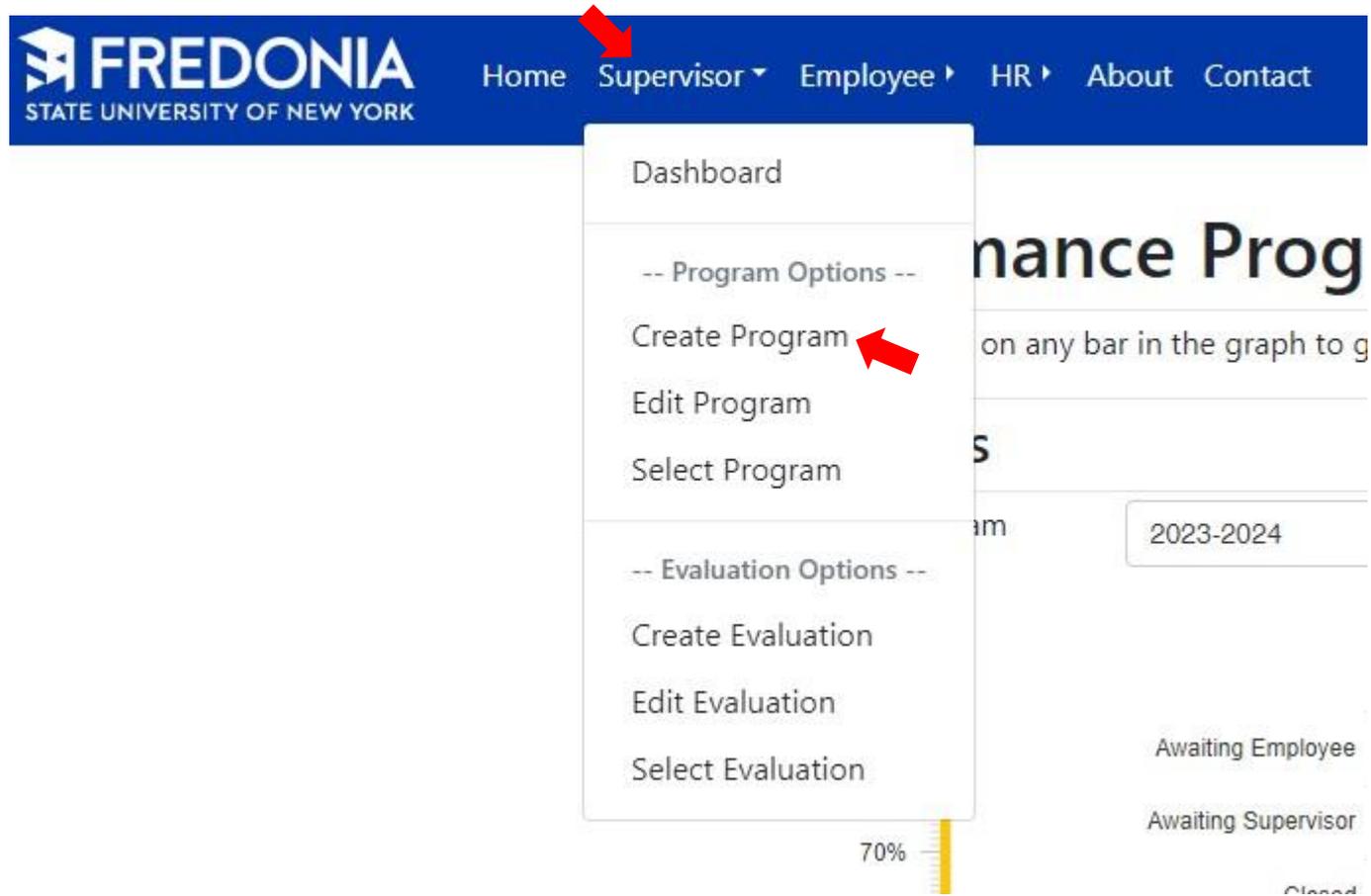# Creating a Performance Program – UUP Online Performance System

1. Log in to UUP Performance Program & Evaluation system (https://ww3.fredonia.edu/UUP_Performance/) using your eservices ID and password.

2. From the main menu (the blue bar across the top of your screen), click "Supervisor" then "Create Program."

3. In the "Create Program" screen, select the program year (the performance cycle runs July 15 – July 14). Select the employee's name from the drop-down and click "Continue."

4. Adjust the start date to a future date if necessary. Generally, this will not be necessary unless you are wishing to implement the program as of a future date. Note: you cannot adjust this field to a retroactive date. Click "Create."

