

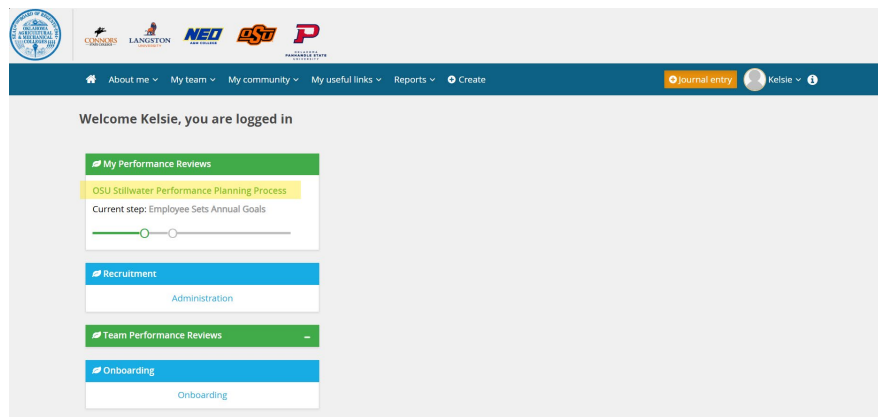


PageUp Performance User Guide

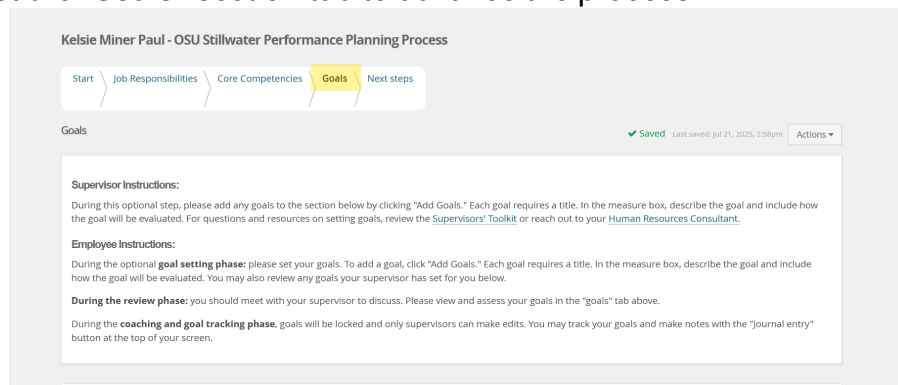
Employee Role, Performance Planning Process

Goal Setting

1. The employee will receive an email notification informing them that they may launch the goal setting portion of the evaluation, if applicable. This step will be open for 20 days. This can be accessed via the link in the email or by logging into talent.okstate.edu.
2. Select the green text under **"My Performance Reviews."**



3. Read the guidance on the **"Start"** section tab. No actions are required on the **"Job Responsibilities"** and **"Core Competencies"** section tabs during this step. However, please take time to familiarize yourself with these sections.
4. Select the **"Goals"** section tab to advance the process.



5. Read the guidance on the **“Goals”** section tab. Then review any goals the supervisor has set. If the supervisor has tasked the employee with creating goals, any additional goals can be added at this time. When complete, select the **“Next”** button.

