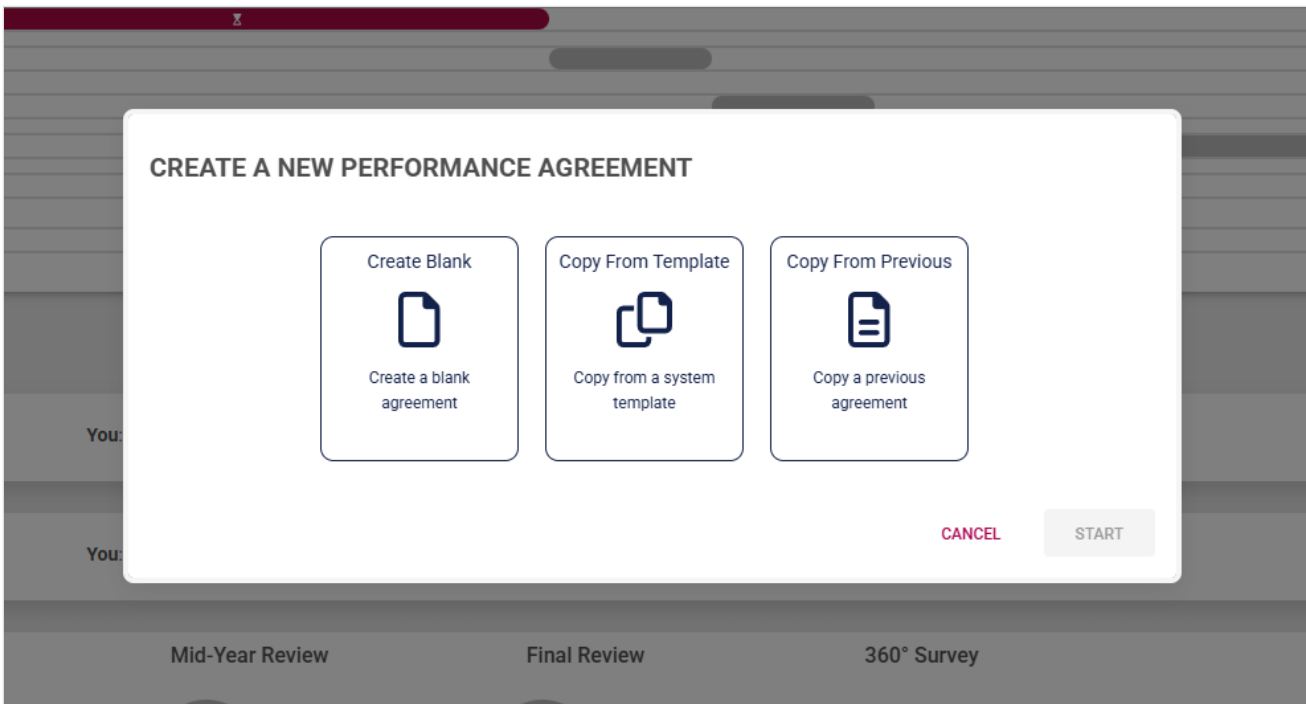
The screenshot displays the Performance Management dashboard. At the top, there is a search bar and navigation icons. The main section is titled 'Timeline' and shows a calendar view from January to December. Below the timeline, there are sections for 'Mid-Year Review' and 'Final Review', each with progress bars for 'Objective Setting', 'Check-in', and 'Rating'. The 'Mid-Year Review' section shows a progress bar for 'Objective Setting' that is partially filled, and a 'START' button. The 'Final Review' section shows a progress bar for 'Objective Setting' that is also partially filled, and a 'START' button. Below the timeline, there is a 'My Progress' section with two rows: 'MID-YEAR REVIEW' and 'FINAL REVIEW'. Each row shows the current status, the start date, and the remaining time, along with a 'START' button. At the bottom, there is an 'OVERALL SUMMARY' section with four circular gauges: 'Mid-Year Review' (Scores: 0, Check-ins: 0), 'Final Review' (Scores: 0, Check-ins: 0), '360° Survey' (EXCL), and 'Overall Final Score' (0).

- Click **START** to create a new performance agreement.

