PEOPLEADMIN TRAINING

EMPLOYEE ACKNOWLEDGEMENT OF THE PERFORMANCE EVALUATION

FOR CLASSIFIED STAFF
Performance Evaluation

Log into PeopleAdmin by copying and pasting this link in your browser or you can access it from the Human Resources website under “Quick Links”: https://jobs.radford.edu

Log into People Admin using your Radford Log on.
NOTE: If you have other access in PeopleAdmin (i.e., Level I, Evaluating Supervisor, Evaluating Reviewer, etc.) you will need to change your user type to “Employee”. If this is your first time in PeopleAdmin, skip this step and go to page that gives instruction for Viewing and Acknowledging the Performance Evaluation.
Change to Employee and click Change Group
Viewing and Acknowledging the Performance Evaluation

To View the Performance Plan, Click “Active Evaluation”
Click “View” under the Role Title.
To print the Performance Evaluation for your review to aid you in meeting with your supervisor, Click “Printer-Friendly Version” and Print.
Acknowledging/Electronic Signing of the Performance Evaluation

After reviewing the performance plan and/or meeting with your supervisor, you will need to acknowledge/electronically sign the performance Evaluation. This will take the place of signing a hard copy. Click “Edit”
Go to the tab labeled “Employee Final Acknowledgement” and click on it.
Scroll down until you see the Box with the words “I Acknowledge” to the right side. Please read and Click the Acknowledge Box. There is also a box for “Employee Comments” if you would like to type in comments.
Once you have clicked the “I Acknowledge” box and typed any comments if you so choose, click “Continue to Next Page”
Next Click on “Notes/History” tab and then click on “Continue to Next Page”
You will now send your signed performance plan to your supervisor in the system. Click the radio button marked “**Send to Evaluating Supervisor**” and Click “**Continue**”
Click “Confirm”
At this point you are finished. If you would like to print a copy after you have acknowledged the Performance Evaluation, you can click on “View Summary” and Print the document. To exit the PeopleAdmin system, click “Logout”
Once the Performance Evaluation has been through the approval cycle and sent to Human Resources and closed out, you can still revisit the evaluation by clicking “Historical Evaluation”