

PERFORMANCE MANAGEMENT

Completing a Self-Review Employee Guide

This guide will instruct employees how to complete a self-review.

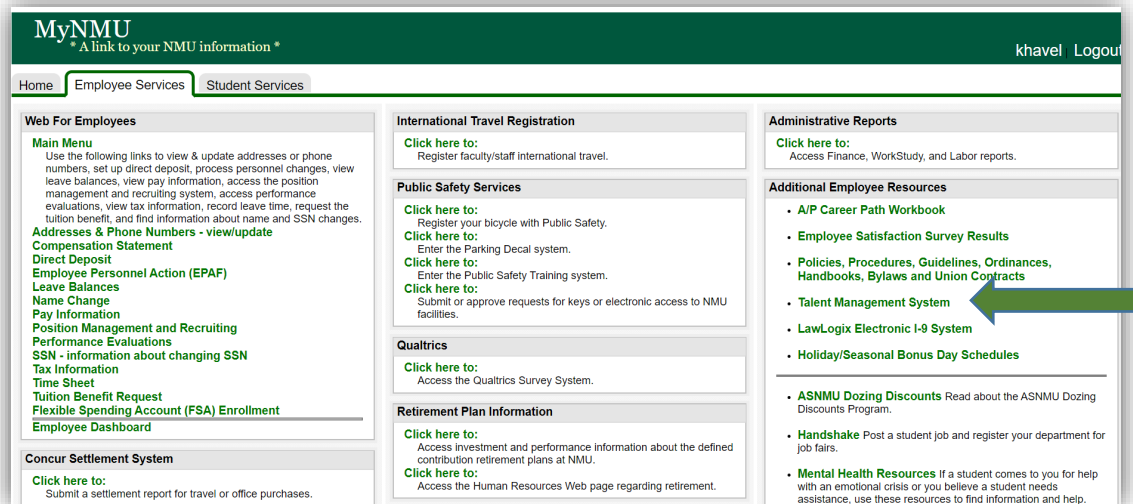
Logging into PageUp Talent Management System (TMS)

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

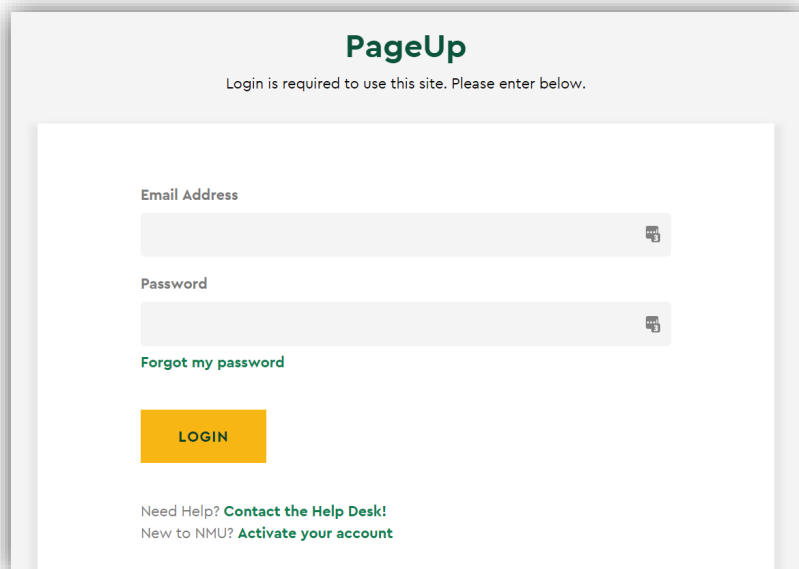
Direct access at <https://nmuemployees.pageuppeople.com/>

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.

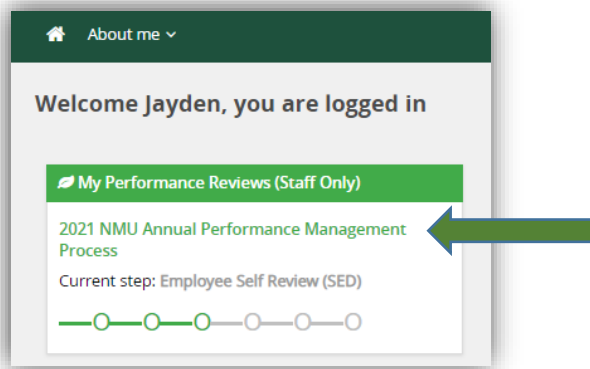
Self-Reviews

The annual performance evaluation is officially launched through the Employee Self Review. Employees have the opportunity to complete self-evaluations as part of the annual review process. A self-evaluation offers an opportunity to reflect on what you've accomplished during the past year (goals and core responsibilities), as well as how you achieved what you accomplished (your competencies). If you created professional development goals, you also have the opportunity to revisit your focus areas for development. The self-evaluation is optional. You can complete any or all of the sections.

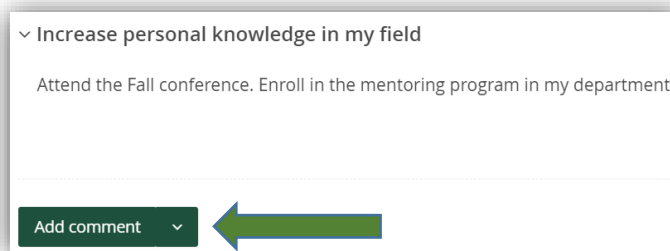
Your manager will not have access to the evaluation at this step.

Steps below provide guidance on completing the online self-review. You do have the option to download the form and make comments on each section offline (see the [Completing an Evaluation Offline Guide](#)).

