

# PERFORMANCE MANAGEMENT

## Acknowledging the Evaluation Manager Guide

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

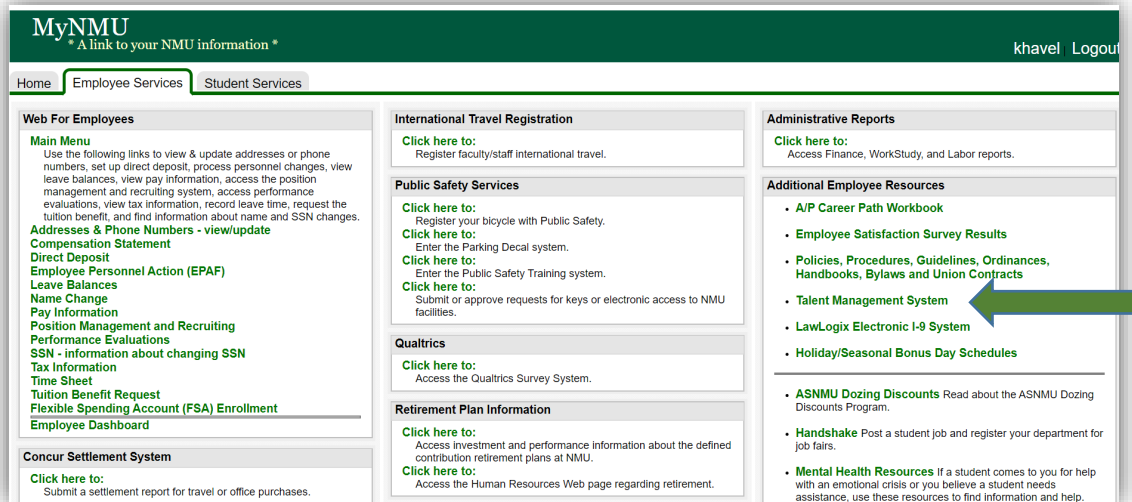
### Logging into PageUp Talent Management System (TMS)

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

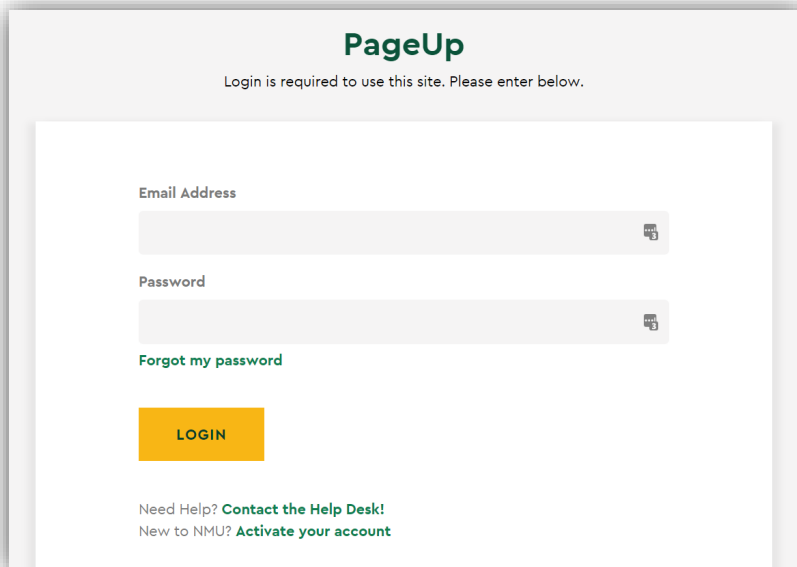
Direct access at <https://nmuemployees.pageuppeople.com/>

OR

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



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.



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

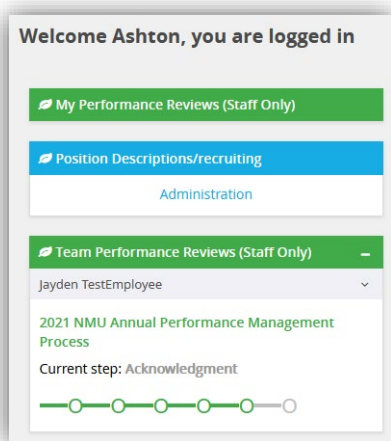
## Confirm Employee Acknowledged the Evaluation

Once you have completed the performance discussion and finalized the performance evaluation you will hit the green **Go to the next step** button on the **Summary** tab. The employee will gain access to the evaluation and you both will see the current step moved to the **Acknowledgment** step.

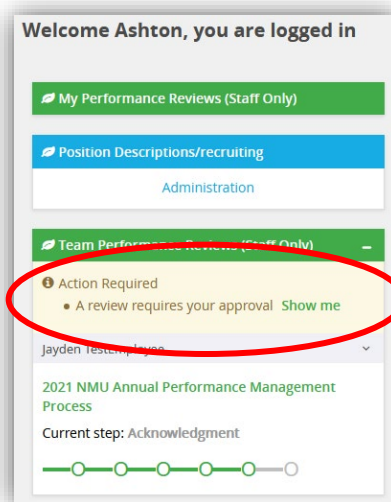
Although you have immediate access to the evaluation **DO NOT** acknowledge until you've received notice that the employee has acknowledged the evaluation. You will receive an automatic email and you will see an **Action Required** message on your home page.

Employees also have the ability to revoke an acknowledgement for a variety of reasons. You may receive an email, but upon entering the system you will not see an **Action Required** notice.

