



PERFORMANCE MANAGEMENT

Acknowledging the Evaluation Employee Guide

This guide will instruct employees to acknowledge and complete an annual performance evaluation.

Logging into PageUp Talent Management System (TMS)

1. Access the PageUp login screen one of two ways:

Direct access at <https://nmuemployees.pageuppeople.com/>

OR

Under the **Employee Services** tab in MyNMU, click **Talent Management System** in the **Additional Employee Resources** section.

The screenshot shows the MyNMU website interface. At the top, there is a navigation bar with 'Home', 'Employee Services', and 'Student Services' tabs. The 'Employee Services' tab is active. Below the navigation bar, there are several sections: 'Web For Employees' (Main Menu, Addresses & Phone Numbers, Compensation Statement, Direct Deposit, Employee Personnel Action (EPAF), Leave Balances, Name Change, Pay Information, Position Management and Recruiting, Performance Evaluations, SSN, Tax Information, Time Sheet, Tuition Benefit Request, Flexible Spending Account (FSA) Enrollment, Employee Dashboard), 'Concur Settlement System', 'International Travel Registration', 'Public Safety Services', 'Qualtrics', 'Retirement Plan Information', 'Administrative Reports', and 'Additional Employee Resources'. A green arrow points to the 'Talent Management System' link in the 'Additional Employee Resources' section.

2. You will be directed to the login screen. Because PageUp is part of NMU's single sign-on service, log in with your NMU ID and password.

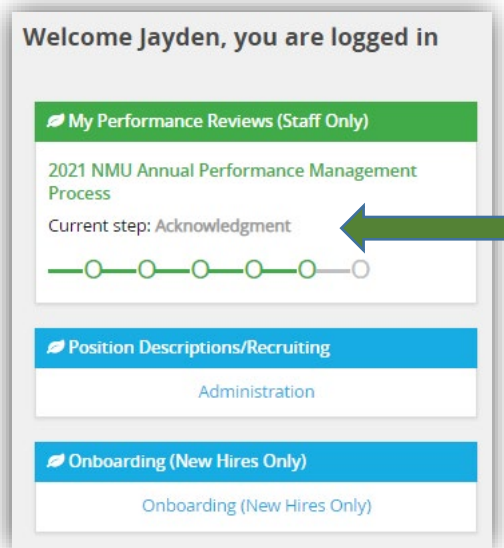
The screenshot shows the PageUp login screen. At the top, there is a green header with the text 'PageUp'. Below the header, there is a message: 'Login is required to use this site. Please enter below.' The login form consists of two input fields: 'Email Address' and 'Password'. Below the 'Password' field, there is a link that says 'Forgot my password'. At the bottom of the form, there is a yellow button labeled 'LOGIN'. Below the button, there are two links: 'Need Help? Contact the Help Desk!' and 'New to NMU? Activate your account'.

3. You will land on the Talent Management System Employee Service menu page.

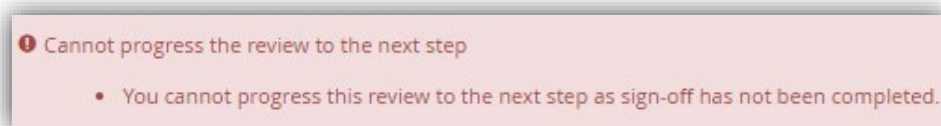
Acknowledge the Evaluation

Once you and your manager have completed the performance discussion, your manager will finalize the performance evaluation and move it forward to the final step of the process: **Acknowledgment**.

1. You will receive an email notifying you that your evaluation is complete. Once you log into the system you will click on your current evaluation shown in the **Acknowledgment** step.

