



inspira 9.2
e-Performance
User Guide

March 2018





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Getting started

LOGGING IN TO INSPIRA FOR THE FIRST TIME

- Please select Google Chrome or Mozilla Firefox as your web browser, as Internet Explorer 9 does not support this application.
- Go to <https://inspira.un.org>
- Enter your index number as your User ID
- In the password field, enter your year of birth followed by the first four letters of your last name in capital letters. For example, 1973GONZ.
- Click **Login**
- You will then be prompted to change your password.



The image shows the login page for the UN INSPIRA Human Resources Gateway. At the top left is the United Nations logo. To its right is the text "UN INSPIRA" in large blue letters, with "Human Resources Gateway" in smaller text below it. Below the header, there are two input fields: "User ID" with a "Forgot User ID" link above it, and "Password" with a "Forgot Password" link above it. Both fields have icons (a person for User ID and a lock for Password) on the right side. Below the input fields is a large blue "Login" button. At the bottom of the form, there are links for "Register now", "Contact us", and "English | Français".



Process Overview

The performance management process consists of three main phases:

- creating a workplan;
- conducting a midpoint review; and
- completing the end-of-cycle evaluation.

The nine steps in this process are outlined below.

Acronym and color key:

SM = Staff Member, **FRO** = First Reporting Officer, **SRO** = Second Reporting Officer

PHASE 1: WORKPLAN

1. Create workplan (SM)

2. Approve workplan (FRO)

PHASE 2: MID-POINT REVIEW

3. Enter mid-point comments (SM)

4. View SM comments & enter comments (FRO)

5. Finalize mid-point review (FRO)

PHASE 3: END-OF-CYCLE EVALUATION

6. Self-evaluation (SM)

7. Evaluation (FRO)

8. Approve evaluation (SRO)

9. Acknowledge evaluation (SM)



Phase 1: Workplan

Step 1. Create workplan (SM)

Create the Performance Document (SM)

- a. Navigate to Main Menu > Self Service > Performance Management > My Performance Documents > **Create Document**

You will see the screen below:

Create Performance Documents

Please remember: staff members and supervisors must have ongoing dialogue throughout at the workplan, mid-point review and end-of-cycle stages

Document Creation Details ?

Cycle Start Year

Period -

Document Type

Language

Create Document

- b. Click the **Cycle Start Year** and select the appropriate year
- c. Click the **Document Type** and select **Performance Document**
- d. From here, if you see the screen below – *with no First Reporting Officer line* - simply click **Create Document**.

If you do see a First Reporting Officer line along with **Select FRO** on your screen, skip ahead to step **h**.

Create Performance Documents

Please remember: staff members and supervisors must have ongoing dialogue throughout the performance cycle, as well as meetings at the workplan, mid-point review and end-of-cycle stages

Document Creation Details ?

Cycle Start Year

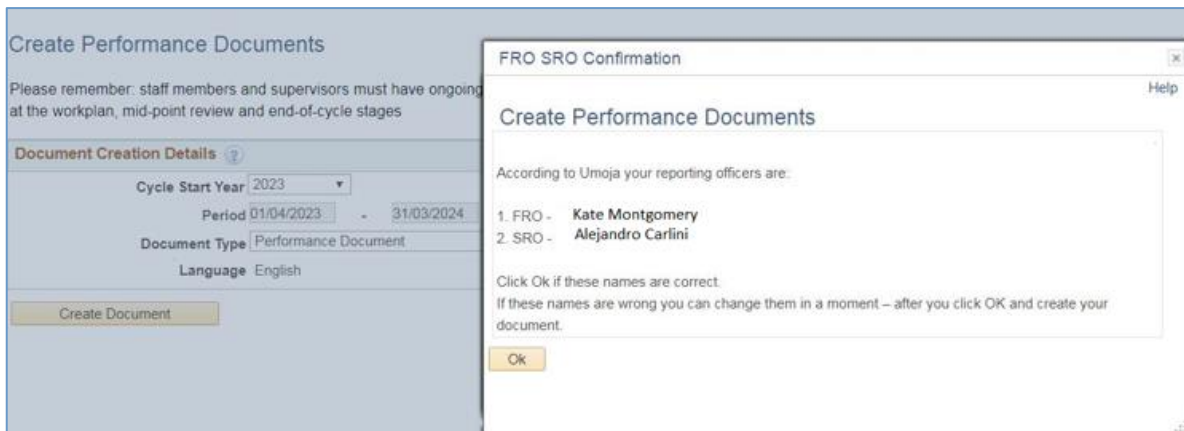
Period -

Document Type

Language

Create Document

- e. Read the pop-up message and then click **Ok** – even if the FRO/SRO names are incorrect. You will be able to change them in a moment.



