

PageUp Demonstration for Mid and End of Probationary Reviews

June 2025



THE UNIVERSITY OF
TOLEDO

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PageUp Management website

TRAINING AND ORGANIZATIONAL DEVELOPMENT

Design, develop, and deliver training and organizational development programs and strategies that drive employee and organizational performance and enhance effectiveness. Primary areas of focus are supporting efforts around the training and OD philosophy as it relates to performance management and coaching, employee on-boarding, employee & leadership learning and development and employee engagement. Serves as a consultative partner to leadership to diagnose situations, provide insight, and develop comprehensive solutions to leadership and talent related challenges. Supports the implementation of talent review, succession planning, and high potential development processes.



Manage Your Own Development



Individual Coaching & Organizational Development Request



Leadership Development Programs



Employee Toolkit



Performance Management



Manager Toolkit

Performance Management

Performance management is more than an annual performance review. It's a year-round process designed to foster ongoing, two-way communication between employees and supervisor that helps employees achieve their highest potential in their role. At UToledo, we believe that effective performance management begins with mutual respect and ends with performance excellence.

Supervisors are responsible for communicating performance expectations and progress on an ongoing basis to their employees. These conversations should be grounded in honest communication and provide employees with clear role expectations, feedback, identify performance successes and areas of improvement, development opportunities, and career possibilities.

Employees have a responsibility to participate fully in these conversations, understand their role responsibilities and expectations, and communicate any obstacles or training needs to perform their role at an optimum level. This collaborative process continues throughout the year and includes continuous feedback and a written year-end review.

The Performance Management Cycle

The performance management process is intended to create an ongoing dialogue for supervisors and employees to assess how well an individual's performance meets the requirements of the job. Following is an overview of the performance management cycle.



Access the PageUp Mid and End Performance Review from your MyUT portal.



The University of Toledo

Sign in with your organizational account

Sign in

Step 1: Manager Evaluation & Performance Discussion

The screenshot shows a user interface for a manager. At the top, there is a navigation bar with 'About me', 'My team', and 'Create' on the left, and 'Journal entry', a user profile icon labeled 'Manager', and an information icon on the right. Below the navigation bar, a message reads 'Welcome Manager, you are logged in'. The main content area is divided into sections: 'My Performance Reviews', 'Recruitment' (with a sub-link for 'Administration'), and 'Team Performance Reviews'. Under 'Team Performance Reviews', the user 'Kimberly Fahey' is listed. Two review entries are shown, both with a 'NEW' badge and a progress indicator (a line with five circles, the first of which is green). The first entry is 'Probationary Performance Review-End' and the second is 'Probationary Performance Review-Mid'. A large blue arrow points from the right towards the 'Probationary Performance Review-Mid' entry. At the bottom of the 'Team Performance Reviews' section is a link for 'Employee Performance'.

The manager is responsible for completing the employee's Mid-Probationary Performance Review within the first 90 days of employment.

The End-Probationary Performance Review should be finalized near the conclusion of the employee's 180-day probationary period.

Click the green title of the review that corresponds to the current review that the manager needs to complete.

Kimberly Fahey - Probationary Performance Review-Mid

Start > Manager Performance Rating > Manager & Employee Signatures > Next steps

Actions ▾



Welcome to Step 1: Manager Evaluation & Performance Discussion

DIRECTIONS

During this step you will complete these sections of the review:

- **Performance Rating tab:** Rate the employee's performance and provide clear explanations in each comment box.
- **Signature tab:** Sign review after performance discussion.

After completing the Manager Evaluation and Performance Discussion, select the Next Steps tab. In the Next Steps tab, scroll to the middle of the page on the right hand side select the blue "go to next step" button to send your evaluation to Step 2: Employee Acknowledgement.

TIPS for completing the review

- Review employee's department folder for any compliments or concerns.
- Reflect on the successes and challenges the employee faced

TIPS for Performance Discussion

- Ensure your meeting is in a private setting with ample time, so you don't rush the conversations.
- Have a welcoming and positive approach when talking with your employee.
- Be an active listener.
- Make any changes to the evaluation during your discussion.

Review: Kimberly Fahey

Hiring Manager: Manager Performance

The Start Tab provides step-by-step instructions for the Supervisor to complete the performance review process.

Next →

The Performance Rating tab provides managers with an overview of the four-point star rating scale, along with definitions for each level. Managers are required to assess nine performance objectives. Each objective includes a summary for review prior to selecting a rating, as well as an 'Add Comment' option to provide specific examples of how the employee demonstrated that particular performance.

