

Managers and employees can download and complete self-evaluations and/or performance evaluations offline.

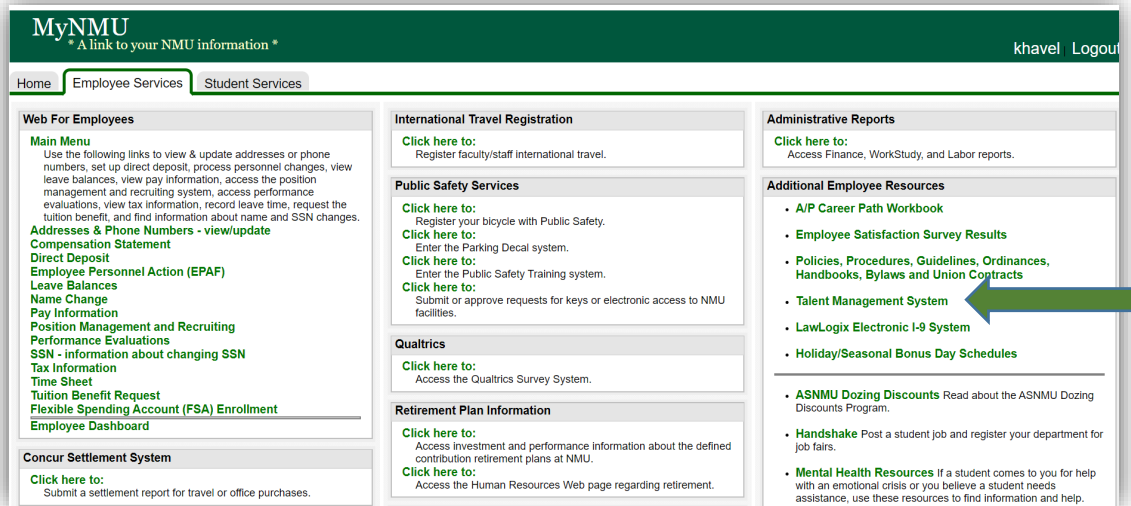
## Logging into PageUp Talent Management System (TMS)

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

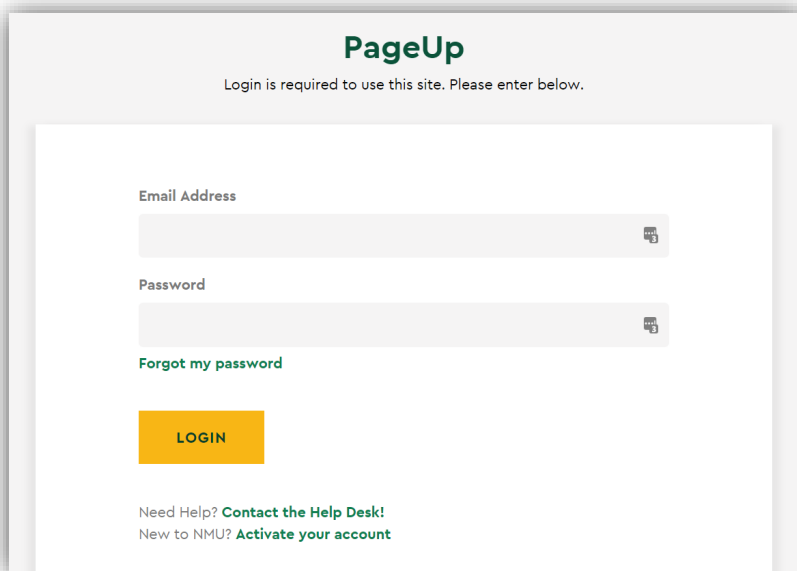
Direct access at <https://nmuemployees.pageuppeople.com/>

**OR**

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

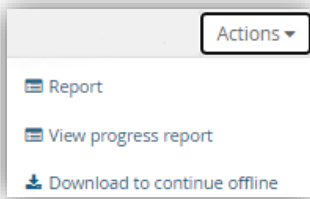


2. You will be directed to the login screen. Because PageUp is part of NMU's single sign-on service, log in with your NMU ID and password.



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

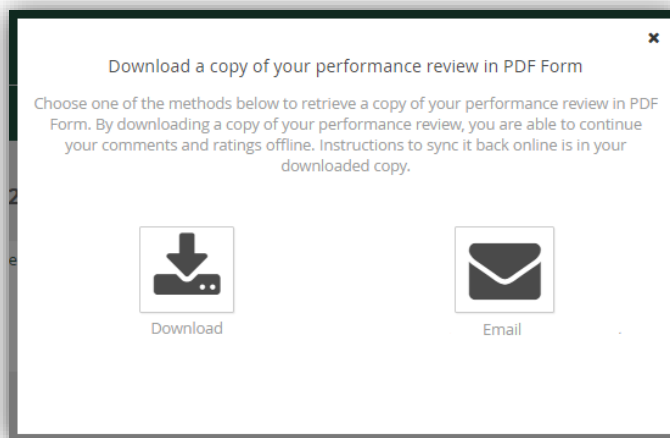
At any stage of the performance review you will have a list of options under the **Actions** drop-down menu.



