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.

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

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.

   Hokie Bird

   Figure 2.

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

   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.

   Hokie Bird

   Staff First Year (7-12 months) Review (OVERDUE)
   Current Step: Planning

   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.