Kimberly Fahey - Probationary Performance Review-Mid

Start > Manager > **Performance Rating** > Manager & Employee Signatures > Next steps

Manager-Performance Rating

✓ Saved Actions ▾



Manager Instructions: For each objective, select the rating that best describes the performance during the appraisal period. In the comment section, provide specific examples of how this performance was demonstrated.

- When a rating of "Does not meet (1)" or "Needs growth (2)" is selected for an objective, it is required to use the "Add Comment" button to provide explanations for this rating.

Rating Scale:

Does not meet (1): May have met some performance objectives, but overall fails to meet performance and behavioral expectations. Immediate action is required to improve performance and/or behavior.

Needs growth (2): May have met some performance objectives but has not yet met all performance objectives and behavioral expectations. Immediate improvement is needed due to inconsistent performance and/or behavior.

Meets expectations (3): Performance meets most or all objectives and expectations. Produces expected results that meet the needs and expectations of the role and for the team. Models behaviors within the competency expectations.

Exceeds expectations (4): Performance consistently meets and often exceeds all objectives and expectations. Produces or exceeds expected results while demonstrating behaviors within and often beyond the competency expectations. Notable and excellent contributions are widely recognized in the organization.

Technical Knowledge and Skills

For this objective, review the summary and select the option that best describes your performance. In the comment section, provide specific examples of how you demonstrated this performance. (Clinical and Ancillary Departments will separately conduct competency assessments Core and Ongoing for new and existing Employees)

- Understands the methods, procedures and technical skills needed to execute job duties.
- Understands the function of the department and how the job operates within the larger organization.
- Keeps abreast of current trends and developments within their area of expertise.

Add comment

There are no comments for this goal.

Manager Performance



Meets expectations

Meets expectations
Performance meets most or all objectives and expectations. Produces expected results that meet the needs and expectations of the role and for the team. Models behaviors within the competency expectations.

Integrity and Accountability

For this objective, review the summary and select the option that best describes your performance. In the comment section, provide specific examples of how you demonstrated this performance.

- Accepts responsibility for work and understands the importance of ownership.
- Dependable and self-reliant, acknowledges mistakes and gains insights from them.
- Creates a culture of integrity and credibility.

Add comment

There are no comments for this goal.

Manager Performance



Meets expectations

Teamwork and Relationship Building

For this objective, review the summary and select the option that best describes your performance. In the comment section, provide specific examples of how you demonstrated this performance.

- Communicates openly and honestly to build trusting relationships.
- Establishes and maintains productive work relationships with colleagues and customers.
- Contributes positively to the success of the team and department.

Add comment

There are no comments for this goal.

Manager Performance



Exceeds expectations

When you hover over a rating star, a tooltip appears displaying the definition for that specific rating level.

Problem Solving and Innovation

For this objective, review the summary and select the option that best describes your performance. In the comment section, provide specific examples of how you demonstrated this performance.

- Generates innovative solutions in work situations.
- Seeks different and novel ways to deal with work problems and opportunities.
- Utilizes all relevant information and resources in an effort to make effective decisions.

Manager Performance



Meets expectations

Add comment

There are no comments for this goal.

To add a comment to the performance objective, click “Add Comment” to open the text box.

Enter your comment, then select the “Save & Share” button to submit it.

Continuous Learning and Development

For this objective, review the summary and select the option that best describes your performance. In the comment section, provide specific examples of how you demonstrated this performance.

- Actively identifies new areas for development.
- Regularly takes advantage of learning opportunities and resources.
- Applies newly gained skills and knowledge to their role.

Manager Performance



Meets expectations

Actively seeking training opportunities to grow her skills

Save & Share

Save as Draft

Cancel

There are no comments for this goal.

Upholds the Standards of Conduct

For this objective, review the summary and select the rating that best describes your performance. In the comment section, provide specific examples of how you demonstrated this competency.

- Seeks to encourage a safe and pleasant work atmosphere.
- Demonstrates commitment by complying with and adhering to all performance expectations, policies, and procedures.
- Acquaints themselves thoroughly with the established rules of the University and their respective departments.
- Maintains high standards of conduct in all professional activities.

Manager Performance



Meets expectations

Add comment

There are no comments for this goal.

▼ Adaptable to Change

For this objective, review the summary and select the option that best describes your performance. In the comment section, provide specific examples of how you demonstrated this performance.

- Open to and encourages change.
- Participates in change management.
- Looks forward to new opportunities and challenges.

Manager Performance



Meets expectations

Add comment ▼

There are no comments for this goal.

