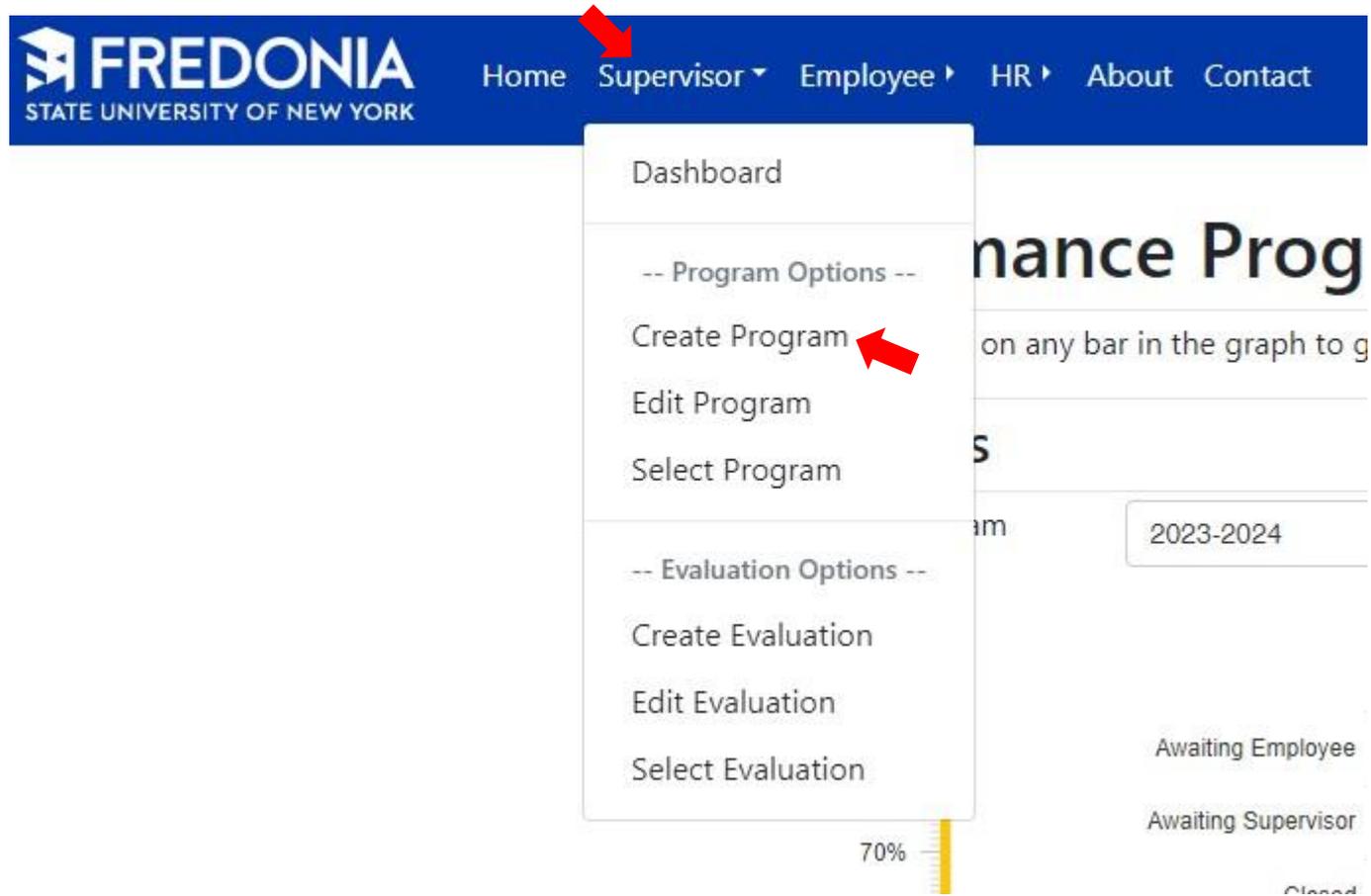


Creating a Performance Program – UUP Online Performance System

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."

Create Program

The screenshot displays the 'Create Program' interface. At the top, a progress bar consists of seven numbered steps: 1. Performance Program Creation (highlighted in blue), 2. In-Progress, 3. Share With Employee, 4. Lock Program for Acknowledgement, 5. Awaiting Employee Acknowledgement, 6. Awaiting Your Acknowledgement, and 7. Completed. Below the progress bar, the 'Program Year' dropdown menu is set to '2022-2023'. The 'Employee' dropdown menu is currently set to '-- Select Employee --'. A red arrow points to the 'Program Year' dropdown, another red arrow points to the 'Employee' dropdown, and a third red arrow points to the 'Continue' button. Below the 'Employee' dropdown, a note states: 'Employees may not appear in your list if they have an open program. Open programs will appear below.'

