

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

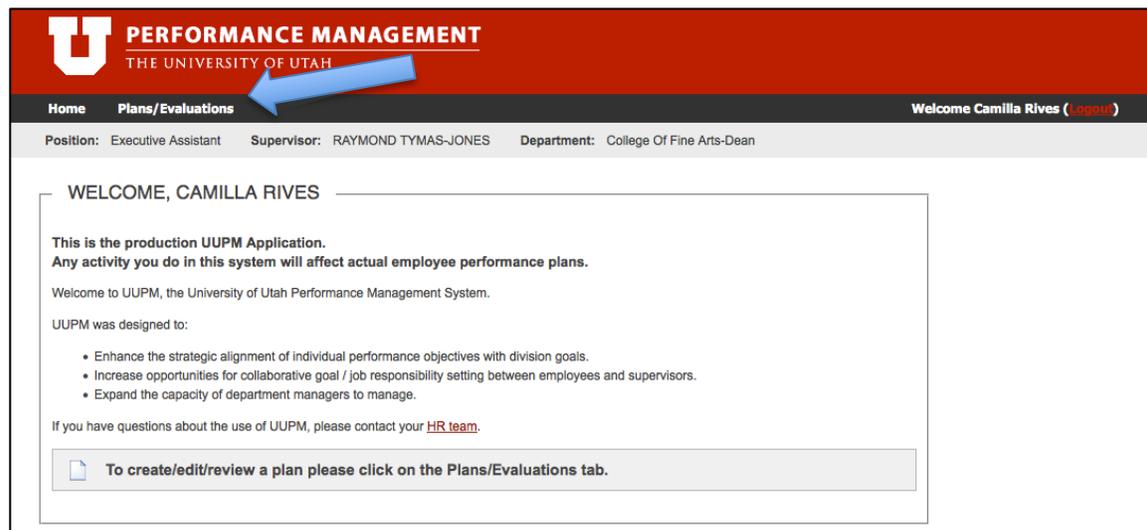
For All 2018-19 Staff Performance Reviews

To Access the University of Utah Performance Management Tool, please go to CIS and click on the “Performance Management” tile.



This will take you to the UUPM system.

Click on the Plans/Evaluations Tab.



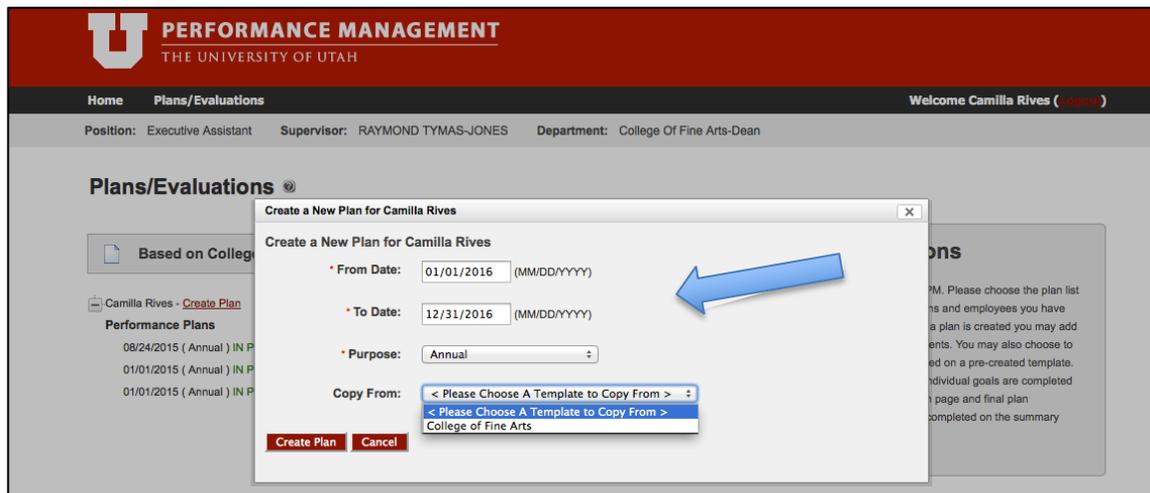
It will take you to the Plans/Evaluations page. Click on “Create Plan.”



The screenshot shows the 'Plans/Evaluations' page for Camilla Rives. At the top, it says 'Based on College of Fine Arts Rating Style.' Below this, there is a 'Create Plan' link next to the user's name, which is highlighted with a blue arrow. Underneath, there is a section for 'Performance Plans' with three entries, each showing a date, frequency, and status (e.g., '08/24/2015 ( Annual ) IN PROCESS Edit'). To the right, there is an 'Instructions' box with a welcome message and details about creating and evaluating plans.

