University of Utah Performance Management UUPM

Employee Guide

Updated July 2014



Table of Contents

Accessing UUPM	3
Viewing Performance Plans	4
Viewing and Editing Performance Plans	5
Viewing Performance Evaluations	6
Adding and Viewing Attachments	8
Adding and Viewing Comments	9
Summary	10

For questions regarding UUPM, please contact your HR Consultant.

https://www.hr.utah.edu/contact/search.php

Or

801-581-2169

Accessing UUPM

Log in to UUPM using your uNID and password. Users will be directed to the UUPM homepage. Users will be directed to the UUPM homepage.



Welcome Nicholas Absinthe (Logout)

WELCOME, NICHOLAS ABSINTHE

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:

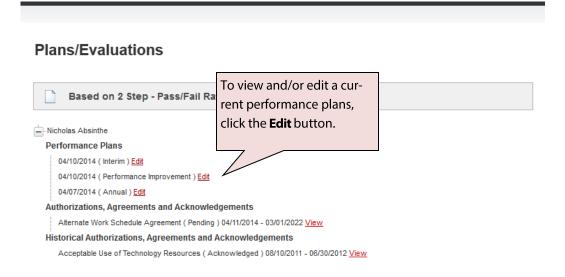
- Enhance the strategic alignment of individual performance objectives with division goals / job responsibilities.
- Increase opportunities for collaborative goal / job responsibility setting between employees and supervisors.
- · Expand the capacity of department managers to manage.

If you have questions about the use of UUPM, please contact your HR team.

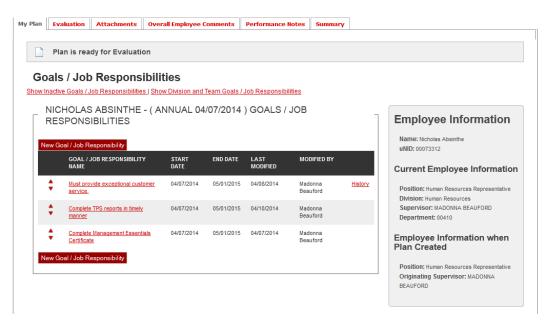
To create/edit/review a plan please click on the Plans/Evaluations tab.

Viewing Performance Plans

Plans and Evaluations is where you can view and edit current and past performance plans and agreements. To view all plans and agreements, select the +/- button next to your name.

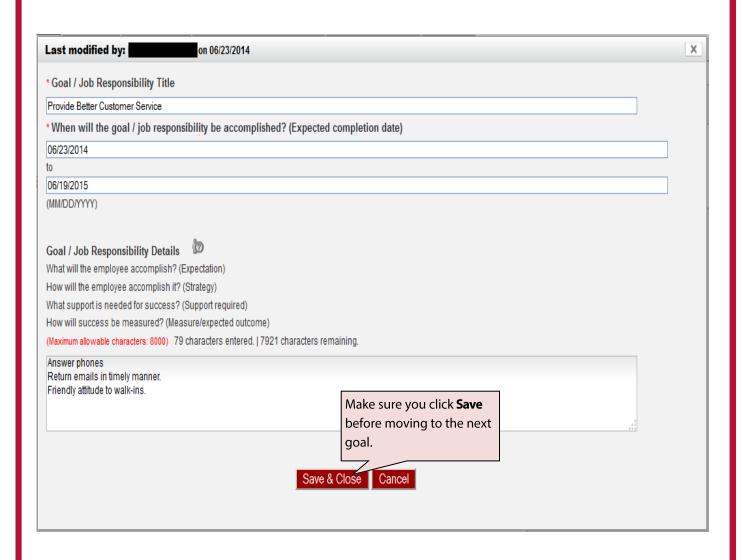


Click any existing goal to edit. To create a new goal, click **New Goal/Job Responsibility** found at either the top or bottom of the screen. Edits to performance plans can be viewed by clicking **History** at the side of the goal,.



Viewing Editing Performance Plans

You can edit your goals. Remember to the press the **Save** button to ensure that your work was saved. The **Close** button will take you back to the main goals page. Remember that all changes will be saved in the history of the **Goal/Job Responsibilities** page.



