

This guide will provide direction for employees and managers in accessing current and past performance evaluations.

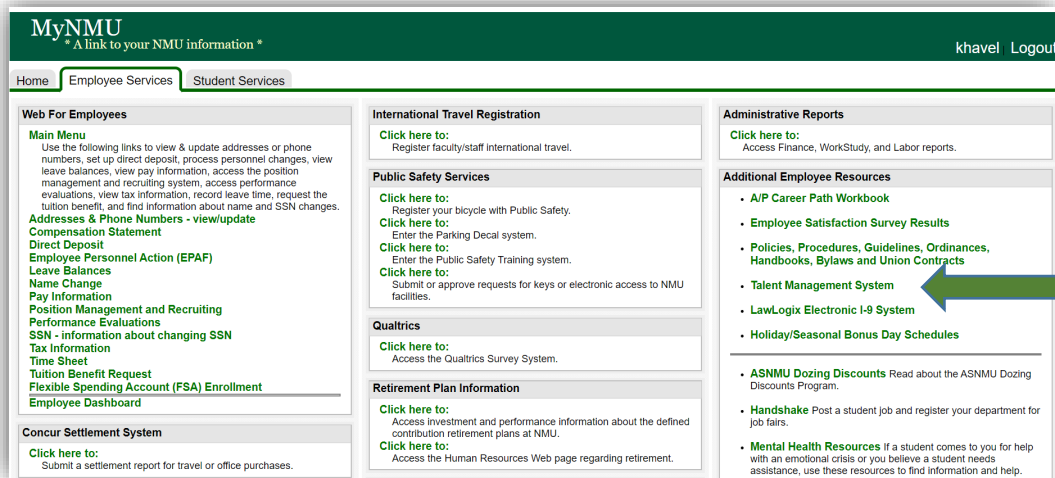
Logging into PageUp Talent Management System (TMS)

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

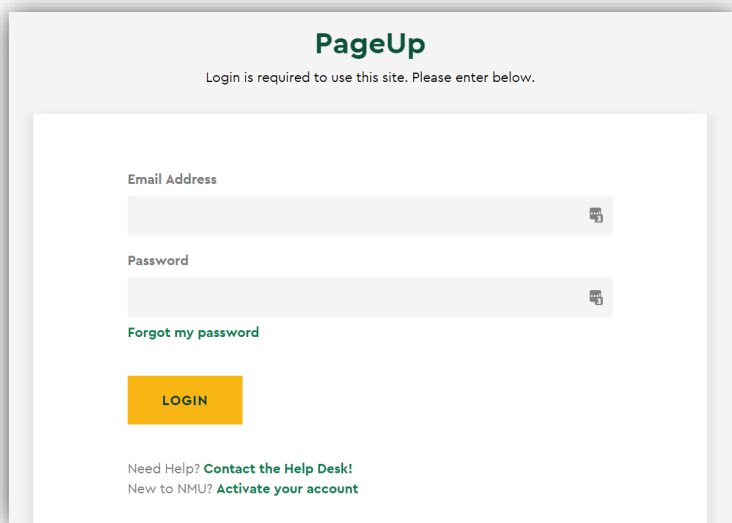
Direct access at <https://nmuemployees.pageuppeople.com/>