The screenshot shows the 'Create Performance Documents' form with the following details:

- Cycle Start Year: 2023
- Period: 01/04/2023 - 31/03/2024
- Document Type: Performance Document
- Language: English
- Create Document button

A pop-up dialog titled 'FRO SRO Confirmation' is displayed over the form. It contains the following text:

According to Umoja your reporting officers are:

1. FRO - Kate Montgomery
2. SRO - Alejandro Carlini

Click Ok if these names are correct.
If these names are wrong you can change them in a moment – after you click OK and create your document.

Ok

- f. Click **Create Document**
- g. If you need to correct your FRO and SRO names, go to the **Steps and Tasks** column and click **Change Actual Period/FRO/SRO**. Next, go to step **L** below.
- h. If you see a First Reporting Officer line as in the screen below, simply click **Select FRO**.

Create Performance Documents

Please remember: staff members and supervisors must have ongoing dialogue throughout at the workplan, mid-point review and end-of-cycle stages

Document Creation Details ?

Cycle Start Year

Period -

Document Type

Language

First Reporting Officer

- i. In the **Person Search box**, enter the FRO's name and click
- j. Select the FRO's name and click

Person Search

Person Search

Instructions

Last Name


First Name

Search Results

☒ Maria Eillen LOPEZ

- k. If you need to change your FRO and SRO once your document appears, click on the Change Actual Period/FRO/SRO link in the Steps and Tasks column on the upper left-hand corner of your document.
- l. Click the [Select/Update SRO](#) link to add or change the name of the Second Reporting Officer, then search by entering his/her name in the **Person Search** box. Click ok.

Workplan - Update



Job Title: Functional titles are temporarily unavailable

Document ID: 145075

Document Type: Performance Document

Status: In Progress

Performance Cycle: 01/04/2015 - 31/03/2016

Actual Period: 01/04/2015 - 31/03/2016

First Reporting Officer: Maria Eillen LOPEZ

Secondary Reporting Officer: Not Selected

Change Actual Period Dates

Actual Period Begin Date:

Actual Period End Date:

Change First Reporting Officer

First Reporting officer: Maria Eillen LOPEZ

Select/Update Second Reporting Officer

Second Reporting Officer:

Person Search

Person Search

Instructions

Last Name MANNATHAN
First Name JAYAKUMAR
Search

Search Results

Jayakumar MANNATHAN

OK

Return to Previous Page

- m. If you need to change the performance cycle dates, update the **'Actual Period'** dates, then click on **'Save'**.

Performance Document

Workplan - Update

Staff8 UNEP

Job Title Functional titles are temporarily unavailable
Document Type Performance Document
Performance Cycle 01/04/2015 - 31/03/2016
First Reporting Officer Maria Eillen LOPEZ

Document ID 145075
Status In Progress
Actual Period 01/04/2015 - 31/03/2016
Secondary Reporting Officer Not Selected

Change Actual Period Dates

Actual Period Begin Date 01/04/2015
Actual Period End Date 31/03/2016

Change First Reporting Officer

First Reporting officer Maria Eillen LOPEZ
Update FRO

Select/Update Second Reporting Officer

Second Reporting Officer Jayakumar MANNATHAN
Select a different SRO

Save

Entering the Workplan

- a. In the **Steps and Tasks** column on the left-hand side of the page, click **Update** under **Workplan**

Performance Process

Steps and Tasks

Jose VELIZ
Performance Document
01/04/2015 - 31/03/2016
Change Actual Period / FRO / SRO
Overview

Workplan

Update

Start Midpoint Review

Finalize Midpoint Review

Additional Supervisor

Additional Supervisor Evaluation

SM Self Evaluation

FRO Evaluation

SRO Approval

SM Acknowledgement

Performance Document

Workplan - Update

Jose VELIZ

Job Title Functional titles are temporarily unavailable
Document Type Performance Document
Performance Cycle 01/04/2015 - 31/03/2016
First Reporting Officer Stefano FATTORI

Document ID 127547
Status In Progress
Actual Period 01/04/2015 - 31/03/2016
Second Reporting Officer Rebecca PAGE

1. Add the workplan (goals and/or responsibilities) that you plan to accomplish during the performance period.
2. Once you have completed this step select the notify button to email your FRO.

