



## PageUP: Completing a Staff Performance Evaluation (Employee's Guide)

1. Login to your My Jax State account.



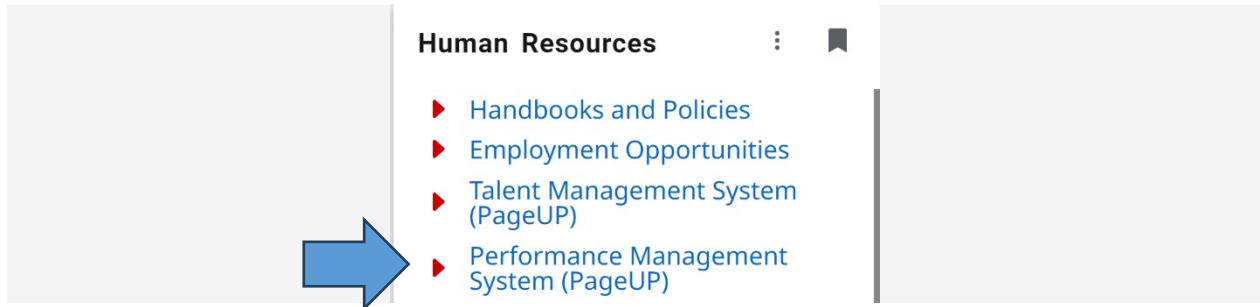
2. Select the Human Resources card.
  - You may have to search in Discover More for the card.
  - You can bookmark it for later use.

### Human Resources

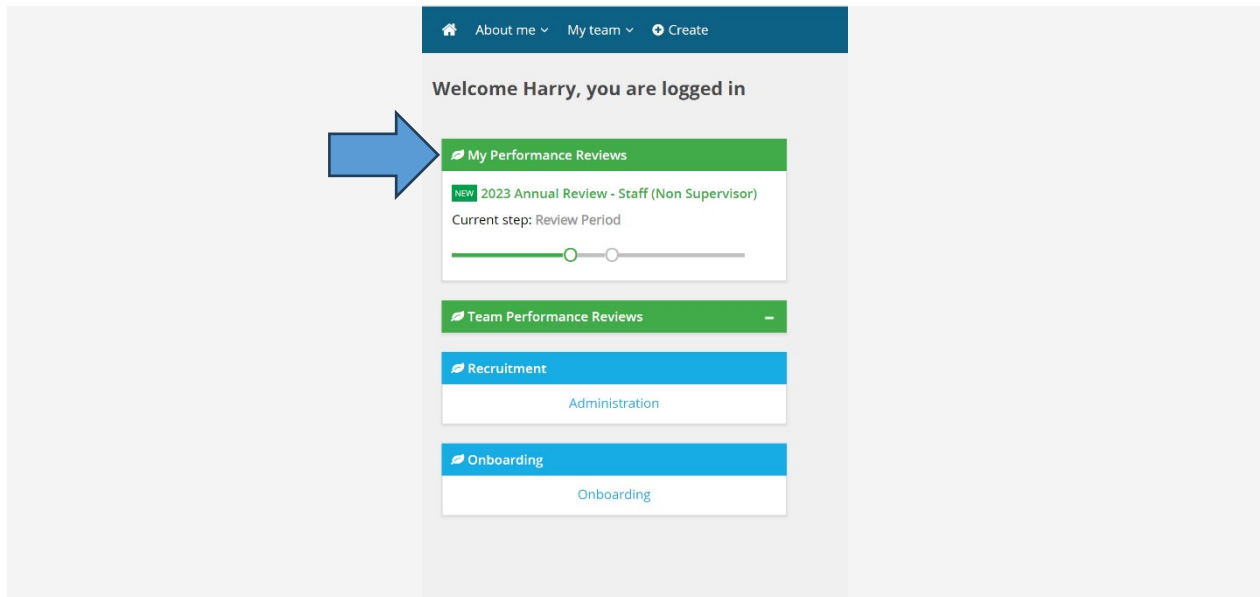
- ▶ [Handbooks and Policies](#)
- ▶ [Employment Opportunities](#)
- ▶ [Talent Management System \(PageUP\)](#)
- ▶ [Performance Management System \(PageUP\)](#)
  - ▶ [Annual Review Training Video](#)
  - ▶ [Annual Review PowerPoint](#)
- ▶ [Employee Navigator](#)
- ▶ [Open Enrollment](#)  
Flex Benefit Plan, PEEHIP Health Insurance, and Supplemental



3. Select Performance Management System (PageUP)

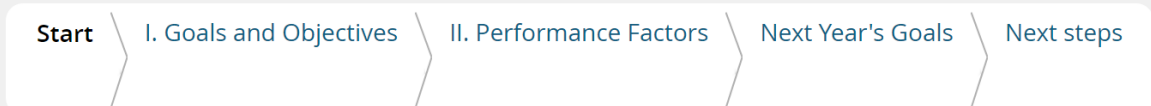


4. From your Performance Dashboard, you will see any reviews for yourself under “My Performance Reviews” and any employees you supervise in the “Team Performance Reviews” section.



