

PEOPLEADMIN TRAINING

ADMINISTRATORS WITH MORE THAN ONE TYPE

**(Level 2 and Evaluating Supervisor, Level 3 and
Evaluation Reviewer)**

Revised November 2009

ADMINISTRATORS WITH MORE THAN ONE TYPE

Go to the RU training site: <https://training502.peopleadmin.com/hr>

Once we go live you will go to this RU site: <https://jobs.radford.edu/hr>

Supervisors/managers that have responsibility for performance evaluations may be listed with two approval level types in the system. (Example: Level 2 and Evaluating Supervisor, Level 3 and Evaluation Reviewer). When logging into the system, you will start out in Level 2 or 3 views. To be able to do performance evaluations, you will need to change to the Evaluating Supervisor or Evaluation Reviewer view:

1. On the left side of the screen, click on **Change User Type** under the **Admin** section.
2. Select the **user type you wish to view in** (Evaluating Supervisor or Evaluation Reviewer).
3. Click on **Change Group**.

You will now be able to view and complete performance evaluations for your employees. The box at the top of the screen displays your level and the group of which you are currently able to view.