Expand All | Collapse All | Expand Section

Section 1 - Goals

Section 2 - Core Values


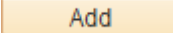
Section 3 - Core Competencies

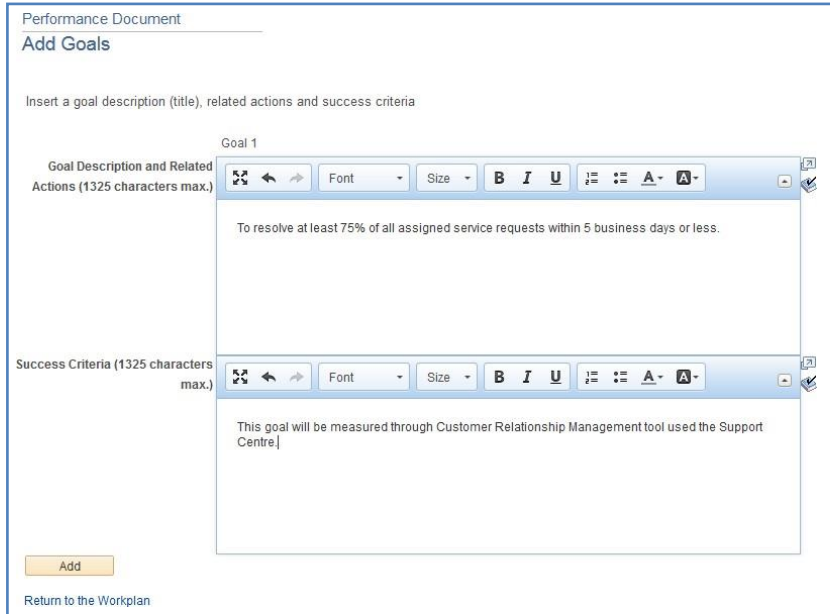
Section 4 - Managerial Competencies

Section 5 - Development Plan

Audit History

8


Expand Section 1, and then click on the  **Add Goals** link. Insert a goal description (title), related actions and success criteria then click the  button.



b. To add additional goals repeat steps b. – d.

c. When you are finished adding your goals, click .

Review Core Values

- In **Section 2**, click  **Expand** to view all details and review the core values that apply to all staff. Note that the Respect for diversity value includes a reminder about ensuring gender balance in the recruitment of staff members.

Section 2 - Core Values

All staff members are held accountable for demonstrating these core values and will be evaluated accordingly

Expand | Collapse

CORE VAL-Integrity

Demonstrates the values of the United Nations in daily activities and behaviours. Acts without consideration of personal gain. Resists undue political pressure in decision-making. Does not abuse power or authority. Stands by decisions that are in the Organization's interest, even if they are unpopular. Takes prompt action in cases of unprofessional or unethical behaviour.

Created By Template 19/03/2018 4:31PM

CORE VAL-Professionalism

Shows pride in work and in achievements. Demonstrates professional competence and mastery of subject matter. Is conscientious and efficient in meeting commitments, observing deadlines and achieving results. Is motivated by professional rather than personal concerns. Shows persistence when faced with difficult problems or challenges. Remains calm in stressful situations.

Created By Template 19/03/2018 4:31PM

CORE VAL-Respect for Diversity

Works effectively with people from all backgrounds. Treats all people with dignity and respect. Treats men and women equally. Shows respect for and understanding of diverse points of view and demonstrates this understanding in daily work and decision-making. Examines own biases and behaviours to avoid stereotypical responses. Does not discriminate against any individual or group.


You are reminded of our obligation to ensure gender parity in recruitment. Your local human resources office can provide more details on the targets for your department, office, or mission. At the end of the cycle, you will be expected to discuss with your FRO how you have addressed gender parity in recruitment during the performance cycle in question if applicable.

Add Core and Managerial Competencies

- a. In **Section 3**, click on  **Select/Add Core Competencies**

Section 3 - Core Competencies

Select the Core Competencies most relevant to your goals for this cycle. It is recommended to select four or five.

 **Select/Add Core Competencies**

- b. Select the core competencies most relevant for this performance cycle.

- c. Click 

Performance Document

Add Core Competencies

Select the Core Competencies most relevant to your goals for this cycle. It is recommended to select four or five.

