



# PERFORMANCE MANAGEMENT

## System Features Guide

This guide will walk you through the features found on the employee services menu.

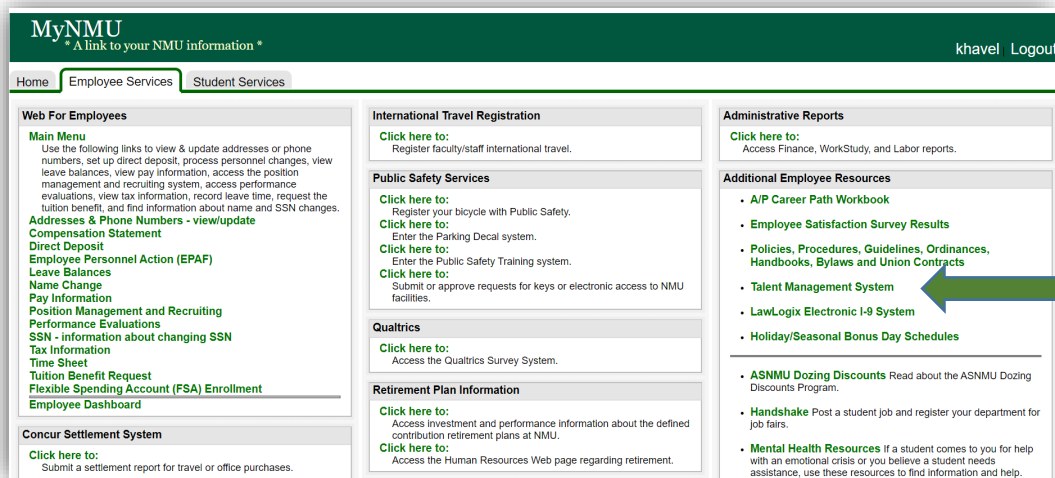
### Logging into PageUp Talent Management System (TMS)

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

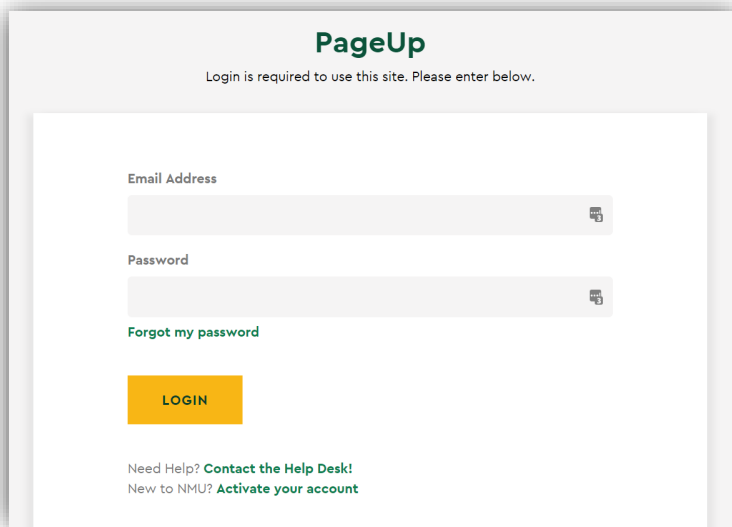
Direct access at <https://nmuemployees.pageuppeople.com/>