5. Select the review you want to begin.
6. The review will open, and you will be on the first step in the process. The **Start** page outlines the review steps. You can also use the tabs at the top of the page to skip to different pages, depending on your current step.

**Harry Hire - 2023 Annual Review - Staff (Non Supervisor)**





7. The employee is responsible for completing the following steps.
  - a. Employee Reviews and Acknowledges Goals
  - b. Review Period (shared by supervisor and employee)
  - c. Employee Self Evaluation
  - d. Employee Acknowledgement

### Harry Hire - 2023 Annual Review - Staff (Non Supervisor)

Start > I. Goals and Objectives > II. Performance Factors > Next Year's Goals > Next steps

Last saved: Oct 14, 2024,



#### Employee Reviews and Acknowledges Goals (Step 2/9)

Dear Harry,

Your manager has completed adding your goals for this review year.

Please click **Next** to review your Goals and Performance Factors.

This step is due to be completed on or before 17 Oct 2024.

Once you have completed reviewing the items, go to the **last** tab and click on **Go to Next Step**.

Employee: Harry Hire

Manager: Sam Performance

8. Once you read through the instructions on the **Start** page, begin by clicking on the **Goals and Objectives** tab at the top or the "Next" button to advance to the next page. This page instructs you to review the goals for the review year.



Harry Hire - 2023 Annual Review - Staff (Non Supervisor)

Start | I. Goals and Objectives | II. Performance Factors | Next Year's Goals | Next steps

I. Goals and Objectives

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**Supervisor Instructions :** Please enter the goals that your direct-report was tasked with completing this year.

- Please enter the name of the goal in the **Title** Box.
- Please enter your expectations in the **Measure** Box.
- Please add a minimum of Three (3) goals.
- You will be able to comment on the employee's completion of these goals in the next step.

**Employee Instruction-** Please review the goals that have been entered by your supervisor

9. You will not have to do anything at this step, other than read through the goals and acknowledge them at the end.

🔒 Enhance Student Engagement

Measure

**Objective:** Increase student engagement in campus activities by 20% over the academic year.

**Key Strategies:**

- Develop and implement a marketing plan to promote events and programs.
- Collaborate with student organizations to co-host events.
- Gather feedback from students to continuously improve offerings.

**Expected Outcome:** A measurable increase in student participation, fostering a more vibrant campus community.

🔒 Improve Operational Efficiency

Measure

**Objective:** Streamline departmental processes to reduce response times by 15% within six months.

**Key Strategies:**

- Identify bottlenecks in current workflows through staff feedback and process mapping.
- Implement technology solutions or tools to automate repetitive tasks.
- Train staff on new processes to ensure smooth transitions.

**Expected Outcome:** Improved efficiency in operations, leading to enhanced service delivery and higher satisfaction among students and faculty.

🔒 Foster Professional Development

Measure

**Objective:** Participate in at least two professional development opportunities and share insights with the team within the year.

**Key Strategies:**

- Identify relevant workshops, webinars, or conferences related to current job functions.
- Create a presentation or report summarizing key learnings and applications for the team.
- Encourage team members to pursue their own development goals.

**Expected Outcome:** Increased knowledge sharing within the team, leading to enhanced skills and improved performance across the department.



10. You can also read through the Performance Factors to have an understanding of the metrics that will be used to evaluate you during your review year.

Harry Hire - 2023 Annual Review - Staff (Non Supervisor)

Start > I. Goals and Objectives > **II. Performance Factors** > Next Year's Goals > Next steps

II. Performance Factors ✓ Saved Last saved: Oct 14, 2024, 10:27am Actions ▾

Prior to the "Complete Evaluation" steps: This page is informational only.  
During the "Complete Evaluation" steps: Please see the instructions below.

**Supervisor Instructions:**

- Please submit a summary of your employee's work over the review period by rating them on the performance factors below.

**Employee Instructions:**

- Please review your supervisor's ratings and summary below. You can leave your own comments after this step.

🔒 1. Job Knowledge, Skills and Abilities

**Measure** This includes skills, the ability to apply those skills, the quality of the work performed.  
**In evaluating the employee, ask yourself:**

- How informed is the employee about his/her job and related jobs in the unit as well as current trends in the profession?
- Does the employee take responsibility to become and remain competent?
- Does the employee use his/her knowledge to make sound and reasonable decisions?
- Once the assignment is given, does the employee follow through to an acceptable level in a reasonable time frame?
- Does the employee require constant reminders to complete assignments?
- Is the employee's work consistent and error-free?

11. Once you have read through your goals and performance factors for the upcoming year, you can click "Next" to advance through the review or use the tab at the top to go to the **Next Steps** page.

12. From this page, you can review your step summary. If any items still need to be completed, you will see a message at the top of the screen.

13. The box on the right shows you the next step in the process (Review Period) and instructs you to click the "Go to next step" button.

