

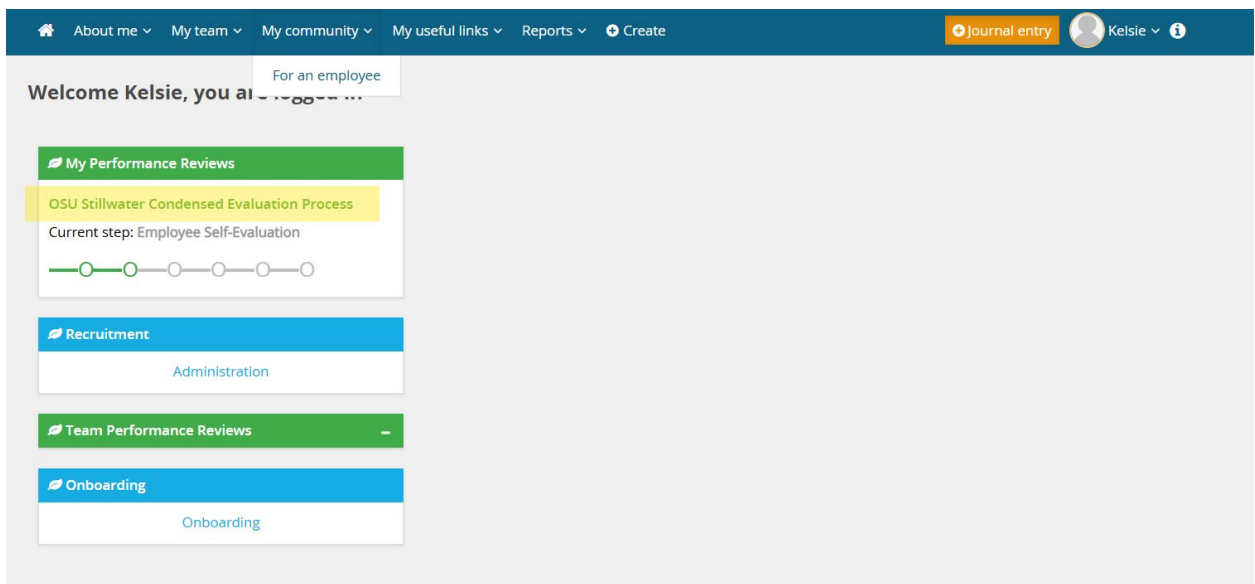


PageUp Performance User Guide

Employee Role, Condensed Review Process

Employee Self-Evaluation

1. The employee will receive an email notifying them that they may launch the **Employee Self-Evaluation** step. This can be accessed using the link in the email or through talent.okstate.edu.
2. Select green text under **"My Performance Reviews"** to open and start the self-evaluation.



3. After reading the overview on the **“Start”** section tab, select the **“Next”** button.

Kelsie Miner Paul - OSU Stillwater Condensed Evaluation Process

Start | Job Responsibilities | Core Competencies | Next steps

Last saved: Aug 11, 2025, 2:58pm Actions

You are currently in the **Employee Self-Evaluation** phase of the performance evaluation process.

Employees can complete self-evaluations as part of the performance review process. A self-evaluation offers an opportunity to reflect on what you've accomplished during the evaluation period.

Note: Your supervisor will be unable to view your evaluation during this phase.

Click **"Next"** below to start your self-evaluation.

Next

Rating Job Responsibilities

1. Follow the instructions as they are outlined in the **“Job Responsibilities”** section tab. Rate each responsibility and provide a comment on each to justify the rating.

Job Responsibility #1

Update this item with at least one (1) Job Responsibility.

Kelsie Miner Paul

3 - Meets Expectations

Weight: %, 50% of entire review

Add comment

Link journal entry

Upload file

There are no comments for this goal.

Additionally, journal entries and documents can be added.