OR

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

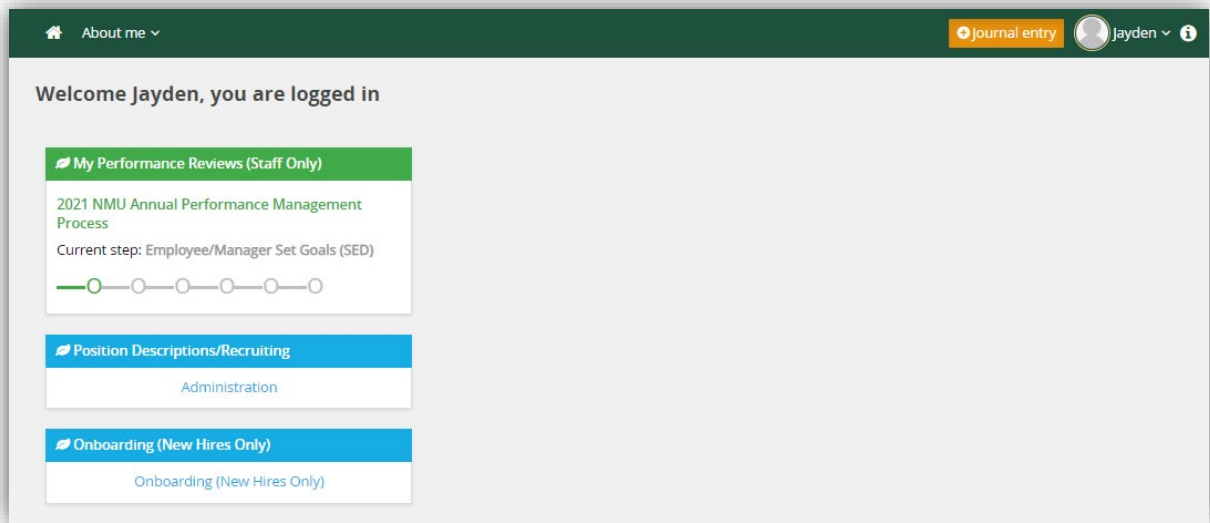


2. You will be directed to the login screen. Because PageUp is part of NMU's single sign-on service, log in with your NMU ID and password.



3. You will land on the Talent Management System Employee Service menu page. Here you can access the Performance Management module which houses our online staff performance management process and the Position Description/Recruiting module which houses job descriptions and applicant tracking.

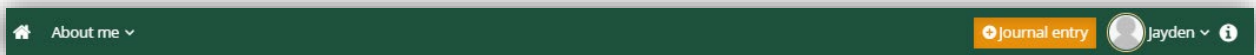
# Employee Main Menu Features



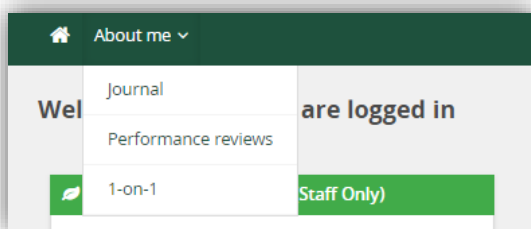
The main menu page allows access to three PageUp modules:

- 1) **My Performance Reviews** – your current goal setting forms and performance evaluations
- 2) **Position Descriptions/Recruiting** – personal job description; recruitment module, if you are hiring for a position or a part of a selection committee
- 3) **Onboarding** – for new hires only, tasks and new hire resources

There additional features found on the top ribbon: About me, Journal entry, and Profile.



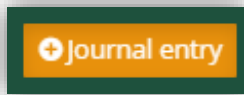
## About me



There are three features under the **About me** drop-down menu:

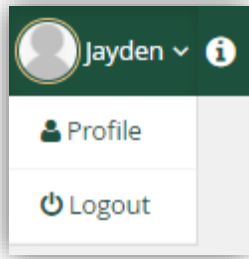
- 1) **Journal** – all your online Journal and 1-on-1 entries are accessible by clicking on Journal (see the [Journaling and 1-on-1 Guide](#) to learn about recording notes and meetings)
- 2) **Performance reviews** – access to your personal current and past performance evaluations housed in the Talent Management System (see the [Accessing Performance Evaluations Guide](#) to learn about recording notes and meetings)
- 3) **1-on-1** – record 1-on-1 meeting notes and upload any respective documents (see the [Journaling and 1-on-1 Guide](#) to learn about recording notes and meetings)

