

This guide will instruct managers how to complete a probationary performance review.

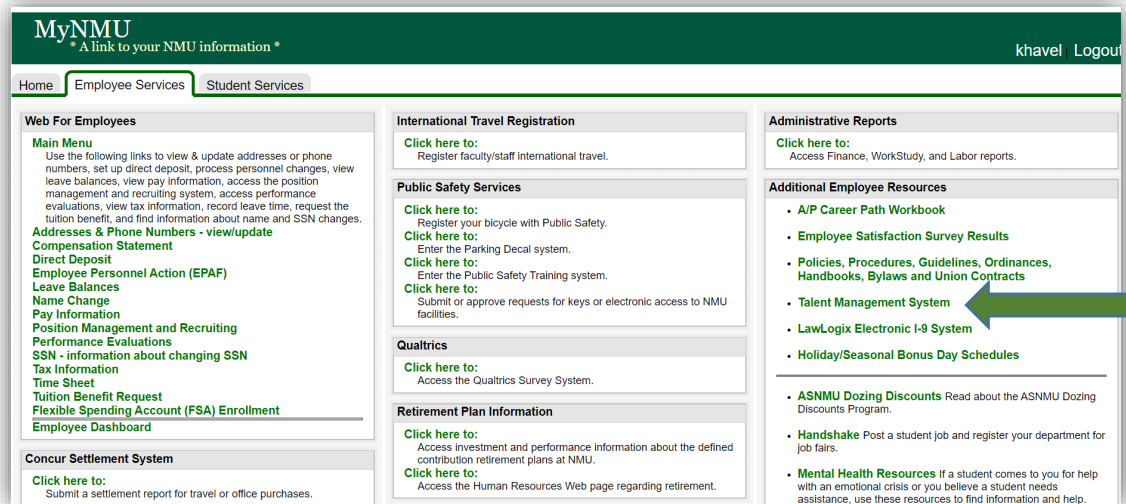
Logging into PageUp Talent Management System (TMS)

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

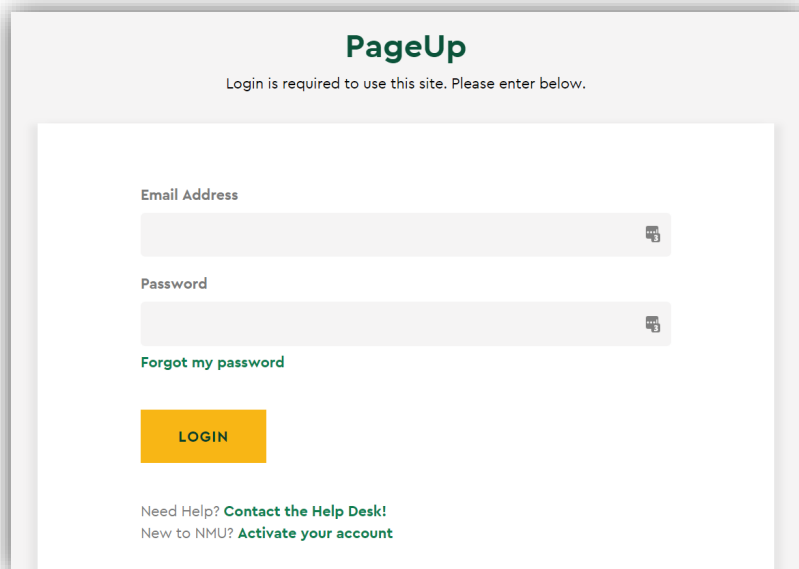
Direct access at <https://nmuemployees.pageuppeople.com/>

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.



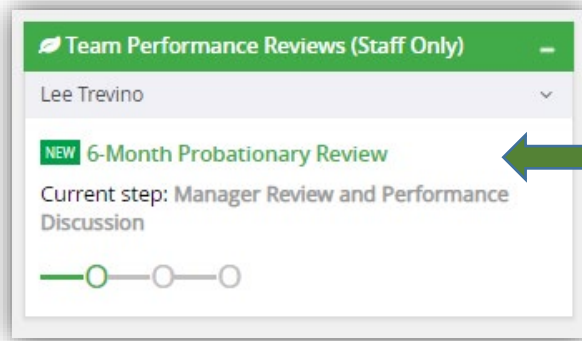
3. You will land on the Talent Management System Employee Service menu page.

