# PageUp Performance User Guide

Employee Role for OSU Stillwater Evaluation: No Self Eval

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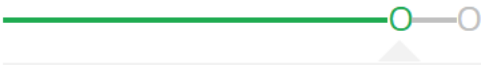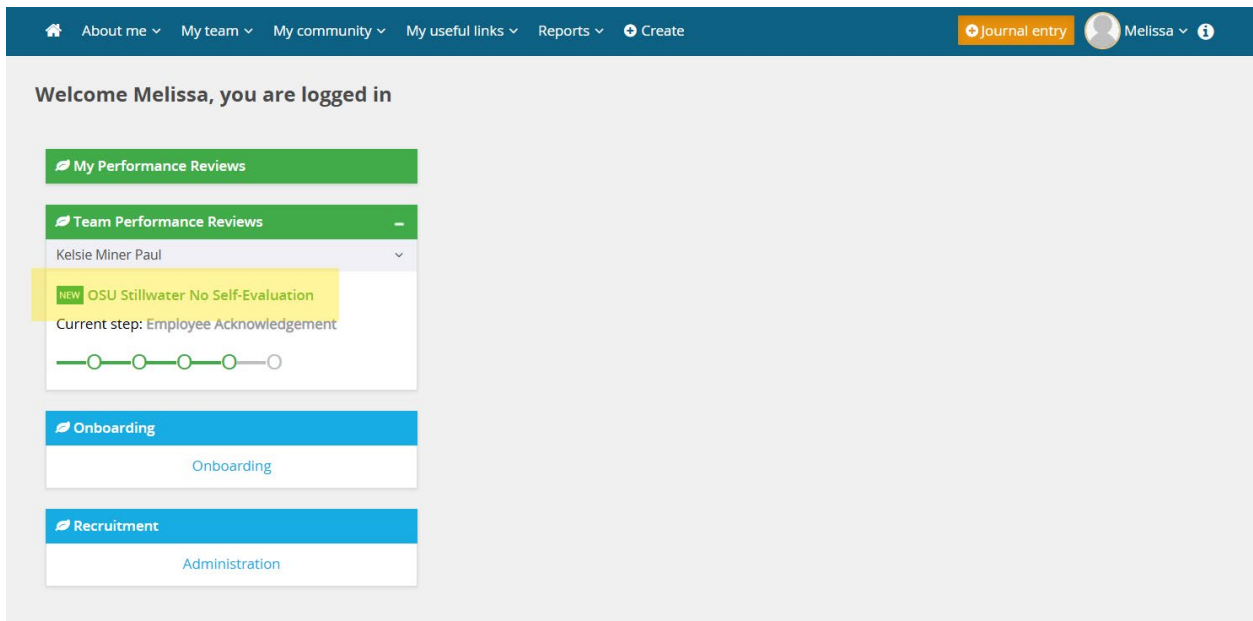
3. Review the guidance on the **Start Section** tab. The employee can review each section by clicking "**Next**" to advance to the next tab or by clicking the section name above to skip directly to a particular section.

