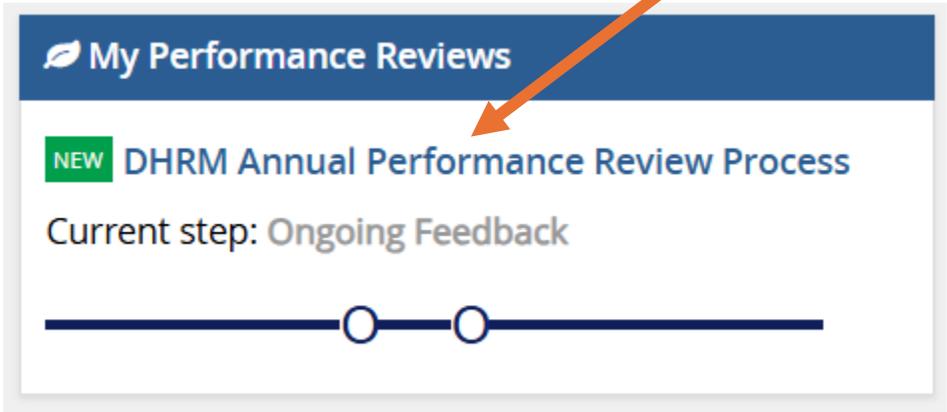
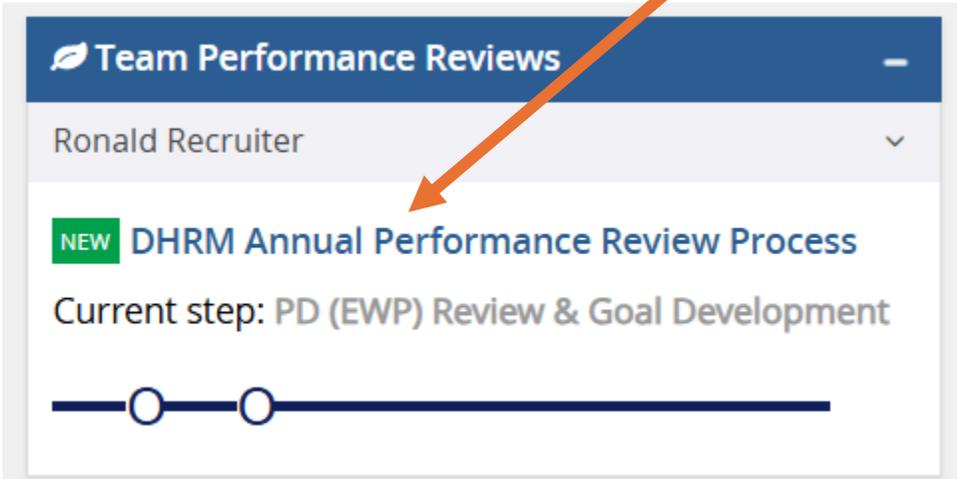


Performance Job Aid: Ongoing Feedback

- 1. At the “Ongoing Feedback” stage, both the Employee and the Supervisor have access to the Performance Review. This step should be utilized throughout the year to collaborate regularly in the Performance Review Process. The review will remain in this step until the Employee Self Evaluation step.
- 2. **EMPLOYEE:** When you log into PageUp’s Employee Services, view your Performance Reviews under “My Performance Reviews”; Click the Review Title to begin.