Completing a Probationary Performance Review

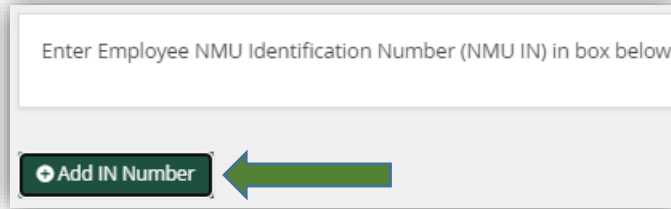
New employees will have performance evaluated early in the new assignment. The probationary performance review is an opportunity for the manager to review the employee performance prior to the end of the probationary period and to confirm a recommendation for continued employment, extend a probationary period, or terminate employment. The probationary performance review is an opportunity to reiterate goals and expectations with a new team member. Training and development needs are discussed and a plan is established as applicable.

Steps below provide guidance on the online probationary performance review.

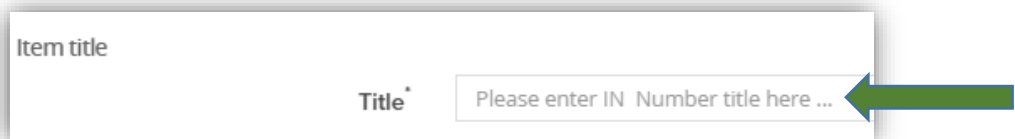
1. Open your employee's review on the main menu or select **Performance reviews** under the **My team** drop-down menu.



2. Click the **Next** button to move to the next tab: **Employee Information**.
 - a. You will need to add your employee's NMU IN number. Click **Add IN Number**.

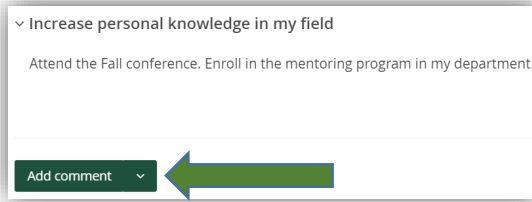


- b. Enter the IN Number in the **Title** box. Then, click **Save**.



3. Click the **Next** button to move to the next tab: **Probationary Completion Status**.
 - a. Evaluate the employee's performance using the rating slider bar by dragging the bar to the appropriate rating: Satisfactory, Developing or Unsatisfactory.
Note: If the employee is rated as Developing or Unsatisfactory you must contact Renee Sheen, Assistant Director of Human Resources at x2331.

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



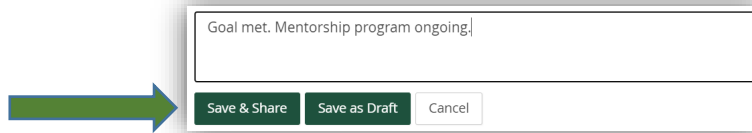
▼ Increase personal knowledge in my field

Attend the Fall conference. Enroll in the mentoring program in my department.

Add comment ▼

A green arrow points to the 'Add comment' button.

- i. Click **Save & Share**.

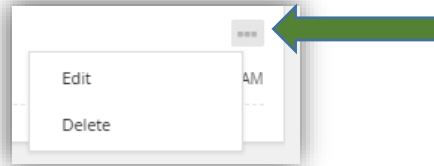


Goal met. Mentorship program ongoing.

Save & Share Save as Draft Cancel

A green arrow points to the 'Save & Share' button.

- ii. You may **Save as Draft** if you wish to return to the comment at a later time.
Note: You may edit comments after you **Save & Share** as well.
- iii. You may edit or delete the comment by clicking on the **three dots** in the right-hand corner.



AM

Edit

Delete

A green arrow points to the three dots menu icon.

- c. You may also attach a journal entry you entered during the probationary period.
- i. Click on the **arrow** next to **Add comment** to access the drop-down menu.
- ii. Click **Link journal entry**.