Search Results

Personalize | 1-8 of 8

Core Competencies

☒ Communication

☒ Teamwork

☐ Planning & Organizing

☐ Accountability

☐ Creativity



☐ Client Orientation

☐ Continuous Learning


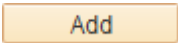
☐ Technological Awareness

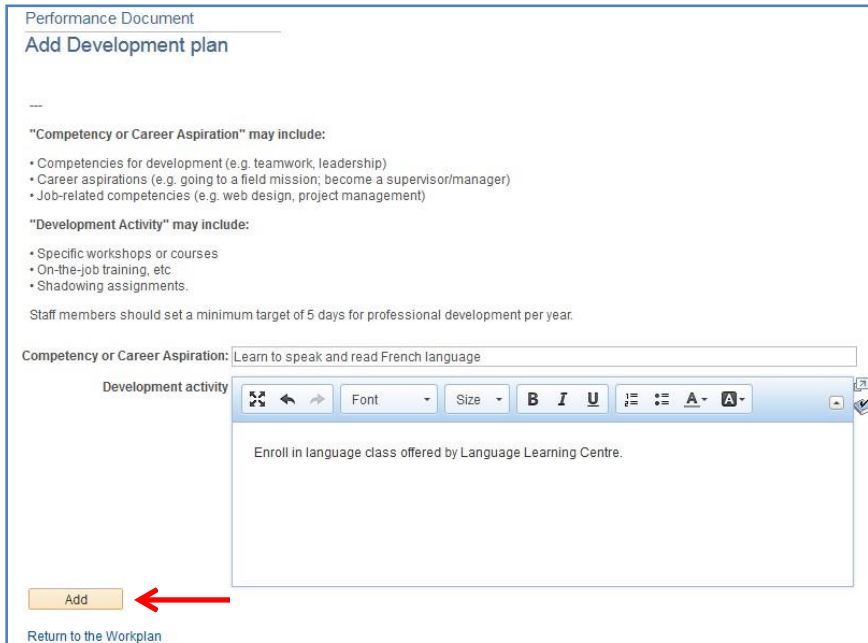
Update

Return to the Workplan

- a. In **Section 4**, click on  [Select/Add Managerial Competencies](#). Select the managerial competencies most relevant for this performance cycle and then click on the  button. Please note that if another staff member has selected you as a First Reporting Officer, then Managing Performance will appear automatically in your document.

Add Your Development Plan

- a. In **Section 5**, click on the  [Add Development plan](#) link.
- b. In the **Competency or Career Aspiration** box, enter your development objective. In the **Development Activity** box, enter the activity to support the objective.
- c. Click .
- d. To add additional development activities, repeat steps a. - d.



Performance Document

Add Development plan

"Competency or Career Aspiration" may include:


- Competencies for development (e.g. teamwork, leadership)
- Career aspirations (e.g. going to a field mission; become a supervisor/manager)
- Job-related competencies (e.g. web design, project management)



"Development Activity" may include:

- Specific workshops or courses
- On-the-job training, etc.
- Shadowing assignments.

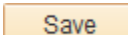
Staff members should set a minimum target of 5 days for professional development per year.

Competency or Career Aspiration:

Development activity 

[Return to the Workplan](#)

- e. When you have completed your work plan, click .

- f. Click **Notify FRO** to inform your supervisor that it is ready for approval.

Note: This action will trigger an automatic email to the supervisor informing them that the workplan has been created and is pending their approval.

Step 2. Approve workplan (FRO)

Navigate to: Main Menu > Manager Self Service > Performance Management > Performance Documents > Current Documents

- a. From the **Where I am FRO** tab, click **Performance Document** in the row that corresponds to the staff member and performance cycle you wish to review.

Where I am FRO

Where I am SRO

Current Performance Documents

Listed are the current performance documents for which you are the First Reporting Officer.

Performance Documents							Find		First		1 of 1		Last
Staff Member	FRO	SRO	Document Type	Begin Date	End Date	Status							
Staff8 Unep	Maria Eillen Lopez	Jayakumar Mannathan	Performance Document	01/04/2015	31/03/2016	Workplan							

- b. In the **Steps and Tasks** column on the left-hand side of the page, click **Review/Approve** under **Workplan**

Performance Process

Steps and Tasks

Staff8 UNEP
Performance Document
01/04/2015 - 31/03/2016
Change Actual Period / FRO / SRO Overview

Workplan

Review/Approve

- c. Click **Expand All** to view all details in the workplan

- d. Review Sections 1- 5 of the work-plan. When you are finished, click **Approve** then

