

# COMPLETING YOUR SELF-EVALUATION IN PAGEUP PERFORMANCE

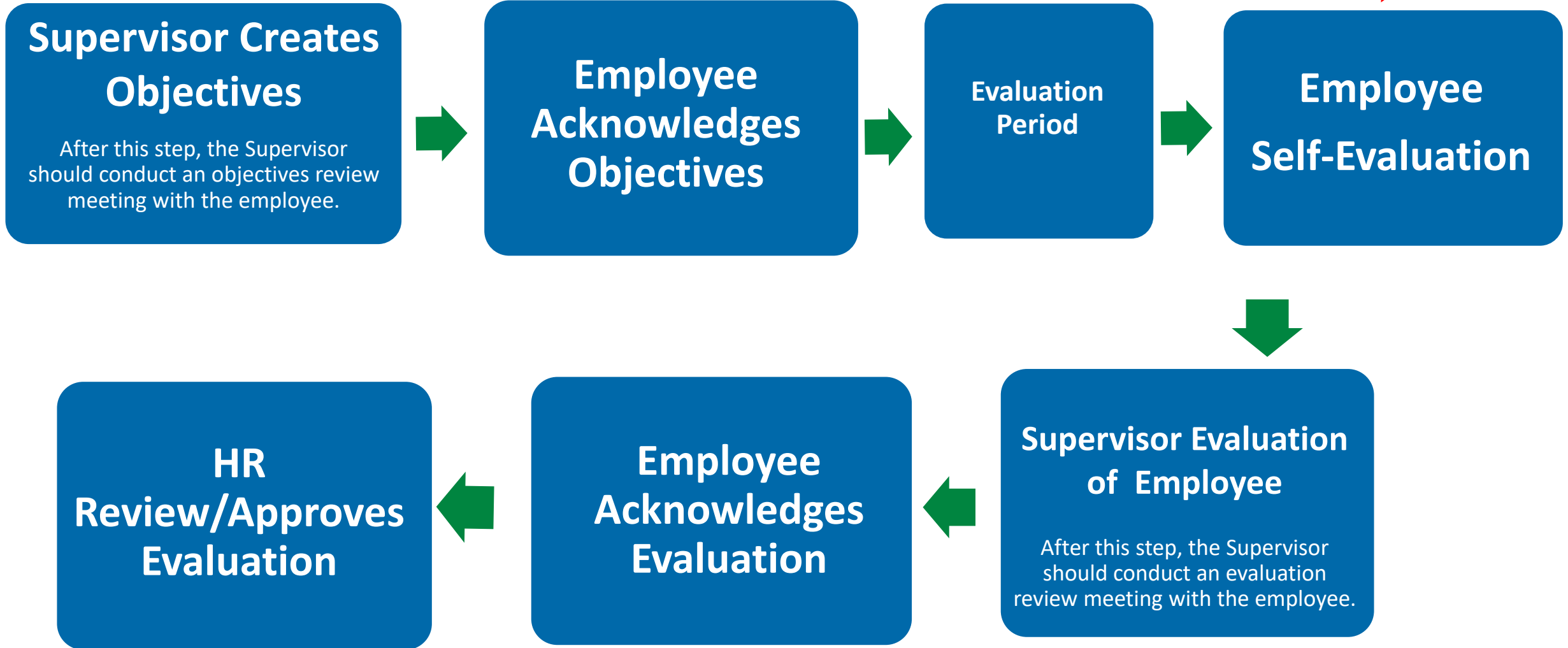
A self-evaluation is information you share documenting your work, your abilities, your challenges, and your goals. You have the opportunity to self-reflect on your strengths, weaknesses, triumphs, and challenges, and identify areas where you can take opportunities to grow and improve, both professionally and personally.