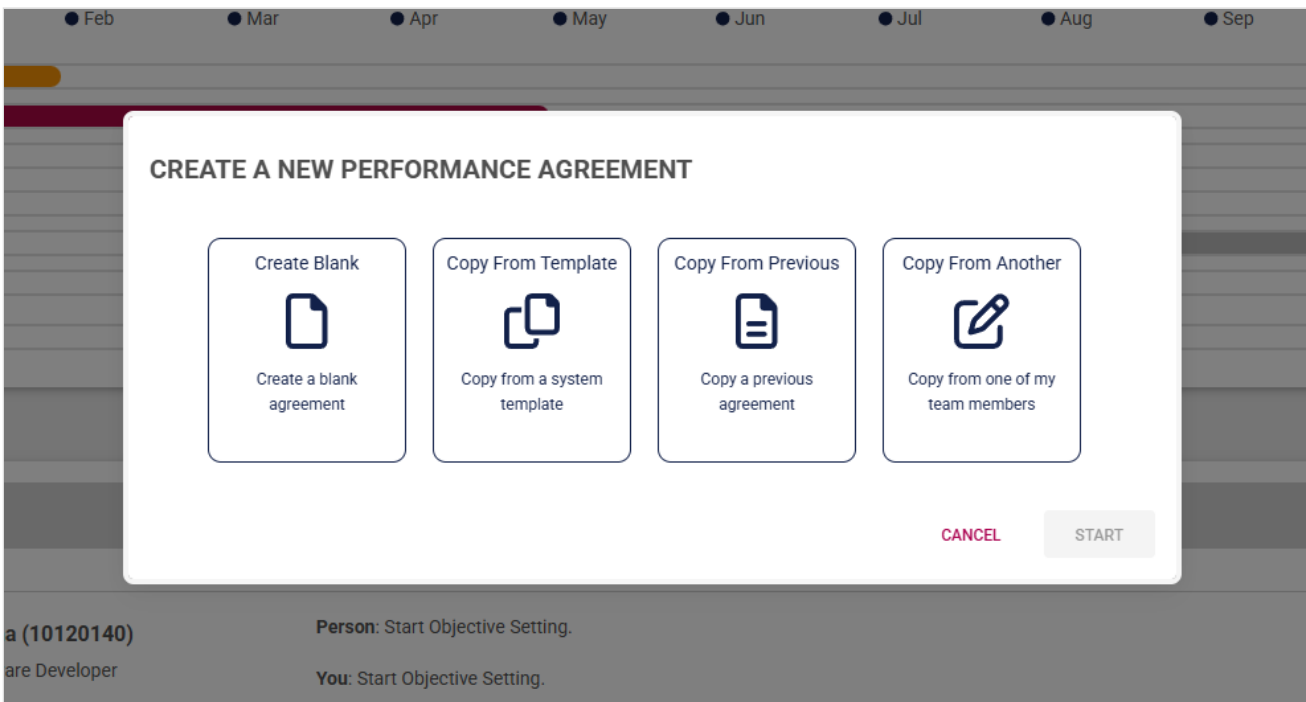


This is a close-up screenshot of the 'My Progress' section. It shows a single row for 'MID-YEAR REVIEW'. The row includes the text 'You: Start Objective Setting.', a date '31 Jan 2026', and '(3 Weeks Remaining)'. To the right of this information is a green button with a white 'X' icon and the text 'START'.

- The **Performance Management** module allows **employees** to create a performance agreement in three ways.



