PAGEUP TALENT MANAGEMENT SYSTEM

About me ⌄   My team ⌄   My development ⌄   Reports ⌄

➕ Journal entry   Sarah ⌄ ⓘ

TO PRINT YOUR PERFORMANCE REVIEW

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

2. Change the status using the drop-down, as shown in Figure 2, to "Complete." Then select **Search**.
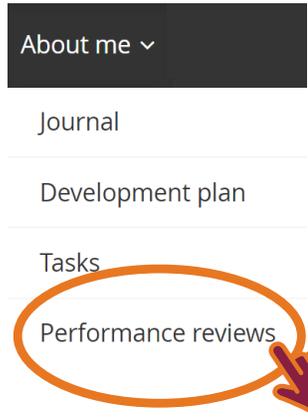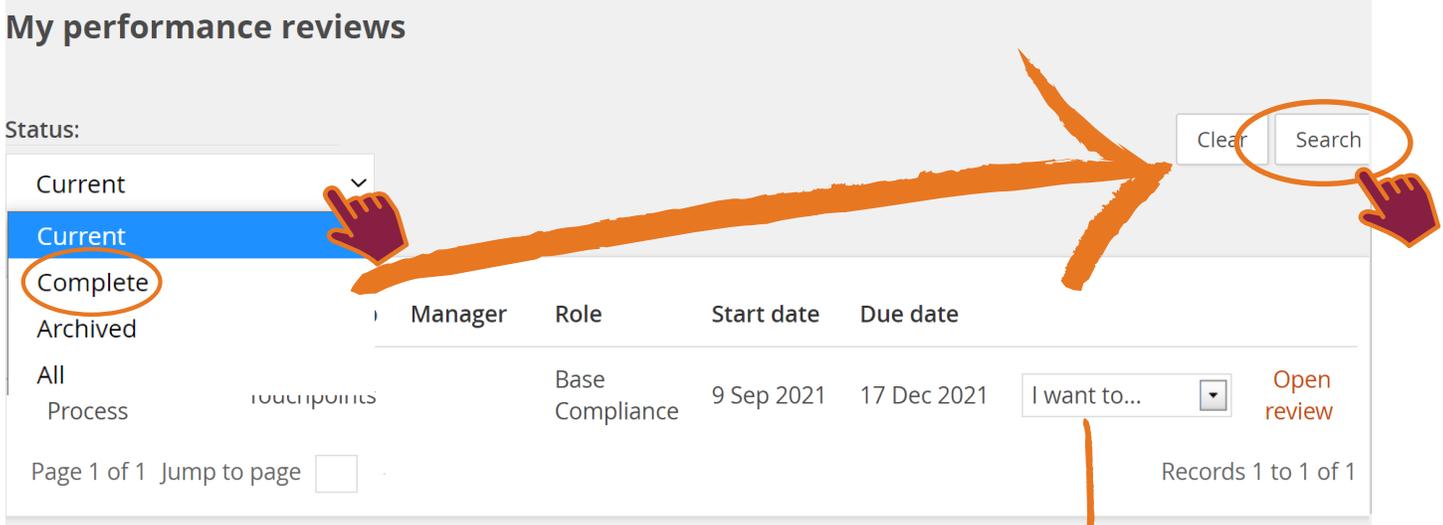
FIGURE 1.

About me ⌄

Journal

Development plan

Tasks

Performance reviews

FIGURE 2.

My performance reviews

Status:

Current

Current						
Complete						Clear	Search
Archived							
All	Manager	Role	Start date	Due date		
Process						
	Touchpoints	Base Compliance	9 Sep 2021	17 Dec 2021	I want to... ⌄	Open review
Page 1 of 1 Jump to page					Records 1 to 1 of 1	

3. Locate the review you would like to print.

4. From the "I want to..." drop-down, select "View the report" as shown in Figure 3. This will create a pop-up with your report in a new window.

5. In the top right corner of the report are three icons, as shown in Figures 4 and 5. You have the option to view a PDF or open a printable version.
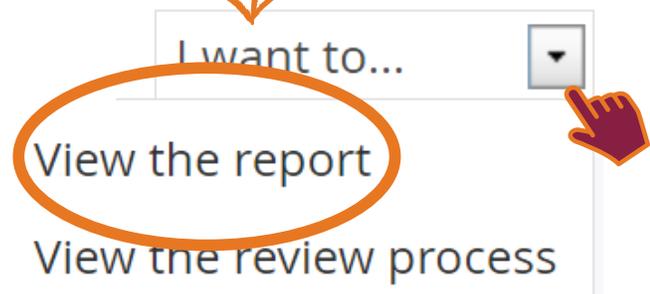
FIGURE 3.

I want to... ▾

View the report

View the review process

FIGURE 4.

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Hokie Bird - Staff Annual Process

Role: Base Compliance   **Manager:**

Steps completed

Step: Planning

Step: Complete   **Completed date:** Thursday, 9 September 2021

16 September 2021

FIGURE 5.

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