Summary ⓘ

Summary

▼ I. Goals and Objectives

1. Enhance Student Engagement
2. Improve Operational Efficiency
3. Foster Professional Development

▶ II. Performance Factors

▶ Next Year's Goals

Your next step: Review Period

Clicking "Go to next step" will move this review to the next step and you will be unable to return to this step

**Go to next step**

View entire process

14. Once you have advanced the review to the next step, your supervisor will receive an email notification making them aware of the step completion.



Home About me ▾ My team ▾ Create Journal entry Harry ▾

Welcome Harry, you are logged in

My Performance Reviews

2023 Annual Review - Staff (Non Supervisor)

Current step: Review Period

15. The “Review Period” step is the longest step in the review process. During this step, there aren’t any actionable items for the supervisor or employee, but both have the opportunity to add notes to assist with the next steps of the review process.

Home About me ▾ My team ▾ Create Journal entry Sam ▾

16. Utilizing the “Journal Entry” feature, both the supervisor and the employee can add notes regarding their progress through the review period (see below). There are three ways to add these entries:

- Using the PageUp link in MyJaxState
- Using the PageUP mobile application
- Using the mail matcher email address to email the information to the review (see below).

\*\* Journal entries made by either the supervisor or the employee will not be visible to the other party unless they are entered as comments (published) in a section of the review itself.

Add Journal entry

Completed Professional Development

I attended the seminar "Hiring the Right Person" in August 2024.

Add

My journal mail matcher

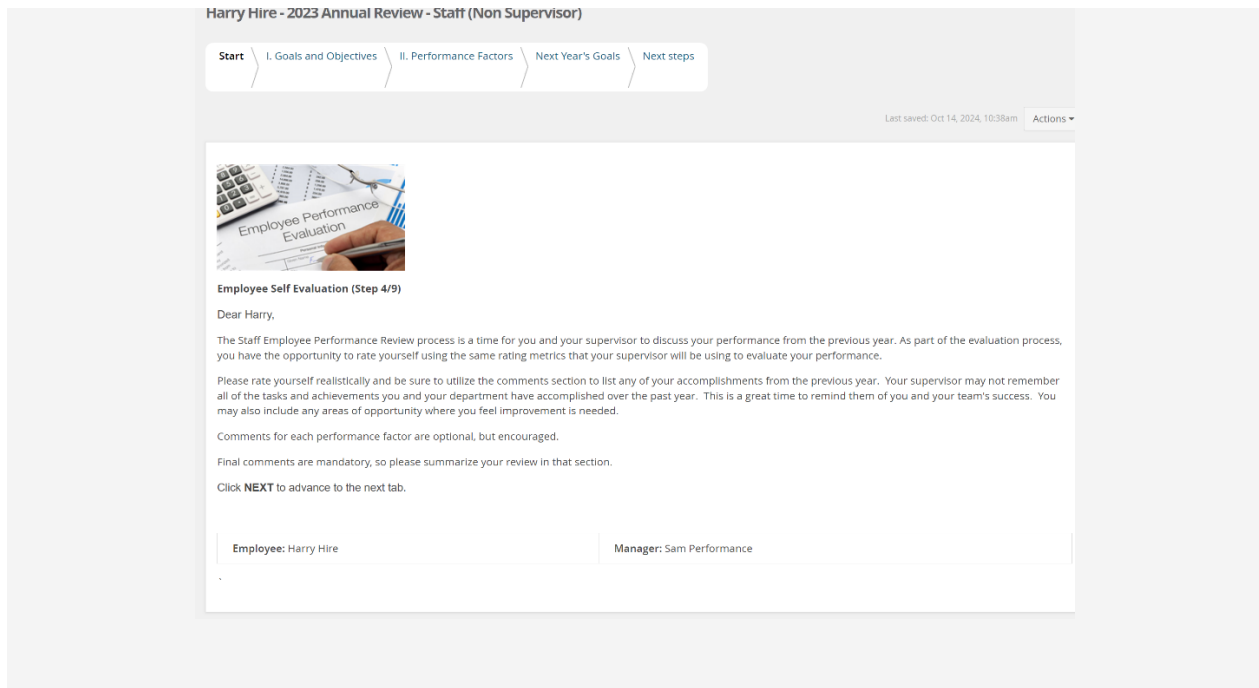
Use your mail matcher address to send journal entries via email. Ensure you have added the [journal] tag in your email: My journal <harryh.qkk.lyvmhh.VHTCM@m.dc4.pageuppeople.com>



