



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

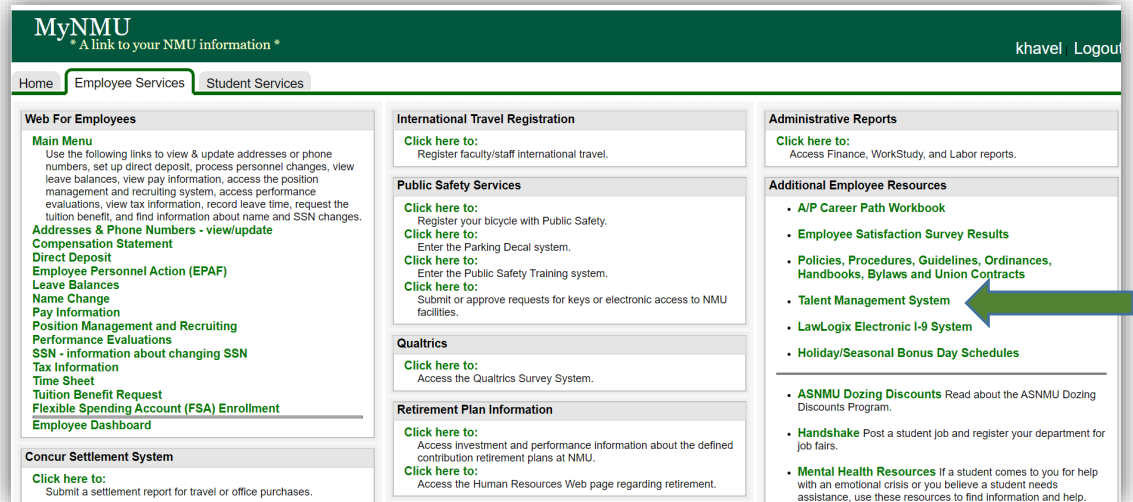
Logging into PageUp Talent Management System (TMS)

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

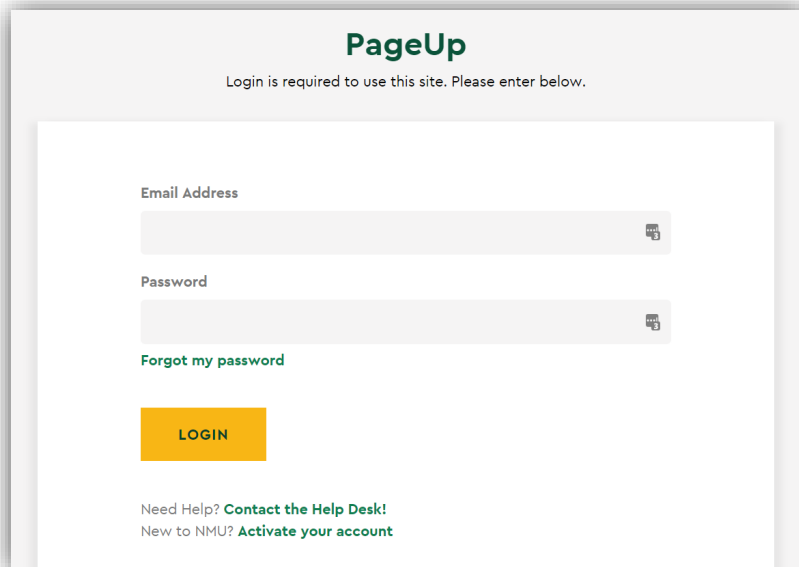
Direct access at <https://nmuemployees.pageuppeople.com/>

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.



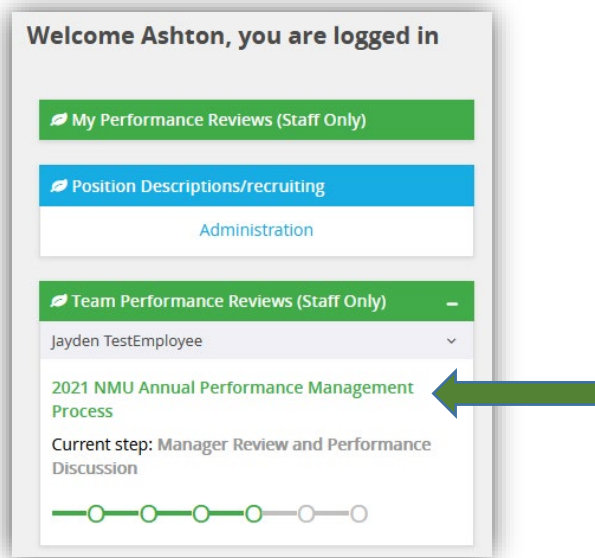
3. You will land on the Talent Management System Employee Service menu page.

