# 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.

[http://services.hr.utah.edu/contact/search/](http://services.hr.utah.edu/contact/search/)

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.

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.

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.
Viewing Editing Performance Plans

You can edit your goals. Remember to 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.

*Goal / Job Responsibility Title*
Provide Better Customer Service

*When will the goal / job responsibility be accomplished? (Expected completion date)*

- **06/23/2014**
- **06/19/2015**

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)

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.
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.

- 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).
Adding and Viewing Comments

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

![Overall Employee Comments](image)

**Comments**

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

- **My Noteworthy Achievements:**
  - [Save]
  - Maximum allowable characters: 3800
  - 0 characters entered | 3800 characters remaining

- **Additional Comments:**
  - [Save]
  - Maximum allowable characters: 3800
  - 0 characters entered | 3800 characters remaining

- **Support I need to improve my performance:**
  - [Save]
  - Maximum allowable characters: 3800
  - 0 characters entered | 3800 characters remaining

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.

![Performance Notes](image)
Summary

To view a complete history of your performance plans, select the **Summary** tab. In this section there is a complete history of activities in UUPM. Files can be printed off in .pdf format.