6. After 20 days, the system will initiate the goal review phase for the supervisor.

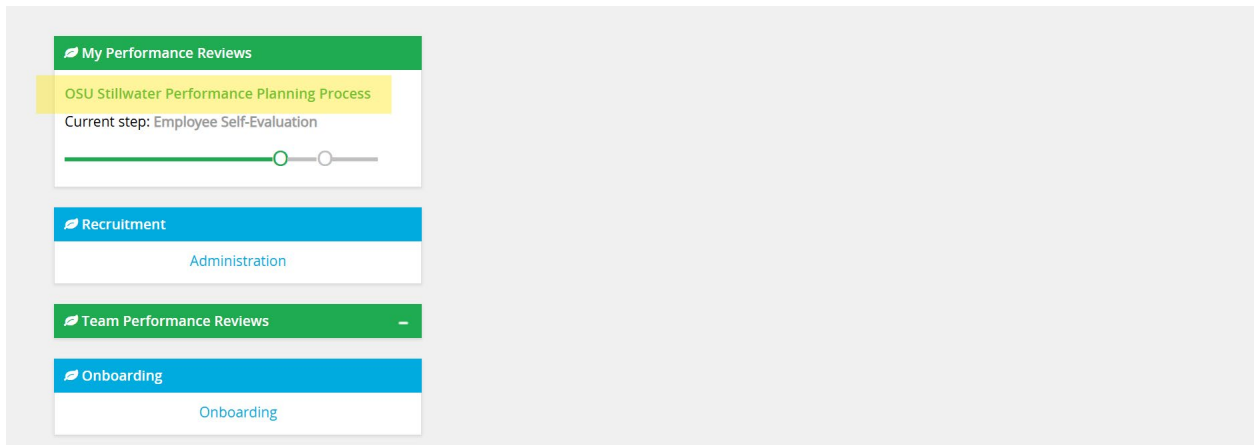
Goal Review

1. The system will move the evaluation into the **Goal Review** phase automatically after 20 days. Select the green text under **“My Performance Reviews”** to view goals. View and assess the goals in the **“Goals”** section tab. During this phase, the employee should meet with their supervisor to discuss the set goals and use this time to make any necessary edits.

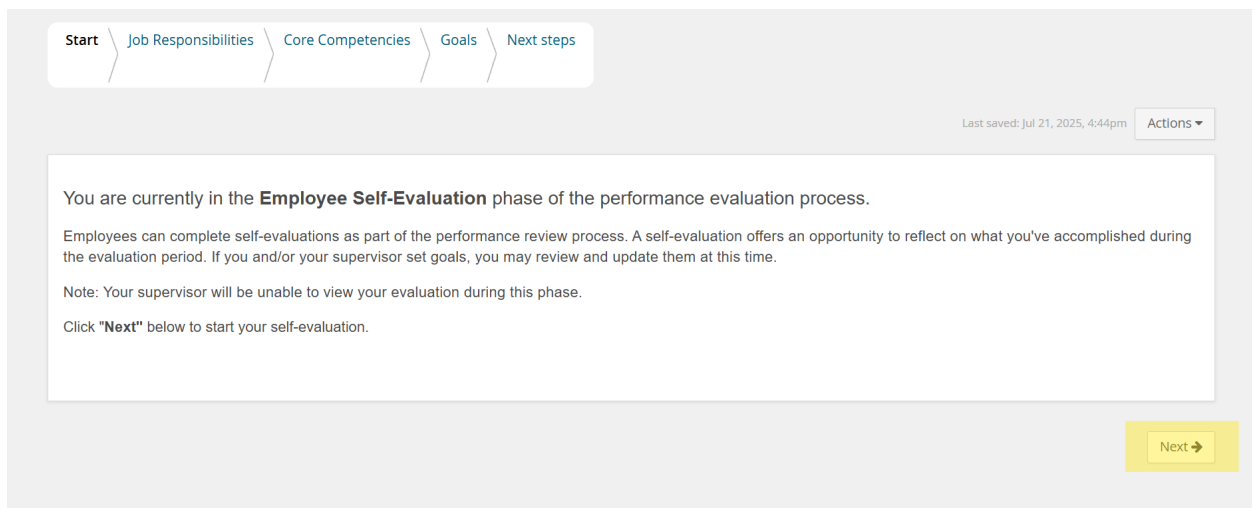
Employee Self-Evaluation

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 the 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.



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.**”

Link Journal

Search

You have no journal entries.

File: No file chosen

Description:

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

There are no comments for this goal.

1. The last rating is the summary of **Job Responsibilities**. Final comments may be added in the “**Summary: Job Responsibilities**” text box. The system automatically averages the scoring and cannot be altered by a supervisor or an employee. The weighted value of each job responsibility was set by the supervisor, based on the job responsibilities in the position description. When finished, select the “**Next**” button to move on to rating the **Core Competencies**.