OR

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



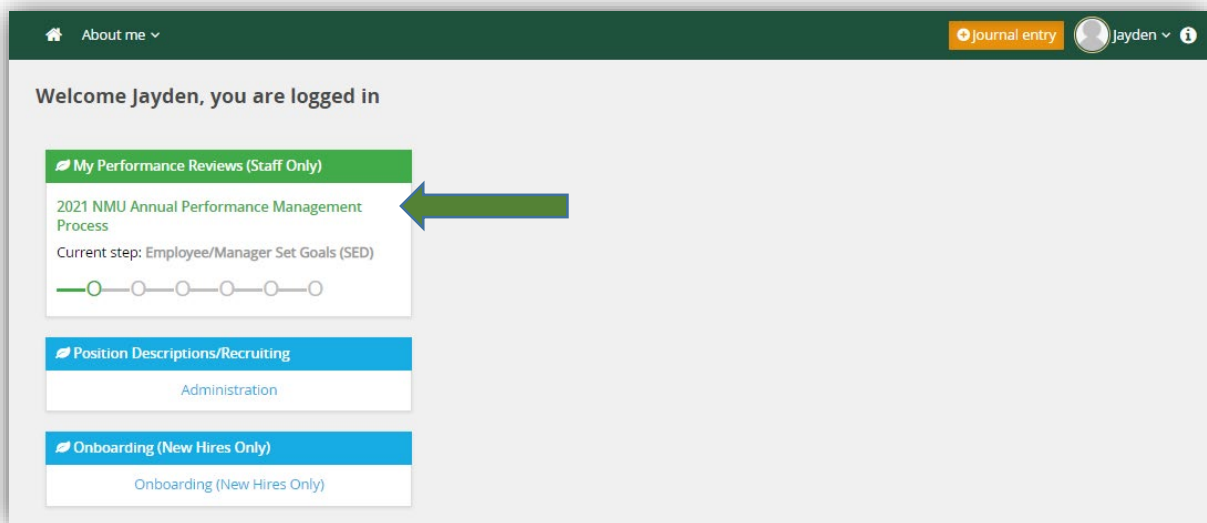
2. You will be directed to the login screen. Because PageUp is part of NMU's single sign-on service, log in with your NMU ID and password.



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

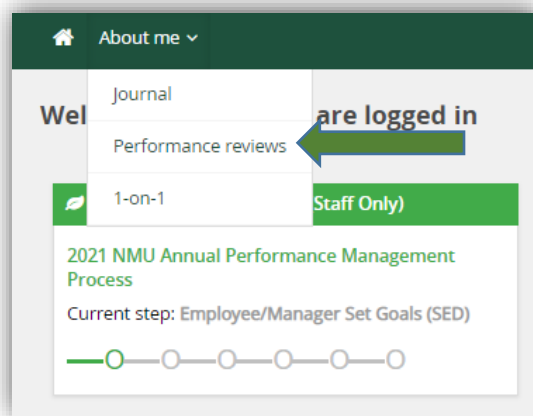
Accessing Your Own Performance Evaluations

The Employee Service menu provides direct access to any performance evaluations in an active step of the process. The evaluation(s) is found within the green **My Performance Reviews** box. Click on the current year's review and you will be directed to the evaluation.

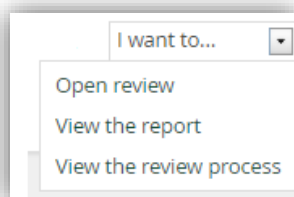


Note: The link will only be accessible if the evaluation is at a step in which an employee can make edits. Example: if the evaluation is at the *Manager Review and Performance Discussion* step, an employee cannot access the evaluation.

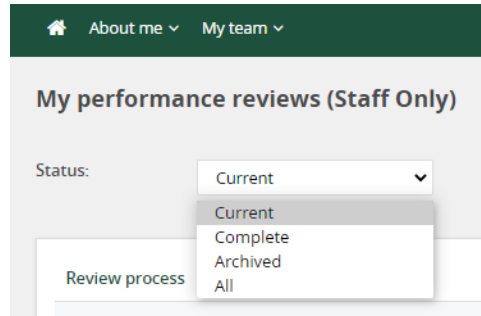
You may also access any current or past evaluations by selecting **Performance Reviews** under the **About me** drop-down menu.



1. Current evaluations will be listed on this page.
 - a. Click on **Open review** to open the evaluation. Or, open the **I want to...** drop-down menu and select **Open review**.