Confirm




. If changes are required, click on

Return to SM

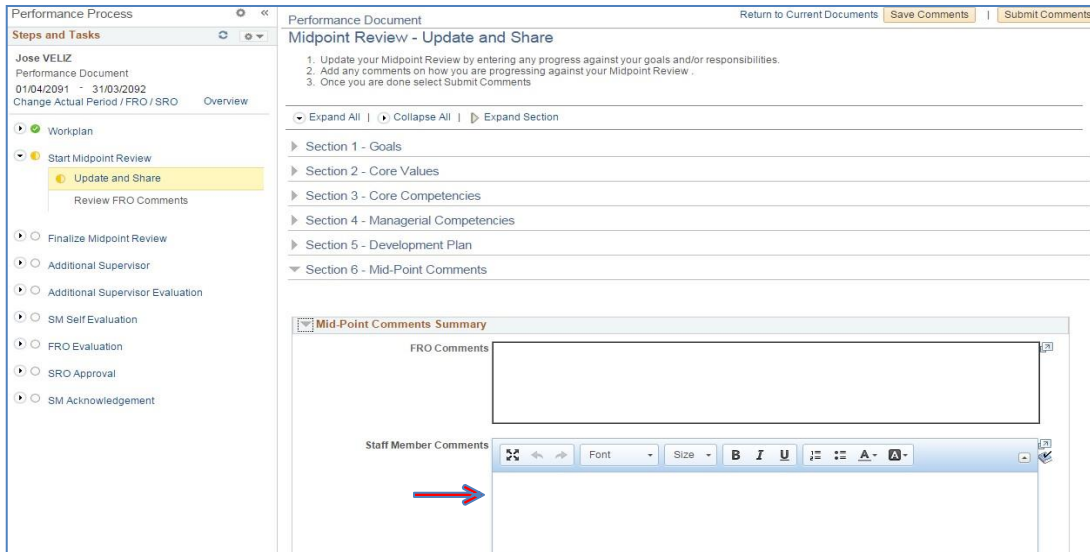
Phase 2: Mid-Point Review

Step 3. Enter mid-point comments (SM)

- Click Main Menu > Self Service > Performance Management > My Performance Documents > **Current Documents**
- Click **Performance Document** in the row that corresponds to the performance dates you wish to review.

Current Performance Documents						
Performance Documents				Find 	First 	1-10 of 10  Last
Staff8 Unep	Maria Eillen Lopez	Jayakumar Mannathan	Performance Document	01/04/2015	31/03/2016	Midpoint Review

- Scroll down to **Section 6 – Mid-Point Comments** and enter your comments in the **'Staff Member Comments'** box



When you are finished entering your comments, click on

Save Comments

- Click on **Submit Comments** to submit the comments to your FRO.

Step 4. View SM comments & enter comments (FRO)

- Click **Main Menu > Manager Self Service > Performance Management > Performance Documents > Current Documents**
- In the **Where I am FRO** tab, click [Performance Document](#) in the row that corresponds to the staff member and performance cycle you wish to review.

Where I am FRO

Where I am SRO

Current Performance Documents

Listed are the current performance documents for which you are the First Reporting Officer.

Performance Documents

Find |

First 1 of 1 Last

Staff Member	FRO	SRO	Document Type	Begin Date	End Date	Status
Staff8 Unep	Maria Eillen Lopez	Jayakumar Mannathan	Performance Document	01/04/2015	31/03/2016	Midpoint Review

- Scroll down to **Section 6 – Mid-Point Comments** at the bottom of the page to review the staff member's comments and enter your comments in the FRO **Comments box**.
- When you are finished, click on **Submit Comments**

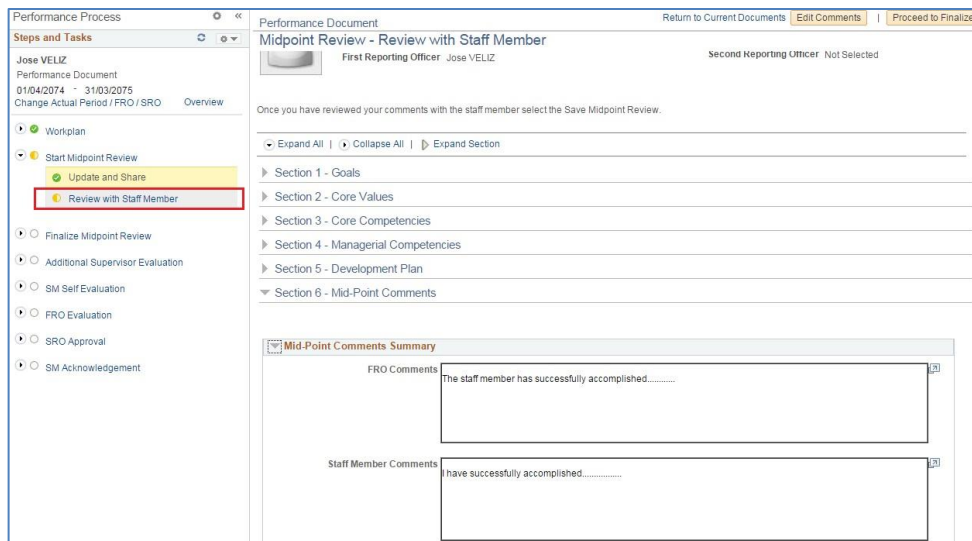
Performance Process
Steps and Tasks
Jose VELIZ
Performance Document
01/04/2014 - 31/03/2015
Change Actual Period / FRO / SRO
Overview
Workplan
Start Midpoint Review
Update and Share
Review with Staff Member
Finalize Midpoint Review
Additional Supervisor Evaluation
SM Self Evaluation
PRO Evaluation
SRO Approval
SM Acknowledgement

