



PERFORMANCE MANAGEMENT

Journaling and 1:1 Guide

This guide instructs employees and managers how to create Journal and 1-on-1 entries to capture personal and team performance and accomplishments.

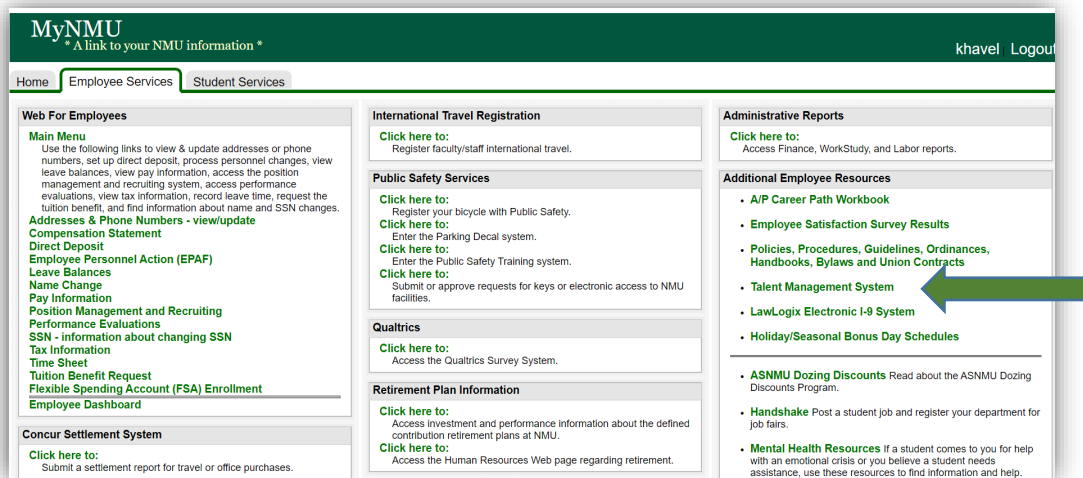
Logging into PageUp Talent Management System (TMS)

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

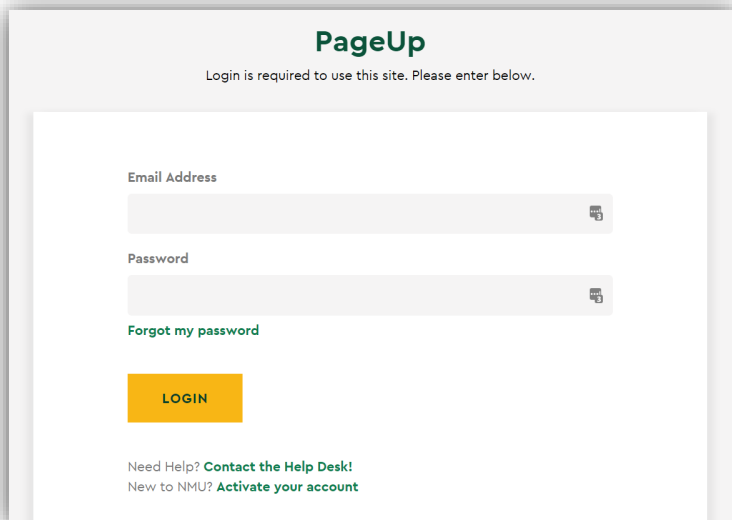
Direct access at <https://nmuemployees.pageuppeople.com/>

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.

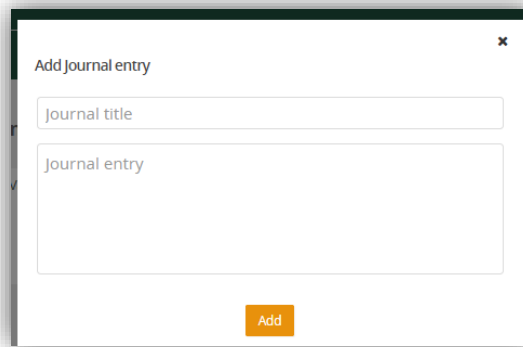
Journal Entries

You can track performance and record accomplishments by creating journal and 1-on-1 entries. Entries are only seen by you, but always keep in mind that any documentation should be written with professionalism. You may make Journal entries one of two ways:

1. Click directly on the yellow **Journal entry** button located on the top ribbon.

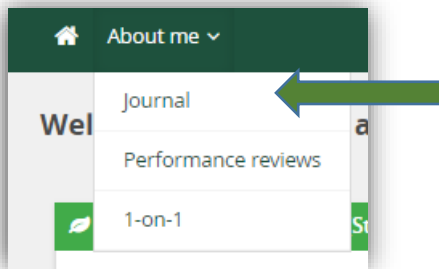



- a. This is a quick access tool. The journal entry screen will pop up.
- b. Enter the following:
 - i. Title - a quick reminder of the information you want to capture
 - ii. Content - details of the entry



- c. Click **Add** to save.

