

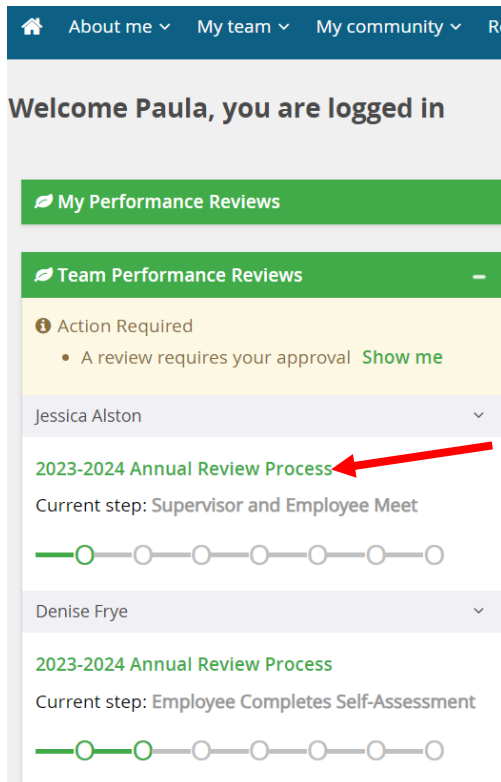
# Getting Started with Performance Management

For each step in the process, you will receive an email message when it's your turn to work in PageUp. The email message will contain a link that will take you to your Performance Management system. You will use your UMW credentials to login.

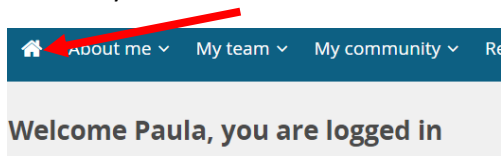
Once you log in, you will land on one of two views:

One screen could be the home screen view:

In this view, click on the **2023-2024 Annual Review Process** to access the review.





If you don't see the blue bar with the house on the left, you will need to adjust the size of your window to make your screen full size.



Another view could be My Team Performance Reviews:

In this view, click on **Open review** to access the review.

### My team performance reviews

Employee first name:  Employee last name:  Clear Search  
 Level:  Employee preferred name:   
 Status:  Review process step:   
 Role:   

Employee	Review process	Review step	Role	Start date	Due date		
Denise Frye	2023-2024 Annual Review Process	Employee Completes Self-Assessment	Human Resource Analyst II	9 Jul 2024	6 Mar 2025	<input type="text" value="I want to..."/>	<a href="#">View report</a>
Jessica Alston	2023-2024 Annual Review Process	Supervisor and Employee Meet	Gen Admin Supv I/Coord I	9 Jul 2024	6 Mar 2025	<input type="text" value="I want to..."/>	<a href="#">Open review</a> 

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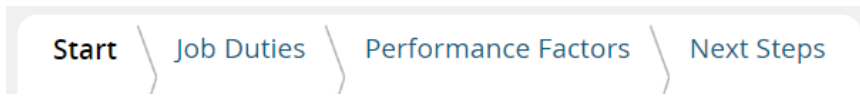
You may also access the [Performance Management portal](#) without going through your email.

## PageUp Performance Review Steps 2023-2024 Annual Process

Step Number	Step Name	Step Description
1	<b>Supervisor and Employee Meet</b>	Review Job Duties and agree on Goals for the upcoming year. Supervisor will confirm this meeting took place in the Next Step tab in the system. If you need to make changes to the Position Description, you must do this in the Position Description Module. Job Duties changed in the Performance Management module will not be saved.
2	<b>Employee Completes Self-Assessment</b>	Employee will add comments to the Goals, Job Duties and Performance Factor Tabs in the system. At a minimum, Employee must click on the Next Step button on the Next Step tab to acknowledge they had the option to complete a Self-Assessment.
3	<b>Supervisor Completes Evaluation</b>	Supervisor will rate and add comments to the Goals, Job Duties and Performance Factor Tabs in the system. Supervisor will complete this step by clicking on the Approve button on the Next Step tab in the system.
4	<b>Reviewer Approves Evaluation</b>	Reviewer (next level manager) will review the ratings and comments in the Goals, Job Duties and Performance Factor Tabs and add comments where they feel appropriate. Reviewer will complete this step by clicking on the Approve button on the Next Step tab in the system.
5	<b>Supervisor and Employee Meet to Review Evaluation</b>	Supervisor and Employee will meet to discuss the completed evaluation. Supervisor will confirm this meeting took place by clicking on the approve button in the Next Step tab in the system.
6	<b>Employee Acknowledges Evaluation</b>	Employee will review the ratings and comments in the Goals, Job Duties and Performance Factor Tabs and add comments. Employee will complete this step by clicking