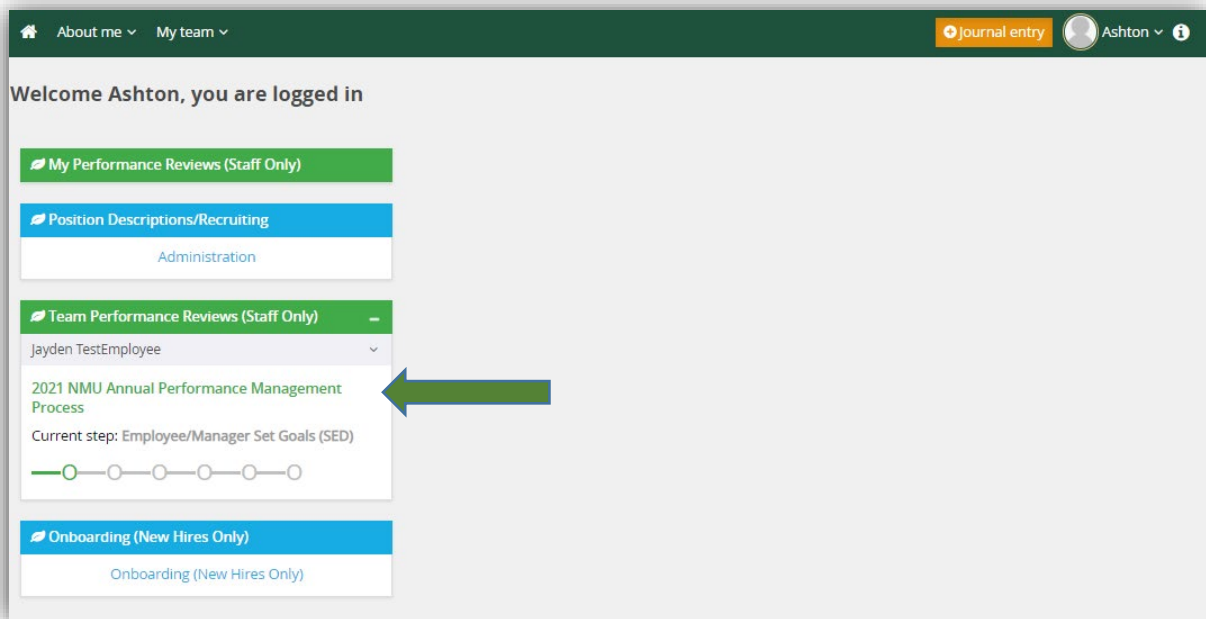
- b. You will also be able to open the review in a report format. This format is for viewing, saving or printing; it is not an editable document.
 - c. Lastly, you will also be able to look at the review process step descriptions.
2. You may also access your past performance evaluations.
- a. Using the drop-down menu, change **Status** to **Complete** or **All**, then click **Search**.



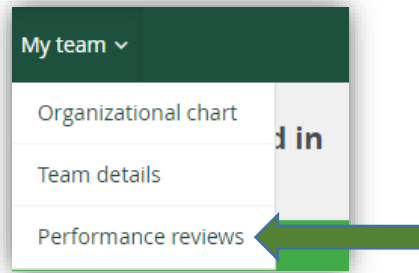
- b. All past evaluations completed within the Talent Management System will appear with a Review step of **Process Complete**. Click on **View the report** from the **I want to...** drop-down menu to open the completed evaluation record.

