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What is WORKforUM?
WORKforUM is the University’s evaluation review software used by Faculty, Chairs, Directors, and Deans.

Purpose
This training material highlights how to manage and use the WORKforUM review evaluation software.

Audience
This training material is designed for University Faculty who use WORKforUM to review themselves, the Chair, and the Dean.
Accessing the System

1. Annually, you will receive an email from the system when evaluations are available. This is the first step to completing faculty evaluations.

   From: "nareply@memphis.edu" <nareply@memphis.edu>
   Date: Thursday, November 30, 2017 at 10:01 AM
   To: 
   Subject: Your Performance Management Action Items

   There are Performance Management Action Items
   Please Log into the myMemphis Portal within WorkForum and complete your action items.
   Contact facultyevals@memphis.edu if you have any questions

   Thank you for your assistance and attention to this reminder.

2. Log into the myMemphis Portal. Remember, use your University of Memphis Universal User Identification (UUID) and password.

   Note: The myMemphis Portal has a time-out of one hour. After one hour of inactivity, the myMemphis Portal will log you out. This is a security feature.
3. **A)** Click **Employee Page** and go to the WORKforUM portlet. **B)** Click **Faculty Evaluations** to access the evaluations.

![Employee Page](image)

4. If you are logging in from the link on the email and not logging in from within myMemphis, you will need to enter your UUID and credentials.

![UUID Login](image)
5. Once in the Internal WORKforUM site, click **My Reviews**.

![My Reviews button](image1)

6. Once logged in you will see this screen.

![My Reviews screen](image2)
Task - Complete Self Evaluation

1. Once you have successfully logged in, you will see the following screen. Click on My Reviews, then click on Faculty Review to begin your evaluation.

2. This is the Faculty Evaluation Review Screen. Enter comments for each area (all areas are required). Please note that if you wish to add attachments, you must do so before clicking Complete. Also, if you have filled out any information in any box and wish to keep it, you must click Save Draft before adding your attachments.
Note: The text boxes are expandable. This allows you to see more of your data.

There is a Remove Entry checkbox at the bottom of each comment area. To delete data, check this box then Save Draft.

Note: Your data will be deleted and not recoverable.

3. At the bottom of the screen you will see two options: Save Draft and Complete.
   - Select Save Draft if you have any attachments to add
   - Select Save Draft if you want to come back and edit later
   - Select Complete if you are finished and would like to send your evaluation to your Chair/Director

4. To upload any files you need to attach, click Attachments.
5. Name your attachment. Provide a description for the attachment that will relate the attachment to the evaluation area such as “Faculty Teaching”. Then choose the file you would like to upload. Once you have selected the file, click **Upload File**. If you would like to upload another file, select **New Attachment**.

6. Once you have finished with your attachments, you can return to your evaluation by clicking on **My Reviews**.
7. When you are finished with your evaluation, at the bottom of the screen you will see two options: **Save Draft** and **Complete**.
   - Select **Save Draft** if you have any attachments to add
   - Select **Save Draft** if you want to come back and edit later
   - Select **Complete** if you are finished and would like to send your evaluation to your Chair/Director

8. Once you select **Complete** to send your evaluation to your chair, you will see the message that your evaluation has been marked as complete. Your chair/director will now be able to complete their portion of the evaluation.

9. Select **Overview** to return to the main review page.
Note: Steps 1-4 will change color depending on what stage they are in the evaluation process.
Task - Acknowledge Chair/Dean Evaluation of you

1. Once the Department Chair or Director has made comments and rated your evaluation, you will see the Faculty Acknowledge option in orange. Click this button to review and acknowledge your evaluation.

2. You will be taken to your review for Faculty Acknowledgement. It is located at the bottom of your review. After you have read the comments and ratings entered by your Department Chair or Director, you can add comments if you wish and select Acknowledge.

3. Once you click complete you will see a message asking, “Are you sure you want to complete this evaluation?” Click OK.

4. Once you select Acknowledge, you will see the message that your acknowledgement was recorded. The evaluation will now be available to the Dean.
Tips

PeopleAdmin has some features convenient for the people who use it.

1. You can now see that all steps have been completed and the dates on which they were finished.

2. When the Dean completes the evaluation, your evaluation status will change to Complete.

3. You may click the Actions button to review and print your evaluation.
Previous Evaluations

Previous evaluations will be available in the old application.