▼ Customer Service

For this objective, review the summary and select the option that best describes your performance. In the comment section, provide specific examples of how you demonstrated this performance.

- Ascertains the needs of others through listening, observation, solicitation and feedback.
- Is positive and professional with all colleagues and customers.
- Strives to continually enhance the service experience.

Manager Performance



Meets expectations

Add comment ▼

There are no comments for this goal.

▼ Commitment to UToledo

For this objective, review the summary and select the option that best describes your performance. In the comment section, provide specific examples of how you demonstrated this performance.

- Is committed to UToledo's mission, vision, values and strategic plan while acting as a steward of university resources and adhering to university policies.
- Is committed to department specific objectives and initiatives.

Manager Performance



Meets expectations

Add comment ▼

There are no comments for this goal.

Summary: Manager-Performance Rating



Kimberly



Manager

B *I* U | [Icons for text formatting: bulleted list, numbered list, indent, decrease indent, link, unlink, source]

Excellent work during your first 90 days—I'm excited to see how you continue to grow and thrive in your role.

Manager Performance



Meets expectations

← Back

Next →



Type your overall comment for the probationary review into the text box, then click the 'Next' button to continue.

Manager & Employee Signatures



Manager Instructions: Place your Name & Credentials and Title in the **Manager Designated Area** below. Please have a **Cosigner** if the manager is not a Nurse and the employee is a Nurse.

Employee Instructions: Place your Name & Credentials and Title in the **Employee Designated Area** below

▽ *MANAGER Only* Manager Name & Credentials

Add comment ▾

💬 Comment Manager Performance
Kimberly Fahey

Today at 10:01 AM

▽ *MANAGER ONLY* Manager Title

Director, Training & OD

Save & Share Save as Draft Cancel

There are no comments for this goal.

Manager's signature and Manager's Title

To type information, click "Add Comment" to open the text box.

Enter your information, then select the "Save & Share" button to submit it.

▼ *EMPLOYEE ONLY* Employee Name & Credentials

Add comment ▼

There are no comments for this goal.

▼ *EMPLOYEE ONLY* Employee Title

Add comment ▼

There are no comments for this goal.

▼ Cosigner if Needed

Add comment ▼

There are no comments for this goal.

← Back

Click on the “Next” button after you completing entering your signature and tile.



Next →

NEXT STEPS:

Thank you for completing Step 2: Manager Evaluation and Performance Discussion portion of the performance management process.
Please select the blue "Go to next steps" button below.

Overall rating



Rating summary

Rating summary	Manager Performance
▼ Manager-Performance Rating	
1. Technical Knowledge and Skills	Meets expectations
2. Integrity and Accountability	Meets expectations
3. Teamwork and Relationship Building	Exceeds expectations
4. Problem Solving and Innovation	Meets expectations
5. Continuous Learning and Development	Meets expectations
6. Upholds the Standards of Conduct	Meets expectations
7. Adaptable to Change	Meets expectations
8. Customer Service	Meets expectations
9. Commitment to UToledo	Meets expectations
▶ Manager & Employee Signatures	

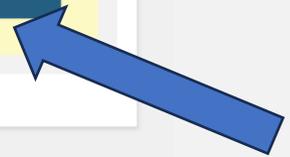
Your next step: Employee Evaluation



ⓘ Clicking "Go to next step" will move this review to the next step and you will be unable to return to this step

Go to next step

[View entire process](#)



Hit the "Go to next step" button to complete this step of the review. The review will move to Step 2: Employee Acknowledgement.

If not ready to move forward for employee to acknowledge then hit the "Home" icon to close review.

Step 2: Employee Acknowledges Review

Welcome Kimberly, you are logged in

My Performance Reviews

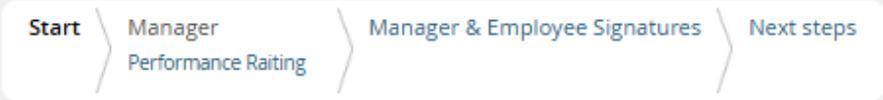
NEW Probationary Performance Review-End
Current step: Manager Evaluation & Performance Discussion

NEW Probationary Performance Review-Mid
Current step: Employee Evaluation

It is now time for the employee's responsibility to complete the Probationary Performance Review by formally acknowledging their section of the evaluation.

Click the green title of the review that corresponds to the current step in the Employee Evaluation process.

Kimberly Fahey - Probationary Performance Review-Mid



Last saved: Jun 25, 2025, 10:07am

Actions ▾



The Start Tab provides step-by-step instructions for the employee to complete the performance review process.