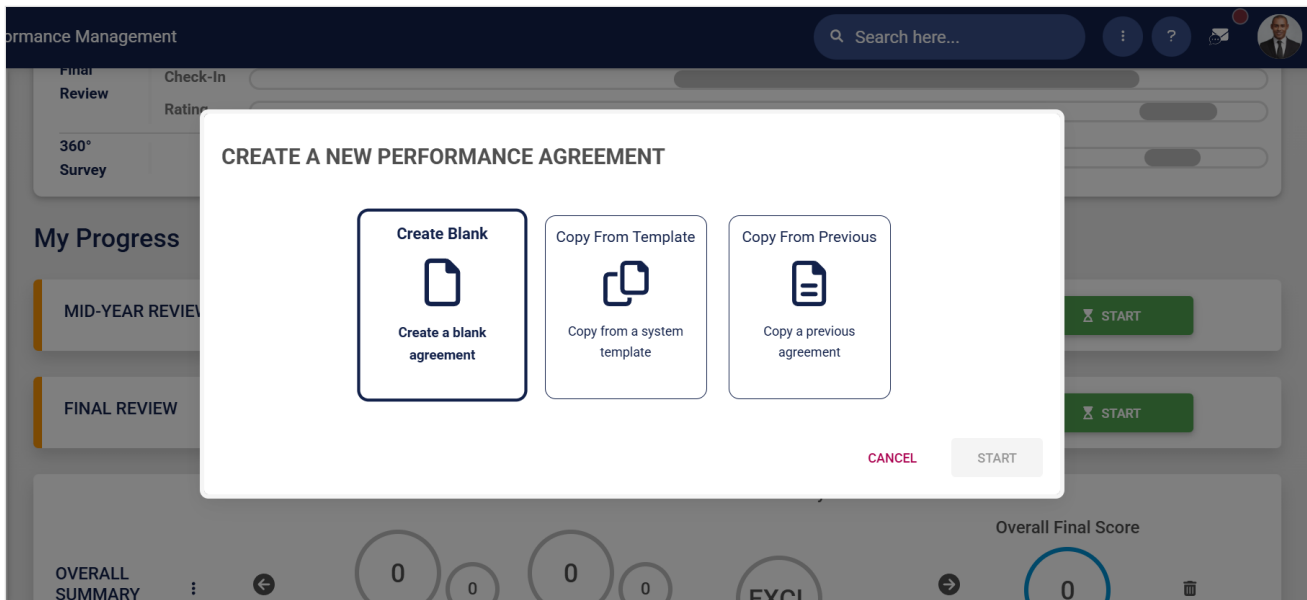
- **Managers** are offered an additional option to create a performance agreement for a reportee using a template from another team member.



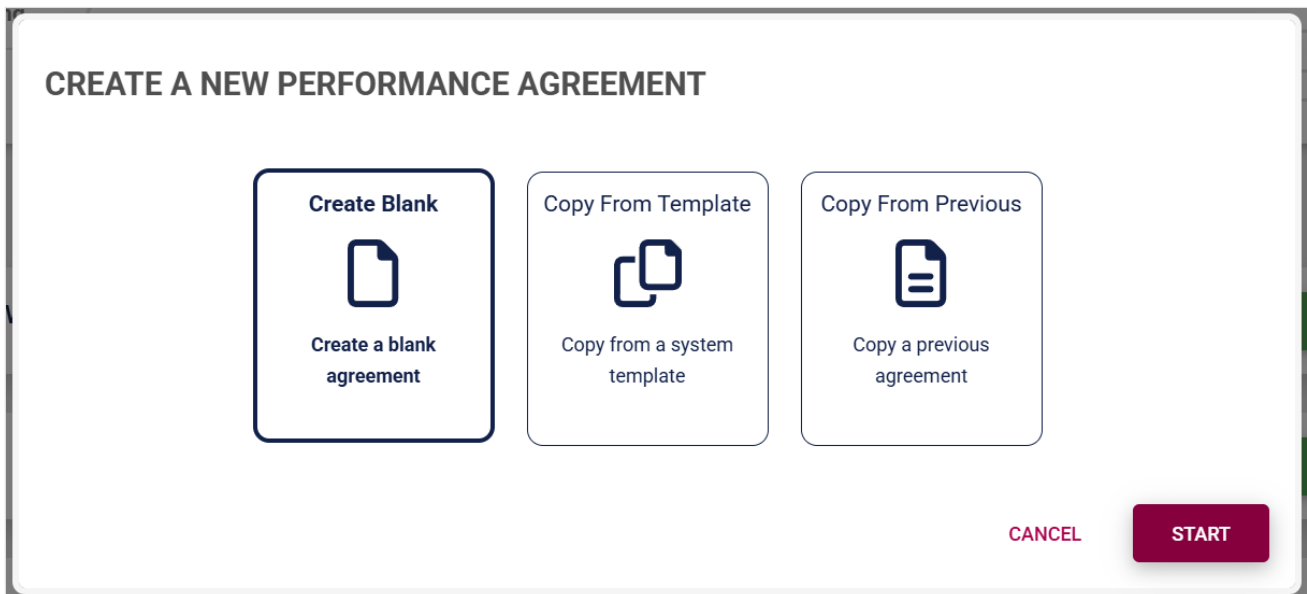
Click on the following tabs to expand the step-by-step instructions.

