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.

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

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."
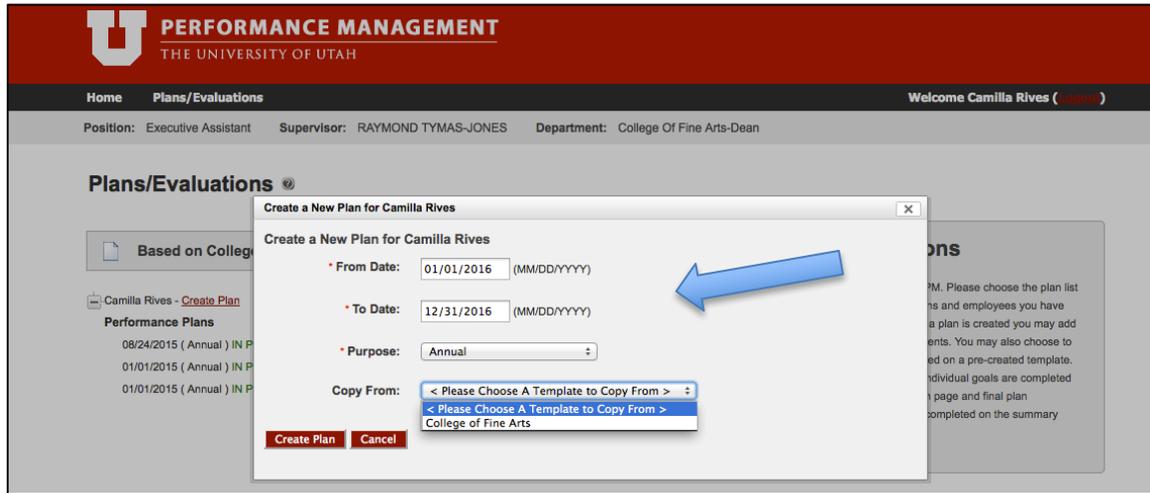
This will take you to the College of Fine Arts Annual Staff Review Template. We have found that the UUPM tool is too unwieldy for our purposes, so we will only be using it this year to upload copies of our paper forms. If you would prefer to use the UUPM tool to input your answers, you are welcome to 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.
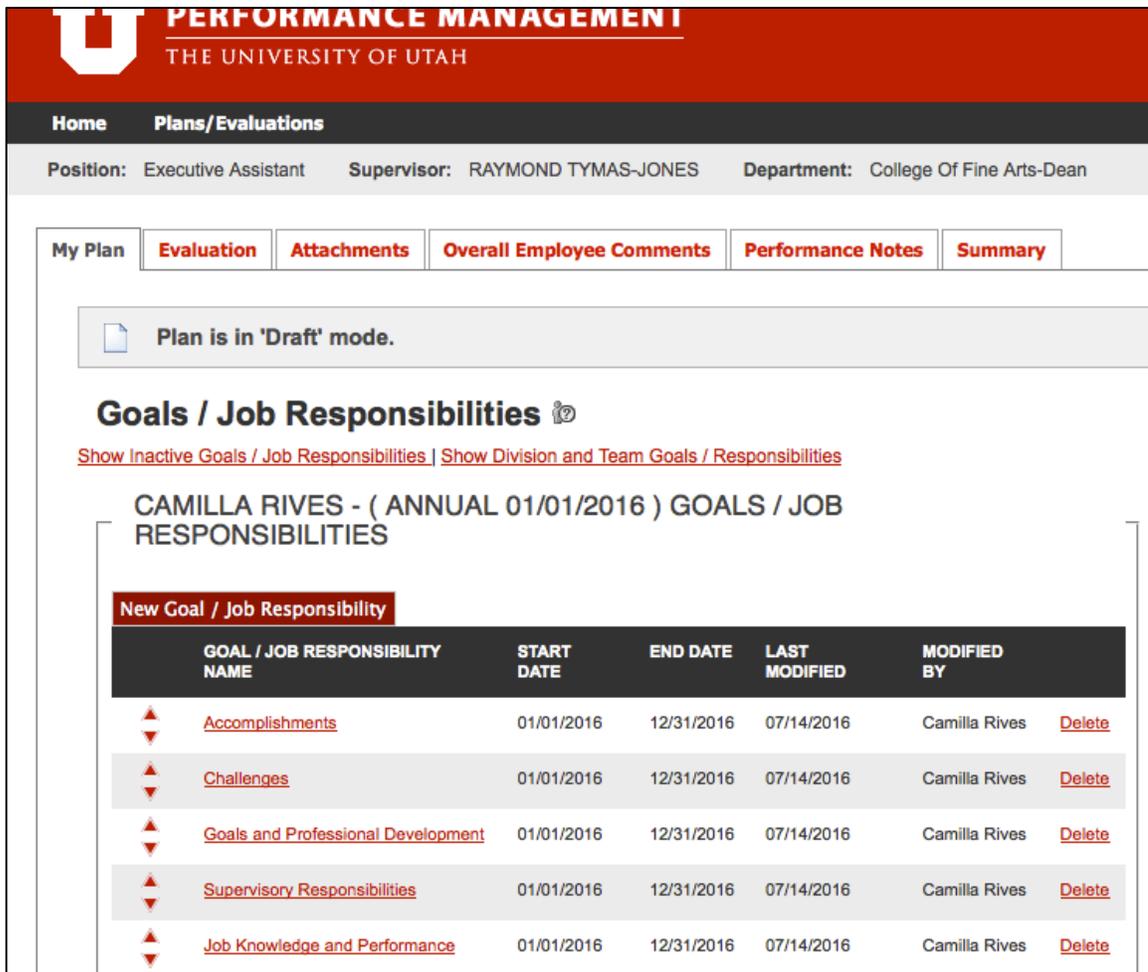
Once you have completed your Performance Review with your supervisor, please scan a copy of your signed Performance Review Form and upload it to the UUPM tool as an attachment. To do so, follow these steps:

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

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.