Guide to Saving Your CFA Staff Performance Review on the University of Utah Performance Management Tool (UUPM)
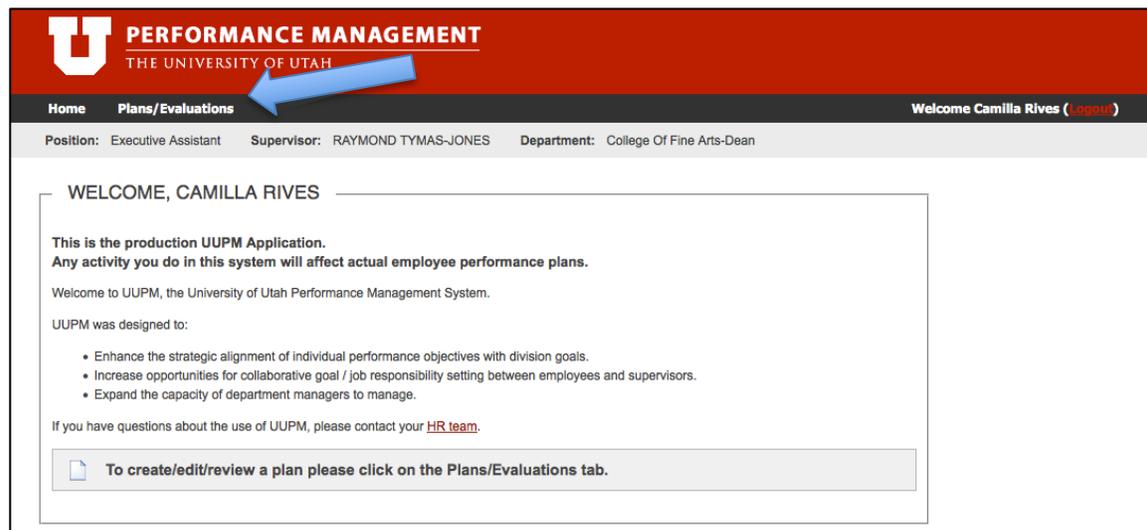
For All 2018-19 Staff Performance Reviews

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.

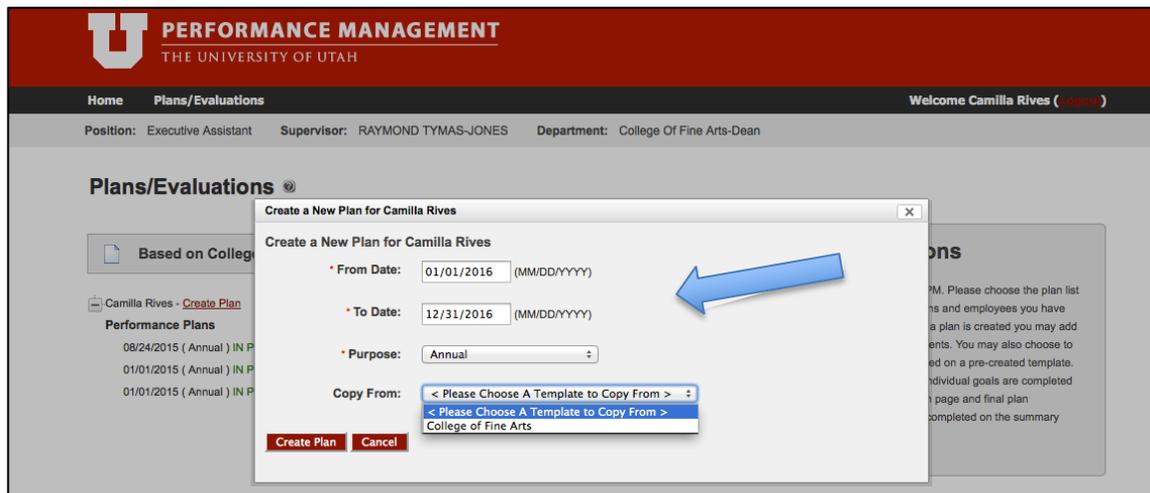Click on the Plans/Evaluations Tab.

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

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."

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.

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.

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.