2. For a slightly more robust entry, click **About me**, then **Journal**.



- a. Click the + (plus) icon 
- b. In the **Create journal entry** pop up, enter the following:
 - i. Title - a quick reminder of the information you want to capture
 - ii. Content - details of the entry
 - iii. Tags - Tags are a way to categorize journal entries and can be used to group related entries when searching through your journal quickly. As you type, any previously used tags will display for selection.

Managers: If you are using the journal to capture notes related to your employee(s), be sure to include the individual's name to aid in future searches.

Create journal entry

Title
Jayden TestEmployee entry - 10/15/2021

Content
Quarterly report reviewed. Results shared with Leadership Team.

Tags
Jayden TestEmployee Add a tag

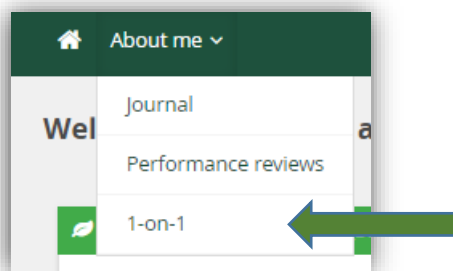
Done

- c. Click **Done** to save.

1-on-1 Entries


You can also use 1-on-1 entries to track performance and record accomplishments. The 1-on-1 feature also allows employees and managers to upload documents. Entries are only seen by you, but always keep in mind that any documentation should be written with professionalism.

1. Click **About me**, then **1-on-1**.



2. Once the **Manage: 1-on-1** page loads, enter the following:
 - a. Date – click on the calendar icon
 - b. Upload 1-on-1 form: upload any associated documents, if needed
 - c. Comments - details of the entry
Managers: If you are using the journal to capture notes related to your employee(s), be sure to include the individual's name in the comments to aid in future searches.

Record 1-on-1:

Date:* 

Upload 1-on-1 form: No file chosen

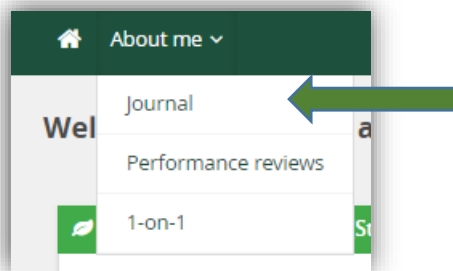
Comments:

d. Click **Save**.

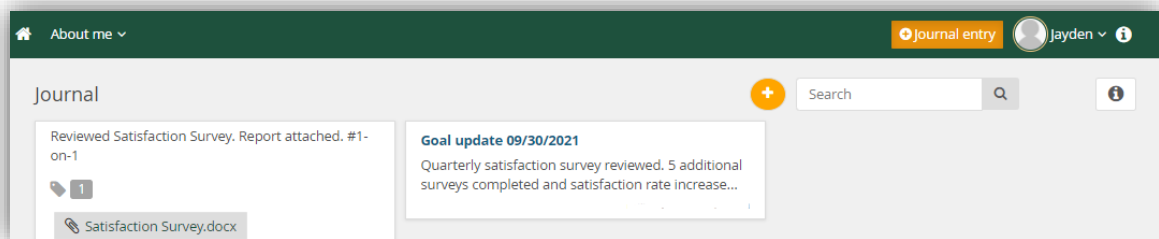
Accessing Journal and 1-on-1 Entries

Finding your journal and 1-on-1 entries is simple:

1. Within the Employee Portal, click **About me**, then **Journal**.



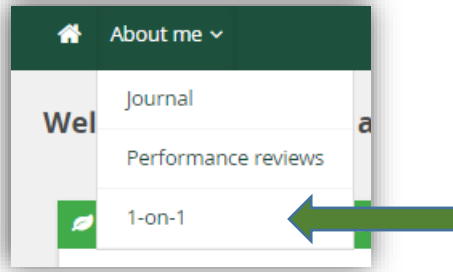
2. Browse the list of entries, or click the **Search** field to enter text to locate the required entry by title, content or tag.
3. Click the magnifying glass icon to load any results.