Welcome to Step 2: Employee Self-Review

DIRECTIONS

During this step you will complete 2 sections of the review:

- **Performance Rating tab:** Include any comments on your managers review
- **Signature tab:** Sign review after performance discussion.

After you have completed these 2 sections, select the "Next Steps" tab and; in the middle of the page on the right side select the blue "go to next step" button to complete your review.

Review: Kimberly Fahey	Hiring Manager: Manager Performance
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Next →

Kimberly Fahey - Probationary Performance Review-Mid

Start > Manager > **Performance Rating** > Manager & Employee Signatures > Next steps

Manager-Performance Rating

✓ Saved Last saved: Jun 25, 2025, 10:07am

Actions ▾



Manager Instructions: For each objective, select the rating that best describes the performance during the appraisal period. In the comment section, provide specific examples of how this performance was demonstrated.

- When a rating of "Does not meet (1)" or "Needs growth (2)" is selected for an objective, it is required to use the "Add Comment" button to provide explanations for this rating.

Rating Scale:

Does not meet (1): May have met some performance objectives, but overall fails to meet performance and behavioral expectations. Immediate action is required to improve performance and/or behavior.

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Exceeds expectations (4): Performance consistently meets and often exceeds all objectives and expectations. Produces or exceeds expected results while demonstrating behaviors within and often beyond the competency expectations. Notable and excellent contributions are widely recognized in the organization.

▼ Technical Knowledge and Skills

For this objective, review the summary and select the option that best describes your performance. In the comment section, provide specific examples of how you demonstrated this performance. (Clinical and Ancillary Departments will separately conduct competency assessments Core and Ongoing for new and existing Employees)

- Understands the methods, procedures and technical skills needed to execute job duties.
- Understands the function of the department and how the job operates within the larger organization.
- Keeps abreast of current trends and developments within their area of expertise.

Add comment ▾

There are no comments for this goal.

Manager Performance



Meets expectations

▼ Integrity and Accountability

For this objective, review the summary and select the option that best describes your performance. In the comment section, provide specific examples of how you demonstrated this performance.

- Accepts responsibility for work and understands the importance of ownership.
- Dependable and self-reliant. acknowledges mistakes and gains insights from them.

Manager Performance



Meets expectations

In the Performance Rating Tab, the employee can review the performance rating scores discussed with their manager during the performance review meeting.

They also have the opportunity to provide comments for each performance objective, as well as an overall comment.

To add a comment to the performance objective, click “Add Comment” to open the text box.

Enter your comment, then select the “Save & Share” button to submit it.

Enter your overall comment on the probationary review in the text box then click the “Next” button.

Customer Service

For this objective, review the summary and select the option that best describes your performance. In the comment section, provide specific examples of how you demonstrated this performance.

- Ascertains the needs of others through listening, observation, solicitation and feedback.
- Is positive and professional with all colleagues and customers.
- Strives to continually enhance the service experience.

Add comment ▾

There are no comments for this goal.

Manager Performance
★★★★☆
Meets expectations

Commitment to UToledo

For this objective, review the summary and select the option that best describes your performance. In the comment section, provide specific examples of how you demonstrated this performance.

- Is committed to UToledo's mission, vision, values and strategic plan while acting as a steward of university resources and adhering to university policies.
- Is committed to department specific objectives and initiatives.

Add comment ▾

There are no comments for this goal.

Manager Performance
★★★★☆
Meets expectations

Summary: Manager-Performance Rating

 **Kimberly**

B I U |  Source

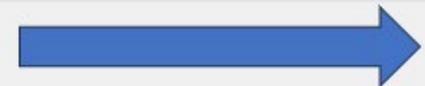
I love working at the University of Toledo and look forward to completing my probationary period.

 **Manager**

Excellent work during your first 90 days—I'm excited to see how you continue to grow and thrive in your role.

Manager Performance
★★★★☆
Meets expectations

← Back



Next →

Kimberly Fahey - Probationary Performance Review-Mid

Start > Manager Performance Rating > **Manager & Employee Signatures** > Next steps

Manager & Employee Signatures

✓ Saved Last saved: Jun 25, 2023, 10:15am

Actions ▾



Manager Instructions: Place your Name & Credentials and Title in the **Manager Designated Area** below. Please have a **Cosigner** if the manager is not a Nurse and the employee is a Nurse.

Employee Instructions: Place your Name & Credentials and Title in the **Employee Designated Area** below

▾ *MANAGER Only* Manager Name & Credentials

Add comment ▾

🗨 Comment Manager Performance
Kimberly Fahey

Today at 10:01 AM

▾ *MANAGER ONLY* Manager Title

Add comment ▾

🗨 Comment Manager Performance
Director, Training & OD

Today at 10:04 AM

▾ *EMPLOYEE ONLY* Employee Name & Credentials

Add comment ▾

There are no comments for this goal.