Completing a Performance Evaluation

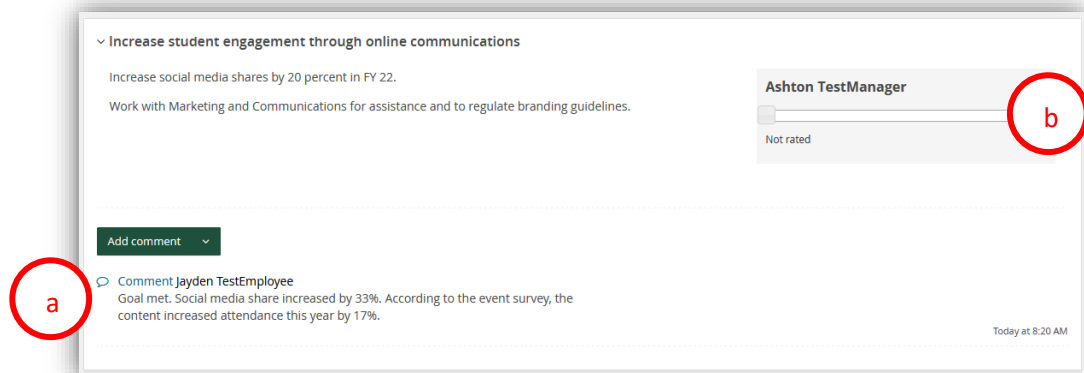
Completing a performance evaluation is an important opportunity to evaluate your employees' accomplishments (the what) as well as their values/competencies (the how). At the *Manager Review and Performance Discussion* step your employee will not have access to the performance evaluation.

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

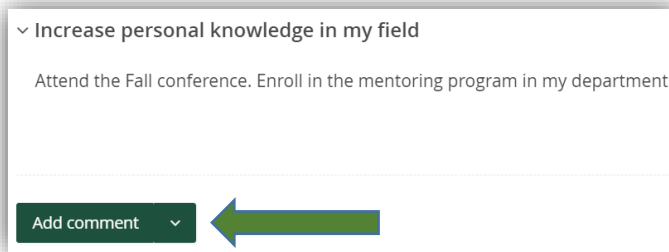
1. Open your employee's evaluation on the main menu or select **Performance reviews** under the **My team** drop-down menu.



2. Click the **Next** button to move to the next tab: **Goals**.
 - a. If your employee completed a self-review, you will see the comments and/or attachments that were entered by the employee. You will not be able to edit these comments.
 - b. Evaluate each goal using the rating slider bar by dragging the bar to the appropriate rating. (See the [Ratings Definitions Guide](#) for detailed descriptors.)



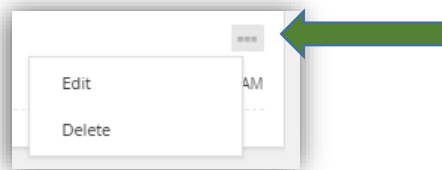
- c. Provide supporting comments for the rating as needed by clicking on the **Add comment**.




i. There are two ways to save:



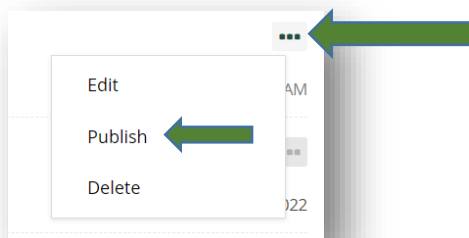
Save & Share. This button ensures that any comment made will be save and viewable upon the final report. Any comments shared will move forward when the review moves to the Manager Evaluation and Performance Discussion step. Comments won't be shared until that date. You may edit or delete the comment 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*

