



PERFORMANCE MANAGEMENT

Setting Goals Employee Guide

The performance management process begins with establishing goals and expectations. Before goals are entered, employees and managers should meet to establish one to five goals or projects for the upcoming year. Employees may also add any professional development goals. This guide will assist employees in recording goals in the Talent Management System.

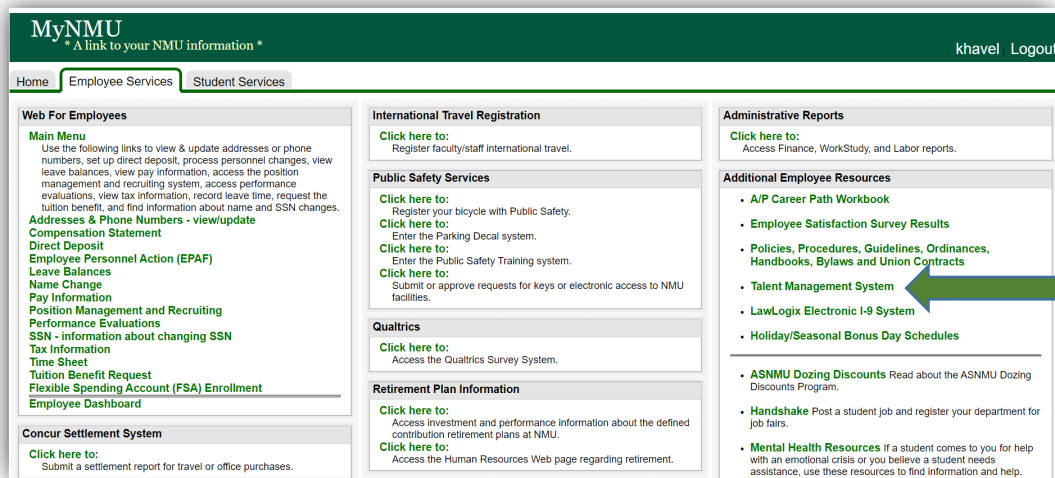
Logging into PageUp Talent Management System (TMS)

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

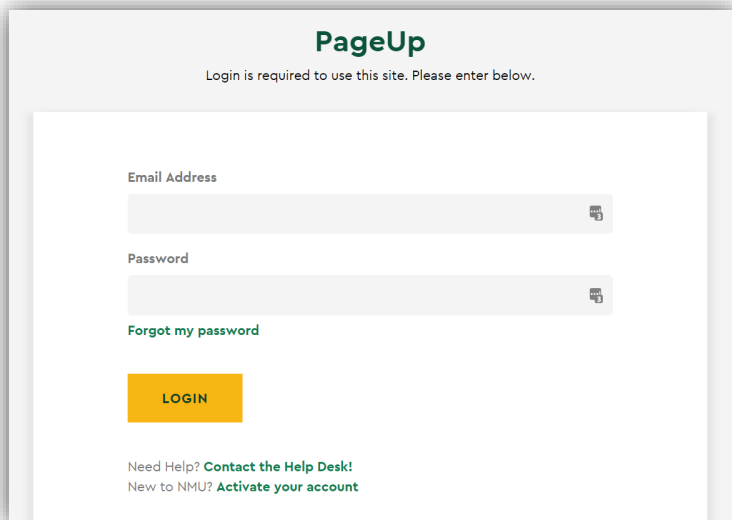
Direct access at <https://nmuemployees.pageuppeople.com/>

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.