Performance Document
Return to Current Documents | Submit Comments
Midpoint Review - Update and Share
2. When ready select the Share with Staff member button- save your changes and share the staff member your comments have been shared. This can be done before or after you meet with the staff member to discuss their progress.
3. Once you have submitted comments and had a conversation select the Save Midpoint Review button
Expand All | Collapse All | Expand Section
Section 1 - Goals
Section 2 - Core Values
Section 3 - Core Competencies
Section 4 - Managerial Competencies
Section 5 - Development Plan
Section 6 - Mid-Point Comments
Mid-Point Comments Summary
FRO Comments
The staff member has successfully accomplished.....
Staff Member Comments
have successfully accomplished.....

Step 5. Finalize mid-point review (FRO)

- a. In the **Steps and Tasks** column on the left-hand side of the page, click on the **'Review with Staff Member'** link, then click on **Proceed to Finalize** button.

b.



The screenshot shows the 'Performance Process' interface. On the left, the 'Steps and Tasks' column is visible, with 'Review with Staff Member' highlighted. The main area displays the 'Midpoint Review - Review with Staff Member' form. The form includes a header with the user's name (Jose VELIZ), job title (Functional Area and temporarily unavailable), and document type (Performance Document). Below the header, there are sections for 'Section 1 - Goals', 'Section 2 - Core Values', 'Section 3 - Core Competencies', 'Section 4 - Managerial Competencies', 'Section 5 - Development Plan', and 'Section 6 - Mid-Point Comments'. The 'Mid-Point Comments Summary' section shows two text boxes: 'FRO Comments' and 'Staff Member Comments', both containing placeholder text.

- c. Click on the **'Update and Complete'** link, then click on the **Finalize Midpoint Review** button.



The screenshot shows the 'Performance Process' interface. On the left, the 'Steps and Tasks' column is visible, with 'Update and Complete' highlighted. The main area displays the 'Finalize Midpoint Review - Update and Complete' form. The form includes a header with the user's name (Jose VELIZ), job title (Functional Area and temporarily unavailable), and document type (Performance Document). Below the header, there are sections for 'Section 1 - Goals', 'Section 2 - Core Values', 'Section 3 - Core Competencies', 'Section 4 - Managerial Competencies', 'Section 5 - Development Plan', and 'Section 6 - Mid-Point Comments'. The 'Mid-Point Comments Summary' section shows two text boxes: 'FRO Comments' and 'Staff Member Comments', both containing placeholder text.

- d. The midpoint review has now been finalized.

Phase 3: End-of-cycle evaluation

Step 6. Self-evaluation (SM)

Navigate to: **Main Menu > Self Service > Performance Management > My Performance Documents > Current Documents**

- Click [Performance Document](#) in the row that corresponds to the performance dates you wish to review.

Current Performance Documents						
Performance Documents						
Staff Member	FRO	SRO	Document Type	Begin Date	End Date	Status
Staff8 Unep	Maria Eillen Lopez	Jayakumar Mannathan	Performance Document	01/04/2015	31/03/2016	SM Self & FRO Evaluation

- Click on 'Expand All' to view all sections of the workplan.
- Enter your comments in sections 1-7 when applicable.
- When you are finished, click on [Save](#) and then [Complete](#)




Performance Process
Steps and Tasks
Jose VELIZ
Performance Document
01/04/2083 - 31/03/2084
Change Actual Period / FRO / SRO
Overview
Workplan
Start Midpoint Review
Finalize Midpoint Review
Additional Supervisor
Additional Supervisor Evaluation
SM Self Evaluation
Update and Complete
FRO Evaluation
SRO Approval
SM Acknowledgement