## [How to Write a Performance Self-Evaluation](#)

- Tie your performance directly to:
  - Objectives set for you by your supervisor
  - The Standard Evaluation Competencies for your position (see pages 13 through 15 of this document)
  - Specific departmental goals tied to the [University's strategic plan](#) when possible
- Revisit and include journal or 1-on-1 entries you made and recorded in PageUp throughout your evaluation period.
- Use the **STAR** method and include numbers and statistics when possible (Situation, Task, Action, Results); this allows you to give specific, concrete examples of a task or assignment you completed with results.

# Performance Evaluation Workflow

(for Position Orientation, Annual Non-Supervisor, Supervisor, and Coach Evaluations)



# The Self-Evaluation Process

- Log into PageUp Performance Management and complete your self-evaluation.
- The evaluation will automatically save any changes or updates made, so you may close the program and come back to it at a later time.
- Once you complete your self-evaluation, the evaluation goes to your supervisor to complete their evaluation of your performance.  
**Please note that if you do not complete your self-evaluation by the due date, your supervisor and you will receive past due emails auto-generated from PageUp.**
- Please review the step by step instructions which follow.

# Accessing the Self-Evaluation

After you log into PageUp Performance Management, click “About me” and then “Performance reviews,” or click “Annual Review.”

Note: This year you will select your **2022-2023 review**. If you are in your POE year, you will select the POE review.

The screenshot displays the user interface of the PageUp Performance Management system. At the top, a dark blue header contains a home icon and the text "About me" with a dropdown arrow. Below this, a navigation menu is visible with options: "Journal", "Development plan", and "Performance reviews". The "Performance reviews" option is highlighted with a green background. To the right of the menu, the text "are logged in" is partially visible. Below the navigation menu, a white card displays the title "2019 - 2020 Annual Review" in green, followed by the text "Current step: Employee Self-Evaluation". At the bottom of the card, a progress indicator shows a sequence of six circles connected by a line; the first three circles are filled with green, and the last three are empty and grey.

# Accessing the Evaluation

After you log into PageUp Performance Management, you may access your self-evaluation by clicking “Open Review.”

Search for the status of the evaluation you want to take access.

Status:

- Current
- Complete
- Archived
- All

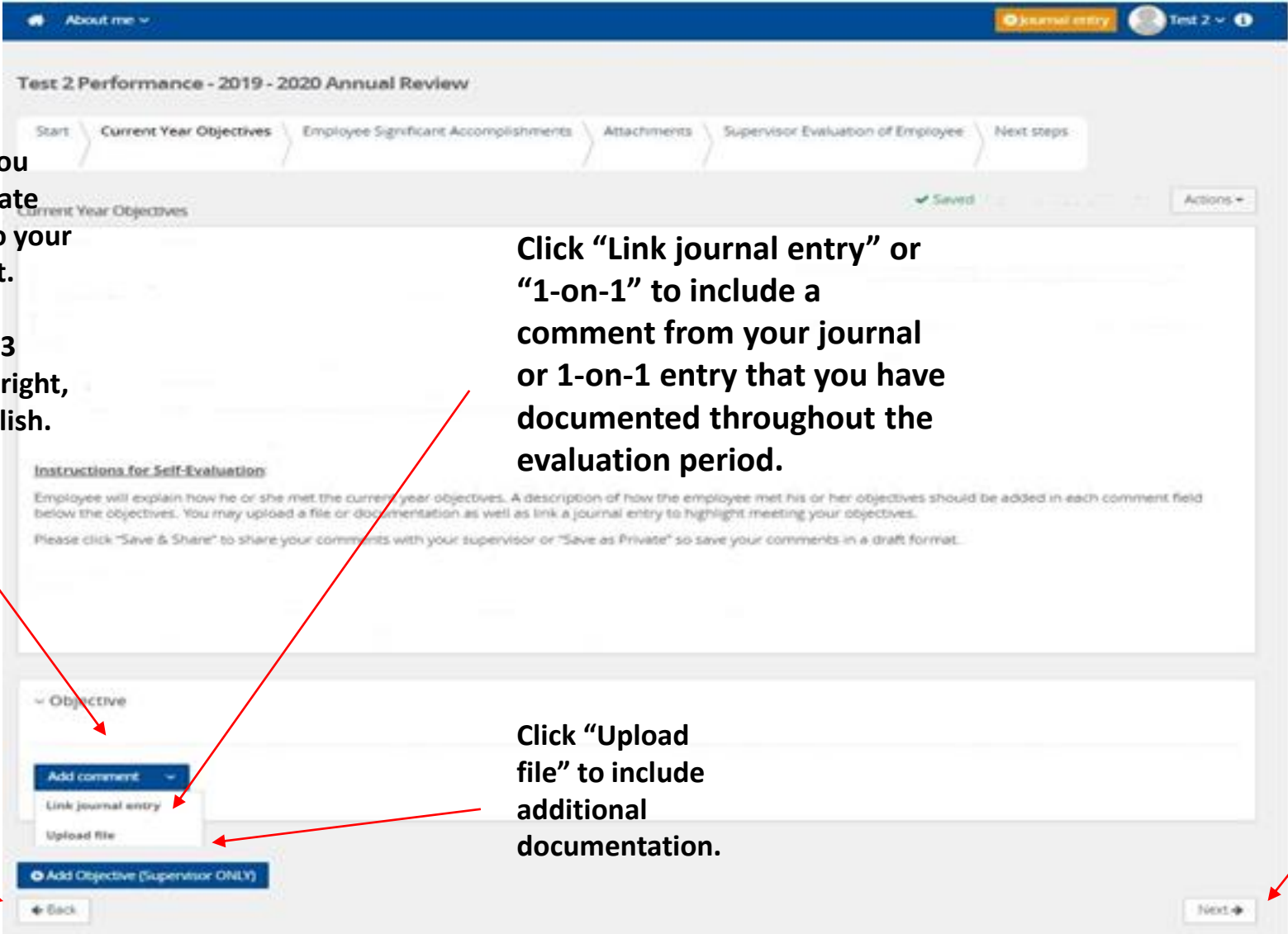
To view a copy of the evaluation, click “View progress report.”

To view which steps have been completed and which steps are still pending, you may click on “View the review process.”

The screenshot shows the 'My performance reviews' section of the PageUp Performance Management system. At the top, there is a navigation bar with 'About me' and 'Journal entry' buttons, and a user profile for 'Test 2'. Below this, a search bar contains 'Current' and a dropdown menu is open, showing options: 'Current', 'Complete', 'Archived', and 'All'. A table of reviews is displayed with columns for 'Review process', 'Review step', 'Supervisor', 'Role', 'Start date', and 'Due date'. The first row shows '2019 - 2020 Annual Review', 'Employee Self-Evaluation', 'Test 1 Performance', 'Office Specialist', '11 Jun 2020', and '8 Sep 2021'. To the right of the table, there is a 'Clear' button, a 'Search' button, and an 'Open review' button. A dropdown menu is open next to the 'Open review' button, showing options: 'Open review', 'View progress report', and 'View the review process'. The page footer indicates 'Page 1 of 1' and 'Records 1 to 1 of 1'.

Review process	Review step	Supervisor	Role	Start date	Due date	
2019 - 2020 Annual Review	Employee Self-Evaluation	Test 1 Performance	Office Specialist	11 Jun 2020	8 Sep 2021	<input type="text" value="I want to..."/>

# Adding Comments, Journal Entries, and Documentation



Click "Add comment" to type a comment in the comment box. You have the option to save it as private for now or to save and share it so your supervisor may see the comment. If you save it as private, you will access it again by clicking on the 3 ellipses which will appear to the right, and then choosing to edit or publish.

Click "Link journal entry" or "1-on-1" to include a comment from your journal or 1-on-1 entry that you have documented throughout the evaluation period.

Click "Upload file" to include additional documentation.

Click "Back" to go to the previous page.

