

Guide to Saving Your CFA Staff Performance Review on the University of Utah Performance Management Tool (UUPM)

For All 2018-19 Staff Performance Reviews

To Access the University of Utah Performance Management Tool, please click on the following link:

<https://go.utah.edu/cas/login?service=https%3A%2F%2Fhr.apps.utah.edu%2Fuofu%2Fhrs%2Fupm%2F>

You will need to log in using your uNID and Password.

Click on the Plans/Evaluations Tab.

U PERFORMANCE MANAGEMENT
THE UNIVERSITY OF UTAH

Home **Plans/Evaluations** Welcome Camilla Rives (Logout)

Position: Executive Assistant Supervisor: RAYMOND TYMAS-JONES Department: College Of Fine Arts-Dean

WELCOME, CAMILLA RIVES

This is the production UUPM Application.
Any activity you do in this system will affect actual employee performance plans.

Welcome to UUPM, the University of Utah Performance Management System.

UUPM was designed to:

- Enhance the strategic alignment of individual performance objectives with division goals.
- Increase opportunities for collaborative goal / job responsibility setting between employees and supervisors.
- Expand the capacity of department managers to manage.

If you have questions about the use of UUPM, please contact your [HR team](#).

To create/edit/review a plan please click on the Plans/Evaluations tab.

It will take you to the Plans/Evaluations page. Click on “Create Plan.”

Plans/Evaluations

Based on College of Fine Arts Rating Style.

Camilla Rives - [Create Plan](#)

Performance Plans

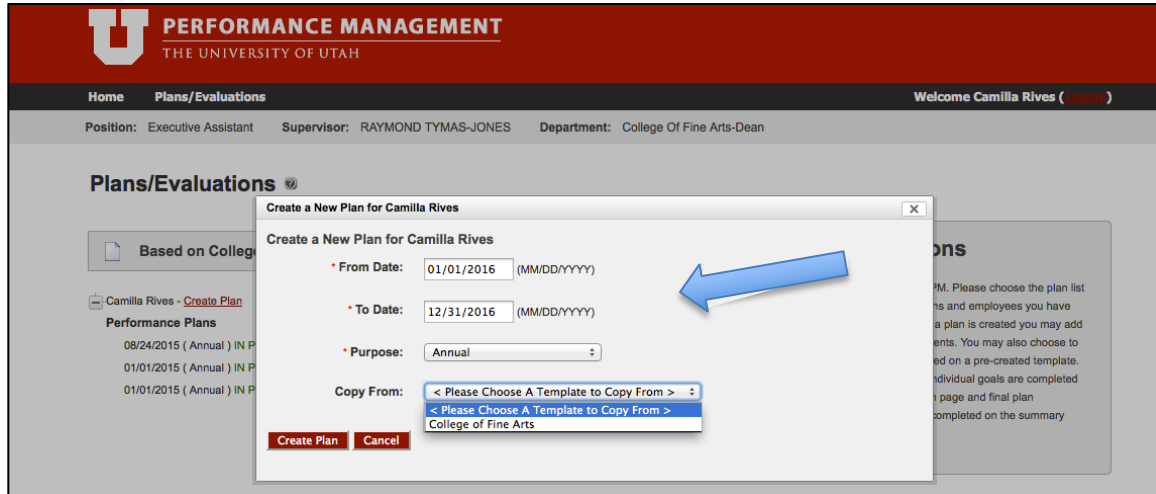
- 08/24/2015 (Annual) IN PROCESS [Edit](#)
- 01/01/2015 (Annual) IN PROCESS [Edit](#)
- 01/01/2015 (Annual) IN PROCESS [Edit](#)

