ACE Academy for Career Enrichment
UTSouthwestern

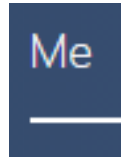## Logging Into iPerform

Log In to iPerform. Enter your **Username** and **Password** on the Sign In page.

From the main menu, select **Me**, **Career and Performance** (Apps Section), and then **Performance**.

Me

Career and Performance

Performance

View performance documents and complete related tasks.

Overall Summary

Click **Edit** to enter Overall Summary comments. Click **Save**.

Overall Summary   ✏ Edit   <u>S</u>ave

Evaluation Topics

Click **Evaluate** to enter your comments in the **Goals and Responsibilities**, **Standards & Competencies**, or **Development Goals** section.

If you need to Add a Goal, click on Goals/Responsibilities", then **+ Add** to enter goal details. Once complete, you can go back to Evaluate the goal you just added.

When you have finished writing your comments and selecting ratings from the respective drop-down menus, click **Save and Close**.

Evaluation Topics ⌃

Goals / Responsibilities
0 of 1 commented
Employee Rating
→ Evaluate

Standards & Competencies
0 of 5 commented
Employee Rating
→ Evaluate

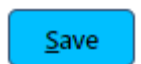Development Goals
0 of 1 commented
→ Evaluate

Development Goals

To **Add** or **Edit** a Development Goal, click on the appropriate link. When finished, click **Save**.
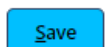
Development Goals   + Add   ✏ Edit   <u>S</u>ave

Attachments

To add an Attachment, click on the downward-facing arrow, and then click **Add**. When finished, click **Save**.

Attachments ⌄   + Add   <u>S</u>ave

Print and Submit

To print your self-appraisal, click on **Print**. Click **Submit** to forward to your manager. Note: You will only be able to submit your appraisal when all required components are met.

Print   Sub<u>m</u>it

Additional Questions? Contact PerformanceManagement@UTSouthwestern.edu