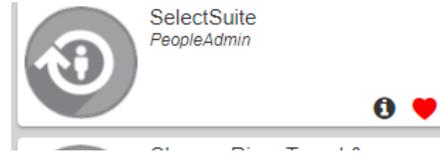


# Completing the Performance Evaluation for an AP Employee

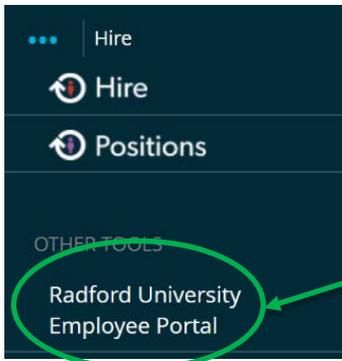
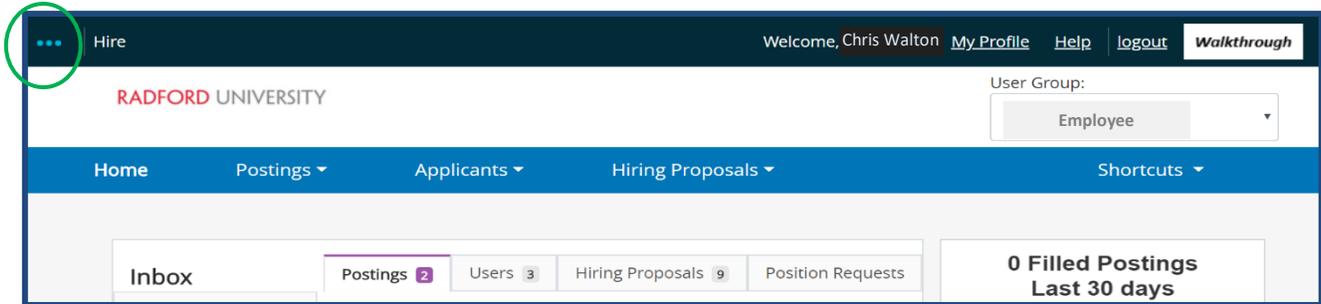
Rev. 11/2/2020

PeopleAdmin is part of Radford University's single sign-on. This means that it is accessible through your [OneCampus Portal](#).

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.