		on the Approve button on the Next Step tab in the system.
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The tabs listed below show the **2023-2024 Annual Process** that you will work through for each step listed above. The Start tab provides instructions for each step.



## PageUp Performance Review Steps 2024-2025 Annual Process

The **2024-2025 Annual Process** is a full-year process and will start at the beginning of the review cycle.

The full-year process has three additional steps:

Employee Enters Goals

Supervisor Reviews Goals

Mid-year Check-in

Step Number	Step Name	Step Description
1	<b>Supervisor and Employee Meet</b>	Review Job Duties and agree on Goals for the upcoming year. Supervisor will confirm this meeting took place in the Next Step tab in the system. If you need to make changes to the Position Description, you must do this in the Position Description Module. Job Duties changed in the Performance Management module will not be saved.
2	<b>Employee Enters Goals</b>	Employee enters agreed upon goals in the Goals tab in the system.
3	<b>Supervisor Reviews Goals</b>	Supervisor will review the agreed upon goals and will confirm the goals in the Next Step tab in the system.
4	<b>Supervisor and Employee Mid-Year Check in</b>	Meeting to check in and discuss how the year is going so far. Supervisor will confirm this meeting took place in the Next Step tab in the system. This meeting should take place by January for A/P Faculty and April for Classified employees.
5	<b>Employee Completes Self-Assessment</b>	Employee will add comments to the Goals, Job Duties and Performance Factor Tabs in the system. At a minimum, Employee must click on the Next Step button on the Next Step tab to acknowledge they had the option to complete a Self-Assessment.
6	<b>Supervisor Completes Evaluation</b>	Supervisor will rate and add comments to the Goals, Job Duties and Performance Factor Tabs in the system. Supervisor will complete this step by clicking on the Approve button on the Next Step tab in the system.
7	<b>Reviewer Approves Evaluation</b>	Reviewer will review the ratings and comments in the Goals, Job Duties and Performance Factor Tabs and add comments where they feel appropriate. Reviewer will complete this step by clicking on the Approve button on the Next Step tab in the system.
8	<b>Supervisor and Employee Meet to Review Evaluation</b>	Supervisor and Employee will meet to discuss the completed evaluation. Supervisor will confirm this meeting took place by

		clicking on the approve button in the Next Step tab in the system.
9	<b>Employee Acknowledges Evaluation</b>	Employee will review the ratings and comments in the Goals, Job Duties and Performance Factor Tabs and add comments. Employee will complete this step by clicking on the Approve button on the Next Step tab in the system.

These tabs listed below are for the **2024-2025 Annual Process** that you will work through for each step listed above. The Start tab provides overall instructions for that step.

Start \> Goals \> Job Duties \> Performance Factors \> Next Steps

## Using PageUp: Supervisors – Viewing Employees

Log into PageUp.

Go to My Team Reviews for a review

To get back to the widget view, click on the House (blue, upper left)

## Journaling

One of the features that employees have is Journaling. Journaling allows you to add information against performance goals, attach images and create links, tag entries against goals and share with supervisors.