Click "Next" to proceed to the next page.

# Viewing, Saving, and Sharing Your Evaluation

The screenshot displays a web interface for an annual review. At the top, a breadcrumb trail shows: Start > Current Year Objectives > Employee Significant Accomplishments > Attachments > Supervisor Evaluation of Employee > Next steps. Below this, the 'Current Year Objectives' section is active, showing a 'Saved' status and a timestamp of 'Last saved: 11 Jun 2020, 4:22pm'. An 'Actions' dropdown menu is open, showing a 'View progress report' option. Below the main content area, there are 'Instructions for Self-Evaluation' and a text input field for 'Employee comment'. At the bottom of the comment field are three buttons: 'Save & Share', 'Save as Private', and 'Cancel'. Below the comment field is a blue button labeled 'Add Objective (Supervisor ONLY)'. At the very bottom are 'Back' and 'Next' navigation buttons.

Click “Save & Share” to share your comments with your supervisor.

View a copy of the evaluation by clicking on “View progress report” under the “Actions” dropdown menu.

Click “Save as Private” to save your comments in a draft format.

Do not take any action on the “Add Objective” button. This option is for supervisors only.

# Adding Significant Accomplishments

**Test 2 Performance - 2019 - 2020 Annual Review**

Start > Current Year Objectives > **Employee Significant Accomplishments** > Attachments > Supervisor Evaluation of Employee > Next steps

Employee Significant Accomplishments ✓ Saved Last saved: 15 Jun 2020, 9:44am Actions ▾

**Instructions for Employees:**  
Employees are encouraged to add significant accomplishments that were not part of their current year objectives.  
Please click "Add Accomplishments" to add details of each significant accomplishment.

**Input your accomplishment with details in the field provided.**

Item title 🗑️

Title\*

**+ Add Accomplishments (Employee ONLY)** ← Back Next →

**To delete a significant accomplishment, click the trash can icon in the upper right corner of the accomplishment field.**

**Click "Add Accomplishments" to add any significant accomplishment completed during the evaluation period which was not a part of your current year objectives.**



# Adding Significant Accomplishment Documentation

## Test 2 Performance - 2019 - 2020 Annual Review

Start > Current Year Objectives > Employee Significant Accomplishments > **Attachments** > Supervisor Evaluation of Employee > Next steps

### Attachments

✓ Saved Last saved: 15 Jun 2020, 9:52am

Actions ▾


OPTIONAL: Employee may click on "Add Attachments" to add attachments under the "Attachment" tab.


Item title

Title\*

Employee attachment

Attachment

 Upload document

 Add Attachments

← Back

You may click "Upload document" to add an attachment. Attachments should not be more than 10 pages. Examples of employee attachments include training completion certificates, letters of appreciation, license certification, etc.

Next →

# Sending Your Self-Evaluation to Your Supervisor

Test 2 Performance - 2019 - 2020 Annual Review

Start > Current Year Objectives > Employee Significant Accomplishments > Attachments > **Supervisor Evaluation of Employee** > Next steps

Supervisor Evaluation of Employee ✓ Saved Last saved: 15 Jun 2020, 9:52am Actions ▾

**Employee, please click "Next Steps"**

**INSTRUCTIONS FOR SUPERVISORS ONLY.**

1. Please provide a rating for your employee for each competency below by clicking on a star.
2. Comments need to be added by clicking on the "add comment" button.

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The following ratings should be used to evaluate employees.

1.0 - Below Performance Standard– Employee is not meeting standards, goals, or objectives set for the position. The employee must show significant improvement toward satisfactory completion of performance standards or may be removed from the University in accordance with UWF policy. Employee does not demonstrate the knowledge or ability needed to perform assigned duties, and consistent supervision is required. Supervisor must contact the Human Resources Director before completing an evaluation with this overall rating.

