1. Log into your OneCampus Portal using your Radford credentials. On the landing page of your Portal, select or search for SelectSuite - PeopleAdmin. Click on the icon to open.

2. The landing page will usually appear as the Applicant Tracking page and the banner should be blue. No matter the page you land on, select the three blue dots on the top. From this menu, select the option Radford University Employee Portal.

3. Your Home page should show you any items that have *actions due, for example if your plan is completely finished, the next action you will see would be the Self Evaluation as seen below.

PeopleAdmin is part of Radford University’s single sign-on. This means that it is accessible through your OneCampus Portal.
*If you do not have any items that require action, it should look like this:

4. To access your current and historical plan or evaluation history, select the button.

5. Drop down menus (as seen below) will appear to allow you to filter and retrieve additional information (if available)