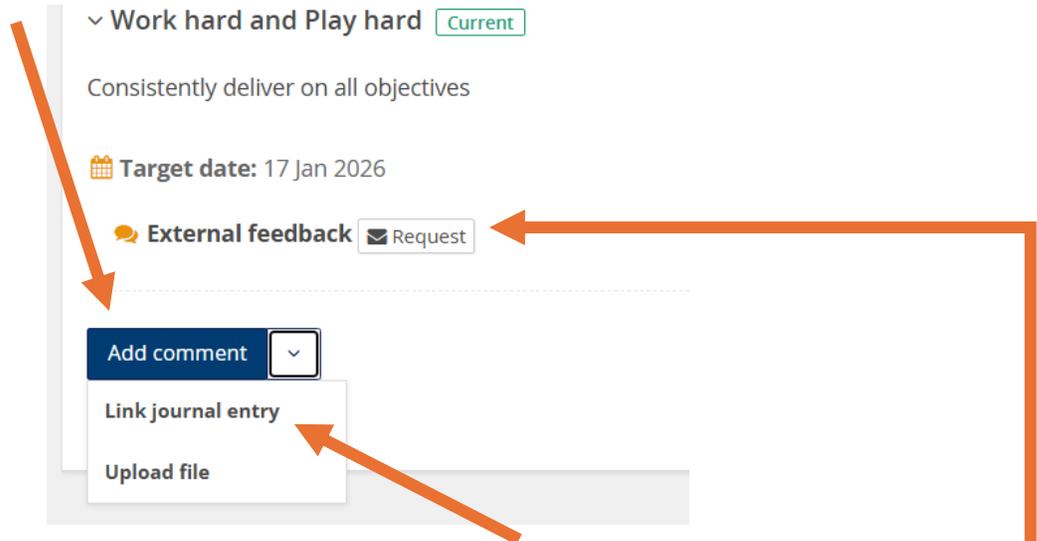


- 3. **SUPERVISOR:** When you log into PageUp’s Employee Services, view your Employee’s Performance Reviews under “Team Performance Reviews”. Click the Review Title to begin.



- 4. **EMPLOYEE & SUPERVISOR:** No action is needed on the “Start” or “Position Description” tabs. You are able to click on links to the Position Description to view throughout the performance cycle. Click “Next” to progress.

5. **EMPLOYEE & SUPERVISOR:** Once you arrive at the Performance Objectives, there are various steps that you can take as it relates to each “Item”.
 1. You can “Add Comment” or “Upload File”. You can “Save and Share” a comment, which makes it public to the Supervisor or Employee and Reviewer; or you can Save as a Draft to return later.



2. You can also “Link Journal Entry” (See Performance Job Aid: Journaling)
3. **EMPLOYEE ONLY:** You are also able to “Request External Feedback” by clicking on “Request”.
4. **EMPLOYEE ONLY:** This allows you to reach out to other users who can then respond to that email that will be attached as feedback to that Performance Objective Item.

Request external feedback ✕

Request external feedback from people you know. Simply enter 1 or more email addresses (separated by a space), update email subject and body, and press send!

Email address

Email subject:

Message:

Following is Ronald's measurement for 'Work hard and Play hard'

Work hard and Play hard

Consistently deliver on all objectives

Notify me when all recipients have responded

6. **EMPLOYEE:** The same options are available on both the “Job Function Competencies” and “Behavioral Competencies” Sections.

Start > Position Description > Performance Objectives > **Job Function Competencies** > Behavioral Competencies > Development plan > Next steps

Job Function Competencies ✔ Saved Last saved: Dec 2, 2024, 4:37pm Actions ▾

Job Function Competencies are the job duties and behaviors that contribute to the employee's performance. This section lists what the employee has accomplished and how they've accomplished their tasks. Towards the end of the performance cycle, the employee and supervisor will have the opportunity to evaluate and rate each of the competencies below. Take this time to familiarize yourself with these competencies.

▾ Results Orientation and Job Knowledge

Consistently delivers expected results. Demonstrates an understanding of the job, how it contributes to the Commonwealth's success, and anticipates impact on others.