2.0 - Needs Improvement Performance Standard – Employee does not satisfactorily complete assigned duties and needs to make improvement toward meeting performance standards. Employee requires more supervision than the average employee, and continued improvement in performance is required. Supervisor must contact the Human Resources Director before completing an evaluation with this overall rating.

3.0 - Satisfactory Performance Standard – Employee meets all position requirements, standards, and expectations for the position. Employee’s work is timely and efficient. Employee requires an average level of supervision.

4.0 - Above Performance Standard – Employee consistently exceeds expectations and demonstrates ability to surpass position requirements. Performance is timely and embodies a high degree of accuracy and independence. Employee shows initiative and innovation in performance of duties and responsibilities and requires minimal supervision.

5.0 - Superior Performance Standard – Employee significantly exceeds position requirements, goals and /or objectives set for the position and is well above expectations in terms of completeness, timeliness, and independence. Employee contributes to university goals and objectives beyond position requirements. The employee requires little supervision and is an exemplary employee with a strong potential for advancement.

Summary: Supervisor Evaluation of Employee

The “Supervisor Evaluation of Employee” page is viewable to you at this point; however, you should not take any action on this page, it is for supervisors only. Please click “Next” at the bottom of the page to proceed to the next step in the process.

# Sending Your Self-Evaluation to Your Supervisor

Click on "Go to next step" to finalize the self-evaluation. Once you complete this step, your supervisor will receive an email directing them to log into the review and complete the "Supervisor Evaluation of Employee" section.

The screenshot displays a web interface for a performance review. At the top, the title is "Test 2 Performance - 2019 - 2020 Annual Review". Below this is a breadcrumb trail: Start > Current Year Objectives > Employee Significant Accomplishments > Attachments > Supervisor Evaluation of Employee > Next steps. A status bar indicates "Saved" and "Last saved: 15 Jun 2020, 9:52am" with an "Actions" dropdown. A message box states: "You must scroll down and click 'Go to next step' to finalize this step. Once you complete this step your supervisor will receive an email directing them to log into the review and complete the 'Supervisor Evaluation of Employee' section." Below this is a "Rating summary" section with a dropdown menu showing "Current Year Objectives" (expanded to show "1. Objective"), "Employee Significant Accomplishments", "Attachments", and "Supervisor Evaluation of Employee". A progress bar at the bottom shows five steps, with the third step, "Supervisor Evaluation of Employee", highlighted. A yellow callout box contains a warning icon and text: "By clicking on the 'Go to next step' button, you are acknowledging receipt of your performance evaluation. Once you have clicked on the 'Go to next step' button, your performance evaluation will be sent to Human Resources for final review and approval. If you disagree with the content of your performance evaluation, you need to schedule a meeting with your supervisor to discuss prior to clicking on the 'Go to next step' button or you may leave comments above." A blue "Go to next step" button is centered in this callout. A "View entire process" link is below the callout. At the bottom left is a "Back" button. A red arrow from the text on the left points to the "Go to next step" button.

# Congratulations!

## You Have Completed Your Self-Evaluation

Your supervisor will receive an email stating you have completed your self-evaluation, and they may now complete the “Supervisor Evaluation of Employee” step.

You may receive past due emails if your supervisor does not complete your evaluation by the due date. If you receive an email that the supervisor evaluation of employee is past due, please reach out to your supervisor and request that they complete your evaluation.

# Non- Supervisor Standard Evaluation Competencies

- **Knowledge, Skills and Abilities** - Employee has the knowledge, skills, and abilities needed in the present position.
- **Quality/Quantity of Work** - Employee has the ability to independently plan, prioritize, and complete work with accuracy, neatness, and at a satisfactory rate.
- **Customer Service Skills** - Employee is committed to providing excellent customer service to internal and external customers and willingly cooperates with others to achieve department and University goals. Employee demonstrates a positive attitude toward others, and exhibits flexibility and adaptability in meeting the demands of change in the work-place.
- **Attendance** - Employee is punctual, adheres to work schedule, and complies with attendance and leave policies.
- **Initiative** - Employee exhibits leadership, is resourceful and willing to do more than the minimum, strives to achieve goals, and seeks additional responsibility.