Performance Document
Self-Evaluation - Update and Complete
Return to Current Documents
Save
Complete
Jose VELIZ
Job Title Functional titles are temporarily unavailable
Document ID 161730
Document Type Performance Document
Status Evaluation in Progress
Performance Cycle 01/04/2083 - 31/03/2084
Actual Period 01/04/2083 - 31/03/2084
First Reporting Officer Jose VELIZ
Second Reporting Officer Not Selected
This self-evaluation section is used to:
a) review goals, competencies and mid-point comments; and
b) to enter overall end of cycle comments.
Expand All Collapse All Expand Section
Section 1 - Goals
Section 2 - Core Values
Section 3 - Core Competencies
Section 4 - Managerial Competencies
Section 5 - Development Plan
Section 6 - Mid-Point Comments
Section 7 - End-of-Cycle Comments

Step 7. Evaluation (FRO)

- Navigate to: **Main Menu > Self Service > Performance Management > My Performance Documents > Current Documents**
- Click [Performance Document](#) in the row that corresponds to the cycle you wish to review.

Current Performance Documents

Performance Documents							Find 	First 	1-10 of 10 	Last
Staff Member	FRO	SRO	Document Type	Begin Date	End Date	Status				
Staff8 Unep	Maria Eillen Lopez	Jayakumar Mannathan	Performance Document	01/04/2015	31/03/2016	SM Self & FRO Evaluation				

- c. Click on the '**Learning Completed**' link in the left-hand column and indicate (yes or no) whether the staff member completed his/her 5 days of learning.

Learning Completed Check

Learning is defined in ST/SGB/2009/9

Learning Check

5 days of Learning completed during Period? ☐ Yes ☒ No

Update Cancel

- d. Click on 'Expand All' to view all sections of the workplan
- e. Enter your ratings and comments in **Sections 1-7** (where applicable)
- f. When you are finished, click **Save** and then **Submit to SRO** for approval.

Performance Process

Steps and Tasks

Jose VELIZ

Performance Document

01/04/2015 - 31/03/2016

Change Actual Period / FRO / SRO

Overview

Workplan

Start Midpoint Review

Finalize Midpoint Review

Additional Supervisor Evaluation

SM Self Evaluation

FRO Evaluation

Learning Completed

Update and Submit

SRO Approval

SM Acknowledgement

Performance Document

FRO Evaluation - Update and Share

Jose VELIZ

Job Title Functional titles are temporarily unavailable

Document ID 161730

Document Type Performance Document

Status Evaluation in Progress

Performance Cycle 01/04/2015 - 31/03/2016

Actual Period 01/04/2015 - 31/03/2016

First Reporting Officer Jose VELIZ

Second Reporting Officer Not Selected

Enter comments for each individual Sections.

Expand All Collapse All Expand Section

Section 1 - Goals

Section 2 - Core Values

Section 3 - Core Competencies

Section 4 - Managerial Competencies

Section 5 - Development Plan

Section 6 - Mid-Point Comments

Section 7 - End-of-Cycle Comments

Step 8. Approve evaluation (SRO)




- a. **Navigate to > Manager Self Service > Performance Management > Performance Documents > Current Documents**

- b. In the **Where I am SRO** tab, click [Performance Document](#) in the row that corresponds to the staff member and performance cycle you wish to review.

Where I am FRO

Where I am SRO

Listed below are the current performance documents for which you are the Second Reporting Officer.

Performance Documents							Find 	First 	1-4 of 4	 Last
Staff Member	FRO	SRO	Document Type	Begin Date	End Date	Status				
Staff8 Unep	Maria Eillen Lopez	Jayakumar Mannathan	Performance Document	01/04/2015	31/03/2016	SRO Approval				

- c. Click on **Expand All** to view the ratings and comments of the FRO in sections 1-7
- d. Input your comments in Section 8 at the bottom of the page
- e. When you are finished, click **Approve** then **Confirm**

Performance Process

Steps and Tasks

- Jose VELIZ
- Performance Document
- 01/04/2014 - 31/03/2015
- Change Actual Period / FRO / SRO
- Overview
- Workplan
- Start Midpoint Review
- Finalize Midpoint Review
- Additional Supervisor Evaluation
- SM Self Evaluation
- FRO Evaluation
- SRO Approval
 - Approve/Return to FRO
 - View
- SM Acknowledgement