- Link Journal Entries by clicking **“Link Journal Entry”** with the down arrow next to **“Add Comment”** and selecting the journal entry you would like to link, then selecting **“Link.”**
- Documents can be added by clicking the down arrow next to **“Add Comment”** and selecting **“Upload File,”** then **“Choose File”** and selecting the file to be uploaded. Then select **“Upload File.”**

Please review the guidance on the “**Core Competencies**” section tab. Similar to the Job Responsibilities section, the employee will score themselves on the individual core competencies and provide a comment justifying the rating.

The screenshot shows a review interface for the 'Professionalism' competency. On the left, under a dropdown arrow, are four bullet points: 'Exhibits a courteous, conscientious and businesslike manner in the workplace.', 'Actively endorses and supports OSU's mission and works for fulfillment of vision and goals while acknowledging the contribution of ethical and scholarly questioning in an environment that respects the rights of all to freely pursue knowledge.', 'Seeks excellence in all endeavors and is committed to continuous improvement.', and 'Seeks knowledge that will provide skills that enable improved job performance.' Below these is a weight indicator: 'Weight: %, 12.5% of entire review'. On the right, a box for 'Kelsie Miner Paul' shows a rating of '4 - Exceeds Expectations' with a yellow progress bar. At the bottom left, a yellow box contains three options: 'Add comment' (with a dropdown arrow), 'Link journal entry', and 'Upload file'. The main area below this box states 'There are no comments for this goal.'

Additionally, journal entries and documents can be added.

- Link Journal Entries by clicking “**Link Journal Entry**” with the down arrow next to “**Add Comment**” and selecting the journal entry you would like to link, then selecting “**Link.**”
- Documents can be added by clicking the down arrow next to “**Add Comment**” and selecting “**Upload File,**” then **Choose File** and selecting the file to be uploaded. Then select **Upload File.**

The screenshot shows a modal window titled 'Link Journal' with a close button (X) in the top right. Inside the modal, there is a search bar with the placeholder text 'Search' and a magnifying glass icon. Below the search bar is a large orange box with a red information icon and the text 'You have no journal entries.' At the bottom right of the modal is a green button with the text 'Link'.

File: Choose File No file chosen

Description:

Accepted file types: .xls, .xlsx, .doc, .docx, .ppt, .pptx, .txt, .pdf, .rtf, .jpeg, .jpg, .png

Upload file Cancel

There are no comments for this goal.

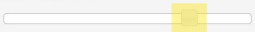
1. The very last rating is the summary of core competencies. Final comments may be added in the **“Summary: Core Competencies”** text box. The system automatically averages the scoring and cannot be altered by a supervisor or an employee. The weighted value of each core competency is calculated by the system and amounts to 50% of the overall evaluation. When finished, select the **“Next”** button to move on to the **Next Steps** section tab.

Summary: Core Competencies

 Kelsie

 Melissa

B I U |  |  |  Source

 **Kelsie Miner Paul**

4 - Exceeds Expectations

← Back Next →

Review the guidance on the **Next Steps** page and leave any final comments in the **“Final Comments”** text box.