Manager & Employee Signature tab

You will be able to view your manager's time-stamped signature and title.

Employee's signature and Employee's Title

To type information, click "Add Comment" to open the text box.

Enter your information, then select the "Save & Share" button to submit it.

▼ *MANAGER ONLY* Manager Title

Add comment ▼

Comment Manager Performance
Director, Training & OD

Today at 10:04 AM

▼ *EMPLOYEE ONLY* Employee Name & Credentials

Add comment ▼

Comment Kimberly Fahey
Kim Fahey

Today at 10:23 AM

▼ *EMPLOYEE ONLY* Employee Title

Training specialist

Save & Share Save as Draft Cancel

There are no comments for this goal.

▼ Cosigner if Needed

Add comment ▼

There are no comments for this goal.

← Back



Next →

Kimberly Fahey - Probationary Performance Review-Mid

Start > Manager Performance Rating > Manager & Employee Signatures > **Next steps**

✓ Saved Last saved: Jun 25, 2023, 10:40am

Actions ▾

NEXT STEPS:

Thank you for completing Step 1: Self-Evaluation portion of the performance management process.

Please select the blue "Go to next steps" button below.

Overall rating

★★★★☆
Meets expectations

Rating summary

Rating summary	Manager Performance
▼ Manager-Performance Rating	
1. Technical Knowledge and Skills	Meets expectations
2. Integrity and Accountability	Meets expectations
3. Teamwork and Relationship Building	Exceeds expectations
4. Problem Solving and Innovation	Meets expectations
5. Continuous Learning and Development	Meets expectations
6. Upholds the Standards of Conduct	Meets expectations
7. Adaptable to Change	Meets expectations
8. Customer Service	Meets expectations
9. Commitment to UToledo	Meets expectations
▶ Manager & Employee Signatures	

Your next step: Complete



ⓘ Clicking "Go to next step" will move this review to the next step and you will be unable to return to this step

Go to next step

View entire process

Hit the "Go to next step" button to complete this step of the review. It is now complete and will notify HR.

Mid or End Probationary Review is now complete

PRINT YOUR PERFORMANCE REVIEW

1. On the Performance Portal Dashboard, select the **About Me** drop-down and select **Completed** in the status box and hit **Search** button.
2. Completed performance evaluation will be listed on this page.
 - a. Click the **I want to...** drop down menu and select **Review report**.
 - b. From the I want to...drop down menu, you will also be able to look at the review process step descriptions.

The screenshot shows the 'My performance reviews' section of a web application. At the top, there is a navigation bar with 'About me' and 'Employee' dropdowns, and a 'Journal entry' button. Below the navigation bar, the 'My performance reviews' section has a 'Status:' dropdown menu set to 'Complete', and 'Clear' and 'Search' buttons. A table lists two performance reviews, both with a status of 'Complete'. The first review is for 'Annual Process for evals due March 1st' with a start date of '31 May 2023' and a due date of '25 Jul 2023'. The second review is for 'Annual Process for evals due March 1st' with a start date of '9 Aug 2023' and a due date of '3 Oct 2023'. A dropdown menu is open over the second review, showing options 'View the report' and 'View the review process'.

Review process	Review step	Hiring Manager	Role	Start date	Due date	
Annual Process for evals due March 1st	Complete	Manager Performance		31 May 2023	25 Jul 2023	I want to... View the report View the review process
Annual Process for evals due March 1st	Complete	Manager Performance		9 Aug 2023	3 Oct 2023	

3. Click the **Paper icon** to open the PDF in Adobe to save and/or print **OR** hit the **Print icon** to print.

PageUp People - Employee Performance Review - Google Chrome

toledoemployees.pageuppeople.com/beta/myreviews/a312aa50-fafe-45f3-be4f-b07400d684c5/report

07 September 2023

Employee Performance - Annual Process for evals due June 1st

Hiring Manager: *Manager Performance*

1-up manager: *One Up Manager Performance*

Step: *Complete*

Completed date: *Tuesday, 5 September 2023*

 **Meets expectations**

Competencies **77.78 / 100%**

Technical Knowledge and Skills 
Exceeds expectations

For this competency, review the summary and select the rating that best describes your performance. In the comment section, provide specific examples of how you demonstrated this competency.

- Understands the methods, procedures and technical skills needed to execute job duties.



Thank you!



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