Performance Document

SRO Evaluation - Update

Jose VELIZ

Job Title: Functional titles are temporarily unavailable

Document ID: 162771

Document Type: Performance Document

Status: Not Started

Performance Cycle: 01/04/2014 - 31/03/2015

Actual Period: 01/04/2014 - 31/03/2015

First Reporting Officer: Jose VELIZ

Second Reporting Officer: Jose VELIZ

Expand All | Collapse All | Expand Section

Section 1 - Goals

Section 2 - Core Values

Section 3 - Core Competencies

Section 4 - Managerial Competencies

Section 5 - Development Plan

Section 6 - Mid-Point Comments

Section 7 - End-of-Cycle Comments

Section 8 - SRO Comments

SRO Comments Summary

Comments




I concur with the FRO's evaluation. The staff member has been an asset.....

Note: If you want the FRO to make changes to the end-of-cycle evaluation, click before approving it.

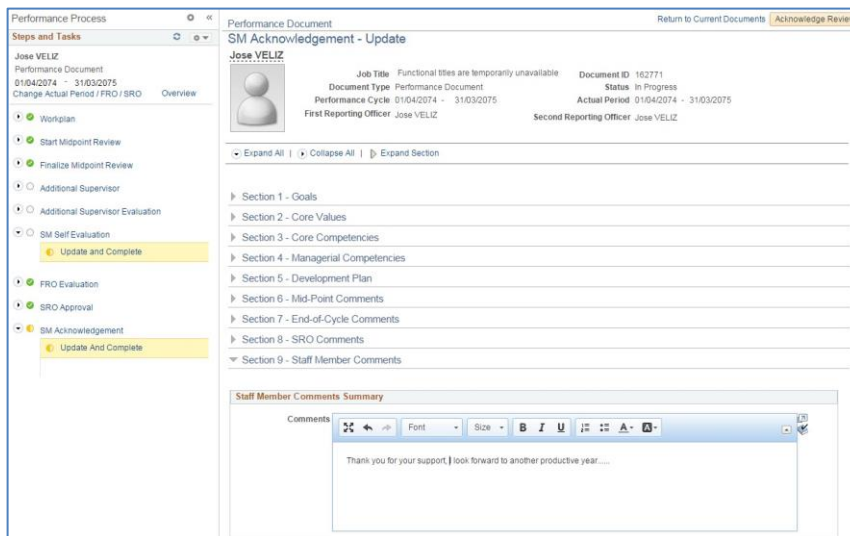
Step 9. Acknowledge evaluation (SM)

- a. Click **Main Menu > Self Service > Performance Management > My Performance Documents > Current Documents**
- b. Click [Performance Document](#) in the row that corresponds to the performance dates you wish to review.

Current Performance Documents

Performance Documents				Find 	First 	1-10 of 10 	Last
Staff Member	FRO	SRO	Document Type	Begin Date	End Date	Status	
Staff8 Unep	Maria Eillen Lopez	Jayakumar Mannathan	Performance Document	01/04/2015	31/03/2016	SM acknowledgement	

- Review the FRO's evaluation and SRO's comments, then enter any additional overall comments you may have in Section 9 at the bottom of the page
- When you are finished, click **Acknowledge Review** then **Confirm** to acknowledge the evaluation.



Performance Document - Update

Jose VELIZ

Job Title: Functional titles are temporarily unavailable. Document ID: 162771

Document Type: Performance Document Status: In Progress

Performance Cycle: 01/04/2014 - 31/03/2015 Actual Period: 01/04/2014 - 31/03/2015

First Reporting Officer: Jose VELIZ Second Reporting Officer: Jose VELIZ


Expand All | Collapse All | Expand Section

- Section 1 - Goals
- Section 2 - Core Values
- Section 3 - Core Competencies
- Section 4 - Managerial Competencies
- Section 5 - Development Plan
- Section 6 - Mid-Point Comments
- Section 7 - End-of-Cycle Comments
- Section 8 - SRO Comments
- Section 9 - Staff Member Comments

Staff Member Comments Summary

Comments

Thank you for your support. I look forward to another productive year....

Note: From the **SM Acknowledgement** page you will be able to create a PDF version of your document and save it to your computer. To create a PDF click on  on the top right-hand section of your screen. **Remember to disable your browser's pop-up blocker.**

Please note that staff members do not need to print their ePerformance documents and forward them to FROs, SROs. As of the 2018-19 cycle, the physical signature lines have been removed from printed documents to help streamline this performance management process.