PeopleAdmin is part of Radford University’s single sign-on. This means that it is accessible through your MyRU Portal.

1. Log into your MyRU Portal using your Radford credentials. On the Home page of your Portal, select the Employee Folder. Under Administrative Tools, you will see the PeopleAdmin SelectSuite in your list of options. Select this option.

2. The landing page will usually appear as the Applicant Tracking page, and the background should be blue. No matter what page you have landed on the “Go to Radford University Employee Portal” option should be present. Select this option to enter the Performance Management Module.

3. On this page, you will see...

- **Your Action Items**
  A list of items that require your attention.

- **My Reviews**
  Your own performance plan and/or evaluation.
• **My Employee's Reviews** *(you will only see this option if you are a supervisor or reviewer.)*
  Performance plans and/or evaluations for your direct reports or the employees of your direct reports.

• **Performance**
  - If you are a supervisor, you will see an option to view your **Dashboard**. This shows the status of your plan and/or evaluation, your direct reports plans and/or evaluations and the employees of your direct reports plans and/or evaluations. (Please see the Quick sheet titled Dashboard for further details)
  - This is also an area that you can select **My Reviews** or **My Employee's Reviews**, as listed above.

• **Log Out**
  Also on this page (or any page), you can end your session by selecting **Log Out** in the top right hand corner.