

University of Utah Performance Management
UUPM

Employee Guide
Updated July 2014



Division of
HUMAN RESOURCES

THE UNIVERSITY OF UTAH

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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.

Click the **Plans/Evaluation** tab to review or edit performance plans.

The screenshot shows the UUPM application interface. At the top left is the University of Utah logo with the text 'PERFORMA THE UNIVERSITY'. Below this is a navigation bar with 'Home' and 'Plans/Evaluations' tabs. A callout box points to the 'Plans/Evaluations' tab with the instruction: 'Click the Plans/Evaluation tab to review or edit performance plans.' On the right side of the navigation bar, it says 'Welcome Nicholas Absinthe (Logout)'. The main content area is titled 'WELCOME, NICHOLAS ABSINTHE' and contains the following text: '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:' followed by a bulleted list: '• 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.', and '• Expand the capacity of department managers to manage.' Below the list, it says 'If you have questions about the use of UUPM, please contact your HR team.' At the bottom, there is a grey button with a document icon and the text: '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.

Plans/Evaluations

Based on 2 Step - Pass/Fail Ra

Nicholas Absinthe

Performance Plans

- 04/10/2014 (Interim) [Edit](#)
- 04/10/2014 (Performance Improvement) [Edit](#)
- 04/07/2014 (Annual) [Edit](#)

Authorizations, Agreements and Acknowledgements

- Alternate Work Schedule Agreement (Pending) 04/11/2014 - 03/01/2022 [View](#)

Historical Authorizations, Agreements and Acknowledgements

- Acceptable Use of Technology Resources (Acknowledged) 08/10/2011 - 06/30/2012 [View](#)

Note: A callout box points to the 'Edit' buttons in the Performance Plans section, stating: 'To view and/or edit a current performance plans, click the Edit button.'

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.

My Plan [Evaluation](#) [Attachments](#) [Overall Employee Comments](#) [Performance Notes](#) [Summary](#)

Plan is ready for Evaluation

Goals / Job Responsibilities

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

NICHOLAS ABSINTHE - (ANNUAL 04/07/2014) GOALS / JOB RESPONSIBILITIES

[New Goal / Job Responsibility](#)

GOAL / JOB RESPONSIBILITY NAME	START DATE	END DATE	LAST MODIFIED	MODIFIED BY	
Must provide exceptional customer service.	04/07/2014	05/01/2015	04/08/2014	Madonna Beauford	History
Complete TPS reports in timely manner	04/07/2014	05/01/2015	04/10/2014	Madonna Beauford	
Complete Management Essentials Certificate	04/07/2014	05/01/2015	04/07/2014	Madonna Beauford	

[New Goal / Job Responsibility](#)

Employee Information

Name: Nicholas Absinthe
uNID: 00073312

Current Employee Information

Position: Human Resources Representative
Division: Human Resources
Supervisor: MADONNA BEAUFORD
Department: 00410

Employee Information when Plan Created

Position: Human Resources Representative
Originating Supervisor: MADONNA BEAUFORD

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.

Last modified by: [REDACTED] on 06/23/2014

* Goal / Job Responsibility Title
Provide Better Customer Service

* When will the goal / job responsibility be accomplished? (Expected completion date)
06/23/2014
to
06/19/2015
(MM/DD/YYYY)

Goal / Job Responsibility Details ⓘ
What will the employee accomplish? (Expectation)
How will the employee accomplish it? (Strategy)
What support is needed for success? (Support required)
How will success be measured? (Measure/expected outcome)
(Maximum allowable characters: 8000) 79 characters entered. | 7921 characters remaining.

Answer phones
Return emails in timely manner.
Friendly attitude to walk-ins.

Make sure you click **Save** before moving to the next goal.

Save & Close **Cancel**

Viewing Performance Evaluations

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

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

Plan is ready for employee comments

Employee Goal / Job Responsibility Comments

[Show Inactive Goals / Job Responsibilities](#)

NICHOLAS ABSINTHE - (ANNUAL 04/07/2014) EVALUATIONS

GOAL / JOB RESPONSIBILITY NAME	START DATE	END DATE	LAST MODIFIED	MODIFIED BY	EVALUATED DATE
Must provide exceptional customer service.	04/07/2014	05/01/2015	04/08/2014	Madonna Beauford	04/07/2014
Complete TPS reports in timely manner	04/07/2014	05/01/2015	04/11/2014	Nicholas Absinthe	04/07/2014
Complete Management Essentials Certificate	04/07/2014	05/01/2015	04/11/2014	Nicholas Absinthe	04/07/2014

Employee Information

Name: Nicholas Absinthe
uNID: 00073312

Current Employee Information

Position: Human Resources Representative
Division: Human Resources
Supervisor: MADONNA BEAUFORD
Department: 00410

Employee Information when Plan Created

Position: Human Resources Representative
Originating Supervisor: MADONNA BEAUFORD

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.

