Managers may wish to set their own goals and then "cascade" relevant goals through the system to certain direct reports or all direct reports. This system feature is especially helpful for managers of AFSCME or other employees who may not be entering their own goals into the system.
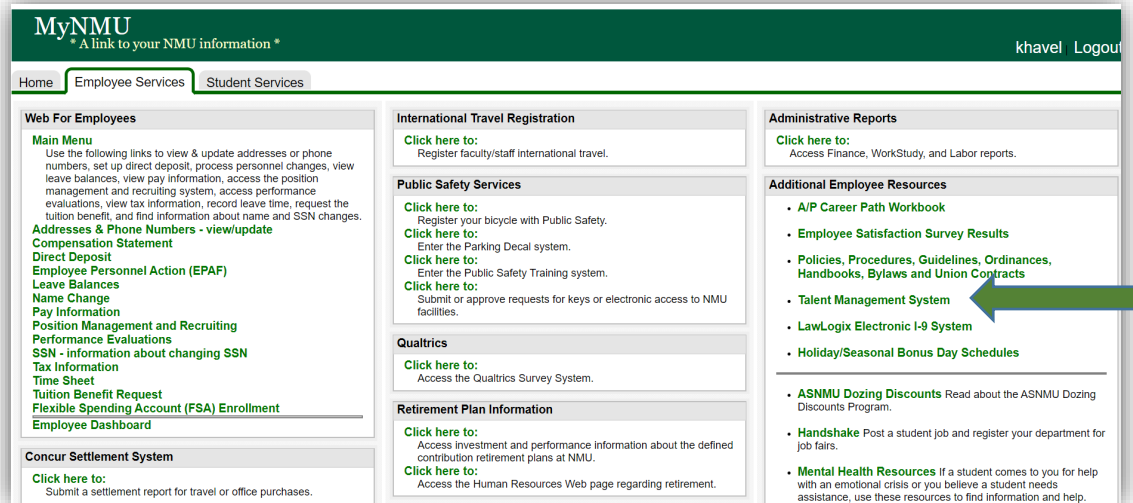
Logging into PageUp Talent Management System (TMS)
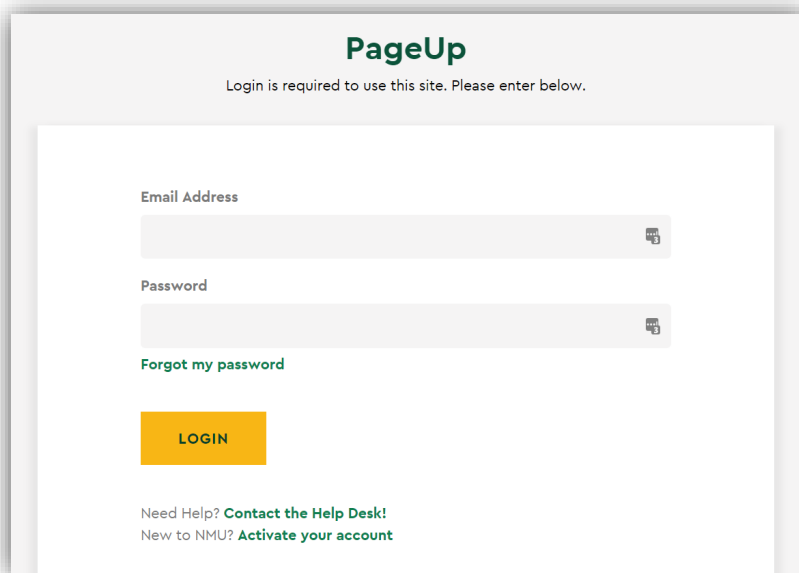
1. Access the PageUp login screen one of two ways:

   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.
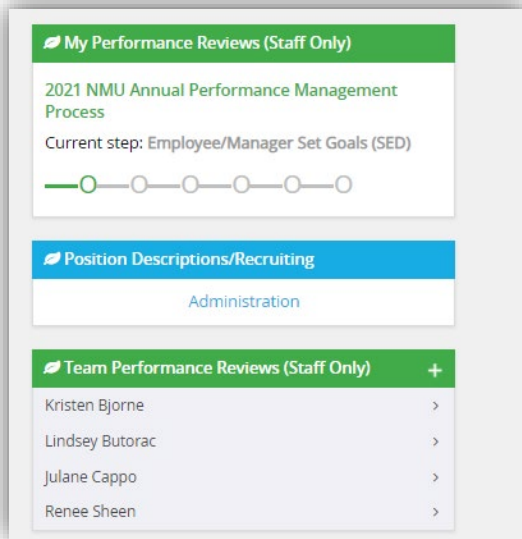

2. You will be directed to the login screen. Because PageUp is part of NMU's single sign-on service, log in with your NMU ID and password.