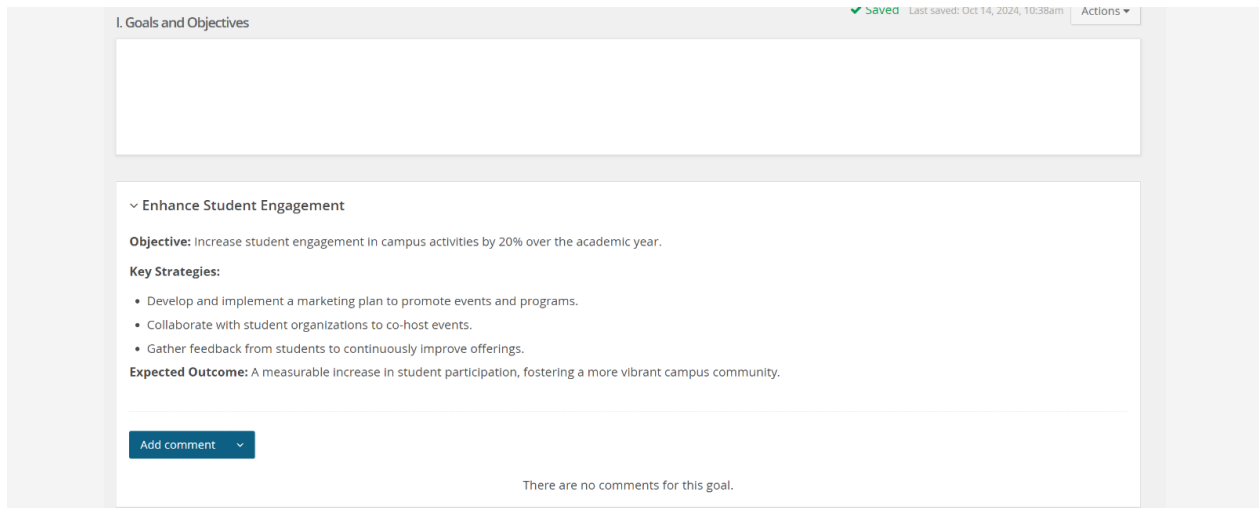
✉ My journal mail matcher

Use your mail matcher address to send journal entries via email. Ensure you have added the [journal] tag in your email: [My journal <harryh.qkk.lyvmhh.VHTCM@m.dc4.pageuppeople.com>](mailto:My journal <harryh.qkk.lyvmhh.VHTCM@m.dc4.pageuppeople.com>)

17. The “Review Period” will advance on its own once the designated time period has expired. You will be notified to begin the self-evaluation at that time.

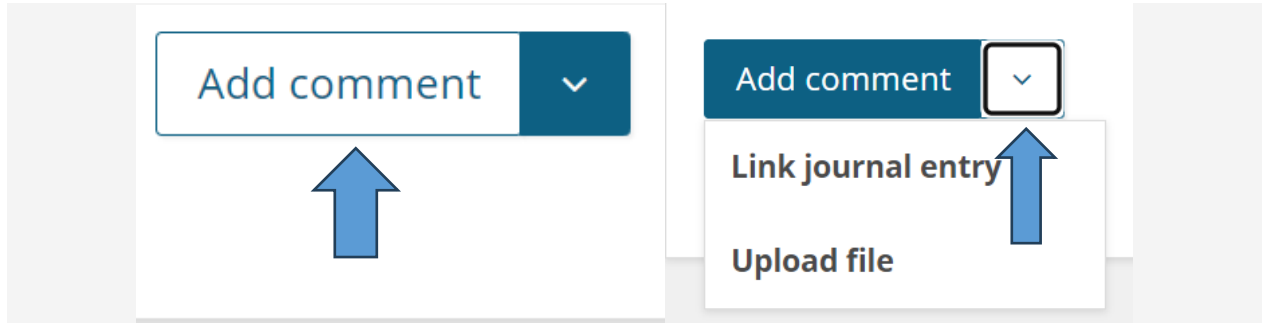


18. Your first step during the self-evaluation is to comment regarding your progress on your annual goals.



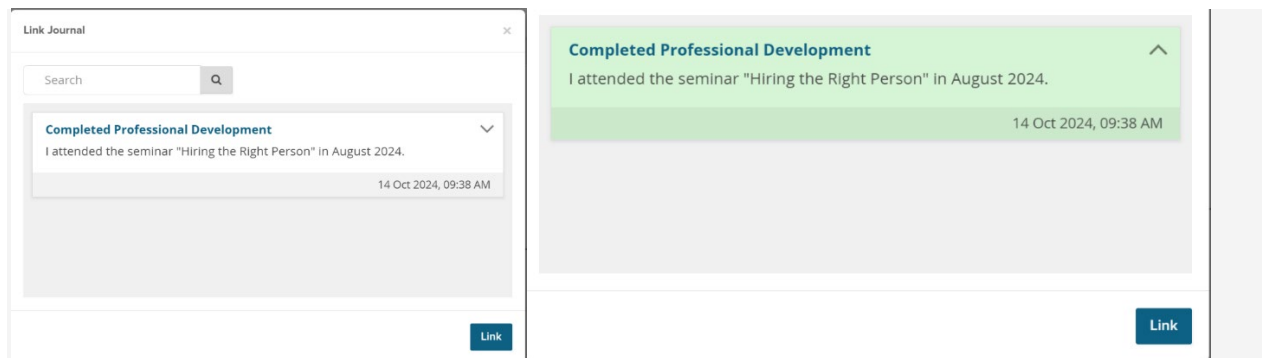
19. To add a comment, you have multiple options. The button has a left and right side, each allowing different actions.