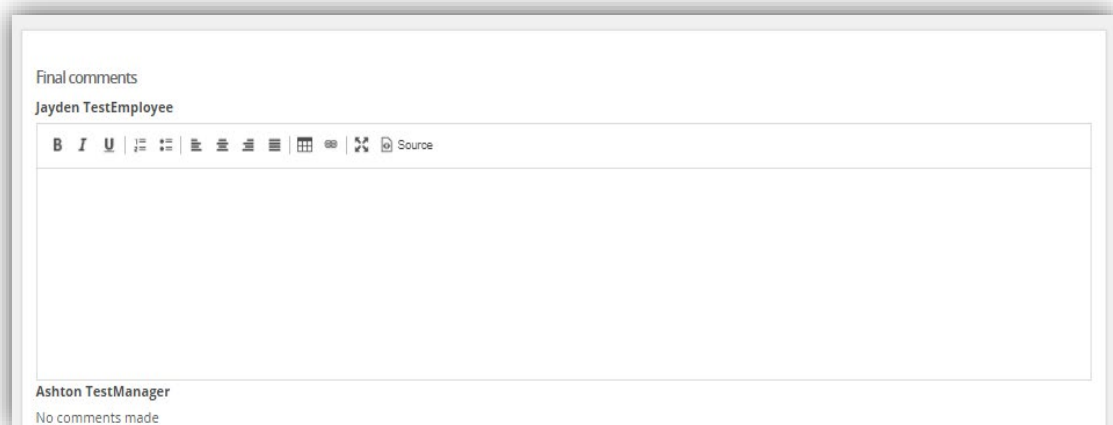


2. You may view each tab to review your final evaluation or you may click on **Report** under the **Action** drop-down menu.
Note: No edits can be made at this time. You will have an opportunity to provide final comments.
3. Click on the **Summary** tab.
4. A message will appear on the **Summary** page.



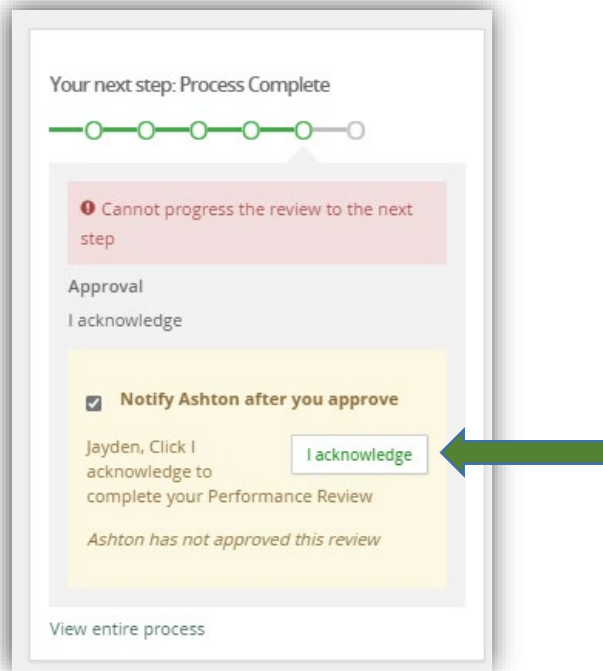
This is a notification that you must take action on this page by acknowledging the evaluation.

5. Scroll to the bottom the page. You will be able to make any final comments in the box.



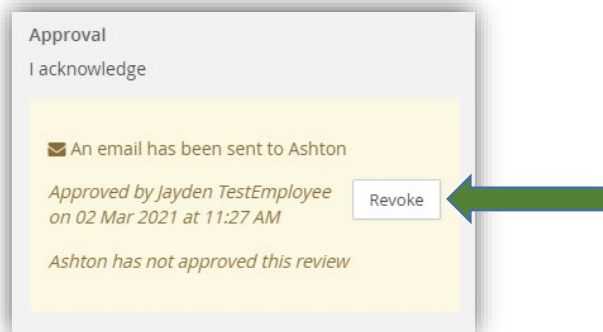
- To acknowledge receipt and return the evaluation to your manager, click the **I acknowledge** button.

Note: Acknowledgment of the evaluation indicates that you received the review, not that you agree with the review.



This will send an auto-email notification to your manager.

- You have the option to revoke your acknowledgment. You may do this if the button was hit mistakenly or if you wish to add or amend your final comments. Click on the **Revoke** button.



If you revoke the acknowledgment, your manager will receive a notification on their system that the evaluation has not been signed.

Your manager will also acknowledge the evaluation and submit it to finalize the process. This completes the annual performance evaluation. To access past evaluations, select **Performance reviews** from the **About me** drop-down menu on your home page (see the [Accessing Performance Evaluations Guide](#)).