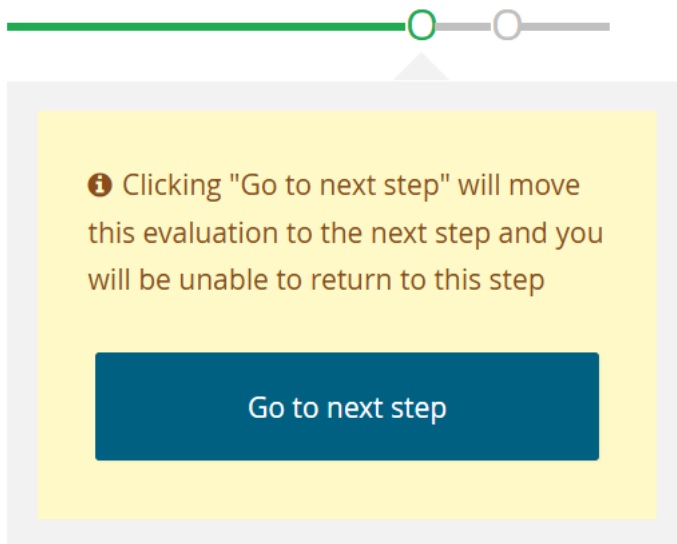
Final comments

Kelsie Miner Paul

B I U |  |  |  Source

To proceed to the next step, which is the **Supervisor Evaluation**, read the text in the yellow box and select **“Go to Next Steps.”**

Your next step: Supervisor Evaluation

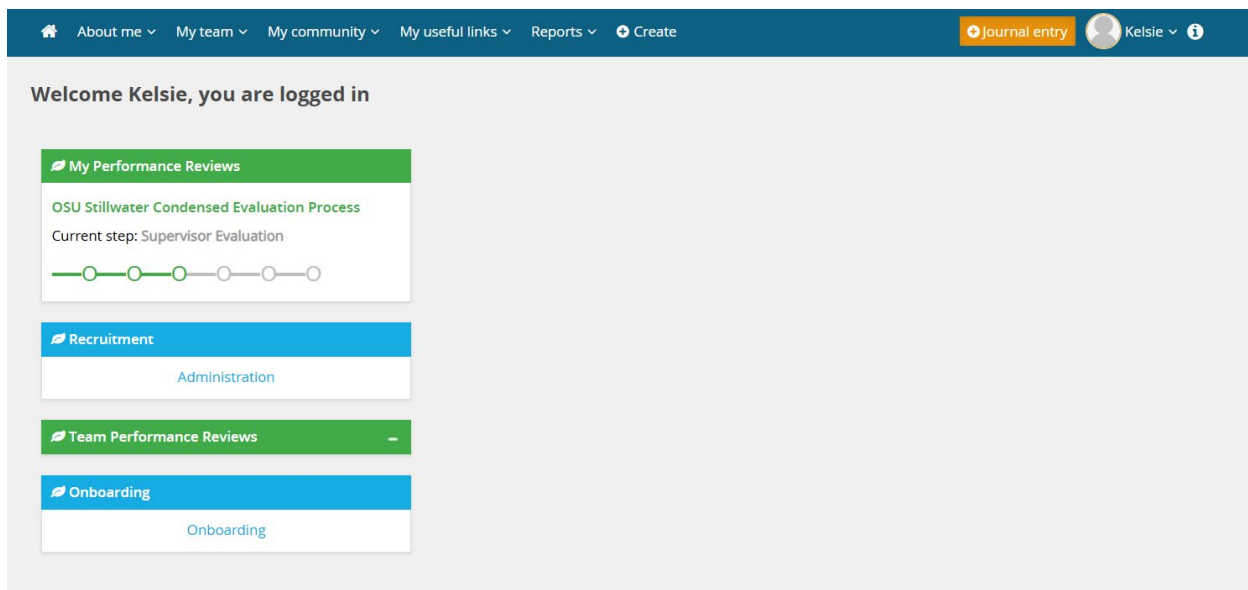


[View entire process](#)

Supervisor Evaluation

Note that the employee is unable to access the evaluation during the **Supervisor Evaluation** phase. The supervisor will receive an email notifying them that they can proceed with the **Supervisor Evaluation** step. This can be accessed with a link in the email or through talent.okstate.edu.

After the supervisor has completed their evaluation, they will send an email to the higher level supervisor that they have completed the evaluation and that they must now review and sign off on the evaluation. Once the higher level supervisor has completed their review and signed off, the evaluation will automatically progress to the **Employee/Supervisor Review Discussion** step.



Employee/Supervisor Review Discussion

During this step, the supervisor will schedule a time to discuss the evaluation with the employee. The employee will not have access to the evaluation during this step. The employee will regain access once the discussion is complete, and the supervisor has manually progressed the evaluation to the next step, **Employee Acknowledgment**.