Create a blank agreement

- Click **Create Blank** to start creating a performance agreement from the beginning.



- Click **START**.



- The performance agreement screen will display, showing the different sections, though it won't include any objectives at this stage. Adding objectives is covered in the next section.

Performance Management | Performance Year 2026 | Mid-Year Review

Search here...

Signify SOFTWARE

EPHRAIM DOHA (10120140)
Junior Software Developer

1 Jun 2024
Christoph Sutherland (10350081)

Current Phase: Objective Setting
Next Action: Complete the Objective Setting.
Agreement created for Employees on 05 Jan 2026

PRIMARY GOALS 66.67%
STRETCH GOALS 22.22%
VALUES & BEHAVIOURS 11.11%

ACTION PLAN
GENERAL COMMENTS

PRIMARY GOALS 66.67%
+ PERSPECTIVE

STRETCH GOALS 22.22%
+ PERSPECTIVE

VALUES & BEHAVIOURS 11.11%

BACK TO DASHBOARD | SUBMIT OBJECTIVES | MORE OPTIONS >>

Use a performance agreement template

- Click **Copy From Template** to create a performance agreement based on a system template.

Performance Management

Search here...

CREATE A NEW PERFORMANCE AGREEMENT

Create Blank
Create a blank agreement

Copy From Template
Copy from a system template

Copy From Previous
Copy a previous agreement

CANCEL | START


Overall Final Score

OVERALL SUMMARY

- Click **START**.