3. You will land on the Talent Management System Employee Service menu page.
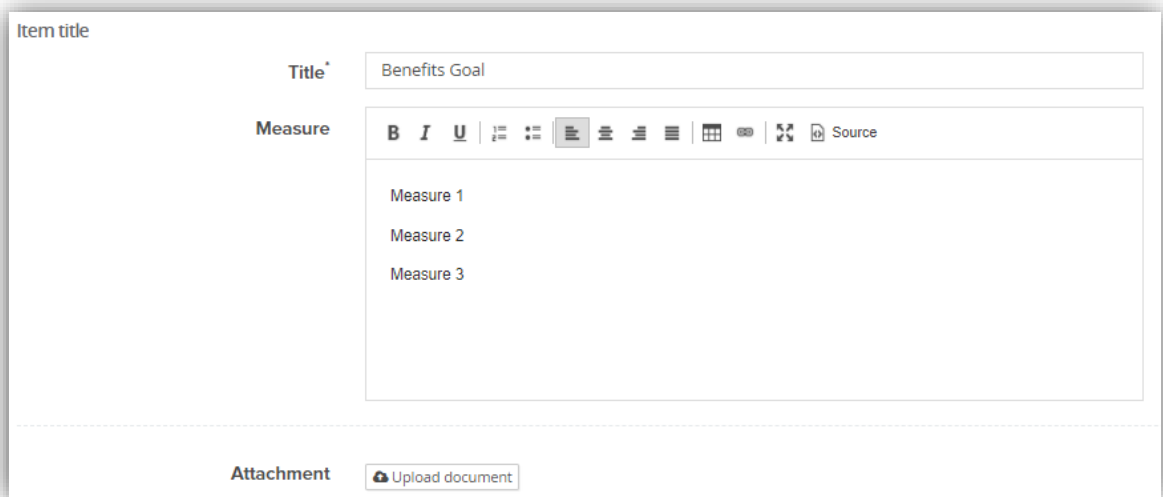
Setting Your Own Goals

1. Once on the Employee Service menu page, you will find your own and your direct reports' performance reviews.

2. Click on the **[current year] NMU Annual Performance Management Process** under **My Performance Reviews**. This will open your performance review at the first step of setting goals.
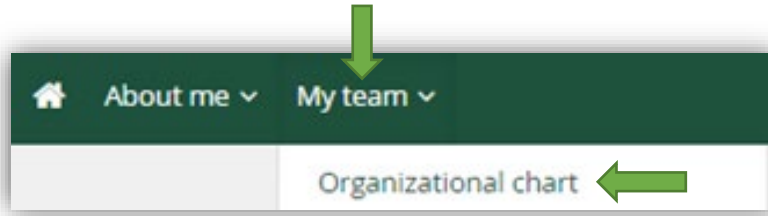3. Click on the **Goals** tab.
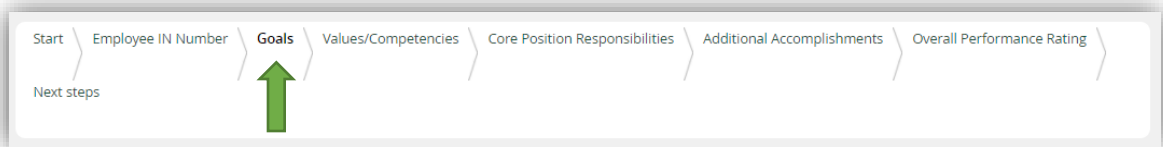
4. Read the directions and click the **⊕ Add Goals** button to enter your goals for the year. Example:
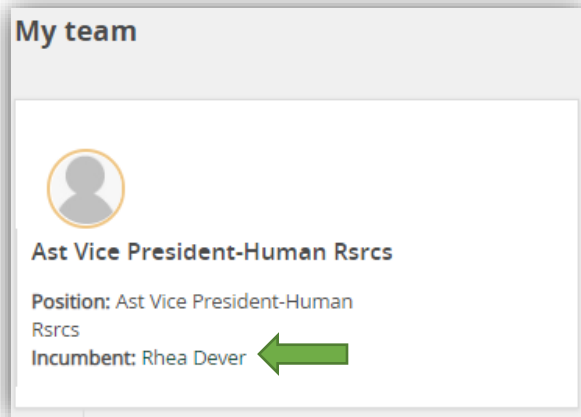