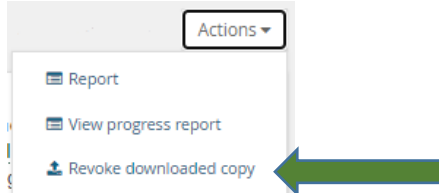
The option to **Download to continue offline** is only applicable during the *Employee Self-Review* and the *Manager Review and Performance Discussion* steps. You will be able to download the review form, make comments on the fillable PDF, and upload the review back into the system.

## Downloading the Review

1. Click on **Download to continue offline** under the **Actions** drop-down menu.
2. A downloading pop-up screen will appear. Click on **Download** to automatically download onto your computer or click on **Email** to have it sent to your NMU email address.

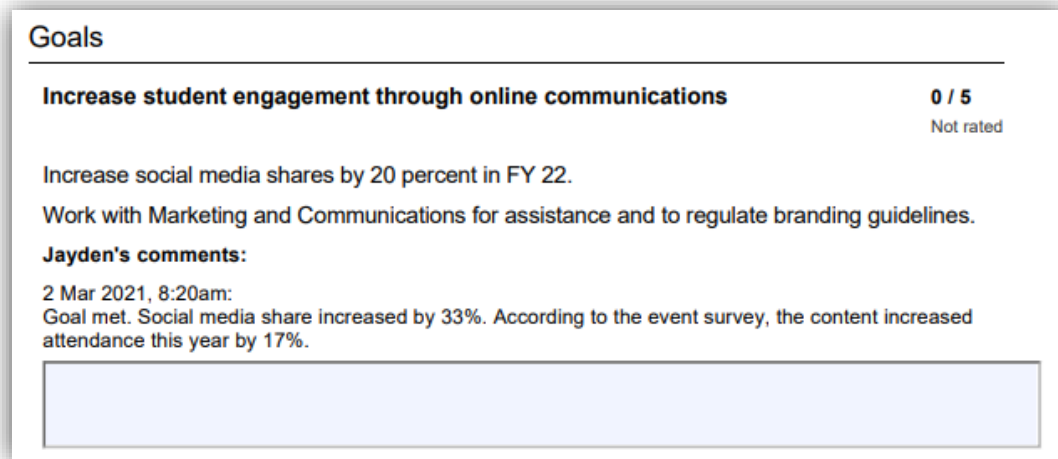


3. Once the review has been downloaded, your online review will display a message.  
**i** A copy of this performance review has been downloaded to complete offline.
4. Open the file. Be sure to download and open the review as a PDF. Do **NOT** open with Google Docs or work on the review through a web browser; it will not save and upload properly.
5. If you downloaded the report in error, or if you prefer to complete the review online, you may revoke the download to clear the system.



## Tips on Working Offline

1. Upon opening the PDF review, you will find each section of the review will populate on its own page with blue comment boxes. **Note:** If no goals or values were added to the review these pages will appear blank and you will not be able to make comments.
2. On-screen directions are provided in detail for each section when working online. These directions will not be provided offline.
3. If you made any comments online your comments and/or attachments will appear. You will not be able to edit these offline; any edits will need to be made when you reload the review back into the system.
4. **Managers:** If your employee provided comments and/or attachments they will appear under the employee's name. The blue box is where you will make your comments.

