

PageUp Performance Frequently Asked Questions (FAQs)

How do I get to the PageUp Employee Portal?

Log in to MyUWF and Search for the PageUP app.

Is there a training guide to assist with completing the performance evaluation process?

Yes, guides are available on the [Human Resources website](#). There are also guides available to recruiting supervisors on the recruiting supervisor's PageUp dashboard under Performance Management Resources.

How do I view/print my previous reviews?

- Log into the PageUp.
- Click on About Me in the blue banner across the top of the page, then Performance Reviews.
- Change the Status to All, then click Search.
- Click on the I Want To drop-down menu next to the evaluation you would like to view, then click View the Report.

How do I view my employee's or my previous years' reviews which are not in PageUp? Contact Human Resources at hr@uwf.edu or 850.474.2694.

How do I view my objectives?

- Log into the PageUp.
- Click on About Me in the blue banner across the top of the page, then Performance Reviews.
- Change the Status to All, then click Search.
- To view the objectives, click on the I Want To drop-down menu next to the evaluation you would like to view, then click View the Report.

Is there a way to have an evaluation returned to make updates/corrections?

Contact Human Resources at hr@uwf.edu or 850.474.2694.

I completed my portion of the evaluation, but I am still receiving email notifications.

You may have input your information in the evaluation, but you must click the Go to next step button for the step to be considered complete. Log in to the performance review and follow the instructions to move through the sections of the review. If you still have trouble, contact Human Resources at hr@uwf.edu or 850.474.2694.

I am not seeing one of my employees listed under My Team Performance Reviews.

Contact Human Resources at hr@uwf.edu or 850.474.2694.

How do I create a Special Evaluation Review in PageUp?

Contact Human Resources at hr@uwf.edu or 850.474.2694.