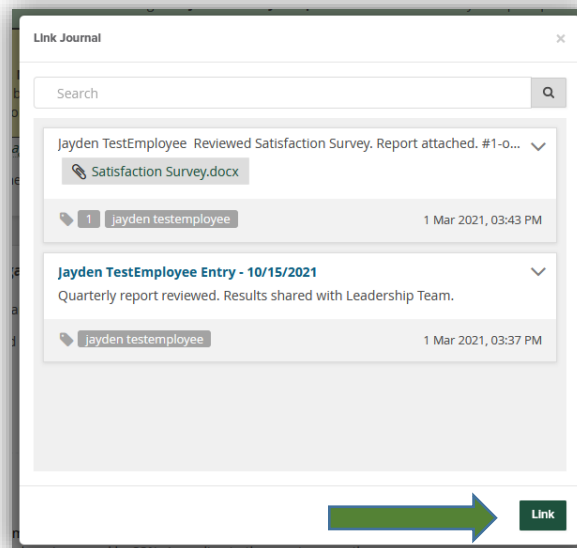
Add comment ▼

Link journal entry

Upload file

A green arrow points to the 'Link journal entry' option.

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



Link Journal

Search

Jayden TestEmployee Reviewed Satisfaction Survey. Report attached. #1-o...
Satisfaction Survey.docx

1 jayden testemployee 1 Mar 2021, 03:43 PM

Jayden TestEmployee Entry - 10/15/2021
Quarterly report reviewed. Results shared with Leadership Team.

jayden testemployee 1 Mar 2021, 03:37 PM

Link

A green arrow points to the 'Link' button.

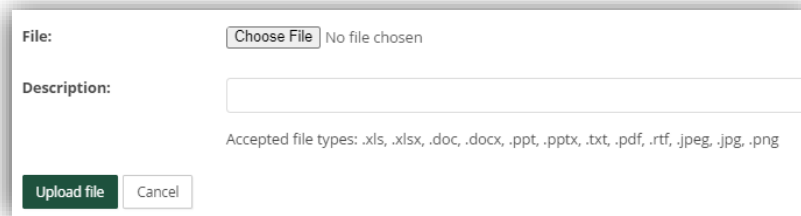
- iv. You may remove the journal entry if you choose by clicking on the **three dots** in the right-hand corner and click **Unlink**.



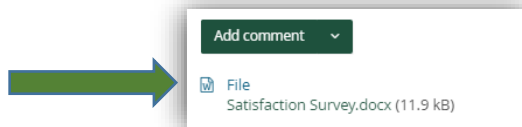
- d. You may also upload a file to supplement your comment.
 - i. Click on the arrow next to Add comment to access the drop-down menu.
 - ii. Click **Upload file**.



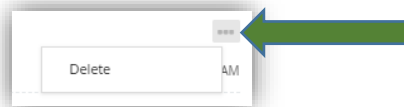
- iii. Choose your file from your computer/network. Accepted files are listed.



- 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**.



You have now completed the probationary performance review. **DO NOT** click on the **Go to next step** button on the **Summary** page at this time.

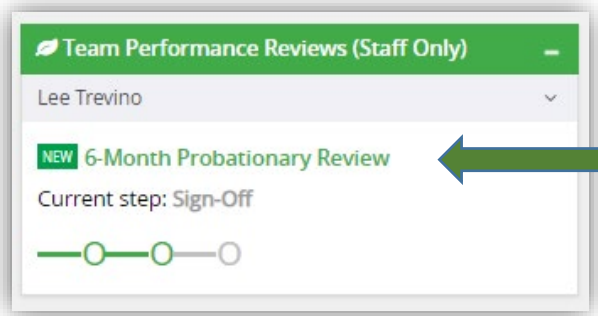
If the employee is rated as Developing or Unsatisfactory you **MUST** contact Renee Sheen, Assistant Director of Human Resources at x2331 before meeting with the employee.

If the employee has successfully completed the probationary period, meet with your employee to discuss the full review. You may print the draft review by clicking on the **Actions** drop-down menu and selecting **Report**.

After the performance discussion, you may make any necessary updates to the review. 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 *Sign-Off* step.

Sign-Off

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



2. Click on the **Summary** tab.
3. Click on the **I acknowledge** button to finalize the performance review. A final copy will be added to the employee's personnel file.