CREATE A NEW PERFORMANCE AGREEMENT

Create Blank




Create a blank agreement

Copy From Template



Copy from a system template

Copy From Previous

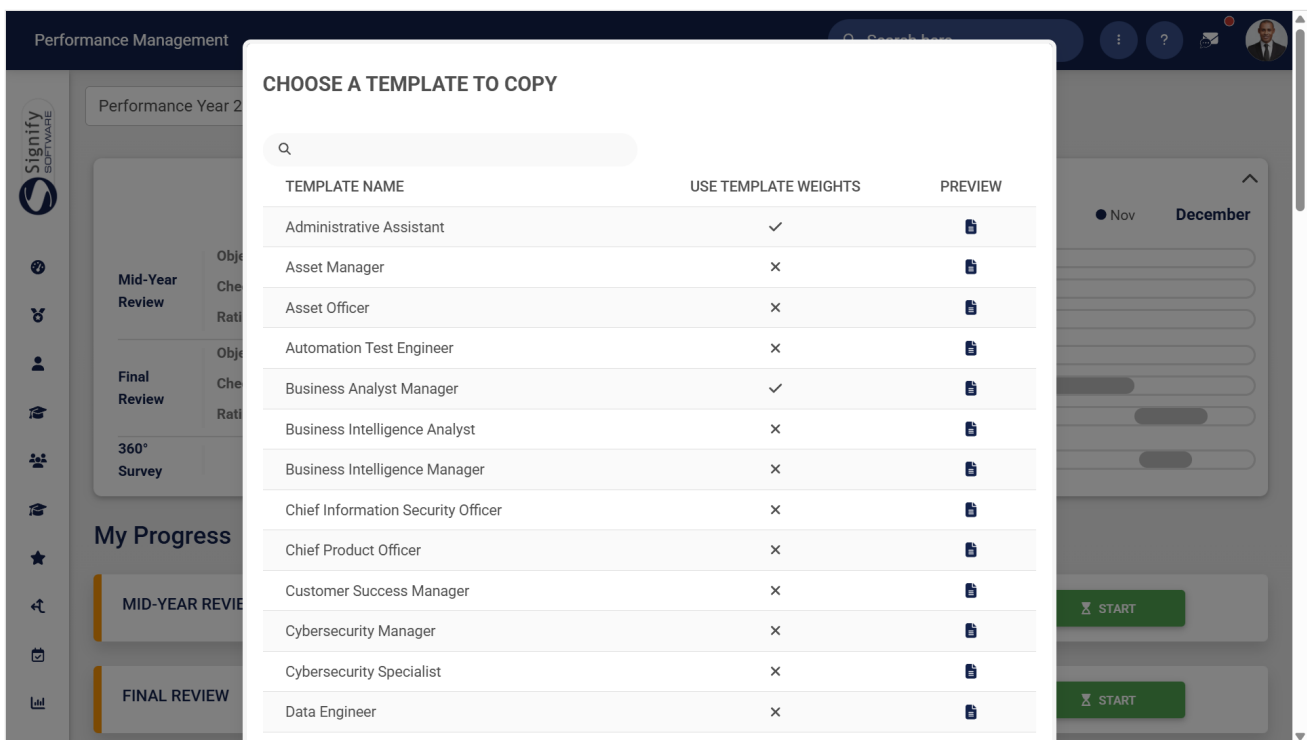















Copy a previous agreement

CANCEL

START

- A list of the templates currently on the system will be shown.



TEMPLATE NAME	USE TEMPLATE WEIGHTS	PREVIEW
Administrative Assistant	✓	
Asset Manager	×	
Asset Officer	×	
Automation Test Engineer	×	
Business Analyst Manager	✓	
Business Intelligence Analyst	×	
Business Intelligence Manager	×	
Chief Information Security Officer	×	
Chief Product Officer	×	
Customer Success Manager	×	
Cybersecurity Manager	×	
Cybersecurity Specialist	×	
Data Engineer	×	

- Use the search bar to search for a template based on a job title or specific keywords.

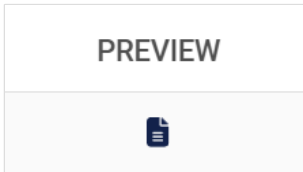
CHOOSE A TEMPLATE TO COPY

Q

- A **tick** will be displayed if the template's weights override the review setup's weights. A **cross** indicates that the review setup's weights will be used.

TEMPLATE NAME	USE TEMPLATE WEIGHTS
Administrative Assistant	✓
Asset Manager	×

- To ensure you select the correct template, you can preview it by clicking the icon. The preview will open in a new tab.



- Choose a template you would like to copy, then click **CREATE**.

CHOOSE A TEMPLATE TO COPY

Q Junior ✕

TEMPLATE NAME	USE TEMPLATE WEIGHTS	PREVIEW
Junior Software Developer	×	
Junior Software Test Analyst	×	

CANCEL
CREATE

- The performance agreement screen will display, with the **Perspective**, **Key Performance Area**, and **Key Performance Indicator** fields filled in from the template.

Performance Management | Performance Year 2026 | Mid-Year Review

Search here...

Signify SOFTWARE

EPHRAIM DOHA (10120140)
Junior Software Developer

PRIMARY GOALS 66.67%

- Development Skills Perspective
 - Enhance Code Quality
 - Improve Coding Skills
- Collaboration Perspective
 - Enhance Communication Skills
 - Improve Team Collaboration

STRETCH GOALS 22.22%

- Innovation Perspective
 - Adopt New Technologies
 - Enhance Mobile Development Skills
- Process Improvement Perspective
 - Enhance Testing and QA Integration
 - Optimize Development Processes

PRIMARY GOALS 66.67%

+ PERSPECTIVE

Development Skills Perspective 50%

+ KEY PERFORMANCE AREA

Enhance Code Quality 50%

KEY PERFORMANCE INDICATOR	PERSON COMMENT	MANAGER COMMENT	Total:
Increase unit test coverage			100%
Activities			50%
Measures & Ratings			
Reduce code review rejections			

BACK TO DASHBOARD | SUBMIT OBJECTIVES | MORE OPTIONS >>

Copy from a previous agreement

- Click **Copy From Previous** to create a performance agreement based on an agreement from a previous performance cycle.

Performance Management

Search here...

CREATE A NEW PERFORMANCE AGREEMENT

- Create Blank
 - Create a blank agreement
- Copy From Template
 - Copy from a system template
- Copy From Previous**
 - Copy a previous agreement

CANCEL | START


Overall Final Score

OVERALL SUMMARY

- Click **START**.


CREATE A NEW PERFORMANCE AGREEMENT

Create Blank




Create a blank agreement

Copy From Template



Copy from a system template

Copy From Previous



Copy a previous agreement

CANCEL

START

- A list of the performance agreements from previous review periods will be shown.

