

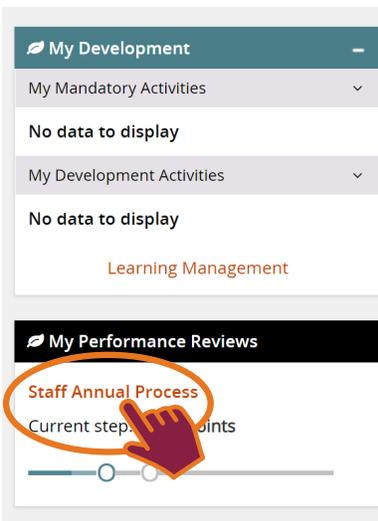


Access your individual performance plan through your dashboard's widget

1. Log into PageUp Talent Management System using this URL: <https://virginiatech.pageuppeople.com/dock.aspx> or by navigating to training.vt.edu and selecting PageUp LMS.

2. Access your current performance plan by selecting the title of the plan on your "My Performance Reviews" widget, as shown in Figure 1.

FIGURE 1.



Access your individual performance plan through the navigation bar

1. Locate the navigation bar at the top of the screen and select "About me" then "Performance reviews" from the drop-down, as shown in Figure 2. This will bring you to your current performance review list.

2. Select "Open review" to access your current performance plan, as shown in Figure 3.

FIGURE 2.

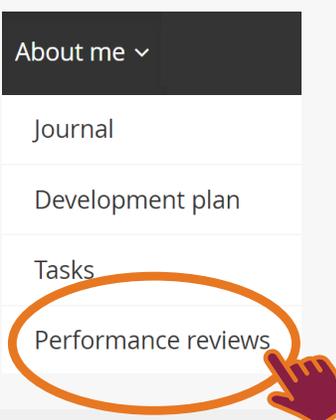


FIGURE 3.

My performance reviews

Status:

Current

Clear

Search

Review process	Review step	Manager	Role	Start date	Due date	
Staff Annual Process	Touchpoints		Base Compliance	9 Sep 2021	17 Dec 2021	I want to... Open review

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Note:

If you cannot access your performance plan, it is currently the responsibility of either your supervisor or the reviewer.

Once you have action to take, you will have access to the performance plan.