Program Year: 2022-2023

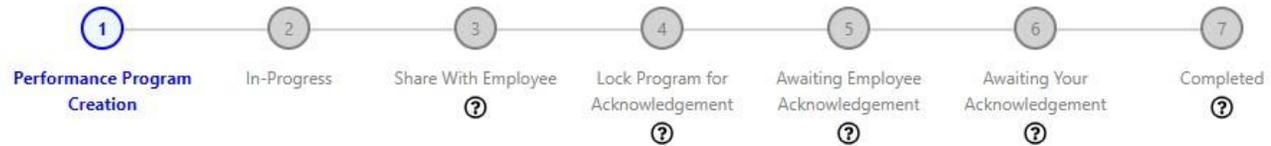
Employee: -- Select Employee --

Employees may not appear in your list if they have an open program. Open programs will appear below.

Continue

- 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



Program For 2022-2023

Employee: [REDACTED]
Budget Title: [REDACTED]
Department: [REDACTED]
From: 3/14/2023  To: 7/14/2023

Salary Level: [REDACTED]
Campus Title: [REDACTED]
Supervisor: [REDACTED]



Create Cancel

- 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.



Edit Program Period 2022-2023

Program v1 (07/15/2022 - 07/14/2023)

Share Delete Refresh

Employee: [Redacted]
 Budget Title: [Redacted]
 Department: [Redacted]
 From: 7/15/2022 To: 7/14/2023
 Supervisor Acknowledged: No

Salary Level: [Redacted]
 Campus Title: [Redacted]
 Supervisor: [Redacted]
 Status: Not Shared
 Employee Acknowledged: No

Secondary Sources [?]

+ Add New Secondary Source ↻ Refresh

Secondary Source	Relationship To Employee	
Secondary Source: <input type="text" value="Name"/> Relationship To Employee: <input type="text" value="Relation"/>		<input checked="" type="checkbox"/> x
[Redacted]	Colleague	x

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).

Goals and Measures [?]

Goals & Measures					
+ Add New Goal & Measure					Refresh
		Goal	Measure		
	▼	[REDACTED]	[REDACTED]		X

SortOrder:

Goal:

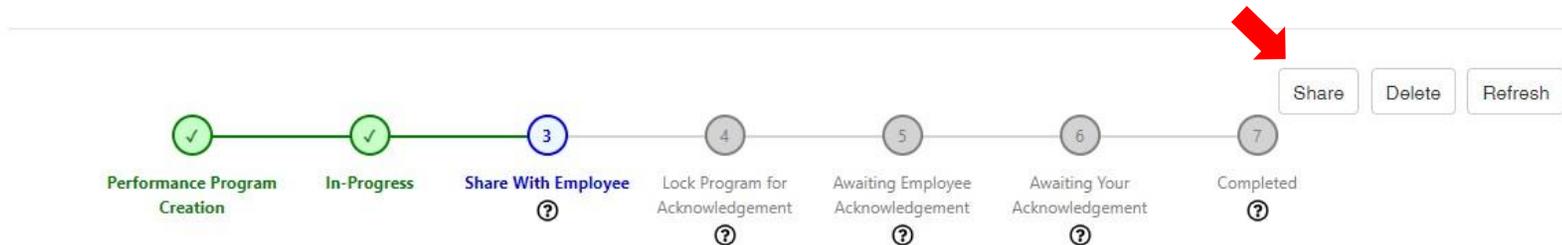
Goal

Measure:

Measure

X

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.

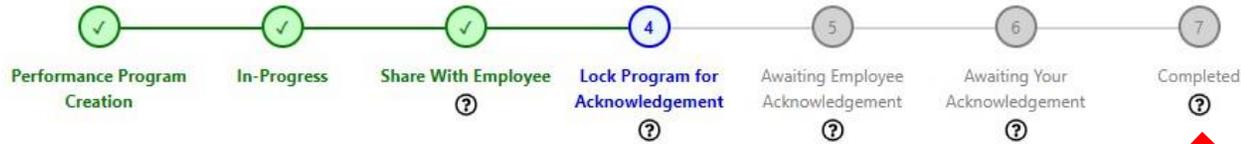


8. Review the program with the employee. We encourage you to meet briefly with the employee regarding the program to go over the goals and measures. You may also utilize the comment section as a back and forth. Both the employee and you as the supervisor have the ability to add comments to discuss specific 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.

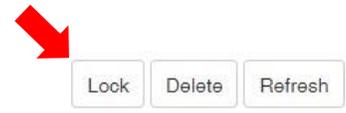
Goals and Measures [?]

Goals & Measures				
+ Add New Goal & Measure				Refresh
		Goal	Measure	

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.



Edit Program Period 2022-2023



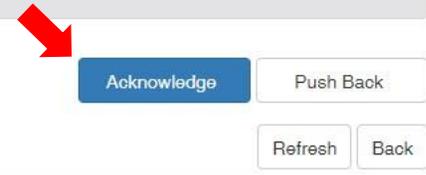
10. Have your employee review and acknowledge the program. If they select "push back", the program will unlock and you will need to make any edits, if necessary, and re-lock the program.



This program has been locked and can not be edited by your supervisor. It is ready for your acknowledgement. Please click "Acknowledge" to move this performance program forward. If you feel that this program requires modification you can choose "Push Back" to unlock this program and allow your supervisor to edit it again.

* Draft * Program Period 2022-2023

Program v1 (10/14/2022 - 07/14/2023)



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.