Add Journal entry ✕

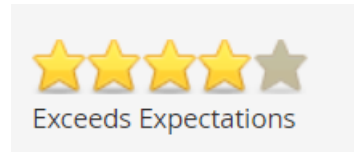
✉ **My journal mail matcher**

Use your mail matcher address to send journal entries via email. Ensure you have added the [journal] tag in your email: My journal <pwilder.qqrm.lyvypm.ALENL@m.dc4.pageuppeople.com>

## Rating and Changing Ratings

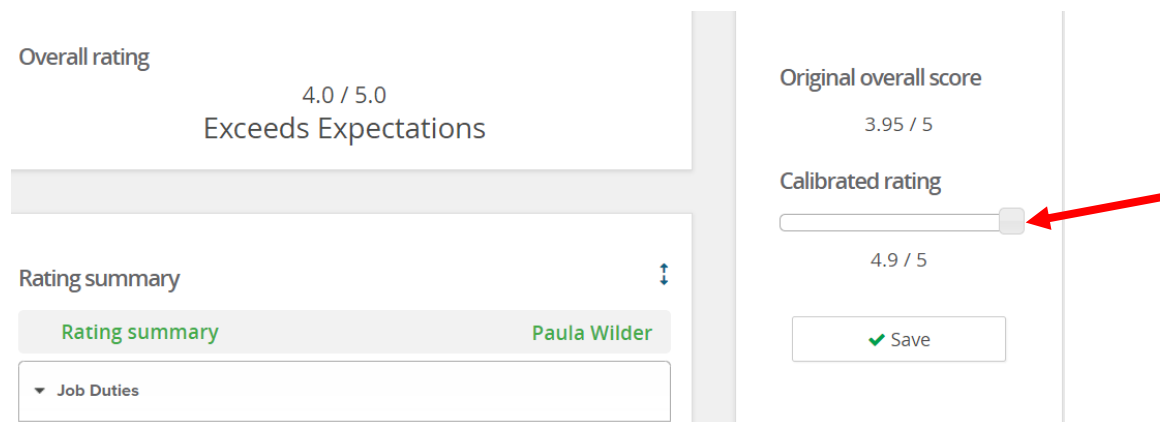
The ratings have been changed to a 5 Star rating scale. Overall ratings will be found on the “Next Steps” tab.

- 5 Stars - Extraordinary
- 4 Stars - Exceeds Expectations
- 3 Stars - Meets Expectations
- 2 Stars - Needs Improvement
- 1 Star - Does Not Meet Expectations



The overall rating is automatically generated based on the weighted average of the “Stars”; each job duty and performance factor is assigned a default weight.

The supervisor may change the overall rating by scrolling to the right or left of the Calibrated rating.



## Uploading documents

You may upload a file in any section where a comment may be added.



## How you can tell which step you are on


The first sentence in the Start tab and the Next Steps tab will tell you what step you are on.

## Viewing a Completed Evaluation

To view a completed evaluation, you will need to go to “My Performance Reviews”, click on the “I want to” drop down on the right of the review you want to see and select “View the report”.

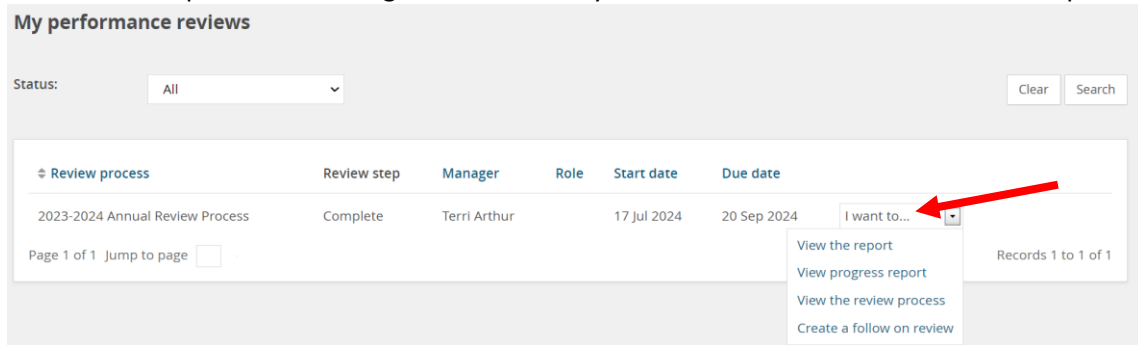
**My performance reviews**

Status:

Review process	Review step	Manager	Role	Start date	Due date	
2023-2024 Annual Review Process	Complete	Terri Arthur		17 Jul 2024	20 Sep 2024	I want to... 

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- View the report
- View progress report
- View the review process
- Create a follow on review



## Resources

[Resources](#) are available on the HR website.