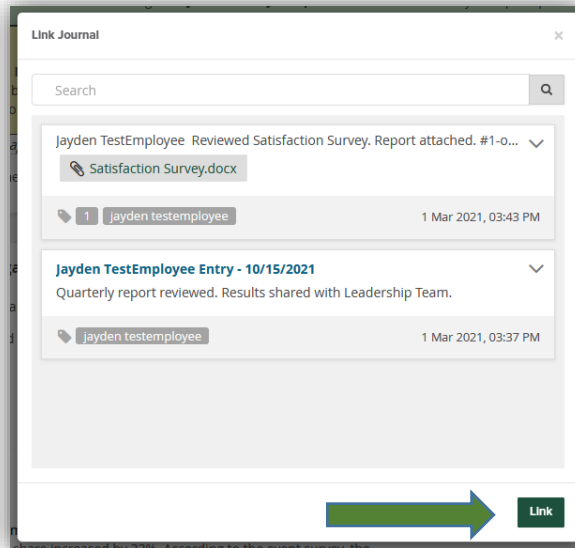
To publish the comment before the self-review period is complete, click on the **three dots** in the right-hand corner, then click Publish.



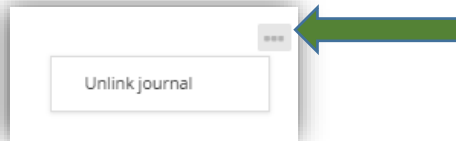
- d. You may also attach a journal entry you entered throughout the year.
- Click on the **arrow** next to **Add comment** to access the drop-down menu.
 - Click **Link journal entry**.



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



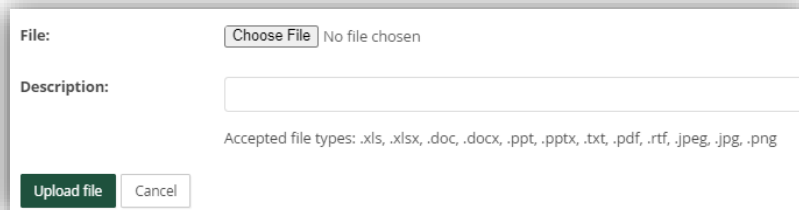
iv. You may remove the journal entry if you choose by clicking on the **three dots** in the right-hand corner and click **Unlink**.



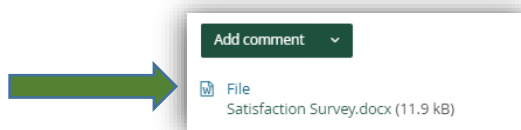
- e. You may also upload a file to supplement your comment.
 - i. Click on the arrow next to Add comment to access the drop-down menu.
 - ii. Click **Upload file**.



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. Ratings are required in the **Goals, Values, Core Position Responsibilities** and **Overall Performance** sections. You may comment and/or provide links using the same directions for **Goals** for all sections.

Goals and Values were entered at the beginning of the fiscal year and are ready for ratings, comments and attachments. **Core Position Responsibilities** is ratable but the section is a free-form box for flexibility. Managers are to evaluate the employee's performance related to core responsibilities – the day-to-day duties. A review of the job description is encouraged to complete this section. Completing this section can be done in one of two ways.

1. Managers may give one overall rating and add comment to capture what specific expectations are being measured and provide supplemental, objective observations all at once.
2. Managers may choose to add 1 to 5 key duties and rate each individually. Directions are below or you may view the [Completing an Evaluation video guide](#).
 - a. Provide an overall rating in the available entry box.
 - b. Click **Add Core Position Responsibilities** and one duty in the title line. The measure is not a required a field. To add additional duties, continue this process.
 - c. To save the fields as ratable items, click the **Next** button. This will advance the evaluation to the Additional Achievements section. Then, click back into the **Core Position Responsibilities** section using the tabs at the top of the evaluation.
 - d. Now, all entries are ratable and you can comment, add attachments or journal entries.

You have now completed the performance evaluation. **DO NOT** click on the **Go to next step** button on the **Summary** page at this time or the review will be sent forward to the employee. First, you will make arrangements to meet with your employee to discuss the full evaluation. You may print the draft evaluation by clicking on the **Actions** drop-down menu and selecting **Report**.

After the performance discussion, you may make any necessary updates to the evaluation. When the evaluation is ready for your employee to view and acknowledge, click on the **Go to next step** button on the **Summary** page. You will not be able to make any further edits once it moves into the *Acknowledgement* step; however, both employees and managers will have an opportunity to provide final comments.