COPY FROM A PREVIOUS REVIEW PERIOD

REVIEW PERIOD	START DATE	END DATE	REVIEW YEARS	PREVIEW
Midyear Review	1 Jan 2026	30 Jun 2026	2026	
Mid-Year Review	1 Jan 2026	30 Jun 2026	Performance Year 2026	

CANCEL

CREATE

- To ensure you select the correct performance agreement, you can preview it by clicking the icon. The preview will open in a new tab.

PREVIEW



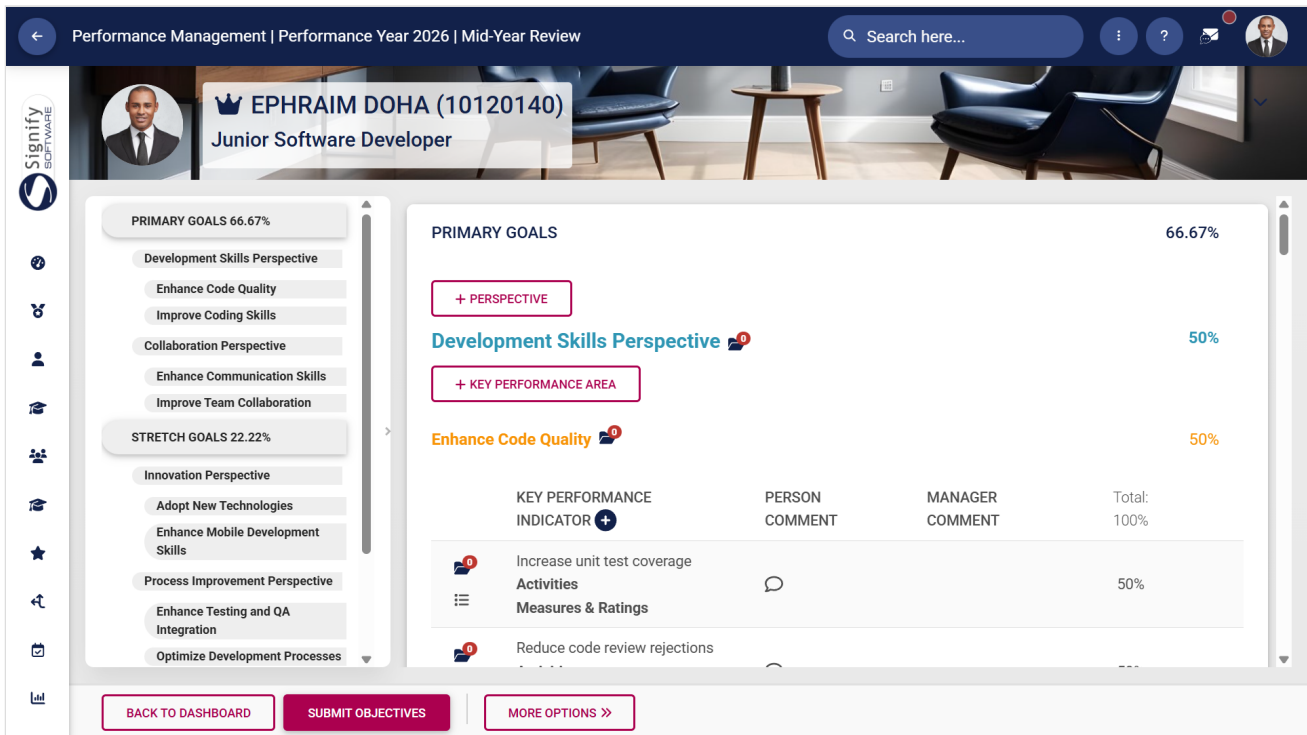
- Select the performance agreement you would like to copy, then click **CREATE**.

COPY FROM A PREVIOUS REVIEW PERIOD

REVIEW PERIOD	START DATE	END DATE	REVIEW YEARS	PREVIEW
Mid-Year Review	6 Jan 2025	30 Jun 2025	Performance Year 2025	

[CANCEL](#) [CREATE](#)

- The performance agreement screen will display, with the **Perspective**, **Key Performance Area**, and **Key Performance Indicator** fields filled in from the previous agreement.



Performance Management | Performance Year 2026 | Mid-Year Review

Search here...