Employee Acknowledgement

1. The employee will receive an email notifying them that their performance evaluation requires a signature. They can log in to their portal using the link in the email or by logging in to **talent.okstate.edu**.
- The employee's signature will be preceded by the following statement: "I acknowledge that I have seen this report and have been apprised of my evaluation. I understand that I may make a written statement to my supervisor within ten working days following. If a statement is submitted within ten working days, it will be attached to this evaluation report. If I choose to make a written statement below in the final comments box, I will notify my supervisor." Written statements should be submitted to the supervisor within 10 working days.

2. Select green text under **"My Performance Reviews"** to open and sign-off on the evaluation.

Home About me ▾ My team ▾ My community ▾ My useful links ▾ Reports ▾ Create

Journal entry Kelsie ▾

Welcome Kelsie, you are logged in

My Performance Reviews

OSU Stillwater Condensed Evaluation Process

Current step: Employee Acknowledgement

Recruitment

Administration

Team Performance Reviews

Onboarding

Onboarding

3. Review the guidance on the **Start Section** tab. The employee can review each section by clicking **"Next"** to advance to the next tab or by clicking the section name above to skip directly to a particular section.

Start > Job Responsibilities > Core Competencies > Goals > Next steps

Last saved: Jul 22, 2025, 11:35am Actions ▾

You are currently in the **Employee Acknowledgement** step of the performance evaluation process.

Your evaluation is ready for your review and signature.

You may review each section by clicking **"Next"** to advance to the next tab, or click the section name above skip to a particular section.

Note: This step is meant to capture your acknowledgement that you have discussed with your supervisor. **It does not necessarily mean that you agree with the score and feedback provided.** You will have the opportunity to provide feedback on the final page of the review.

Per policy, employees have ten working days to submit a written statement to their supervisor if desired.

Next →

4. On the **"Next Steps"** section tab, review the text in the gray and yellow text boxes. Once the employee has reviewed the evaluation and read the text, select **"Acknowledge"** to move the evaluation into the **Complete** step.

Your next step: Complete



Approval

I acknowledge that I have seen this report and have been apprised of my evaluation. I understand that I may make a written statement to my supervisor within ten working days following. If a statement is submitted within ten working days, it will be attached to this evaluation report. If I choose to make a written statement below in the final comments box, I will notify my supervisor.

 Clicking "Acknowledge" will move this evaluation to the next step and you will be unable to return to this step