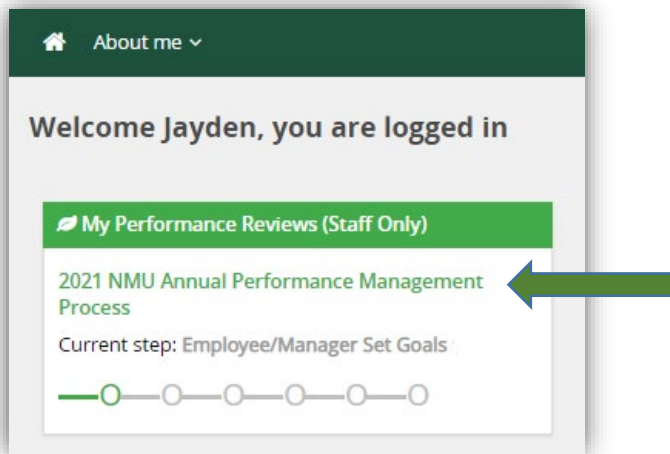


3. You will land on the Talent Management System Employee Service menu page.

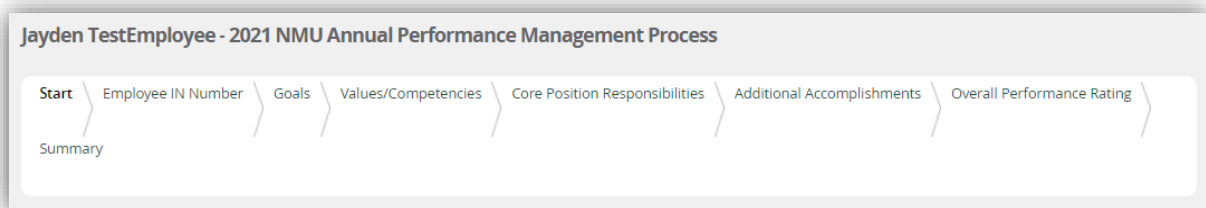
Recording Goals

You will have system access to record your goals during the *Employee/Manager Set Goals* step of the process. This is a shared step where the employee or manager can enter and edit goals. Any changes made to the goals entered into the system should be discussed in advance.

You will first need to access your review. On the Employee Service menu page, you will have a direct link to your current performance review. You will see the review is at the *Employee/Manager Set Goals*. Click on the green title of the current review.



Upon entering the performance review, you will see all of the sections that make up the form. During this step, employees will only enter the **Employee IN Number** and **Goals**.



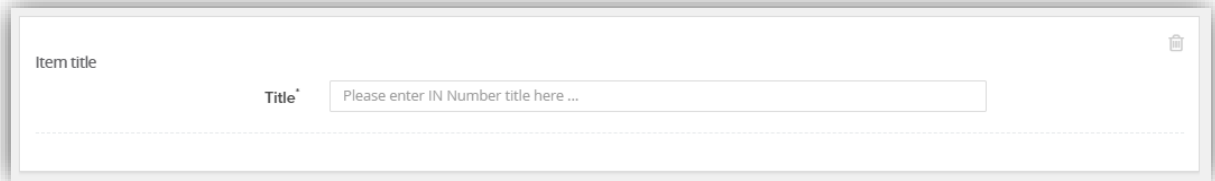
As this is a shared step, both you and your manager will have the ability to edit. If your manager is logged into your review and entering goals at the same time you will receive an error message:

i This employee has been opened by the manager in another window. Editing has been disabled to prevent conflicts.

You will always be provided directions about the current step on the **Start** tab. Click **Next** and you will be brought to the **Employee IN Number** tab. You will only need to enter your NMU IN the first time you log into the current review.

1. Click on the **Add IN Number** button. 

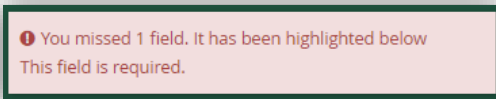
2. Enter your NMU IN in the box




The screenshot shows a form with a label 'Item title' on the left and a text input field on the right. The input field contains the placeholder text 'Please enter IN Number title here ...'. There is a trash can icon in the top right corner of the form area.

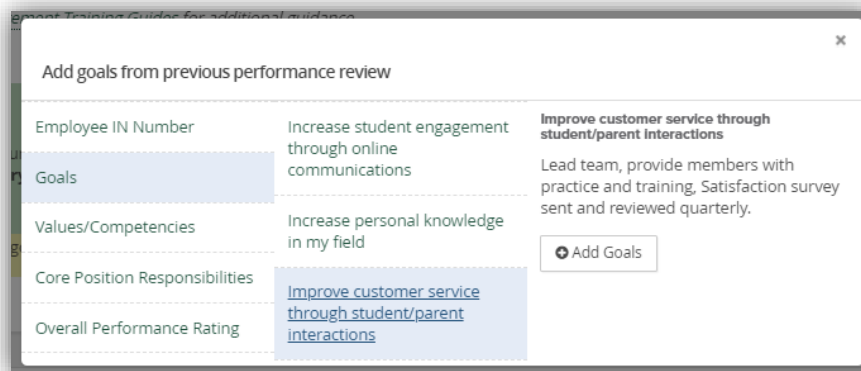
3. Click **Next**.