EPHRAIM DOHA (10120140)
Junior Software Developer

PRIMARY GOALS 66.67%

- Development Skills Perspective
 - Enhance Code Quality
 - Improve Coding Skills
- Collaboration Perspective
 - Enhance Communication Skills
 - Improve Team Collaboration

STRETCH GOALS 22.22%

- Innovation Perspective
 - Adopt New Technologies
 - Enhance Mobile Development Skills
- Process Improvement Perspective
 - Enhance Testing and QA Integration
 - Optimize Development Processes

PRIMARY GOALS 66.67%

+ PERSPECTIVE

Development Skills Perspective 50%

+ KEY PERFORMANCE AREA

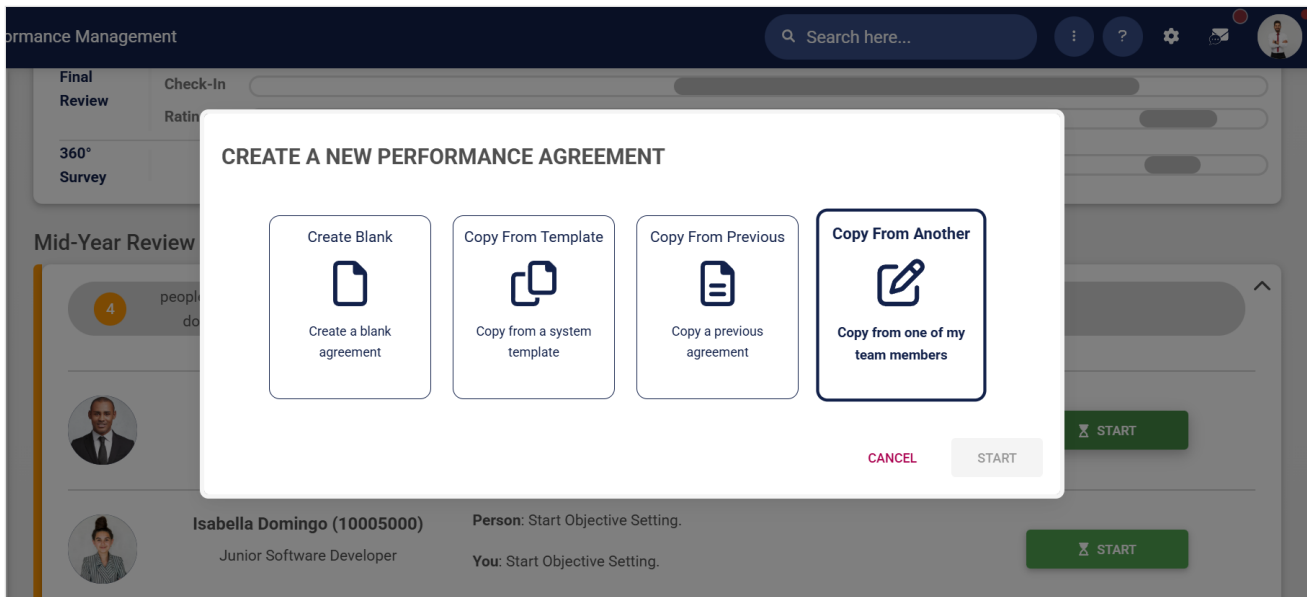
Enhance Code Quality 50%

KEY PERFORMANCE INDICATOR	PERSON COMMENT	MANAGER COMMENT	Total
Increase unit test coverage			100%
Activities Measures & Ratings			50%
Reduce code review rejections			...