5. Click **Next** and the entries will save.
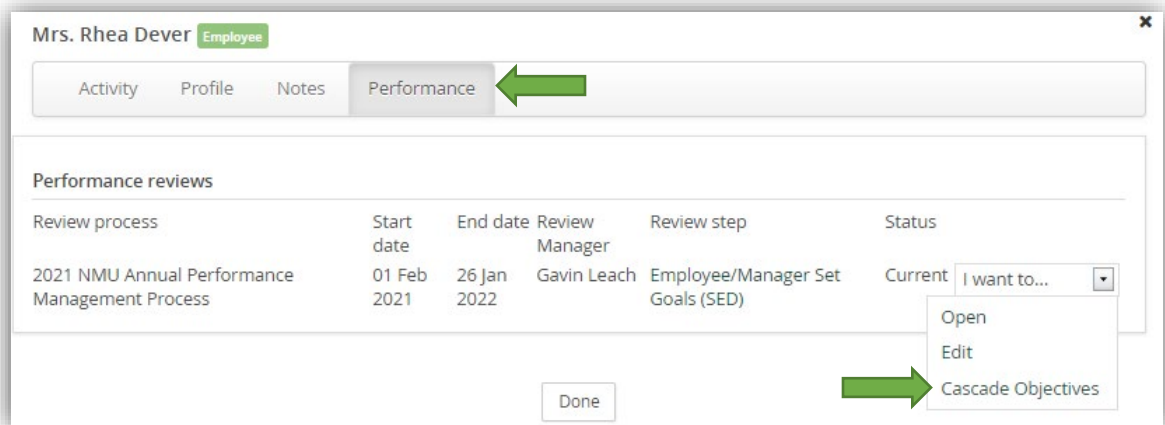
Cascading Goals to Direct Reports

1. Once you have set your own goals for the year, click on the **My team** drop-down menu located on the top ribbon and select **Organizational Chart**.

2. Click on your own name in the top-most employee card.

3. Click on the **Performance** tab and select **Cascade Objectives** from the **I want to...** drop-down menu.

4. Select the goal(s) you wish to cascade and then select the team member you wish to cascade to.

Cascade Objectives ✕

My objectives

Please select one or more objectives to cascade

Goals
☐ Compensation & Staffing Goal
☐ Employee Relations Goal
☐ Payroll Goal
☑ Benefits Goal

My team

Please select the relevant team members to cascade the selected objectives to

☐ Janet Koski   *No review*
☐ Julane Cappo
☑ Kristen Bjorne
☐ Lindsey Butorac
☐ Renee Sheen

[Next] [Close]

5. Click **Next**. Confirm your selection and click **Next** again.

Cascade Objectives ✕

My objectives

Goals
    Benefits Goal

My team

Please select the relevant team members review(s) to cascade the selected objectives to

Kristen Bjorne
☑ 2021 NMU Annual Performance Management Process

[Next] [Close]

6. You will receive a *Success* message. Then click **Close** then **Done** on the home menu.

Cascade Objectives ✕

My objectives

Goals
    Benefits Goal

My team

Kristen Bjorne
    2021 NMU Annual Performance Management Process   *Success*

[Close]

7. To edit and/or define the goal for your direct report(s) you must access the individual's performance review. You are able to edit goals until the annual review is launched in June.
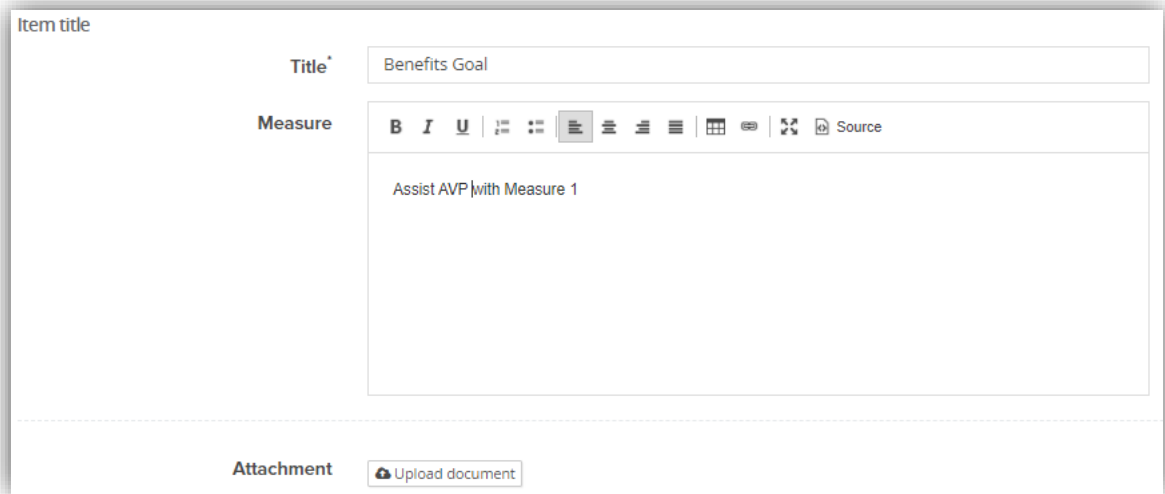
8. You may access your direct reports performance reviews in two ways:

Click on the home button and you will return to the Employee Service menu page. Click on the current review for the individual's review you wish to edit.

OR

Click on the **My team** drop-down menu located on the top ribbon and select **Performance reviews**. Then Click **Open review**.

6. Click on the **Goals** tab. You will find your goal entered into the system. Edit and define the goal to fit the objectives this individual will be responsible for.

7. You may enter any other goals at this time. When you have completed entering goals, click **Next**. The system will save periodically and will save when any button is clicked.

Logging Out

To sign out select the drop-down menu by your name in the green banner at the top of the screen and choose **Logout**.