Editing Journal and 1-on-1 Entries

You may edit Journal or 1-on-1 entries at any time to make changes or additions, add names, add tags or add/amend titles. Example: 1-on-1 entries do not offer a Title line; however, if you edit the entry you will be able to enter one.

1. Click **About me** then **Journal**.



2. Browse the list of entries or click the **Search** field.
3. Click within the entry box you wish to edit.
4. An **Edit journal entry** pop-up will appear. Make any necessary edits.

A screenshot of a mobile application pop-up window titled 'Edit journal entry'. The window has a close button (X) in the top right corner. It contains three main sections: 'Title' with a text input field containing '9/25/2021 1:1 with Jayden'; 'Content' with a larger text area containing 'Jayden TestEmployee', 'Reviewed Satisfaction Survey. Report attached.', and '#1-on-1'; and 'Tags' with a text input field containing 'Jayden TestEmployee' and a placeholder 'Add a tag'. At the bottom right, there is a trash icon and a green 'Done' button.

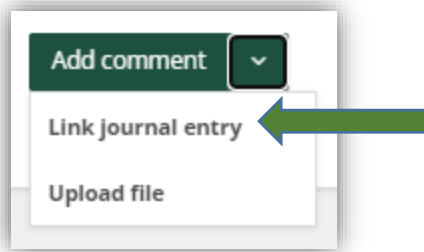
5. Click **Done**.

Using Journal and 1-on-1 Entries in a Performance Evaluation

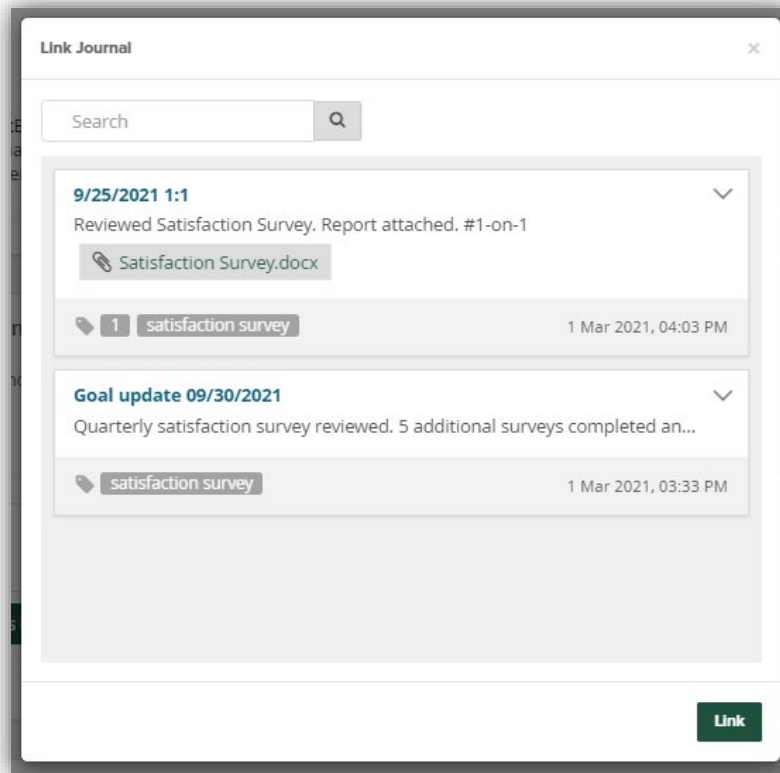
Employees and managers may attach Journal and 1-on-1 entries to a performance evaluation (See [Completing a Self-Review](#) or [Completing a Performance Evaluation](#) for additional details.)

When completing an evaluation, you will see an **Add comment** drop-down box in each of the sections.

1. Click on **Link journal entry**.



2. Journal and 1-on-1 entries will be listed or you may use the **Search** function to enter in a title, key word or tag.



3. Select which entry you wish to attach and click **Link**.
4. The entry is now attached to the evaluation and will be visible for the employee and manager.