- The left side “Add comment” will open up a text box for you to comment on your goal.
- The right side (down arrow) will give you an option to link a journal entry or upload a file.

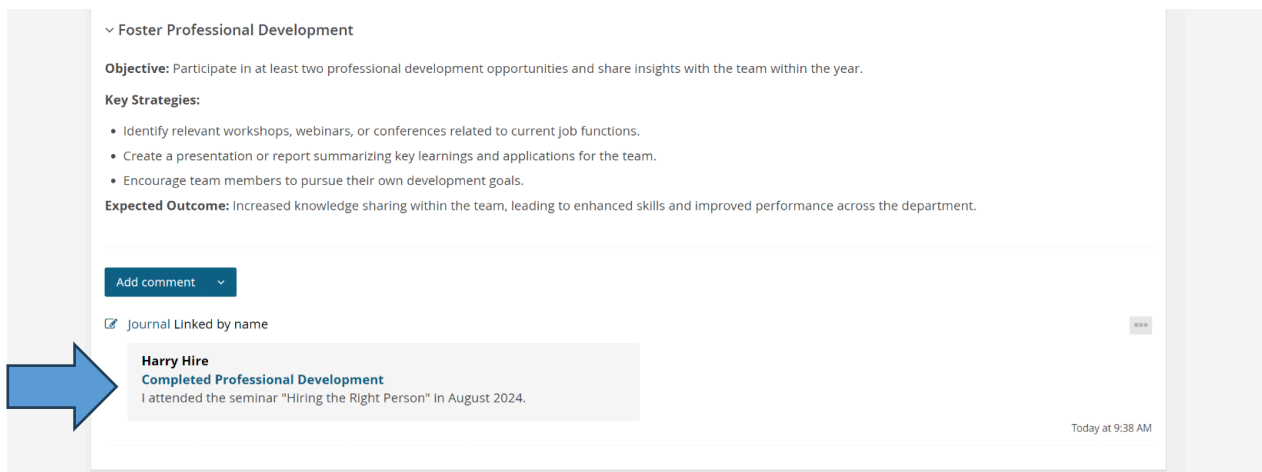


20. To link a journal entry,

- Select the option from the list.
- Locate the journal entry you’d like to link.
- Highlight (by clicking on) the entry.
- Click “Link”



21. You will see the linked journal entry appear under the goal (see below).







22. To add comments, click on the “Add Comment” side of the button and a text box will appear. You will have two options once you have completed typing.
- Save & Share – Saves the comment, making it visible.
  - Save as Draft – Saves the comment as a draft making it visible only to you.

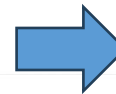
Save & Share Save as Draft Cancel

There are no comments for this goal.

23. If you save as a draft, you have the option (on the right) to edit, publish or delete the comment (see below).

Add comment ▾

🗨 Draft comment *visible only to me*  
I did not achieve the full 20%, but did achieve a 15% increase in student engagement. I did create and implement a marketing plan and gathered valuable information by collaborating with student organizations.

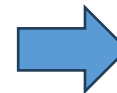


⋮  
Edit  
Publish  
Delete  
AM

24. Once you publish the comment, you have the option do edit or delete the comment before sending the review to your supervisor.

Add comment ▾

🗨 Comment Harry Hire  
I did not achieve the full 20%, but did achieve a 15% increase in student engagement. I did create and implement a marketing plan and gathered valuable information by collaborating with student organizations.



⋮  
Edit  
Delete  
AM

25. Move to the **Performance Factors** tab once you complete your goal comments.  
26. You will see the rubric or Rating Scale (1-5) that you will use to rate yourself.

Harry Hire - 2023 Annual Review - Staff (Non Supervisor)

Start > I. Goals and Objectives > **II. Performance Factors** > Next Year's Goals > Next steps

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II. Performance Factors

**Supervisor Instructions:**

Please take the time to provide a realistic assessment of your employee and provide feedback, including specific examples, to support your ratings. Comments are required for all ratings, along with a summary of the employee's review.

**Rating Scale:**

- 5 - Outstanding** - Consistently exceeds normal expectations and clearly and consistently demonstrates exceptional accomplishments. The quality and quantity of work is easily recognized as being truly exceptional.
- 4 - Exceeds Expectations** - Frequently exceeds job requirements. Performs regularly above expected levels beyond expectations. Has a sustained quality of work that is uniformly high. Demonstrates high levels of effort, effectiveness and judgment with limited or no supervision. Achieves valuable accomplishments in several critical areas of the job.
- 3 - Achieves/Meets Expectations** - Performance meets all the requirements of the position in the quality and quantity of work. Performance is described as good and solid while delivering thorough, timely results. Even though deviations may occur, the overall level of performance meets all the requirements of the position.
- 2 - Inconsistent Performance** - Working toward gaining proficiency. Demonstrates satisfactory performance inconsistently. Achieves some but not all goals and is acquiring necessary knowledge and skills. This rating may be used for new employees when (s)he is still coming up to speed with their job duties as appropriate, based on his or her time in the position.
- 1 - Not Meeting Expectations/Needs Improvement** - The quality of performance is inadequate and shows little or no improvement. Knowledge, skills, and abilities have not been demonstrated at appropriate levels.