Last modified by: [REDACTED] on 06/23/2014

Goal / Job Responsibility Title
Provide Better Customer Service

When will the goal / job responsibility be accomplished? (Expected completion date)
06/23/2014 to 06/19/2015

Goal / Job Responsibility Details ⓘ
Answer phones Return emails in timely manner. Friendly attitude to walk-ins.

What was accomplished:
Nick did a very good job working with customer on returning emails in a timely manner, but he has made improvements. Keep up your hard work.

Outcome:
Meets Expectations

Date goal / job responsibility was evaluated:
06/23/2014

Employee Comments:
(Maximum allowable characters: 3800) 0 characters entered. | 3800 characters remaining.

<< Previous Save & Close Next >> Cancel

View the outcome of the goal evaluation.

*Make comments regarding the evaluation here. Don't forget to click the **Save** button to save your work.*

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).

The screenshot shows a web interface with a navigation bar at the top containing tabs: **My Plan**, **Evaluation**, **Attachments**, **Overall Employee Comments**, **Performance Notes**, and **Summary**. The **Attachments** tab is active. Below the tabs, the word **ATTACHMENTS** is displayed. The main content area is titled **Attachments.** and contains two sections separated by **-OR-**. The first section is for file uploads, featuring an **Attachment Name** text box, an **Attachment** field with a **Browse...** button, a **No file selected.** status message, and an **Upload File** button. A callout box points to the **Browse...** button with the text: "Select file to attach by clicking **Browse** button." The second section is for saving links, featuring a **Link Name** text box, a **Link URL** text box, and a **Save Link** button. A callout box points to the **Save Link** button with the text: "Web addresses are listed here."

Adding and Viewing Comments

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

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

Comments

NICHOLAS ABSINTHE - (ANNUAL 04/07/2014) COMMENTS

Save

My Noteworthy Achievements:
(Maximum allowable characters: 3800) 0 characters entered. | 3800 characters remaining.

Additional Comments:
(Maximum allowable characters: 3800) 0 characters entered. | 3800 characters remaining.

Support I need to improve my performance:
(Maximum allowable characters: 3800) 0 characters entered. | 3800 characters remaining.

Save

Employee Information

Name: Nicholas Absinthe
uNID: 00073312

Current Employee Information

Position: Human Resources Representative
Division: Human Resources
Supervisor: MADONNA BEAUFORD
Department: 00410

Employee Information when Plan Created

Position: Human Resources Representative
Originating Supervisor: MADONNA BEAUFORD

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.

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

Performance Notes

COMMENTS HISTORY

View PDF

COMMENT

Madonna Beauford(11:28 AM, April 11, 2014) Nicholas had a great year. He always does his best and his a hard worker.

Employee Information

Name: Nicholas Absinthe
uNID: 00073312

Current Employee Information

Position: Human Resources Representative
Division: Human Resources
Supervisor: MADONNA BEAUFORD

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

Employee Plan	Evaluations	Summary Comments	Attachments	Performance Notes	Summary
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Summary

[View PDF](#) [Save](#) Unable to finalize evaluation until all goals / job responsibilities are evaluated. [Exit](#)

PERFORMANCE SUMMARY REPORT

Name:	Nathan Aldrich	Division:	VP FOR HUMAN RESOURCES
Position:	Human Resources Representative	Department:	HUMAN RESOURCES MANAGEMENT
uNID#:	00073312	Department ID:	00410
Supervisor:	MARY ANNE BERZINS	Originating Supervisor:	MARY ANNE BERZINS
Evaluation Date:			
Period Covered:	12/29/2014 (MM/DD/YYYY) to 06/05/2015 (MM/DD/YYYY)		
Purpose:	Interim	Overall Rating:	
Rating Explanation:	3. Duh! 2. Ho Hum. 1. Woo Hoo!		

Provide a overall rating to evaluate the entire performance plan.

PART 1: ACHIEVEMENTS, STRENGTHS AND OVERALL RATING

Summary Comments: 1. Achievements and Strengths:
2. Development Plans:
3. Additional Comments:

Employee Comments:

Overall Rating:

Rating Explanation: 3. Duh!
2. Ho Hum.
1. Woo Hoo!

Recommended Actions: (Maximum allowable characters: 3800) 0 characters entered. | 3800 characters remaining.

I acknowledge that I have discussed this performance evaluation with my employee: --

I acknowledge that I have discussed this performance evaluation with my supervisor: --

Employee Comment:

Both the supervisor and employee must acknowledge discussing the performance plan.