Summary: Job Responsibilities

Kelsie

Melissa

B I U | [bulleted list] | [numbered list] | [link] | [unlink] | [table] | [insert] | [source]

Kelsie Miner Paul

3 - Meets Expectations

Back

Next

Core Competencies

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.

Professionalism

- 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.
- Seeks knowledge that will provide skills that enable improved job performance.

Weight: %, 12.5% of entire review

Kelsie Miner Paul

4 - Exceeds Expectations

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.**

The image shows two parts of a web interface. The top part is a 'Link Journal' dialog box with a search bar and a message: 'You have no journal entries.' with a green 'Link' button. The bottom part is a 'File' upload section with a 'Choose File' button, a 'Description' text box, and a list of accepted file types: .xls, .xlsx, .doc, .docx, .ppt, .pptx, .txt, .pdf, .rtf, .jpeg, .jpg, .png. There are 'Upload file' and 'Cancel' buttons. Below this is a message: '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 **Goals.**

Summary: Core Competencies

Kelsie

B *I* U | Source

Melissa

Kelsie Miner Paul

4 - Exceeds Expectations

← Back

Next →

Goals

Review the guidance on the **“Goals”** section tab. Goals are **not** rated. However, the employee can include comments, link journal entries, and attach documents.

▼ Goal 1

Add comment ▼

Link journal entry

Upload file

There are no comments for this goal.

- 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.”**

Link Journal

Search

Q

You have no journal entries.

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. Final comments may be added in the “**Summary: Goals**” text box. When finished, select the “**Next**” button to move on to the **Next Steps** section tab.