### **Employee not yet acknowledged:**

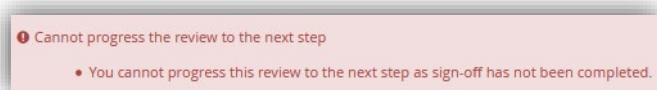


### **Employee acknowledged:**

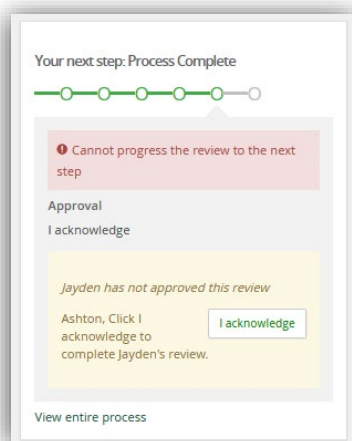


There will also be two messages on the **Summary** tab if the employee has not acknowledged the evaluation:

1. At the top of the page –

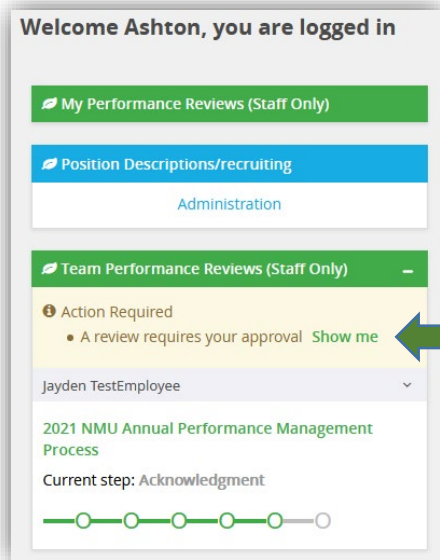


2. Inside the **I acknowledge** box –



## Acknowledge the Evaluation

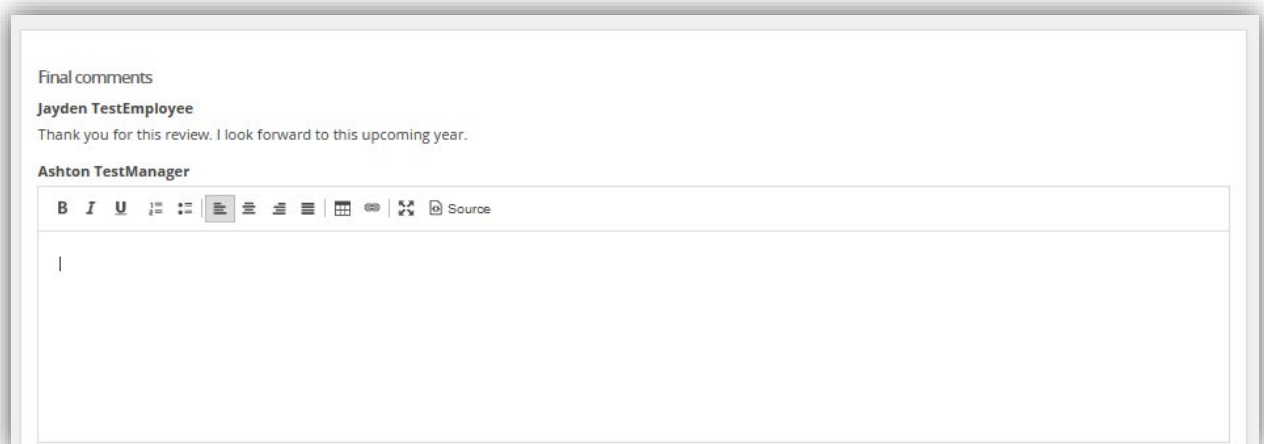
1. You will receive an **Action Required** notice. Click on **Show me**.



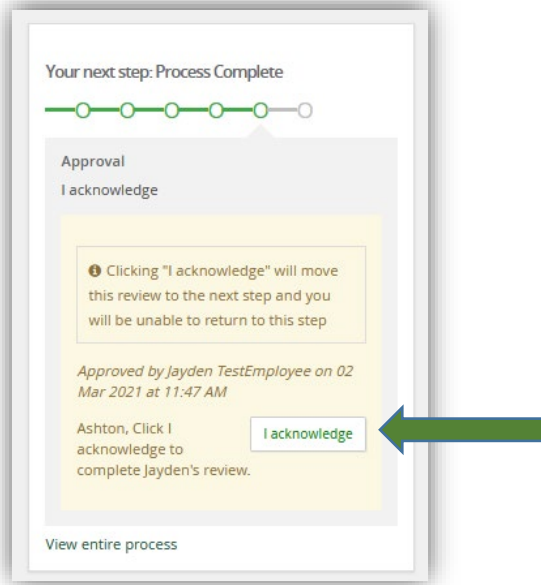
2. All tasks will appear.

Employee	Review process	Review step	
Jayden TestEmployee	2021 NMU Annual Performance Management Process	Acknowledgment	Open review

3. Click on **Open review**.  
**Note:** No edits can be made at this time. You will have an opportunity to provide final comments.
4. Click on the **Summary** tab.
5. Scroll to the bottom the page. You will be able to view any final comments your employee has made. You may also make any final comments at this time.



6. Click on the **I acknowledge** button to finalize the evaluation.



This completes the annual performance evaluation. To access past evaluations, select **Performance reviews** from the **My team** drop-down menu on your home page (see the [Accessing Performance Evaluations Guide](#)).