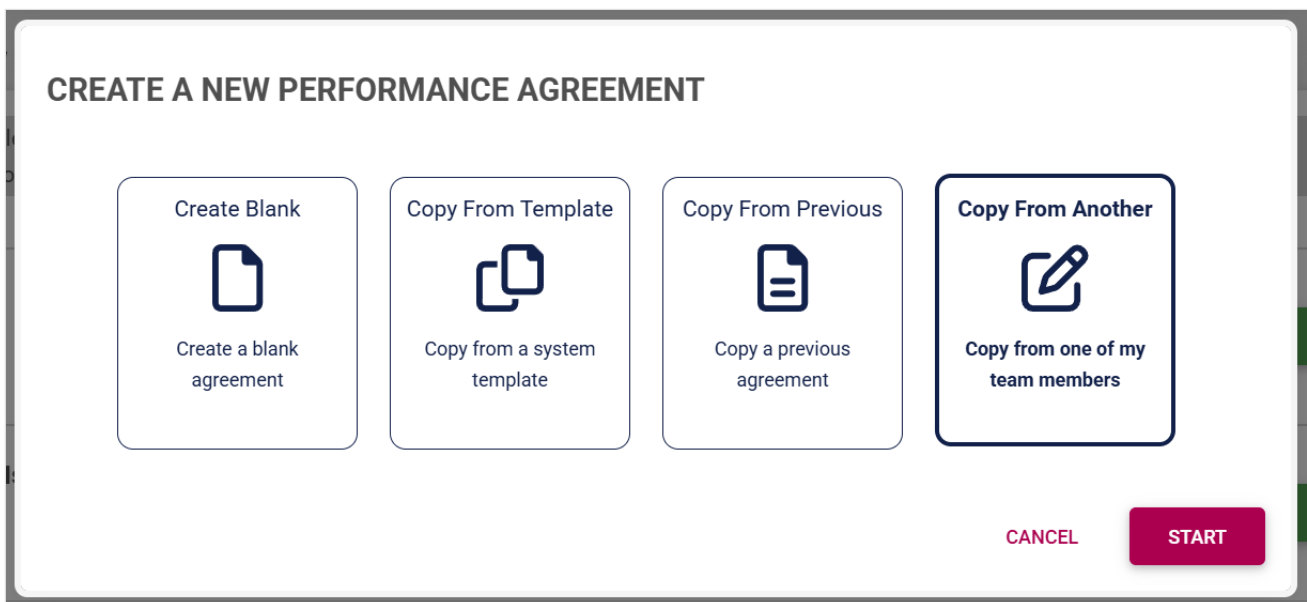
[BACK TO DASHBOARD](#) [SUBMIT OBJECTIVES](#) [MORE OPTIONS >>](#)

Copy an agreement from another employee (Managers only!)

- Click **Copy From Another** to create a performance agreement based on another employee's agreement.









- Click **START**.



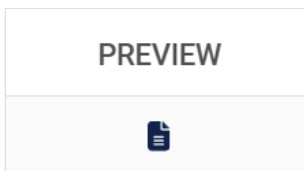
- A list of the other employees in your team's performance agreements will be shown. These agreements are from the current and previous review periods.

COPY FROM ONE OF MY PEOPLE

PERSON	REVIEW YEARS	REVIEW PERIOD	PREVIEW
 Ephraim Doha (10120140)	Performance Year 2025	Mid-Year Review	
 Ephraim Doha (10120140)	PM Demos 2026	Midyear Review	
 Isabella Domingo (10005000)	Performance Year 2026	Mid-Year Review	







[CANCEL](#) [CREATE](#)

- To ensure you select the correct performance agreement, you can preview it by clicking the icon. The preview will open in a new tab.



- Select the performance agreement you would like to copy, then click **CREATE**.

COPY FROM ONE OF MY PEOPLE


PERSON	REVIEW YEARS	REVIEW PERIOD	PREVIEW
 Ephraim Doha (10120140)	Performance Year 2025	Mid-Year Review	
 Ephraim Doha (10120140)	PM Demos 2026	Midyear Review	
 Isabella Domingo (10005000)	Performance Year 2026	Mid-Year Review	

[CANCEL](#) [CREATE](#)

- The performance agreement screen will display, with the **Perspective**, **Key Performance Area**, and **Key Performance Indicator** fields filled in from the other employee's performance agreement.

Performance Management | Performance Year 2026 | Mid-Year Review

Search here...

 **CLINTON KAZHILA (10006000)**
Junior Software Developer

PRIMARY GOALS 66.67%

- Development Skills Perspective
- Enhance Code Quality
- Improve Coding Skills
- Collaboration Perspective
- Enhance Communication Skills
- Improve Team Collaboration

STRETCH GOALS 22.22%

- Innovation Perspective

PRIMARY GOALS 66.67%

- [+ PERSPECTIVE](#)
- Development Skills Perspective** 50%
- [+ KEY PERFORMANCE AREA](#)
- Enhance Code Quality** 50%

[BACK TO DASHBOARD](#) [SUBMIT OBJECTIVES](#) [MORE OPTIONS >>](#)

Revision #2

Created 2025-02-03 13:42:20 UTC by Chanan Stenden

Updated 2026-02-28 22:11:54 UTC by Chanan Stenden