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
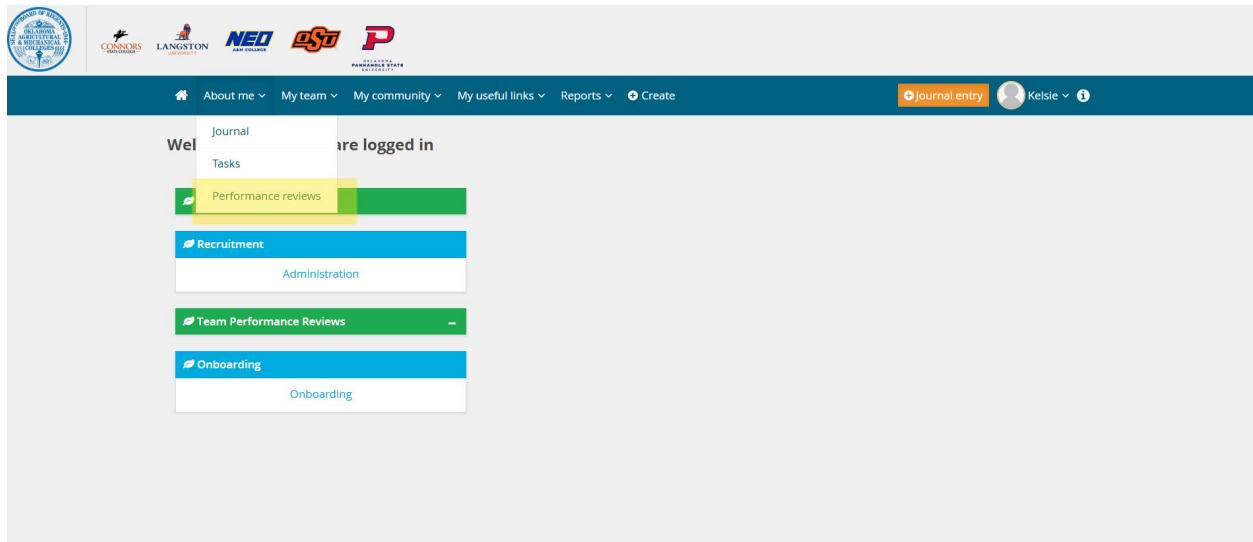
☑ **Notify Melissa after you approve**

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**."

6. Click the drop-down arrow and select "**Complete" and "Search**."
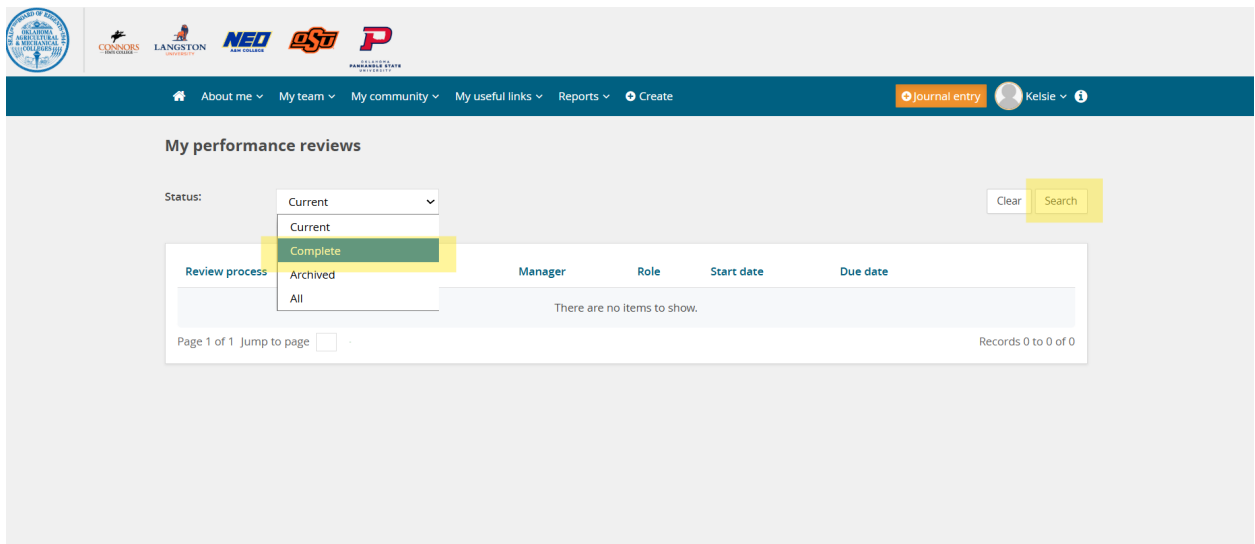
7. Select "**View the Report"** on the evaluation to be viewed or printed.

	Role	Start date	Due date	
¿eon		Jul 1, 2025	Jul 1, 2026	I want to... ▾

View the report

Records 1 to 1 of 1

View the review process

Create a follow on review