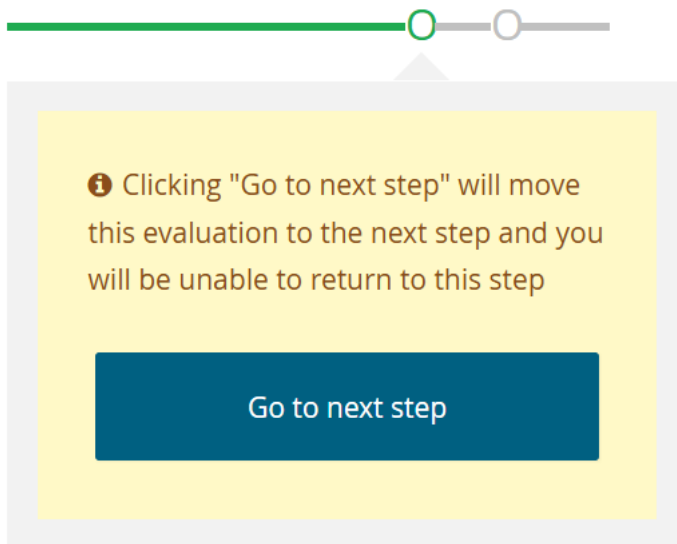
Summary: Goals

 Kelsie

 Melissa

B *I* U |                                                

Your next step: Supervisor Evaluation

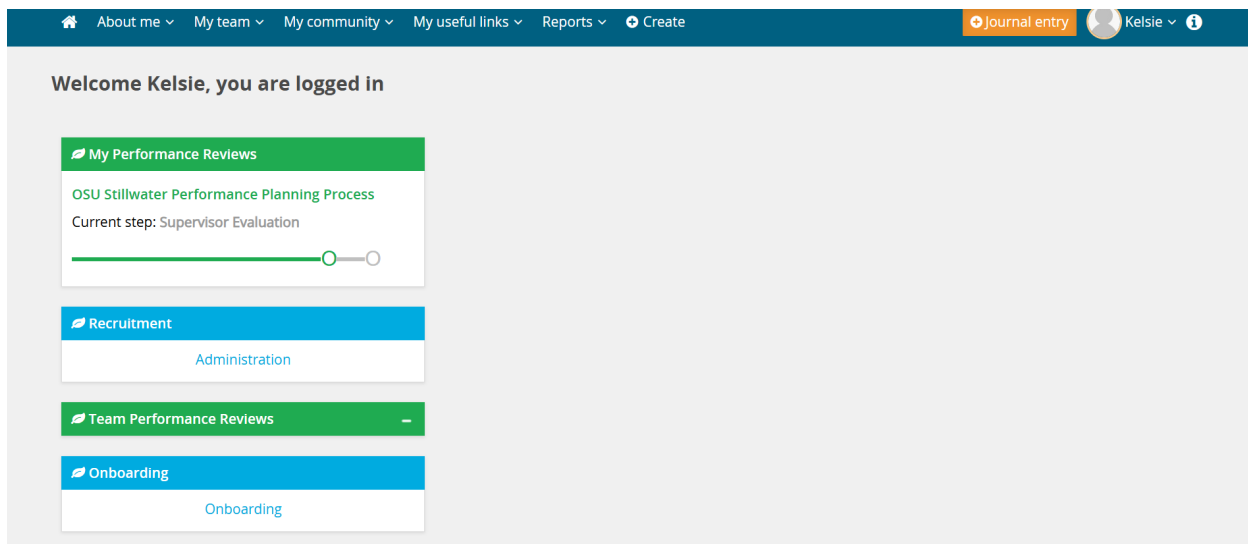


[View entire process](#)

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 supervisor's supervisor to notify them they have completed the review 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.



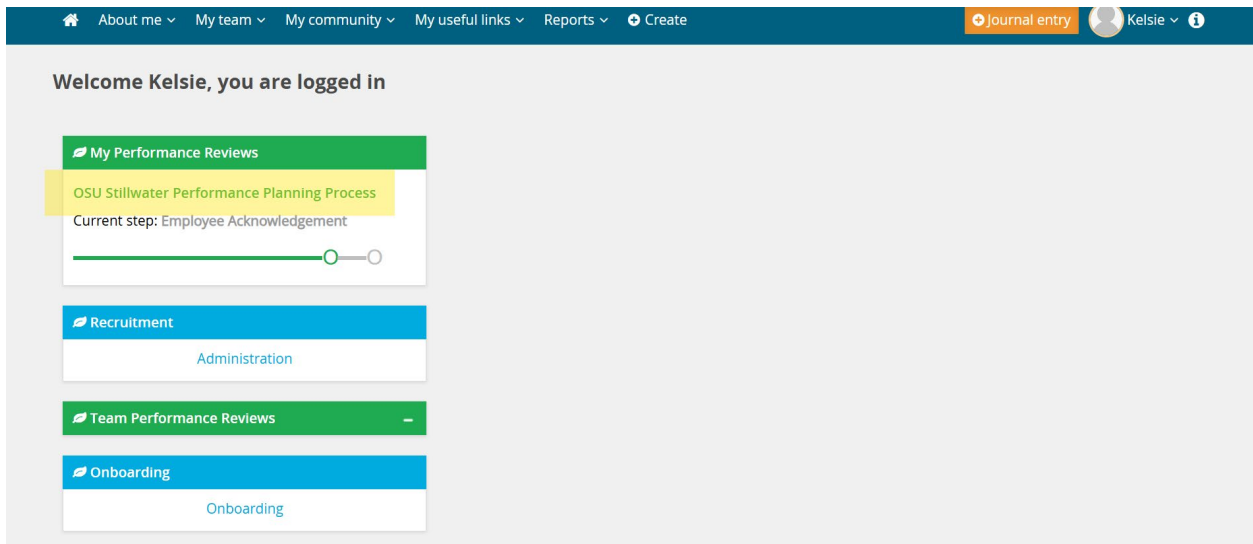
Employee/Supervisor Review Discussion

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**.

