VT | PAGEUP TALENT MANAGEMENT SYSTEM

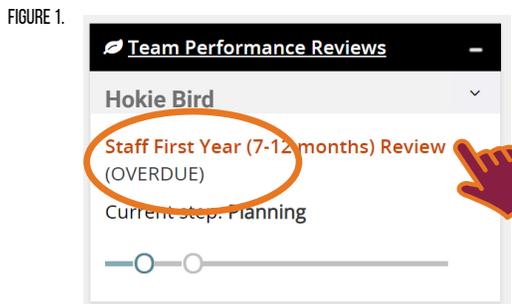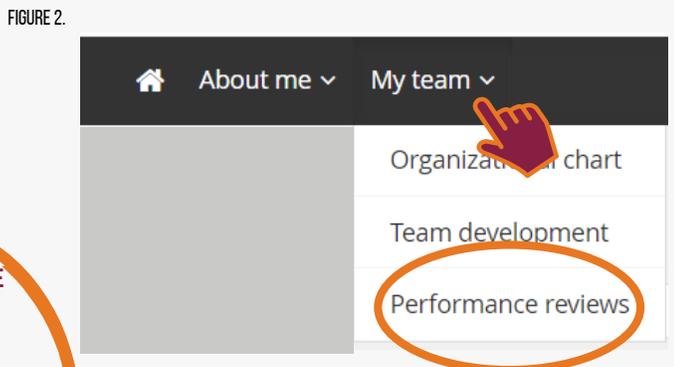About me ⌄   My team ⌄   My development ⌄   Reports ⌄

⊕ Journal entry   🔵 Sarah ⌄ ⓘ

Access your team member's 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 team's performance plans by selecting the title of the plan on your "Team Performance Reviews" widget, as shown in Figure 1.
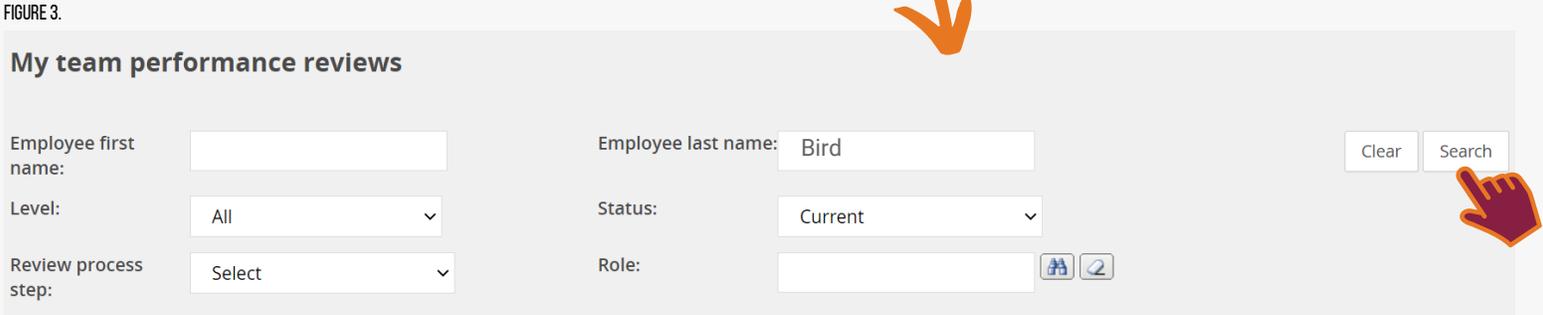
FIGURE 1.

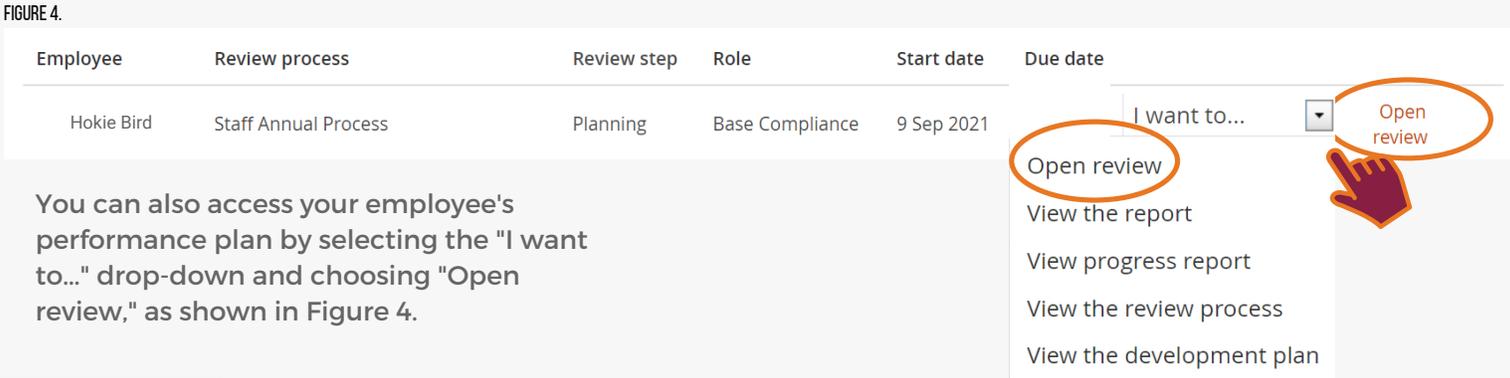## Access your team member's performance plan through the navigation bar

FIGURE 2.

1. Locate the navigation bar at the top of the screen and select "My team" then "Performance reviews" as shown in Figure 2.

2. If you have a number of performance reviews, you can add the employee's last name to search for their review plan as shown in Figure 3. Then select **Search**.

THE DROP-DOWN OPTION OF "LEVEL" WILL GIVE YOU THE CHOICE TO SEARCH BY DIRECT REPORTS OR REPORTS ONCE REMOVED.

FIGURE 3.

My team performance reviews

Employee first name:	[ ]	Employee last name:	Bird		Clear	Search
Level:	All ⌄	Status:	Current ⌄			
Review process step:	Select ⌄	Role:	[ ] 🔍			

3. Select "Open review" to access your employee's performance plan, as shown in Figure 4.

FIGURE 4.

Employee	Review process	Review step	Role	Start date	Due date	
Hokie Bird	Staff Annual Process	Planning	Base Compliance	9 Sep 2021	I want to... ⌄	Open review

Open review
View the report
View progress report
View the review process
View the development plan

You can also access your employee's performance plan by selecting the "I want to..." drop-down and choosing "Open review," as shown in Figure 4.

Note: If you cannot access a performance plan, it is currently the responsibility of either your employee or the reviewer.

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