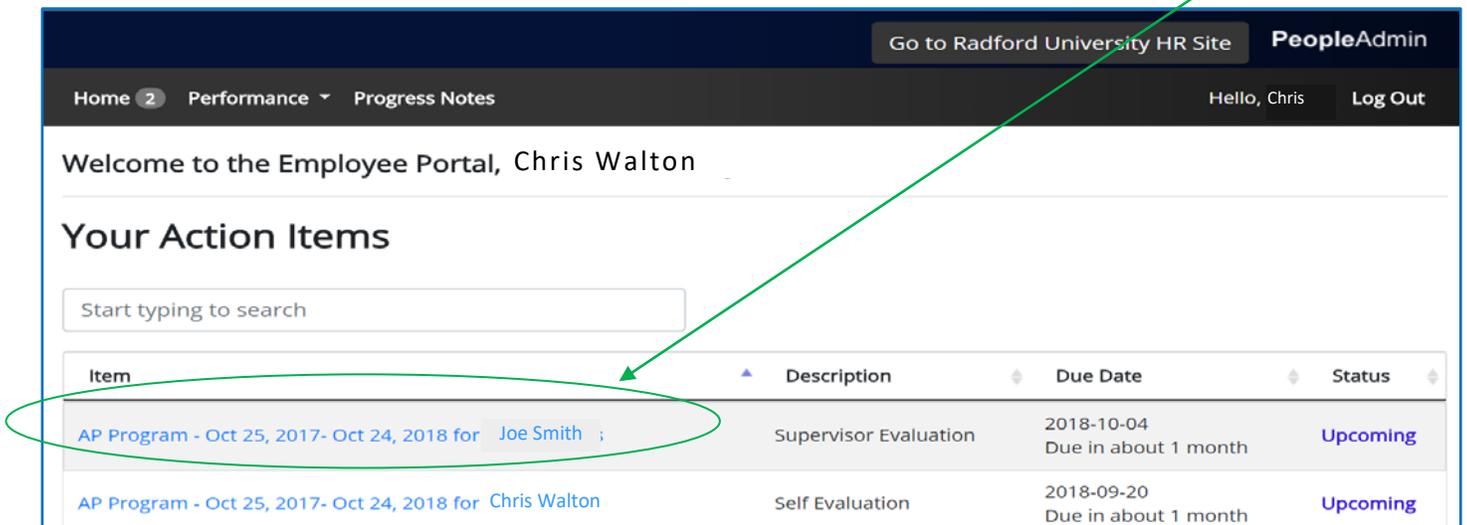


2. The landing page will usually appear as the Applicant Tracking page and the banner should be blue. No matter the page you land on, select the three blue dots on the top.



3. From this menu, select the option [Radford University Employee Portal](#)

4. As you arrive on the **Home** page of your Employee Portal, you will see your Action Items, which should include any evaluations that need to be completed. Start the evaluation by clicking on [The Item/employee in blue](#). (see below)



# Completing the Performance Evaluation for an AP Employee

\*The supervisor can view the self-evaluation of the employee, by clicking the tab entitled, "Self Evaluation".

5. Review each Tab. The **Performance Factors** tab and **Individual Goals** tab have required fields. If information was entered on the **Special Assignment** or **Professional Development** tabs on the plan, a rating/comment will be required on the evaluation for those areas. (See examples below) If a field has been missed, the system will not allow you to complete the evaluation.

Joe Smith  
Supervisor: Chris Walters  
Position Description: Assistant Track and Field Coach  
Department: Athletics Administration-46004

Supervisor Evaluation for Joe Smith (Score in progress: Unrated)

1) The supervisor can view the self-evaluation of the employee, by clicking the tab entitled, "Self Evaluation"  
2) The position description has no ratings.  
3) The Performance Factors Tab and Individual Goal Tab have required fields. If information was entered on the Special Assignment or Professional Development tabs on the plan, a rating/comment will be required on the evaluation for those areas. If a field has been missed, the system will not allow you to complete.  
4) Continue through each tab.  
5) If the employee receives an overall rating of Partially meets expectations or Fails to Meet Expectations, a performance improvement plan should be given to them including timelines, and should be monitored to measure progress.  
6) Click "Save Draft" to come back later or "Complete" to finish the task.

Introduction/Glossary Position Description Special Assignment(s) Performance Factors  
Professional Development Individual Goals Overall Comments Attachments 0

Definitions [Check spelling](#)

Performance Plan  
The key portion of the evaluation instrument that identifies the core responsibilities, special projects, objectives/performance measures to indicate required achievement levels during and at the end of the performance cycle.

Position Description

Description of Job Task/Responsibility:  
Field agency development, supervision and administration. Provides agencies with information regarding the curriculum of the School of Social Work, the purposes and objectives of field education, and other materials related to the requirements for field study. Implements, monitors, and evaluates field process, agency connections and contacts and student engagement. Initiates the placement request with agency and coordinates placement activities. Trains as necessary Initiates activities to expand future field placement opportunities. Initiates and monitors agency contracts with Radford University.

Special Assignment(s)

Description of Job Task/Responsibility:  
Advise and monitor and others

Duties/Responsibilities and Expectations:  
Special Assignment 1

Rating	* Comments
Exceeds Expectations	Joe works very hard to make in a timely manner and

Performance Factors

Name:	Description:	Rating	*Comments
Leadership, Initiative & Problem Solving	Exemplary: Takes responsibility for all aspects of job; frequently seeks out improvements or enhancements to work; brings forth new initiatives to enhance Division's mission. Exhibits creativity; inspires and energizes others. Makes effective decisions or recommendations; demonstrates an ability to understand and approach a problem from various viewpoints. Takes appropriate initiative in trying to resolve problems.	Exceeds Expectations	Joe always makes an extra effort to always make sure the Students have all the resources for their projects.