Note: You will be required to enter your NMU IN. If you do not, you will receive an error message and will not be able to move forward.

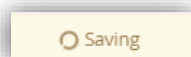



In the **Goals** section, you will be provided on-screen instructions. Here are a few tips to keep in mind when entering your goals:

- Record detailed [SMART goals](#).
- Each goal entered **must** be added individually. Goals are entered individually in order to allow for ratings during the year-end evaluation. Click on the **Add Goals** button  to make a new entry.
- If your manager has already entered goals you will be able to view and make edits.
- Once you have more than one performance evaluation recorded in the Talent Management System, you will have the ability to add goals from your previous evaluation. Click on the **Add Goals** button and select **Goals from previous review**. Select the goal you wish to add and click **Add Goals**.



- Saving happens automatically while typing and when you hit a button. You will often see a saving notice appear on your screen.



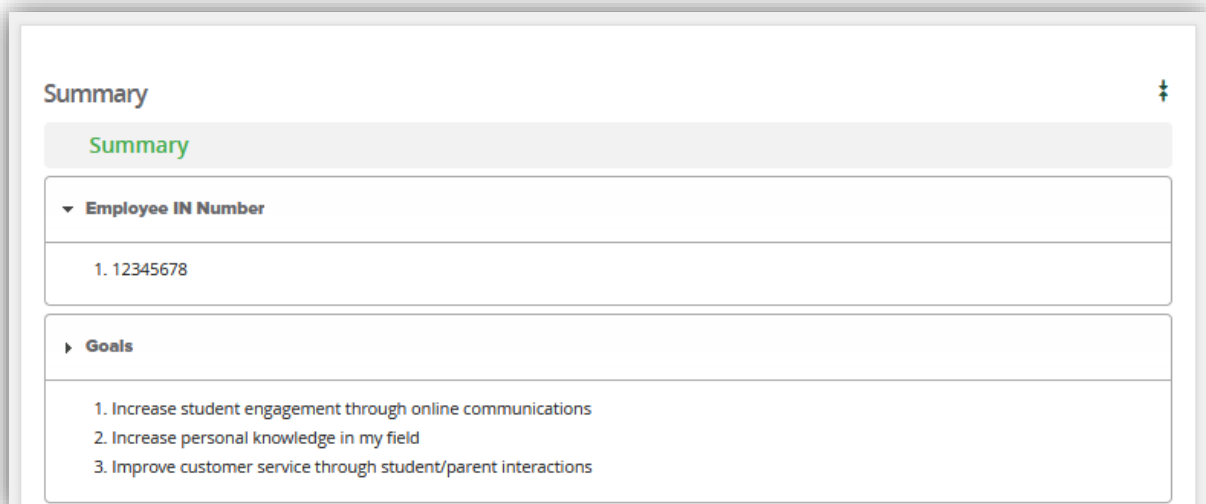
- You may cut and paste into the text boxes. You may use the formatting tools.
- The system does have spell-check and will highlight any spelling mistakes.
- If you've added an extra goal text box by mistake, click on the trash can to delete the :ry.
- You may upload an attachment by clicking on the **Upload document**.

Once you have entered your professional and personal development goals you have completed this step. The next step of the process is *Finalize Goals/Ongoing Discussions*. You will be able to view your goals throughout the year, but you will not be able to make changes to the goals at this step. You may

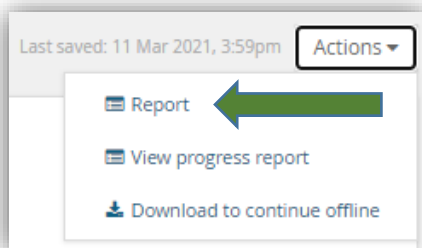
discuss any changes with your manager, and your manager will be able to make the necessary edits. You may also use the [Journal and 1:1 features](#) to capture goal progress and accomplishments throughout the year.

Reviewing and Printing Your Goals



Once you have completed entering your goals, you may click on the **Summary** tab. Here you will find a high-level summary snap-shot of the goals entered into the system.



You may also review, save and/or print the goals by clicking on the **Actions** drop-down menu and select **Report**.



Note: You will **not** be able to access the **progress report**. An error page will pop-up. Always click on **Report**. Also, do not download to continue offline; this is an available feature for completing the self-review portion of the performance management process.

The report will open in a new window. In the top right corner, you will see icons to save as a PDF  or you may print  the report.