## Journal entry



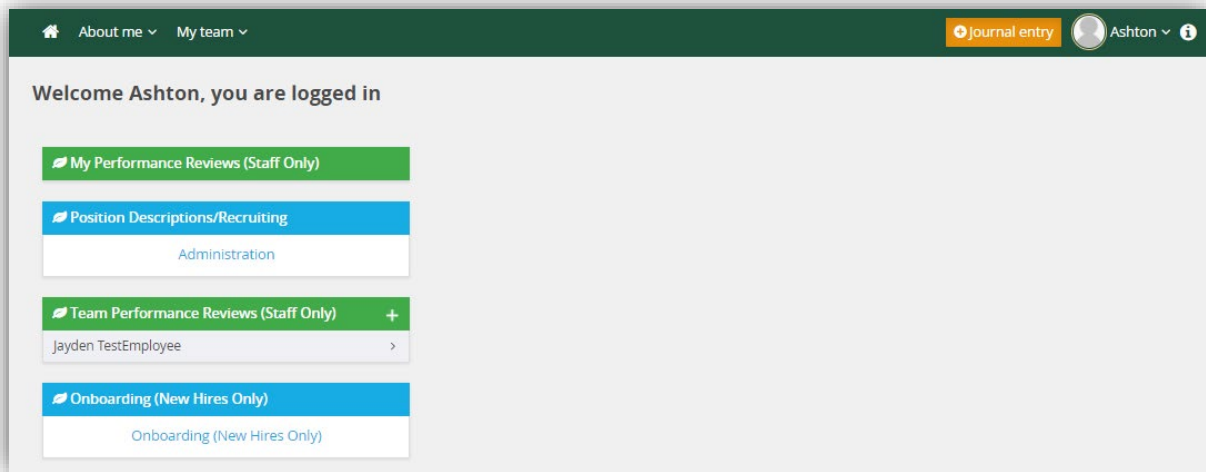
You can track your progress against goals and projects by creating journal entries. Journal entries are accessible to include in your performance review and can be used to track your personal development goals.

## Profile



Your profile includes your email and positions details. When leaving the system, please log out completely by clicking the Logout button.

# Manager Menu Features

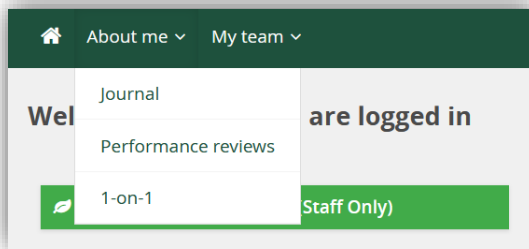


The main page allows access to four PageUp modules:

- 1) **My Performance Reviews** – your current goal setting forms and performance evaluations
- 2) **Position Descriptions/Recruiting** – personal job description; recruitment module, if you are hiring for a position or a part of a selection committee
- 3) **Team Performance Reviews** – current goal setting forms and performance evaluations for your direct reports
- 4) **Onboarding** – for new hires only, tasks and new hire resources

There are additional features found on the top ribbon: About me, My team, Journal entry, and Profile.

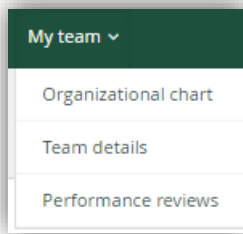
## About me



There are three features under the **About me** drop-down menu:

- 1) **Journal** – all your online Journal and 1-on-1 entries are accessible by clicking on Journal (see the [Journaling and 1-on-1 Guide](#) to learn about recording notes and meetings)
- 2) **Performance reviews** – access to your personal current and past performance evaluations housed in the Talent Management System (see the [Accessing Performance Evaluations Guide](#) to learn about recording notes and meetings)
- 3) **1-on-1** – here you will be able to record 1-on-1 meeting notes and you may upload any respective documents (see the [Journaling and 1-on-1 Guide](#) to learn about recording notes and meetings)

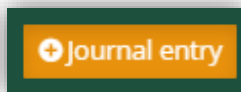
## My team



There are three features under the **My team** drop-down menu:

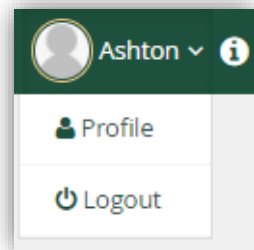
- 1) **Organizational chart** – a listing of all positions and incumbents that report directly to you. You may also see a list of your employee’s direct reports by clicking on View: Team under that individual’s profile.
- 2) **Team details** – a secondary listing of all your direct reports. This menu offers search functions and ability to view the employee’s profile and details.
- 3) **Performance reviews** – access to your team’s current and past performance evaluations housed in the Talent Management System (see the [Accessing Performance Evaluations Guide](#) to learn about recording notes and meetings)

## Journal entry



You can track your progress against goals and projects by creating journal entries. Journal entries are accessible to include in your performance review and can be used to track your personal development goals.

## Profile



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