



## Process, Access, Sections, Start and Next Steps Section

1. Performance Plan
2. Plan Approval
3. Touchpoints
4. Employee Self-Evaluation
5. Supervisor Evaluation of Employee
- 6. Reviewer**
7. Supervisor/Employee Discussion
8. Employee Acknowledgement



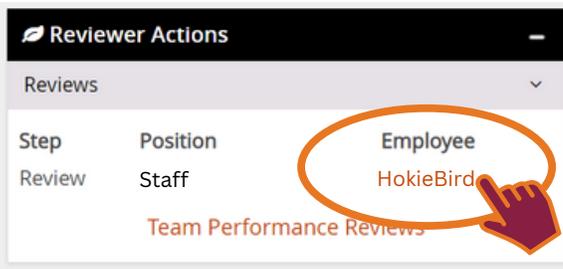
PROCESSES

ACCESS

1. Access by logging into PageUp Talent Management System using this URL: <https://virginiatech.pageuppeople.com/dock.aspx> or by navigating to [training.vt.edu](http://training.vt.edu) and selecting PageUp LMS.
2. Access the performance review through either the widget as shown in Figure 1 or through the Navigation Bar: My team > Performance Reviews. Reviewer reviews are notated with a green downward arrow.

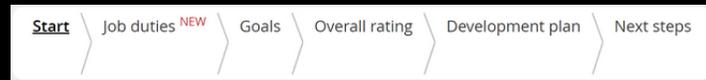


FIGURE 1. DASHBOARD WIDGET



SECTIONS

FIGURE 2. STAFF ANNUAL PERFORMANCE SECTIONS



The section headers are **Start, Job duties, Goals, Overall rating, Development plan, and Next steps.**

START

### Welcome to the review and calibration of [employee's] evaluation.

Virginia Tech's performance management process helps define and evaluate performance expectations for classified and university staff. The evaluation you will be reviewing includes the employee's self-evaluation, if completed, as well as the evaluation by the supervisor of the employee. Additional resources are provided below.

When reviewing the evaluation, keep the following rating definitions in mind: **Exceptional, Meets, and Does not meet** are defined in this section.

Once satisfied with the review, Select "Next Steps" at the top of any section page to approve. Once you approve, the evaluation will move back to the supervisor to meet and discuss with [employee].

If your college or department performs a calibration review for consistency or budgetary needs, do not approve the evaluation until the calibration is completed.



Use the **Back** and **Next** buttons to navigate between pages.



NEXT STEPS

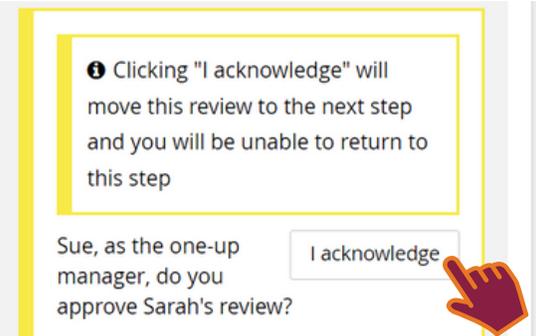
### As the reviewer, you cannot change the ratings in the system.

If you require the ratings to be changed, you can request the supervisor move the review back.

If your college or department performs a calibration review for consistency or budgetary needs, do not approve the evaluation until the calibration is completed.

You can add a final comment for the employee at the bottom of the **Next Steps** section.

Select "I acknowledge" to finalize the reviewer part.



Once the reviewer approves the ratings, the review moves to the Supervisor/Employee Discussion.