A window will pop up. Fill in the fields using the information for your current review. (Please note that review dates in UUPM are there to help you find which year your review was conducted in. Most employees will enter review dates as 01/01/2018 to 04/30/2019. Your actual review will cover everything since your last review.)

When you are asked to “Choose A Template to Copy From,” select “College of Fine Arts.”



The screenshot shows the 'Create a New Plan for Camilla Rives' dialog box. The 'From Date' field is set to 01/01/2016, and the 'To Date' field is set to 12/31/2016. The 'Purpose' is set to 'Annual'. The 'Copy From' dropdown menu is open, showing options: '< Please Choose A Template to Copy From >', '< Please Choose A Template to Copy From >', and 'College of Fine Arts'. A blue arrow points to the 'From Date' field. The background shows the 'Plans/Evaluations' page with the 'Create Plan' link highlighted.

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 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.

The screenshot shows the UUPM Performance Management interface for The University of Utah. The header includes the university logo and the text "PERFORMANCE MANAGEMENT THE UNIVERSITY OF UTAH". The navigation bar shows "Home" and "Plans/Evaluations". The user information section displays "Position: Executive Assistant", "Supervisor: RAYMOND TYMAS-JONES", and "Department: College Of Fine Arts-Dean". Below this, there are tabs for "My Plan", "Evaluation", "Attachments", "Overall Employee Comments", "Performance Notes", and "Summary". A message box indicates "Plan is in 'Draft' mode." The main section is titled "Goals / Job Responsibilities" and includes links for "Show Inactive Goals / Job Responsibilities" and "Show Division and Team Goals / Responsibilities". The specific view is for "CAMILLA RIVES - ( ANNUAL 01/01/2016 ) GOALS / JOB RESPONSIBILITIES". A table lists five goal categories with their start and end dates, last modified dates, and the user who modified them. Each row has a "Delete" link.

GOAL / JOB RESPONSIBILITY NAME	START DATE	END DATE	LAST MODIFIED	MODIFIED BY
<a href="#">Accomplishments</a>	01/01/2016	12/31/2016	07/14/2016	Camilla Rives
<a href="#">Challenges</a>	01/01/2016	12/31/2016	07/14/2016	Camilla Rives
<a href="#">Goals and Professional Development</a>	01/01/2016	12/31/2016	07/14/2016	Camilla Rives
<a href="#">Supervisory Responsibilities</a>	01/01/2016	12/31/2016	07/14/2016	Camilla Rives
<a href="#">Job Knowledge and Performance</a>	01/01/2016	12/31/2016	07/14/2016	Camilla Rives

Once you have completed your Performance Review with your supervisor and you have created a "Plan" for the current year in UUPM, please scan a copy of your signed Performance Review Form and upload it to the UUPM tool as an attachment.

To do upload your Performance Review Form into UUPM, 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 user's current 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 menu. 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 various goals and job responsibilities with columns for Name, Start Date, End Date, Last Modified, and Modified By. The table includes rows for Accomplishments, Challenges, Goals and Professional Development, Supervisory Responsibilities, and Job Knowledge and Performance, each with a "Delete" link.

GOAL / JOB RESPONSIBILITY NAME	START DATE	END DATE	LAST MODIFIED	MODIFIED BY
<a href="#">Accomplishments</a>	01/01/2016	12/31/2016	07/14/2016	Camilla Rives
<a href="#">Challenges</a>	01/01/2016	12/31/2016	07/14/2016	Camilla Rives
<a href="#">Goals and Professional Development</a>	01/01/2016	12/31/2016	07/14/2016	Camilla Rives
<a href="#">Supervisory Responsibilities</a>	01/01/2016	12/31/2016	07/14/2016	Camilla Rives
<a href="#">Job Knowledge and Performance</a>	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 are "My Plan", "Evaluation", "Attachments", "Overall Employee Comments", "Performance Notes", and "Summary". The "Attachments" tab is active. The page displays "ATTACHMENTS" and "No Attachments." There are two sections for adding attachments: one for file uploads and one for link additions. The file upload section includes an "Attachment" label, a "Browse..." button, a "No file selected." message, and an "Upload File" button. The link addition section includes a "-OR-" label, "Link Name" and "Link URL" input fields, and a "Save Link" button.