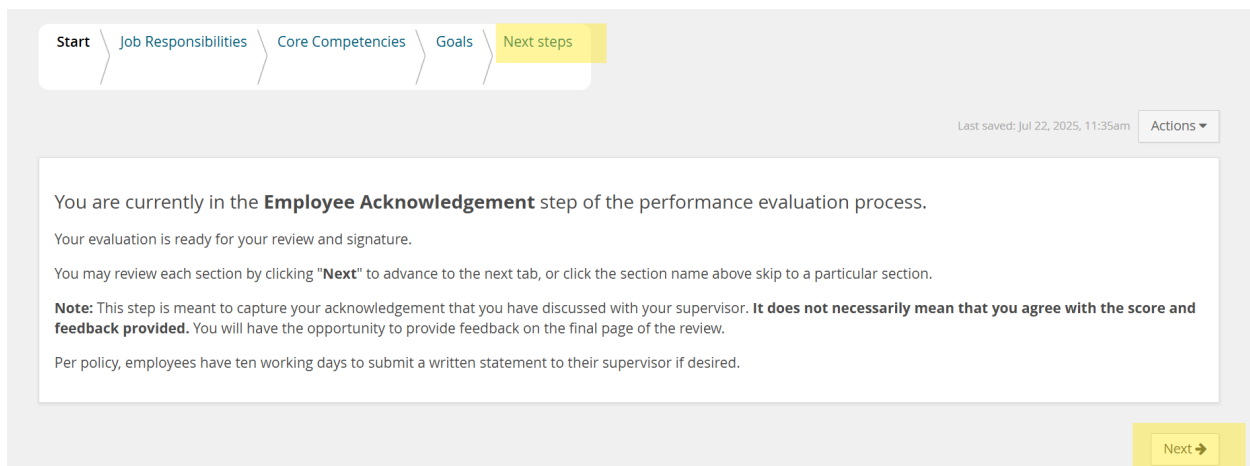
Employee Acknowledgement

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 the 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.



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.

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

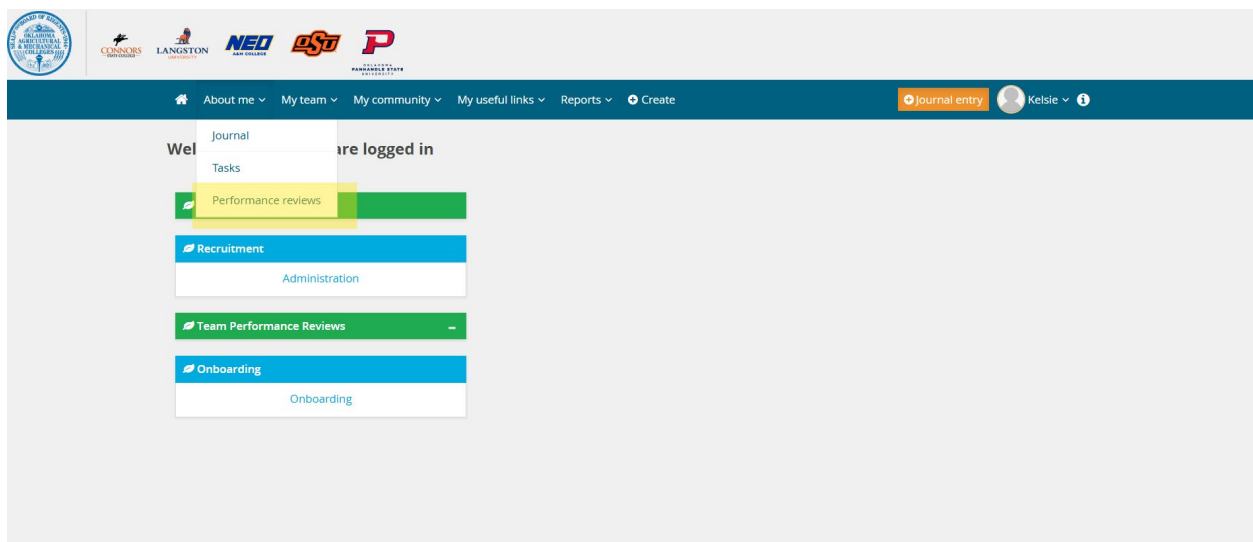
☒ **Notify Melissa after you approve**

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.”**

My performance reviews

Status:

Manager	Role	Start date	Due date
There are no items to show.			

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

Role	Start date	Due date	I want to...
geon	Jul 1, 2025	Jul 1, 2026	<input type="button" value="View the report"/> <input type="button" value="View the review process"/> <input type="button" value="Create a follow on review"/>

Records 1 to 1 of 1