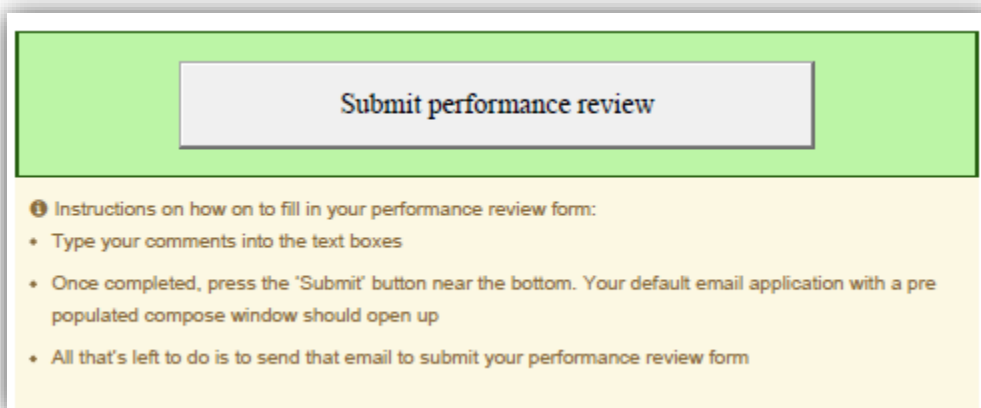


The screenshot shows a 'Goals' section in a performance review system. At the top, the goal is 'Increase student engagement through online communications' with a progress indicator '0 / 5' and the status 'Not rated'. Below the goal, there is a description: 'Increase social media shares by 20 percent in FY 22. Work with Marketing and Communications for assistance and to regulate branding guidelines.' Underneath, there is a section for 'Jayden's comments:' with a timestamp '2 Mar 2021, 8:20am:' and the text 'Goal met. Social media share increased by 33%. According to the event survey, the content increased attendance this year by 17%.' At the bottom of the screenshot, there is a large, empty blue rectangular box for adding comments.

5. **Managers:** You will not be able to make ratings offline; ratings will need to be made when you reload the review back into the system.

## Uploading the Review

1. To upload your comments into the system, click on the **Submit performance review** button on the last page.

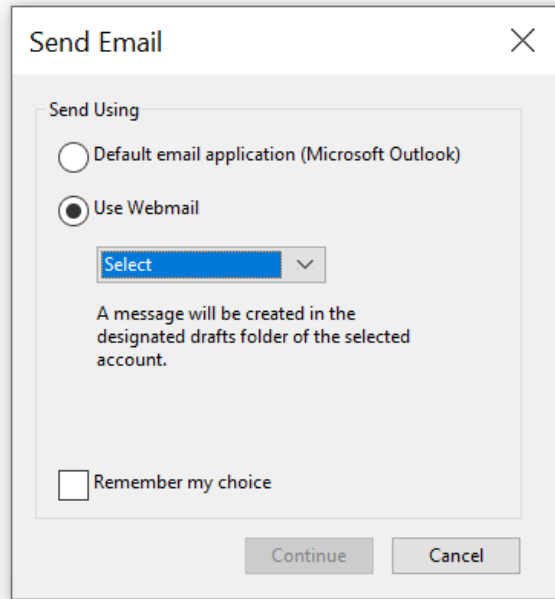


The screenshot shows a button labeled 'Submit performance review' on a light green background. Below the button, there is a yellow box containing instructions on how to fill in the performance review form:

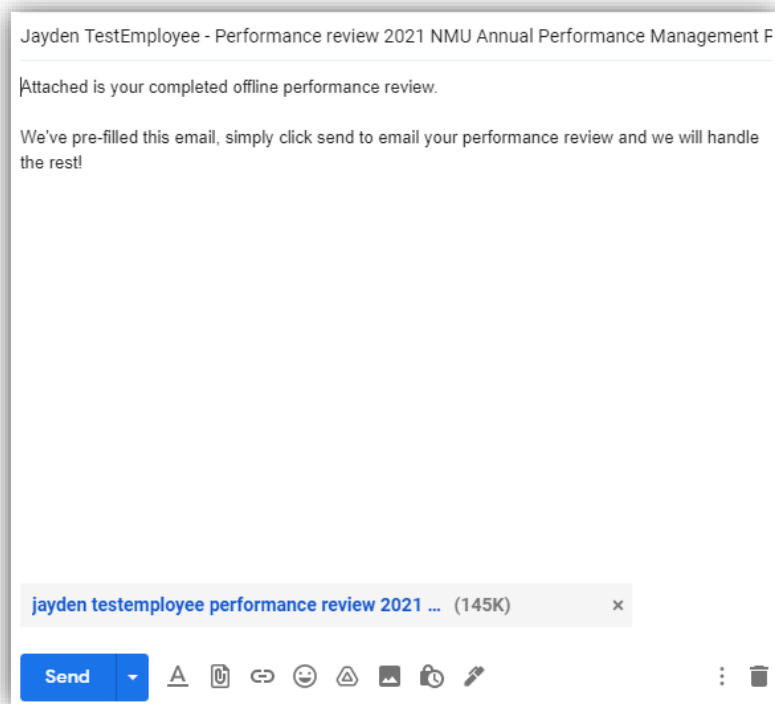
- Type your comments into the text boxes
- Once completed, press the 'Submit' button near the bottom. Your default email application with a pre populated compose window should open up
- All that's left to do is to send that email to submit your performance review form

2. Your NMU email should open.

- a. If Gmail does not automatically pop up, you may have to set up your email. Select **Use Webmail** and click **Add Gmail...** from the drop-down menu. Sign into your NMU account.



3. The email will be in your drafts folder.



4. Click **Send**.
5. Return to the online performance evaluation.
  - a. The message that it is offline may still appear if you are still logged in. This will be removed once you click on the next button or click on a new tab.
6. Verify your new comments were uploaded. You may make edits or additions to what was uploaded.