Accessing Your Employees' Evaluations

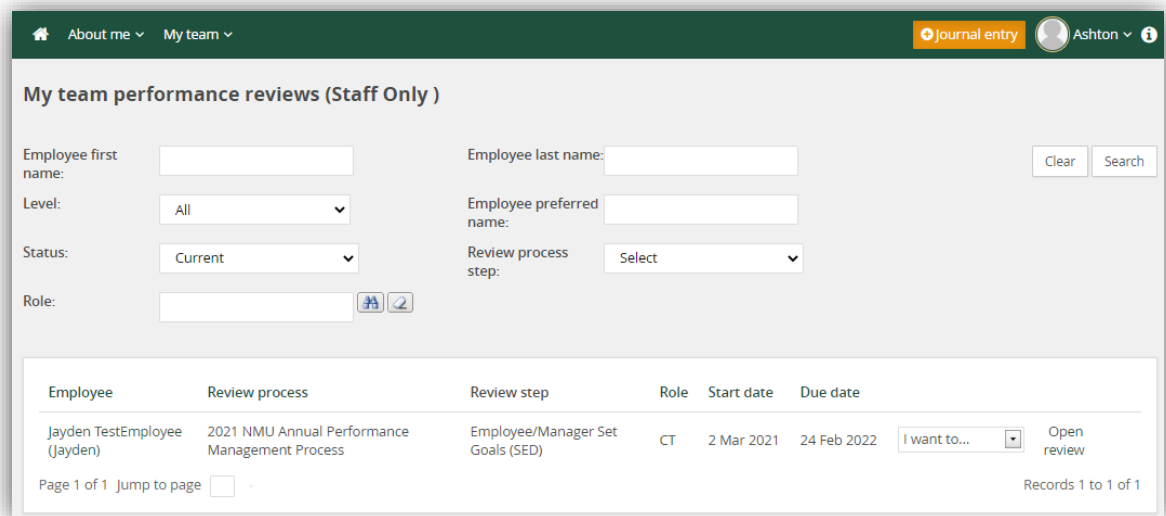
The Employee Service menu provides direct access to any of your direct reports' performance evaluations in an active step of the process. The evaluations are found within the green **Team Performance Reviews** box. Locate the employee you wish to view and click on the current review title to be directed to the respective evaluation.



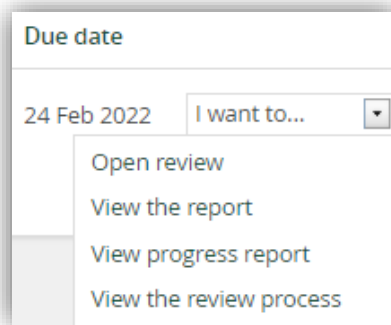
You may also access any current or past evaluations by selecting **Performance Reviews** under the **My team** drop-down menu.



1. Current evaluations will be listed on this page.

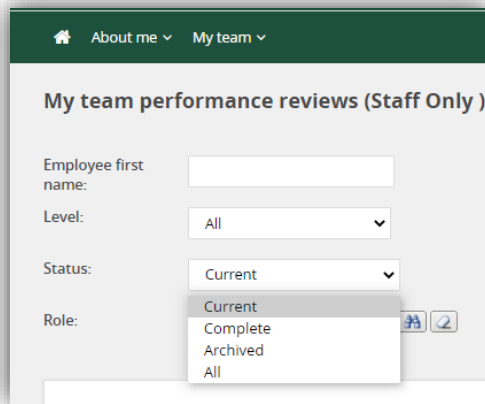


- a. You may locate the employee review by viewing the list, or you may use the search fields.
- b. Click on **Open review** to open the evaluation. Or, open the **I want to...** drop-down menu and select **Open review**.



- c. You will also be able to open the review in a report format. This format is for viewing, saving or printing; it is not an editable document.
Note: You will **not** be able to access the **progress report**. An error page will pop-up. Always click on **View the report**.
- d. You will also be able to look at the review process step descriptions.

2. You may also access past performance evaluations.
 - a. Using the **Status** drop-down menu, select **Complete** or **All**, then click **Search**.



The screenshot shows a web interface for performance reviews. At the top, there are navigation links for 'About me' and 'My team'. The main heading is 'My team performance reviews (Staff Only)'. Below this, there are four filter fields: 'Employee first name' (text input), 'Level' (dropdown menu with 'All' selected), 'Status' (dropdown menu with 'Current' selected), and 'Role' (dropdown menu with 'Current' selected). To the right of the 'Role' dropdown, there are two icons: a magnifying glass (search) and a circular arrow (refresh). The 'Status' dropdown menu is open, showing the following options: 'Current', 'Complete', 'Archived', and 'All'. The 'Role' dropdown menu is also open, showing the same options: 'Current', 'Complete', 'Archived', and 'All'.

- b. All past evaluations completed within the Talent Management System will appear with a Review step of **Process Complete**. Click on **View the report** from the **I want to...** drop-down menu to open the completed evaluation record.