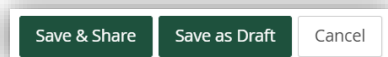
1. Open the self-review on the main menu or select **Performance reviews** under the **About me** drop-down menu.



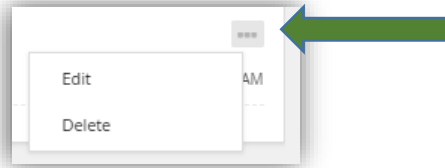
2. Click the **Next** button to move to the next tab: **Goals**.
 - a. To provide comments, click the **Add comment** button.




- i. There are two ways to save:



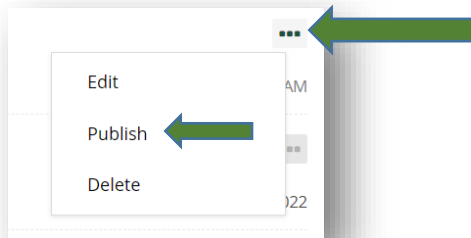
- ii. **Save & Share**. This button ensures that any comment made will be saved and viewable upon the final report. Any comments shared will move forward when the review moves to the Manager Evaluation and Performance Discussion step. Comments won't be shared until that date. You may edit or delete the comment by clicking on the **three dots** in the right-hand corner.



You may also use **Save as Draft** if you wish to return to the comment at a later time. **Note:** Your comments will not be viewable by the supervisor unless the comment is published. You will see the following message:

 Draft comment *visible only to me*

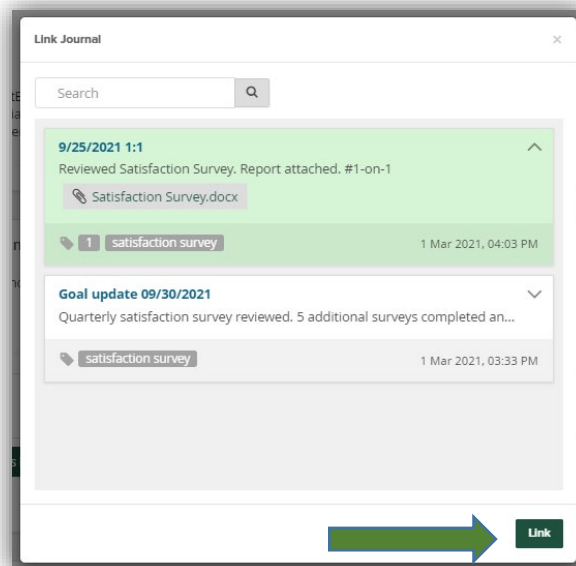
To publish the comment before the self-review period is complete, click on the **three dots** in the right-hand corner, then click Publish.



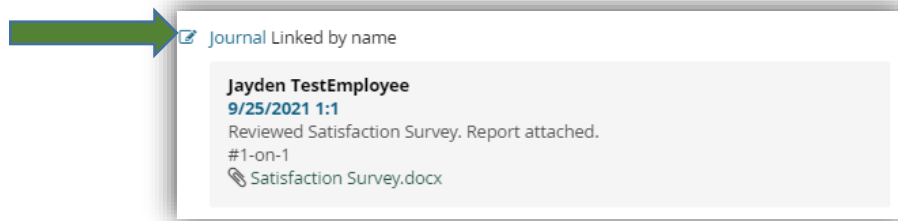
- b. You may also attach a journal entry you entered throughout the year.
 - i. Click on the **arrow** next to **Add comment** to access the drop-down menu.
 - ii. Click **Link journal entry**.



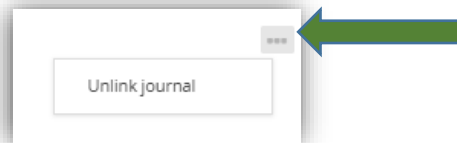
- iii. Select the entry to wish to attach. Click **Link**.



- iv. Entry will be linked.



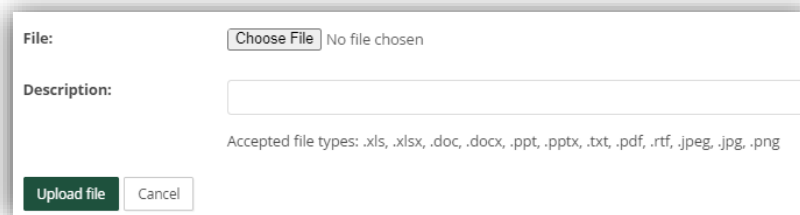
- v. You may remove the journal entry if you choose by clicking on the **three dots** in the right-hand corner and click **Unlink**.



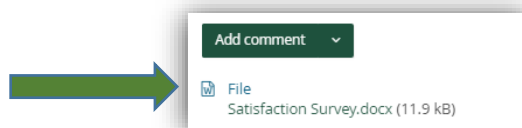
- c. You may also upload a file to supplement your comment.
 - i. Click on the arrow next to Add comment to access the drop-down menu.
 - ii. Click **Upload file**.



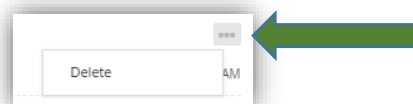
- iii. Choose your file from your computer/network. Accepted files are listed.



- iv. The file will be linked.



- v. You may remove the file if you choose by clicking on the **three dots** in the right-hand corner and click **Delete**.



- 3. After commenting on your goals, click the **Next** button to move throughout the evaluation form. You may comment and/or provide links using the same directions for Goals for all remaining sections: **Values, Core Position Responsibilities, Additional Accomplishments** and **Overall Performance**.

You have now completed the self-review. You may print or save your entries by clicking on the **Actions** drop-down menu and selecting **Report**. The self-review will advance to your manager to complete the performance evaluation automatically on July 1.