- 27. Read through the Performance Factor and rate yourself based on the rubric above. Provide a realistic assessment of your progress on this goal. Click on the stars to rate yourself.
- 28. To add a comment, follow the same steps as you did in the Goals and Objectives section.

1. Job Knowledge, Skills and Abilities

This includes skills, the ability to apply those skills, the quality of the work performed.  
**In evaluating the employee, ask yourself:**

- How informed is the employee about his/her job and related jobs in the unit as well as current trends in the profession?
- Does the employee take responsibility to become and remain competent?
- Does the employee use his/her knowledge to make sound and reasonable decisions?
- Once the assignment is given, does the employee follow through to an acceptable level in a reasonable time frame?
- Does the employee require constant reminders to complete assignments?
- Is the employee's work consistent and error-free?

Harry Hire  
★★★★★  
Not rated

Add comment

There are no comments for this goal.

2. Time Management

This includes the quantity of work performed, meeting deadlines, completing projects, being productive.  
**In evaluating the employee, ask yourself:**

- Does the employee take seriously the responsibilities associated with completing his/her job?
- Do others (peers, colleagues) pick up the slack for this employee in order to get the job done?
- Does the employee spend inappropriate amounts of time away from the desk/office/department, on the telephone, or visiting with co-workers?

Harry Hire  
★★★★★  
Not rated

Add comment

There are no comments for this goal.

1. Job Knowledge, Skills and Abilities

This includes skills, the ability to apply those skills, the quality of the work performed.  
**In evaluating the employee, ask yourself:**

- How informed is the employee about his/her job and related jobs in the unit as well as current trends in the profession?
- Does the employee take responsibility to become and remain competent?
- Does the employee use his/her knowledge to make sound and reasonable decisions?
- Once the assignment is given, does the employee follow through to an acceptable level in a reasonable time frame?
- Does the employee require constant reminders to complete assignments?
- Is the employee's work consistent and error-free?

Harry Hire  
★★★★★  
Achieves/Meets Expectations

I strive to submit accurate and timely work with each assigned project. I follow through and ensure that I give myself ample time to complete each task. I could improve in managing multiple tasks at once, because sometimes I get sidetracked, which causes me to rush to meet deadlines.

Save & Share Save as Draft Cancel

There are no comments for this goal.

- 29. Once the comment is added, you can select “Save and Share” or “Save as Draft.” Once you save, you will again have the option to publish, edit or delete, depending on your selection.



30. Repeat these steps for all of the Performance Factors.

Add comment

Comment Harry Hire  
I strive to submit accurate and timely work with each assigned project. I follow through and ensure that I give myself ample time to complete each task. I could improve in managing multiple tasks at once, because sometimes I get sidetracked, which causes me to rush to meet deadlines.

Edit  
Delete

Today at 10:20 AM

31. Once you have completed these, either select “Next” to advance through the review or use the **Next Steps** tab at the top to move to the last page of the step. Final Comments, or a summary of the review year, will be required before advancing the review to your supervisor.

Cannot progress the review to the next step

- Employee final comment missing [Add a comment](#)

Final comments are **mandatory** please scroll to the bottom of the page to summarize your review.  
Once you are done click on **Go to Next Step**.

32. As in previous steps, you have the option to enter your comments and format the text how you’d like. You will have an option to add to these comments after your supervisor’s review discussion with you, prior to acknowledging the review and completing it.

Rating summary

Rating summary Harry Hire

I. Goals and Objectives

II. Performance Factors

1. 1. Job Knowledge, Skills and Abilities	Achieves/Meets Expectations
2. 2. Time Management	Achieves/Meets Expectations
3. 3. Service and Relationships	Exceeds Expectations
4. 4. Accountability and Dependability	Achieves/Meets Expectations
5. 5. Decision Making and Problem Solving	Achieves/Meets Expectations

Next Year's Goals

Your next step: Supervisor Completes Evaluation

Cannot progress the review to the next step

[View entire process](#)



Final comments

Harry Hire

**B I U** [bulleted list] [numbered list] [link] [table] [code] [source]

I had a successful year in my position. I was able to increase engagement by 15% and attended several seminars to assist with my professional development. I look forward to what the upcoming year has to offer and hope we can continue to build upon our success.

33. Once you are satisfied with your self-evaluation, you can click on the “Go to next step” button to advance it to your supervisor. The next step is highlighted above the button as well.

Your next step: Supervisor Completes Evaluation

Clicking "Go to next step" will move this review to the next step and you will be unable to return to this step

**Go to next step**

[View entire process](#)

34. Once your supervisor has completed the review and met with you to discuss your review, including any goals for the upcoming year, they will advance the review to you to make final comments and acknowledge receipt.