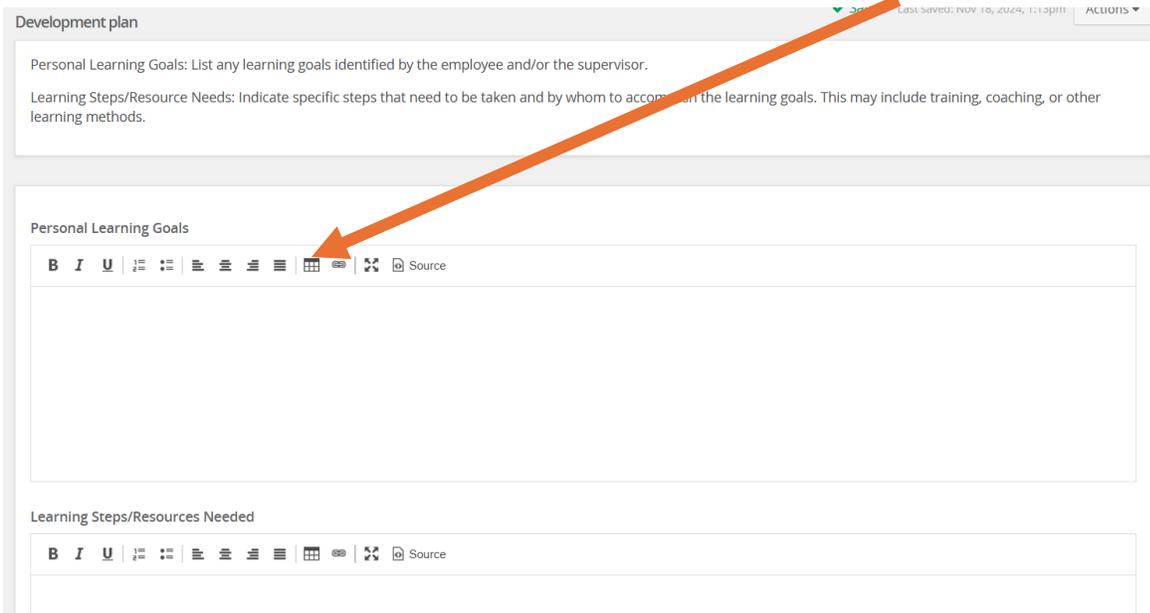
- Pursues work with creativity and a positive attitude
- Attains goals and objectives
- Completes quality work on time and within budget
- Demonstrates knowledge, skills and abilities to perform job
- Uses technology as a tool in completing tasks, when appropriate
- Understands how the job contributes to organizational success
- Understands and complies with applicable federal, state and local laws and regulations

🕒 **Weight:** %, 27.5% of entire review

🗨️ **External feedback**

Add comment ▾

- 7. EMPLOYEE:** Use the Development Plan section to provide any additional details related to Personal Learning Goals or Learning Steps/Resources Needed. Comments can be added as well.



Development plan

Personal Learning Goals: List any learning goals identified by the employee and/or the supervisor.

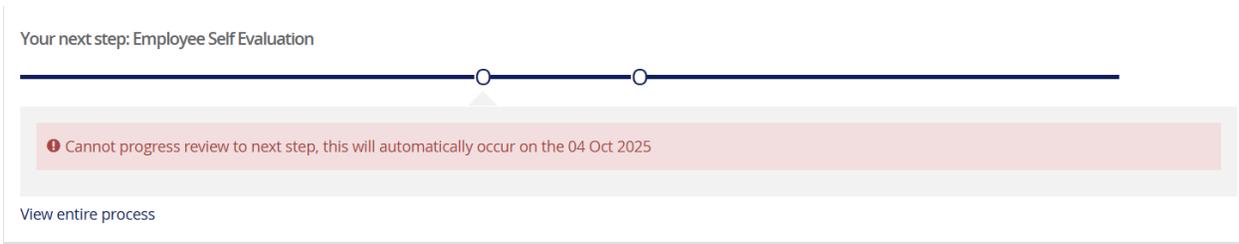
Learning Steps/Resource Needs: Indicate specific steps that need to be taken and by whom to accomplish the learning goals. This may include training, coaching, or other learning methods.

Personal Learning Goals

Learning Steps/Resources Needed

The screenshot shows a 'Development plan' form. At the top, there is a header with a green checkmark and the text 'Last saved: NOV 18, 2024, 1:13PM' and a dropdown menu 'ACUOTIS'. Below the header are two text areas: 'Personal Learning Goals' and 'Learning Steps/Resources Needed'. Both text areas have a rich text editor toolbar with icons for bold, italic, underline, bulleted list, numbered list, link, unlink, and source. An orange arrow points from the top right towards the 'Personal Learning Goals' text area.

- 8. EMPLOYEE & SUPERVISOR:** This progression to the next step of “Employee Self Evaluation” will happen automatically on the step complete date. You can continue to update while in the “Ongoing Feedback” step.



Your next step: Employee Self Evaluation

Cannot progress review to next step, this will automatically occur on the 04 Oct 2025

View entire process

The screenshot shows a progress bar with two circular markers. The first marker is filled, and the second is empty. Below the progress bar is a red message box with a white exclamation mark icon and the text 'Cannot progress review to next step, this will automatically occur on the 04 Oct 2025'. Below the message box is a link that says 'View entire process'.