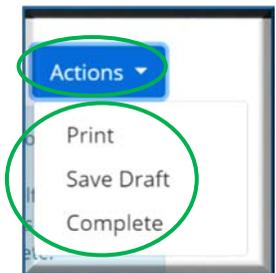
\*NOTE AP Performance Evaluations do not require comments or a rating for the Position Description Tab.

# Completing the Performance Evaluation for an AP Employee

The screenshot shows a performance evaluation form with several sections highlighted by blue boxes and green circles. The 'Professional Development' section includes 'Personal Learning Goals' and 'Learning Steps/Resource Needs'. The 'Goals' section includes 'Individual Goal 5', 'Due Date', 'Rating' (set to 'Meets Expectations'), and 'Comments' (containing 'Joe makes an extra effort to ens...'). The 'Overall Comments' section includes 'Overall Rating' (set to 'Exceeds Expectations') and 'Comments' (containing 'Joe is an exemplary employee. On time, does his job, works well with others. I would like to see him finish up his training for future opportunities.'). A green circle highlights the 'Comments' field in the 'Overall Comments' section.

6. After all of the Tabs have been completed, you may

- At the top right hand corner, select the **ACTIONS** button and select **Save Draft** (which will hold the evaluation at this step until you select **Complete**) or select **Complete**.

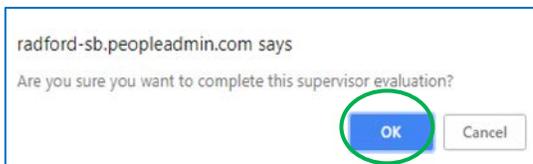


OR

- At the bottom left of the screen, select **Save Draft** (which will hold the evaluation at this step until you select **Complete**) or select **Complete**



\*You should see this message at the top of the screen if you have selected **Save Draft**.



\*If you select **Complete**, You will see this pop up box at the top of the screen. If you are sure you want to complete the evaluation, select **OK** and this will send the evaluation to the next step.

The Supervisor Evaluation has been marked as complete.

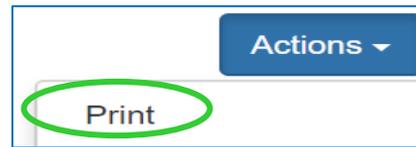
\*You should see this message at the top of the screen if you have after marking the Supervisor Evaluation as complete.

7. The Evaluation has now been moved to the next step, **Meeting to Review Evaluation with Employee**. This is a manual step.

# Completing the Performance Evaluation for an AP Employee

## Meeting to Review Evaluation with Employee

a) Set up the meeting with employee.



b) **Print the Evaluation *before*** the meeting.

c) The supervisor should review with the employee:

1. The Performance Plan, and
2. The printed Supervisor Evaluation

8. After the meeting, log into your Employee Portal

9. As you arrive on your Home screen, you will see your Action Items, select the [Item/employee in blue](#).

Classified Program - Oct 25, 2017- Oct 24, 2018 for Sherry Jones

Meeting to Review Evaluation with Employee

n/a

Available

12. Select **Complete**. **NOTE:** By clicking Complete, you are affirming that you had the meeting with the employee.

### Meeting to Review Evaluation with Employee

- 1) This is a manual step.
- 2) Set up the meeting with employee
- 3) Discuss the evaluation with the employee
- 4) After the meeting, go into this step and click acknowledge
- 5) By clicking acknowledge, you are affirming that you had the meeting with the employee

 Complete

13. The Evaluation has now been moved to the next step, Employee Acknowledges Evaluation

After this step is completed (The Employee has acknowledged the Evaluation), you will be finished with the Evaluation. It will now be moved to HR Review