

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

For All 2017-18 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](#)

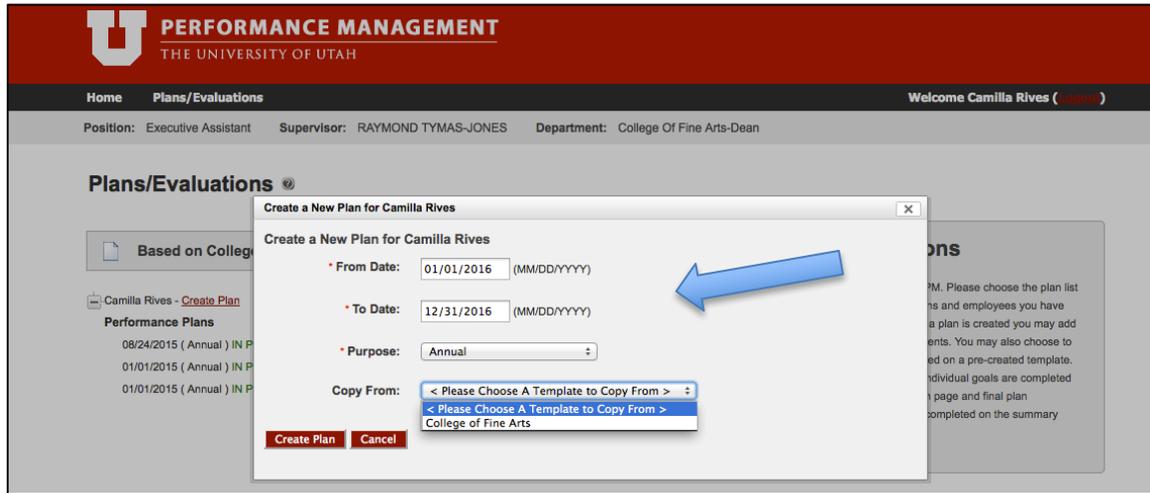
Performance Plans

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

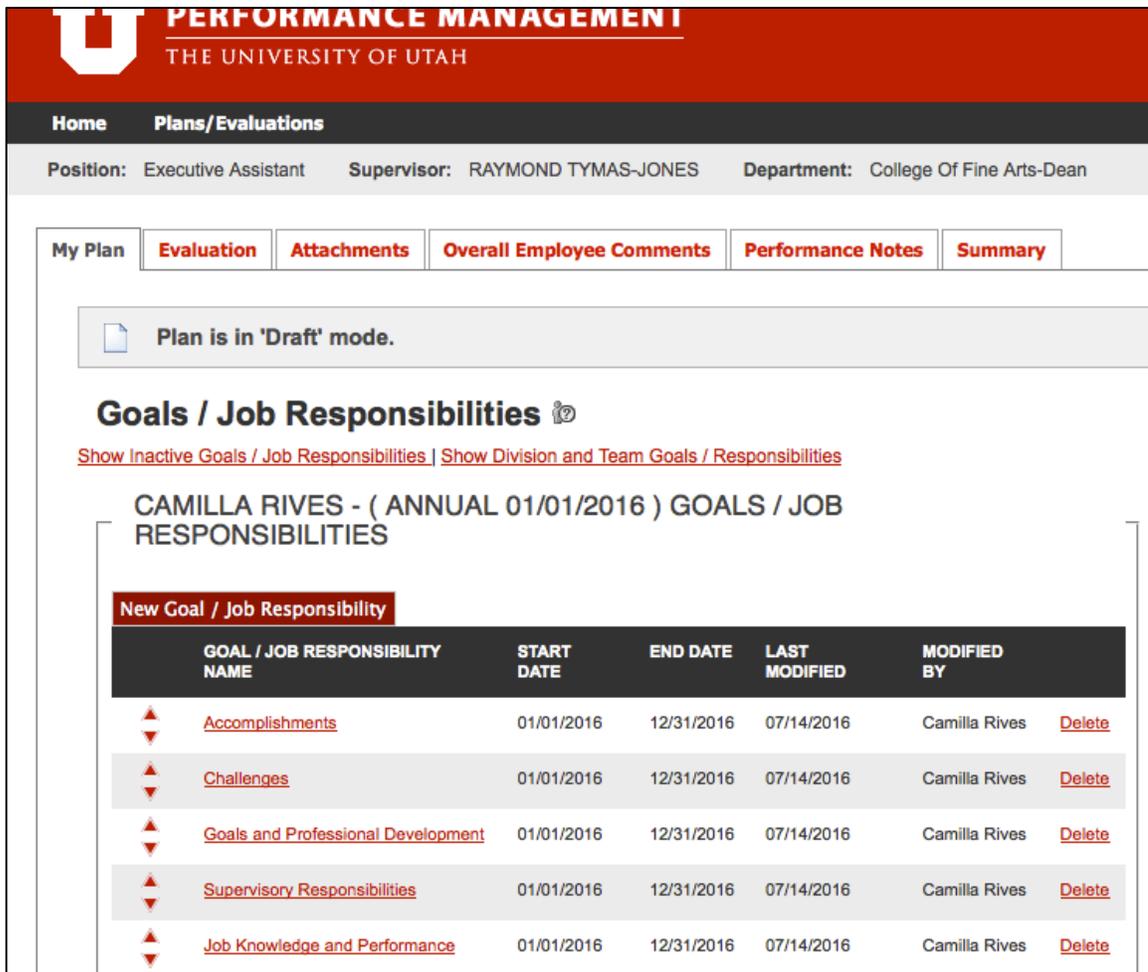
Instructions

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 below. 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 this year 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, 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. The header includes the university logo and the text "PERFORMANCE MANAGEMENT THE UNIVERSITY OF UTAH". Below the header, there are navigation tabs: "Home" and "Plans/Evaluations". The current user's information is displayed: "Position: Executive Assistant", "Supervisor: RAYMOND TYMAS-JONES", and "Department: College Of Fine Arts-Dean". A blue arrow points to the "Attachments" tab in the navigation bar, which is currently selected. Other tabs include "My Plan", "Evaluation", "Overall Employee Comments", "Performance Notes", and "Summary". Below the tabs, a message states "Plan is in 'Draft' mode." The main content area is titled "Goals / Job Responsibilities" and includes a sub-header "CAMILLA RIVES - (ANNUAL 01/01/2016) GOALS / JOB RESPONSIBILITIES". A table lists several goals and job responsibilities, each with a "Delete" link.

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 navigation tabs at the top are "My Plan", "Evaluation", "Attachments", "Overall Employee Comments", "Performance Notes", and "Summary". The "Attachments" tab is selected. The page title is "ATTACHMENTS". Below the title, there is a form for uploading attachments. The form includes a text input field for "Attachment Name", a "Browse..." button, and an "Upload File" button. Below this, there is a "-OR-" separator and another form for adding links. This form includes text input fields for "Link Name" and "Link URL", and a "Save Link" button. The text "No Attachments." is displayed in the center of the page.