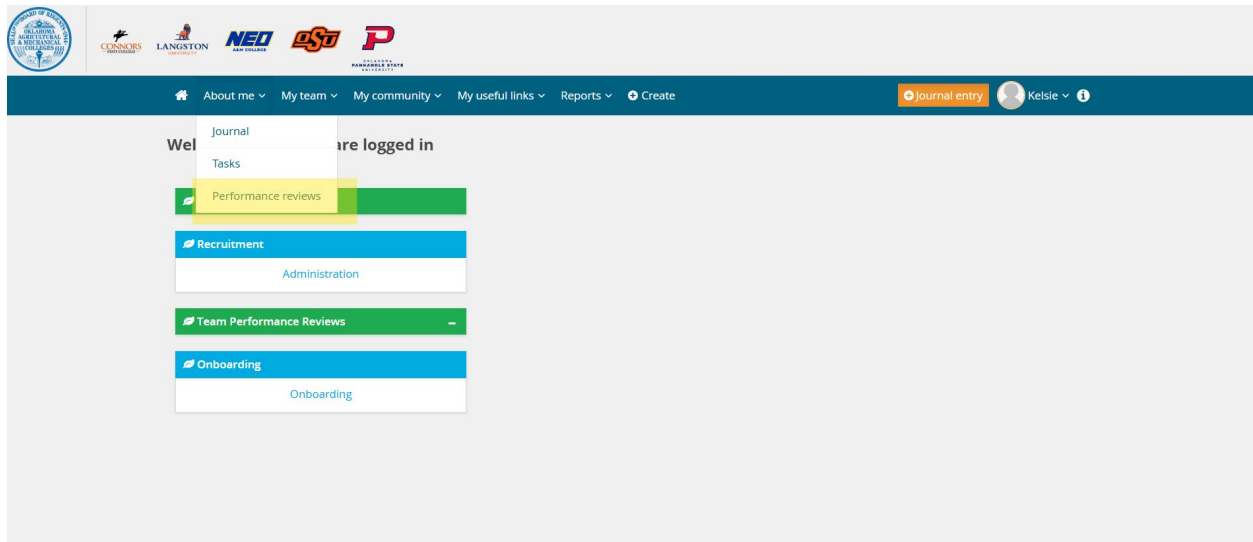
☒ **Notify Melissa after you approve**

Kelsie, do you approve your evaluation?

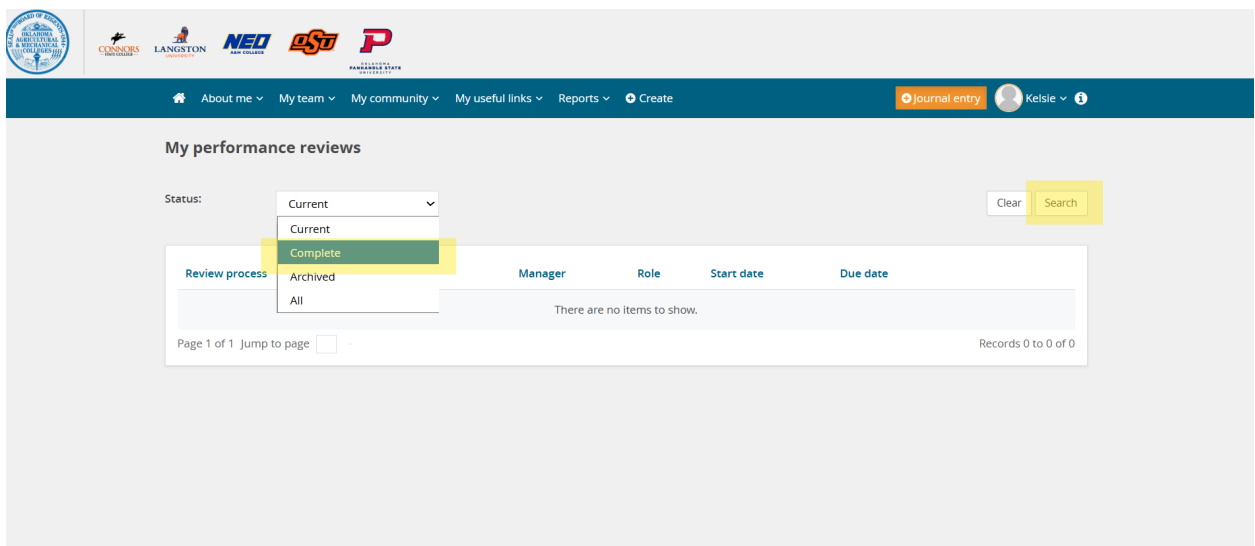
[Acknowledge](#)

[View entire process](#)

5. This will automatically move the evaluation into the **Complete** step. The employee will no longer be able to access the evaluation from the home screen. To access the completed evaluation, hover over "**About Me,**" and click "**Performance Reviews**" or click on the "**My Performance Reviews**" on your dashboard.



6. Click the drop-down arrow and select **“Complete”** and **“Search.”**



7. Select **“View the Report”** on the evaluation to be viewed or printed.

Clear

Search

Role	Start date	Due date
jeon	Jul 1, 2025	Jul 1, 2026

I want to...

View the report

View the review process

Create a follow on review

Records 1 to 1 of 1