# Supervisor Standard Evaluation Competencies

- **Knowledge, Skills and Abilities** - Supervisor has the knowledge, skills, and abilities needed in the present position.
- **Quality/Quantity of work** - Supervisor has the ability to independently plan, prioritize, and complete work with accuracy, neatness, and at a satisfactory rate.
- **Customer Service Skills** - Supervisor is committed to providing excellent customer service to internal and external customers and willingly cooperates with others to achieve department and University goals. Supervisor demonstrates a positive attitude toward others and exhibits flexibility and adaptability in meeting the demands of change in the work-place.
- **Attendance** - Supervisor is punctual, adheres to work schedules, and complies with attendance and leave policies.
- **Initiative** - Supervisor exhibits leadership, is resourceful and willing to do more than the minimum, strives to achieve goals, and seeks additional responsibility.
- **Integrity** – Supervisor projects a positive image as a leader within the University; promotes, enforces, and takes actions consistent with the current policies and procedures. Supervisor takes responsibility for actions, constantly keeps commitments, and display strong moral principles. Supervisor leads by example, does the right thing when no one is looking, and is able to be trusted consistently.
- **Communication** – Supervisor clearly and effectively conveys information that expresses thoughts, facts, and the University’s mission. Supervisor demonstrates effective use of listening skills, and encourages and supports the openness to other people’s ideas and thoughts. Supervisor ensures important matters are shared with all appropriate parties.
- **Collaboration** - Supervisor shares time, energy, knowledge, and skills with others for the betterment of the University. Supervisor offers assistance and support when needed. Supervisor creates an atmosphere where employees feel empowered to perform their duties with decision-making authority within their areas of responsibility. Supervisor works cooperatively and effectively with others to achieve common goals and resolves interpersonal conflicts constructively.
- **Performance Management** – Supervisor sets measurable objectives (quantitative and/or qualitative) for direct report(s) aligned with the department’s (and University’s) strategic plan; provides regular feedback on performance as measured against goals; addresses performance issues promptly; fosters direct report’s learning and development opportunities; provides public and private recognition of accomplishments; and completes direct report’s performance review as assigned, including written feedback on competency scores above or below a rating of “3 Stars.”

# Coach Standard Evaluation Competencies

- **Coaching Success and Skills** – Employee displays adequate knowledge and technical skill for specific sport, defines and communicates the program’s overall purpose and philosophy, and works to achieve program goals while creating a safe environment for student-athletes. Coach communicates effectively with student athletes, maintains awareness of team behavior and activities outside of practice, and discipline measures are handled in a consistent and professional manner.
- **Academics and Life Skills** – Employee provides full access to the resources of student-athlete support services for all team members, represents the mission of UWF in promoting academic achievement, encourages participation in life skills workshops, and maintains a graduation rate consistent with departmental objectives.
- **Compliance** – Employee demonstrates appropriate knowledge and understanding of NCAA rules and regulations, completes all necessary or required NCAA documents in a timely manner, and commits to the strong adherence to NCAA, conference, institutional, and department rules and regulations. Coach works to establish a recruiting system consistent with the department’s philosophy and researches thoroughly the background of recruits.
- **Fiscal and Departmental Responsibility** – Employee stays within allocated budget, adheres to business office policies and procedures, and manages resources properly. Coach follows departmental directives and meets deadlines for completing or returning required documentation.
- **External Relations** – Employee works closely with Athletic Communications, Marketing, the Argonaut Athletic Club, and the media to assist in cultivating positive relationships with alumni, campus community and the surrounding community while promoting his/her respective sport. Coach participates in fundraising events, shows a willingness to support University functions, and develops opportunities for student-athlete community engagement.
- **Professionalism** – Employee displays a positive and professional manner while exercising appropriate behavior at all times.