Create Program

1	2	3	4	5	6	7
Performance Program Creation	In-Progress	Share With Employee ⑦	Lock Program for Acknowledgement ⑦	Awaiting Employee Acknowledgement ⑦	Awaiting Your Acknowledgement ⑦	Completed ⑦
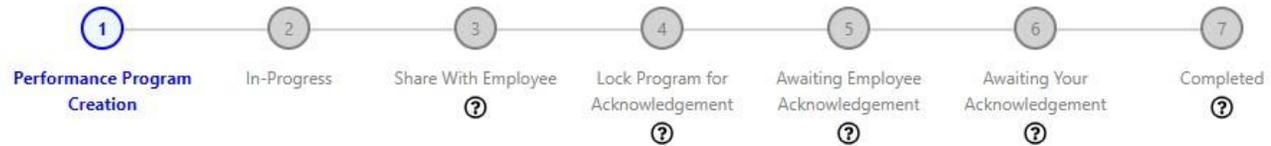
Program For 2022-2023

Employee: ▮▮▮▮▮▮

Budget Title: ▮▮▮▮▮▮

Department: ▮▮▮▮▮▮

From: 3/14/2023 📅 **To:** 7/14/2023

Salary Level: ▮▮▮▮▮▮

Campus Title: ▮▮▮▮▮▮

Supervisor: ▮▮▮▮▮▮

[Create] [Cancel]

5. If the employee had a previous performance program (i.e. under a different supervisor or from a previous year), the previous program should show up pre-filled and you will just need to review and edit as necessary. First, add secondary sources. Secondary sources are other individuals that you may consult in the evaluation process; they would be others who may work closely with your employee on certain aspects of their duties. To add a secondary source, click "+Add New Secondary Source". Add the name of the secondary source and the relationship to employee, and click the check mark (to cancel, click "X"). If there is already a secondary source listed that you would like to remove, click the "X" in the last column.

6. Add/edit goals and measures. To add, click "+ Add New Goal & Measure". To edit, click the pencil icon. Each goal should represent one aspect of the employee's job duties, and the measure should detail how you intend to measure the completion of that goal. Once complete, click the check mark to save (or click "X" to cancel).
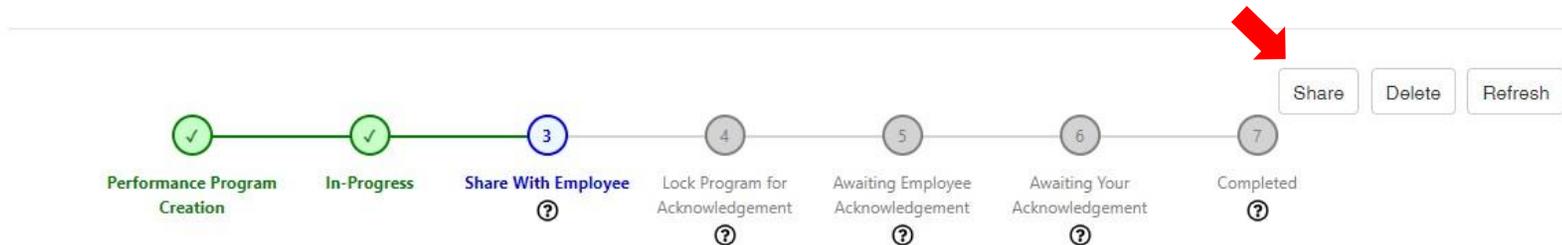
7. Once you have completed the draft version of the employee's performance program, share the program with the employee by clicking "Share." The employee will receive an email notification that the program is ready to be viewed.


8. Review the program with the employee. We encourage you to meet briefly with the employee regarding the program to go over the goals and measures. You may also utilize the comment section as a back and forth. Both the employee and you as the supervisor have the ability to add comments to discuss specific measures and goals with each other. **Important note**: these comments do **not** become a part of the performance program. Once the performance program is acknowledged, these comments will be deleted. This comment section is intended only to be a back and forth in the creation of the program, it is not intended to become a part of the program. If any details need to become a part of program, they should be specified in the goal/measure section.
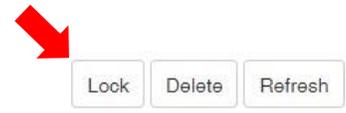
9. Once you discuss with the employee and the program is complete, lock the program by clicking "Lock". Once locked, you will be unable to edit the program any further. The employee will receive an email notification that the program is locked and ready for their acknowledgement.
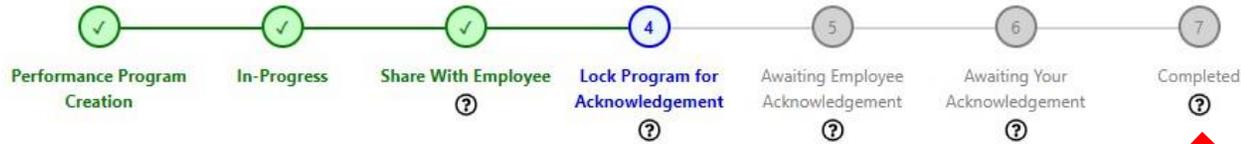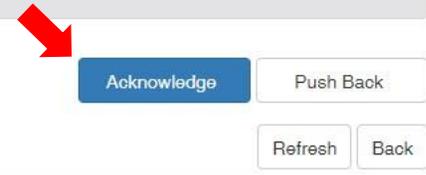

10. Have your employee review and acknowledge the program. If they select "push back", the program will unlock and you will need to make any edits, if necessary, and re-lock the program.

11. Once the employee acknowledges the program, you will also need to go into the employee's performance program and click "acknowledge." Once you, as the supervisor, click "Acknowledge", the program is complete.