**\*\*Acknowledging receipt does not mean you agree with the assessment, it just means you have received the review.**



35. You will receive an email notification to access the review again to complete your last step in the process. From the dashboard, click on your review. The **Start** page will open.

Harry Hire - 2023 Annual Review - Staff (Non Supervisor)

Start | I. Goals and Objectives | II. Performance Factors | Next Year's Goals | Next steps

Last saved: Oct 18, 2024, 10:23am Actions

**Employee Acknowledgement (Step 8/9)**

Dear Harry,

Now that you and your supervisor have discussed your evaluation, please take a moment and review your performance review for a final time.

At this time, you can make any final comments you wish regarding your appraisal or the discussion with your supervisor by scrolling to the bottom of the screen and entering comments.

Once complete, you can acknowledge your review by clicking **Go To Next Step**.

Please note that acknowledgement of the evaluation indicates that you received the review, not that you agree with the review.

This step is due 19 Nov 2024.

This will conclude your performance evaluation process for this year.

Employee: Harry Hire	Manager: Sam Performance
----------------------	--------------------------

Next

36. Browse through and review the evaluation that you just discussed with your supervisor. You can click “next” on each page or use the tabs at the top to advance to each section. Once you have reviewed the ratings, please go to the **Next Steps** tab to complete the review process.

Harry Hire - 2023 Annual Review - Staff (Non Supervisor)

Start | I. Goals and Objectives | II. Performance Factors | Next Year's Goals | Next steps

Saved Last saved: Oct 18, 2024, 10:23am Actions

If you would like to leave any additional comments please scroll to the bottom of the page.

Overall rating: 3.0 / 5.0 Achieves/Meets Expectations

Your next step: Complete

Clicking "Go to next step" will move this review to the next step and you will be unable to return to this step

Go to next step

View entire process

Rating summary

Rating summary	Sam Performance	Harry Hire
<b>I. Goals and Objectives</b>		
1. Enhance Student Engagement		
2. Improve Operational Efficiency		
3. Foster Professional Development		
<b>II. Performance Factors</b>		
<b>Next Year's Goals</b>		



37. You have the option to add additional comments to the Final Comments section. If you choose to do so, just begin typing in the box. This is optional, not required.

Final comments

Harry Hire

**B I U** | [bulleted list] [numbered list] [link] [table] [code] [source]

I had a successful year in my position. I was able to increase engagement by 15% and attended several seminars to assist with my professional development. I look forward to what the upcoming year has to offer and hope we can continue to build upon our success.

**Sam Performance**

Harry has consistently met performance expectations over the past year. He demonstrated solid competency in his role, delivering high-quality work that aligns with organizational standards. Harry effectively managed his workload and deadlines, contributing positively to team objectives. His collaborative spirit fostered a supportive team environment, and he maintained clear communication with colleagues and management. Additionally, he actively sought some professional development opportunities and applied feedback to enhance his skills.

Harry did have attendance issues this year and is on a PIP to correct those.

I would like to see Harry to improve his attendance and his initiative in the next review year.

[← Back](#)

Final comments

Harry Hire

**B I U** | [bulleted list] [numbered list] [link] [table] [code] [source]

I had a successful year in my position. I was able to increase engagement by 15% and attended several seminars to assist with my professional development. I look forward to what the upcoming year has to offer and hope we can continue to build upon our success.

After reviewing my review with my supervisor, Sam Performance, I agree that I do have some areas where I need to improve in the upcoming review year. I also am aware that I have new goals to achieve including increasing enrollment.

38. Once you are satisfied with your comments, please click on the “Go to next steps” button. The review will then be complete.

Your next step: Complete

—————○

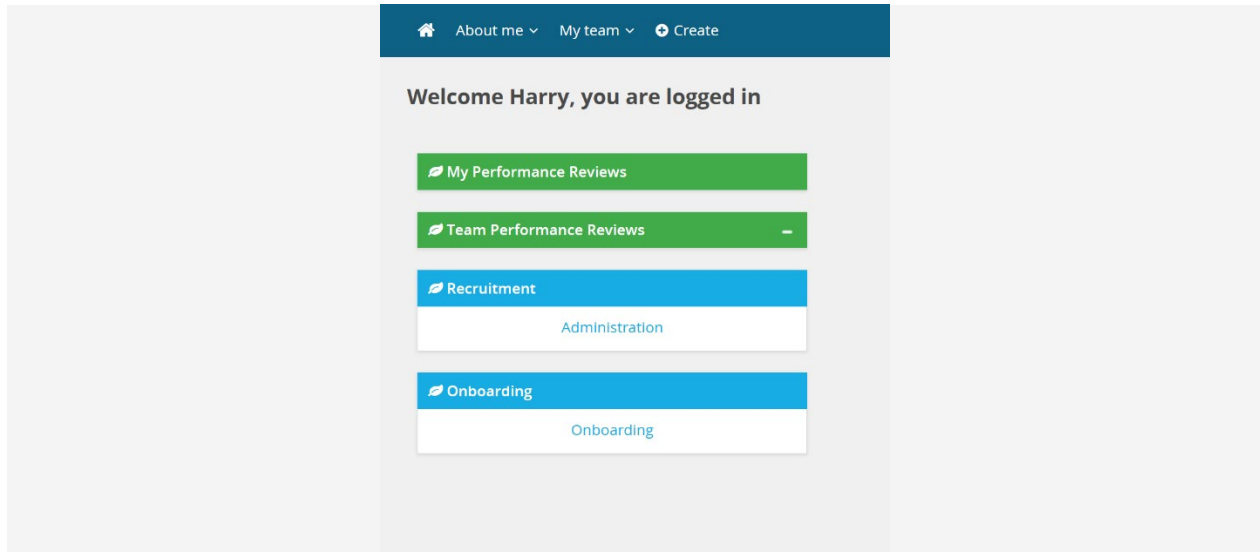
ⓘ Clicking "Go to next step" will move this review to the next step and you will be unable to return to this step

