

The Performance Management Dashboard - Open an existing contract

Process: Step 1



Lesson duration

About 5 minutes

What you will learn:

- What is on the employee's [Performance Management Dashboard](#).
 - Open an [existing](#) Performance Contract.
-

Open an Existing Performance Contract

What the performance dashboard tells us...

The dashboard pictured below tells us:

1. The performance cycle the employee is busy with e.g., 2022.
2. The employee's Performance Contract is displayed. As an added option, the dashboard could indicate whether the employee is a manager, managing a team of people, each having their own contract.
3. The general timelines for each period and phase of the performance year.
4. Your progress in the performance process e.g., Review Period 1.
5. The suggested next step for the user, e.g., 'Complete the objective setting'.
6. The amount of time you have left to complete the current phase.
7. Whether you still have to **START** the contracting process (meaning you don't have a contract at the moment), or can just **CONTINUE** its population (if you did manage to start the contracting), or have arrived at the **CHECK-IN** and **RATE-ing** phases already.
8. The components (and their relative importance or weights) of the contract e.g., the Performance Agreement (90%) and a value survey (10%).
9. The final overall score, including all review periods and additional components e.g., a Value Survey.

The screenshot shows the Signify Performance Management dashboard. At the top, the page title 'Performance Man' is circled in red with the number 1. To its right is a search bar 'Search here...' circled in red with the number 2. Below the search bar, there are two tabs: 'MY PERFORMANCE CONTRACT' and 'MY TEAM IN SALARIED EMPLOYEES'. The main content area is titled 'Timeline' and circled in red with the number 3. It displays a calendar view from Jan to Dec. Below the calendar, there are sections for 'Review Period 1' and 'Review Period 2', each with 'Setting of Objectives', 'Check-Ins', and 'Ratings' bars. At the bottom, there is a 'My Progress' section circled in red with the number 5. This section contains two rows: 'REVIEW PERIOD 1' circled in red with the number 4, and 'REVIEW PERIOD 2'. The 'REVIEW PERIOD 1' row includes instructions for 'You' and 'Manager', and buttons for 'CHECK IN' (circled in red with the number 7) and 'RATE'. The 'REVIEW PERIOD 2' row includes instructions for 'You' and 'Manager', a date '31 Jul 2022' circled in red with the number 6, and '(4 Months Remaining)'. Below the progress section is an 'OVERALL SUMMARY' section circled in red with the number 8. It shows four metrics: 'Review Period 1(20%)' with '0.00' scores and '1' check-ins; 'Review Period 2(70%)' with '0.00' scores and '0' check-ins; 'Value Survey(10%)' with '0.00'; and 'Overall Final Score' circled in red with the number 9, showing '0'.

If an employee has an existing contract for the current performance cycle

If you have already created a contract for the current performance cycle, the dashboard might feature a **CONTINUE** button at #7 (if you have not yet submitted your agreement), or **CHECK IN** and **RATE** buttons (if your agreement was already submitted and approved), and even a **VIEW** button if the agreement was fully scored and approved.

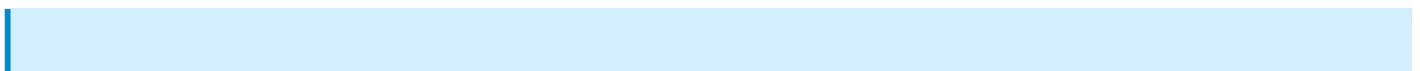
My Progress

This close-up shows the 'REVIEW PERIOD 1' section. It contains the following text:

- 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.

 At the bottom right of this section are two buttons: a red 'CHECK IN' button and a grey 'RATE' button.

Click:



the **CONTINUE** button if you want to open the agreement and continue setting your objectives. The screen opens in the first review period, and you are supposed to finish listing performance objectives before submitting the agreement.



Performance Management | 2022 Search here...

ML MARLIZE FOURIE (SZ003)

Ebenhaezer Meyburgh (AD0578)

- Current Phase: Objective Settings
- Next Action: Complete the Objective Settings.
- Agreement created for Salaried Employees on 2/28/2022

KEY PERFORMANCE AREAS	70%
1. Internal Process	70%
2. Learning and Growth	30%

KEY PERFORMANCE INDICATOR	PERSON COMMENT	MANAGER COMMENT
Implement online tool		
Measures & Ratings		50%
System aligned to configuration document as per company requirements and outputs.		
Career paths populated online in line with HR input.		
Measures & Ratings		50%
Functional Career Path model online		

2. Learning and Growth 30%

BACK TO DASHBOARD | SUBMIT OBJECTIVES | EDIT SECTION WEIGHTS

the **CHECK-IN** button if your agreement was already submitted and approved and you would like to start checking in on your objectives. (See the following section for more information)



KEY PERFORMANCE AREAS

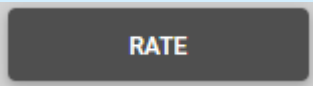
Internal Process

Succession Management

KEY PERFORMANCE INDICATOR	LAST CHECK-IN	LAST RATING	PERSON COMMENT	MANAGER COMMENT
Implement online tool Measures & Ratings System aligned to configuration document as per company requirements and outputs.		✓		
Career paths populated online in line with HR input. Measures & Ratings Functional Career Path model online		✓		

Learning and Growth

the **RATE** button if your agreement was already submitted and approved and you have moved into the rating phase of the review period. (See the following section for more information)



Performance Management | 2022 Search here... MM

ML MARLIZE FOURIE (SZ003)
 Ebenhaezer Meyburgh (AD0578) 0 Person Self-Rating

Current Phase: Ratings
 Next Action: Complete Self-Ratings
 Agreement created for Salaried Employees on 2/28/2022

KEY PERFORMANCE AREAS

- 1. Internal Process
 - 1.1 Succession Management
- 2. Learning and Growth
 - 2.1 Learning and Development platform

STRETCH TARGETS

VALUES & BEHAVIOURS

LEADERSHIP BEHAVIOURS

KEY COMPETENCIES

ACTION PLAN

KEY PERFORMANCE AREAS

Internal Process 2
 Succession Management 2

KEY PERFORMANCE INDICATOR	PERSON SELF-RATING	PERSON COMMENT	MANAGER COMMENT
Implement online tool Measures & Ratings System aligned to configuration document as per company requirements and outputs.	☆		
Career paths populated online in line with HR input. Measures & Ratings Functional Career Path model online	☆		

Learning and Growth 2

[BACK TO DASHBOARD](#) [APPROVE PERSON-SELF RATINGS](#)

the **VIEW** button if your agreement was fully scored, submitted, and approved by your manager and is now only available for viewing.

VIEW

When you exit the assessment period (using the **BACK TO DASHBOARD** button), you will return to the Performance Dashboard.

BACK TO DASHBOARD

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](#)



Revision #20

Created 2022-03-07 08:23:43 UTC by Eduard

Updated 2026-02-16 13:23:29 UTC