Instructions

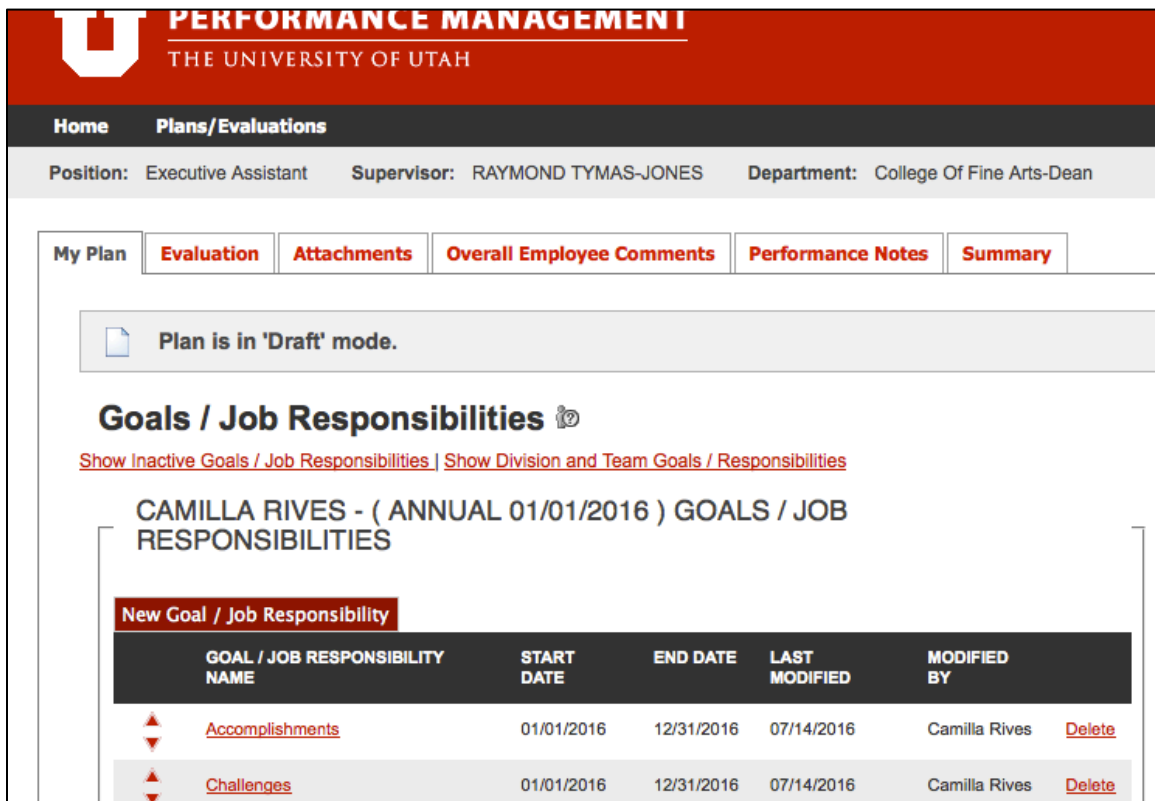
Welcome to UUPM. Please choose the plan list page to view plans and employees you have access to. Once a plan is created you may add goals and comments. You may also choose to create plans based on a pre-created template. Evaluations for individual goals are completed on the evaluation page and final plan evaluations are completed on the summary page.

A window will pop up. Fill in the fields using the information for your current review. (Please note that review dates in UUPM are there to help you find which year your review was conducted in. Most employees will enter review dates as 01/01/2018 to 04/30/2019. Your actual review will cover everything since your last review.)

When you are asked to “Choose A Template to Copy From,” select “College of Fine Arts.”



This will take you to the College of Fine Arts Annual Staff Review Template. We have found that the UUPM tool is too unwieldy for our purposes, so we will only be using it to upload copies of our paper forms. If you would prefer to use the UUPM tool to input your answers, you are welcome to do so. Please notify your supervisor if that is the case. The sections of the College of Fine Arts Template are the same as in the paper forms.



Once you have completed your Performance Review with your supervisor and you have created a "Plan" for the current year in UUPM, please scan a copy of your signed Performance Review Form and upload it to the UUPM tool as an attachment. To do so, follow these steps:

When you are in the College of Fine Arts Annual Staff Review Template, click on the "Attachments" tab.

The screenshot shows the Performance Management system interface for The University of Utah. At the top, there is a red header with the university logo and the text "PERFORMANCE MANAGEMENT THE UNIVERSITY OF UTAH". Below the header, there is a navigation bar with "Home" and "Plans/Evaluations". The main content area shows the user's position as "Executive Assistant", supervisor as "RAYMOND TYMAS-JONES", and department as "College Of Fine Arts-Dean". A blue arrow points to the "Attachments" tab in the navigation menu. Below the tabs, there is a message "Plan is in 'Draft' mode." and a section titled "Goals / Job Responsibilities" with a sub-header "CAMILLA RIVES - (ANNUAL 01/01/2016) GOALS / JOB RESPONSIBILITIES". A table lists five goals with columns for Goal/Job Responsibility Name, Start Date, End Date, Last Modified, and Modified By. Each goal has a "Delete" link next to it.

GOAL / JOB RESPONSIBILITY NAME	START DATE	END DATE	LAST MODIFIED	MODIFIED BY
Accomplishments	01/01/2016	12/31/2016	07/14/2016	Camilla Rives
Challenges	01/01/2016	12/31/2016	07/14/2016	Camilla Rives
Goals and Professional Development	01/01/2016	12/31/2016	07/14/2016	Camilla Rives
Supervisory Responsibilities	01/01/2016	12/31/2016	07/14/2016	Camilla Rives
Job Knowledge and Performance	01/01/2016	12/31/2016	07/14/2016	Camilla Rives

This will open a new page where you can upload the scan of your completed Performance Review Form. This allows you, your supervisor, and your supervisor's supervisor to have access to your performance review and will become the repository for your Performance Reviews going forward.

The screenshot shows the "Attachments" page in the Performance Management system. The page has a navigation bar with "My Plan", "Evaluation", "Attachments", "Overall Employee Comments", "Performance Notes", and "Summary". The "Attachments" tab is selected. The main content area is titled "ATTACHMENTS" and contains a form with the following fields: "Attachment Name" (text input), "Attachment" (file upload button labeled "Browse..."), "Upload File" (button), "-OR-", "Link Name" (text input), and "Link URL" (text input) with a "Save Link" button. The text "No Attachments." is displayed in the center of the form.