**Go to next step**

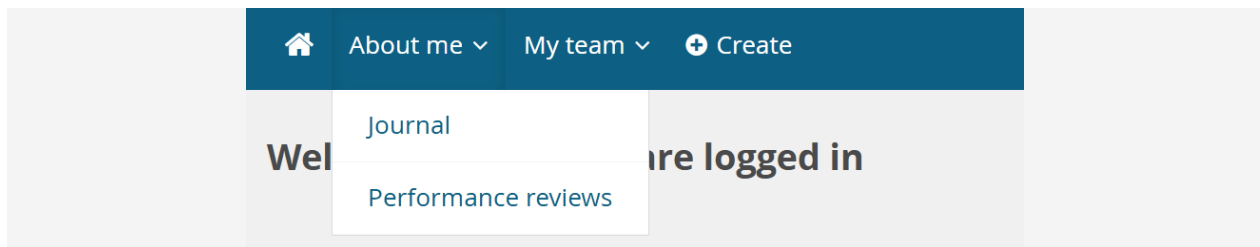
[View entire process](#)



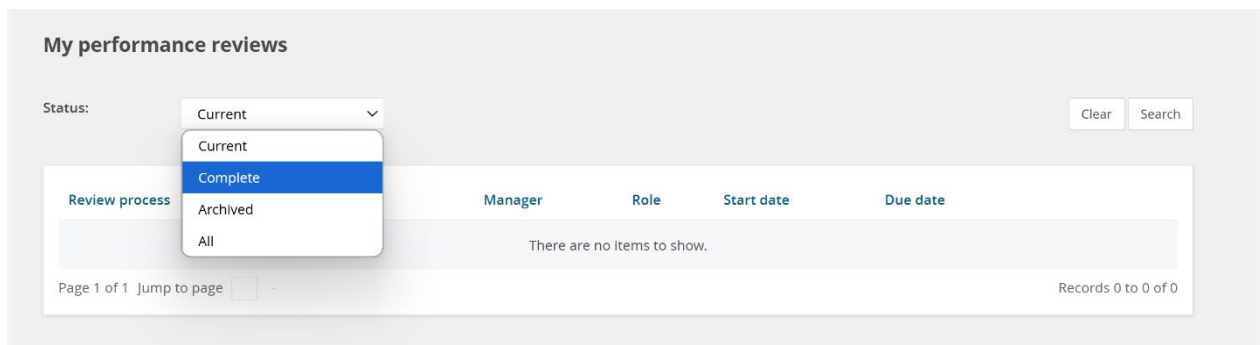
39. To review, print or save your review, please log back into the Performance Management portal from My Jax State. You will notice that you don't have any current reviews pending under the "My Performance Reviews" section.



40. From the dashboard, click on the "About me" dropdown. You will then select "Performance Reviews." This opens the "My Performance Reviews" page.



41. From that dashboard, you will see any current reviews in your queue. To review previously completed reviews, please select "Complete" from the Status dropdown menu.





42. All your completed reviews will be listed on this page. Your available actions will be listed in the “I want to” dropdown box (on the right).

Review process	Review step	Manager	Role	Start date	Due date	
2023 Annual Review - Staff (Non Supervisor)	Complete	Sam Performance		Oct 11, 2024	Nov 20, 2024	I want to... View the report View the review process Create a follow on review

Page 1 of 1 Jump to page  - Records 1 to 1 of 1

43. To view, print or save the review, select “View the report.”

04 November 2024

Harry Hire - 2023 Annual Review - Staff (Non Supervisor)

**Manager:** Sam Performance

**Step:** Complete

**3.0 / 5.0**  
Achieves/Meets Expectations

Your score	Maximum

44. The review page will open for you to view it as a .PDF file. If you’d like to print or save as .PDF, select the printer icon in the upper right corner. You will then have the option to print or save the complete performance review.