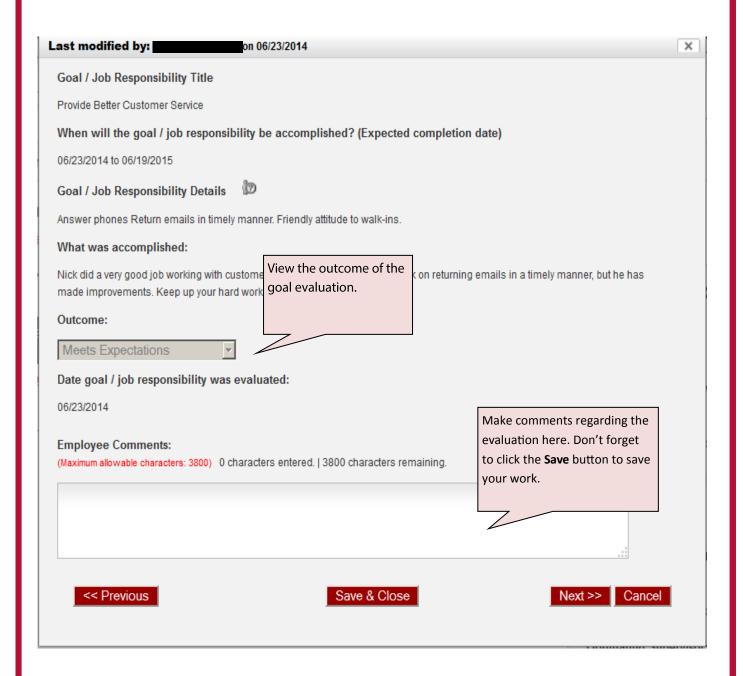
Viewing Performance Evaluations

View completed evaluations by selecting the **Evaluation** tab. Click on any goal to view the evaluation.



Viewing Performance Evaluations

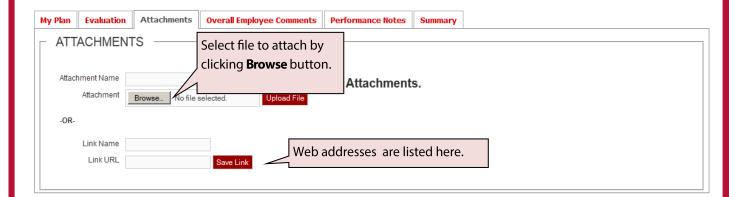
On this screen, employees will be able to view the performance goals and outcomes. Employees will also be able to make comments about the evaluation.



Adding and Viewing Attachments

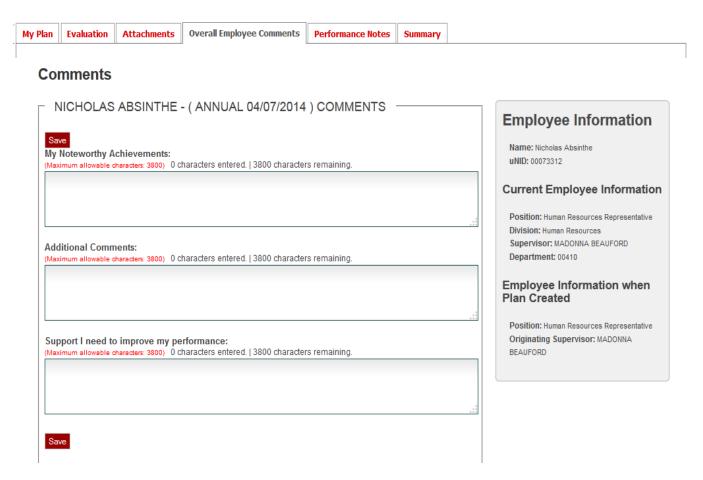
Attachments and web links can be added to a performance plan to provide evidence or as supplemental materials. To attach a file or link, first select a performance plan to add the documents to and select the **Attachments** tab.

All file types can be uploaded to UUPM. In order for an individual to view the attachments, he or she must have the software on their computer that corresponds to the file type (i.e. Adobe Acrobat Reader for .pdf files).

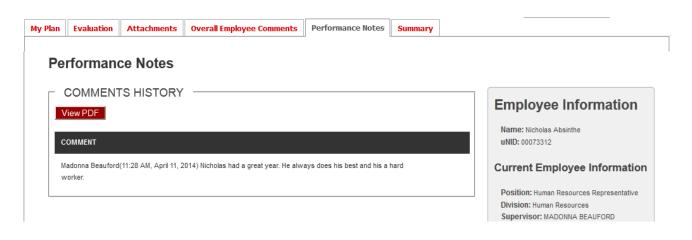


Adding and Viewing Comments

You can make general comments about your performance by selecting the **Overall Employee Comments** tab.



To view comments made by a manager/supervisor, select **Performance Notes** tab. A summary of notes will appear. Notes can also be viewed as .pdf files.



Evaluating Performance Plans

Closing Performance Plans

Performance plans may be closed after individual goals/responsibilities have been evaluated. Plans are closed through the **Summary** tab. Select **Overall Rating** to rate the performance plan as a whole. (**NOTE:** Overall rating criteria are determined by each department). Supervisors must acknowledge discussing the performance evaluation with his or her employee. In order for the performance plan to close, the employee must also acknowledge discussing the plan with his or her supervisor. (**Note:** The supervisor must acknowledge the discussion in UUPM before the employee

