

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

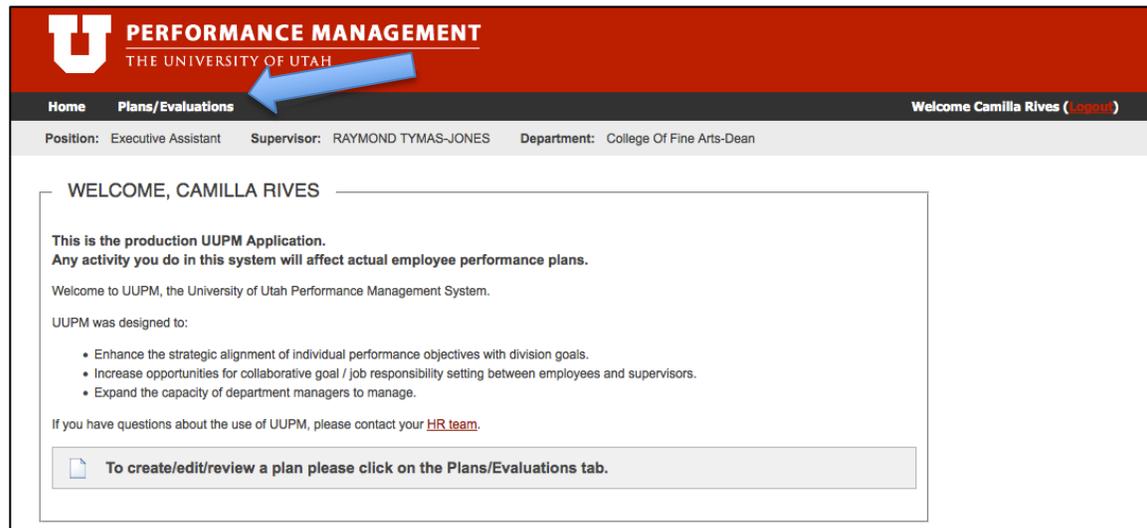
For All 2018-19 Staff Performance Reviews

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.



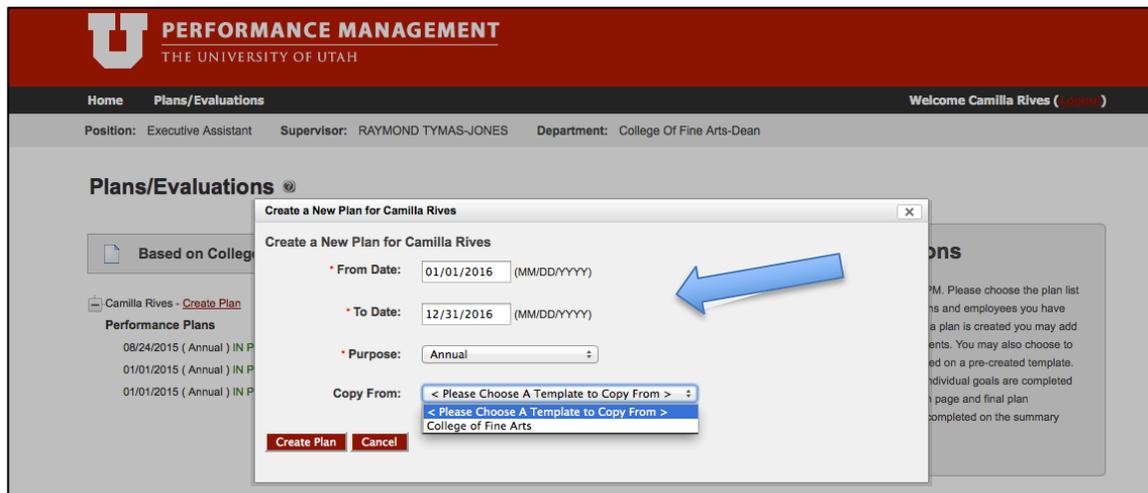
It will take you to the Plans/Evaluations page. Click on “Create Plan.”



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, the 'To Date' field is set to 12/31/2016, and 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. At the top, it displays the University of Utah logo and the text "PERFORMANCE MANAGEMENT THE UNIVERSITY OF UTAH". Below this is a navigation bar with "Home" and "Plans/Evaluations". The user's information is shown as "Position: Executive Assistant", "Supervisor: RAYMOND TYMAS-JONES", and "Department: College Of Fine Arts-Dean". A menu bar includes "My Plan", "Evaluation", "Attachments", "Overall Employee Comments", "Performance Notes", and "Summary". A message states "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
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

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.

PERFORMANCE MANAGEMENT
THE UNIVERSITY OF UTAH

Home Plans/Evaluations

Position: Executive Assistant Supervisor: RAYMOND TYMAS-JONES Department: College Of Fine Arts-Dean

My Plan Evaluation **Attachments** Overall Employee Comments Performance Notes Summary

Plan is in 'Draft' mode.

Goals / Job Responsibilities

[Show Inactive Goals / Job Responsibilities](#) | [Show Division and Team Goals / Responsibilities](#)

CAMILLA RIVES - (ANNUAL 01/01/2016) GOALS / JOB RESPONSIBILITIES

New Goal / Job Responsibility

GOAL / JOB RESPONSIBILITY NAME	START DATE	END DATE	LAST MODIFIED	MODIFIED BY
Accomplishments	01/01/2016	12/31/2016	07/14/2016	Camilla Rives Delete
Challenges	01/01/2016	12/31/2016	07/14/2016	Camilla Rives Delete
Goals and Professional Development	01/01/2016	12/31/2016	07/14/2016	Camilla Rives Delete
Supervisory Responsibilities	01/01/2016	12/31/2016	07/14/2016	Camilla Rives Delete
Job Knowledge and Performance	01/01/2016	12/31/2016	07/14/2016	Camilla Rives Delete

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.

My Plan Evaluation Attachments Overall Employee Comments Performance Notes Summary

ATTACHMENTS

Attachment Name

Attachment No file selected.

-OR-

Link Name

Link URL

No Attachments.