

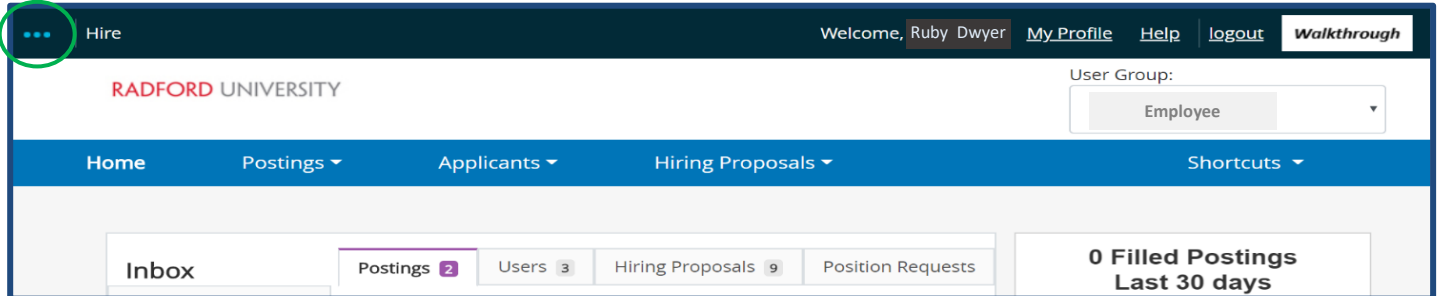
# Completing the Performance Evaluation for a Classified Employee

Rev. 11/2/2020

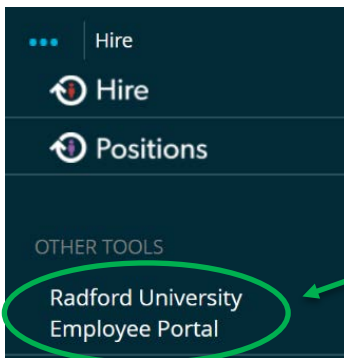
PeopleAdmin is part of Radford University's single sign-on. This means that it is accessible through your [OneCampus Portal](#).

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.

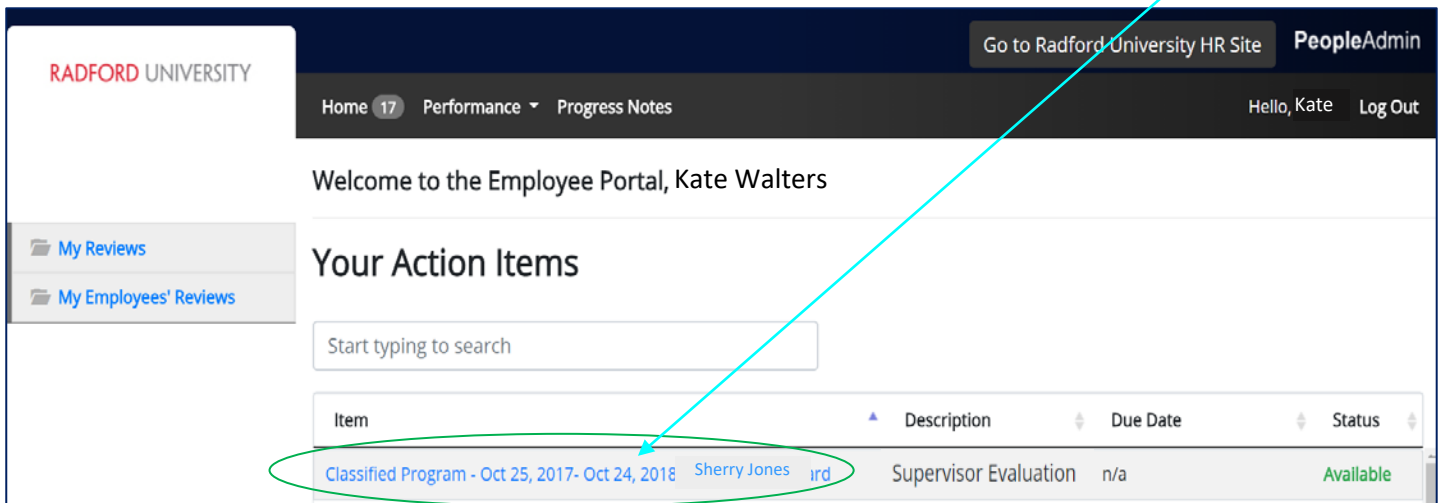
2. The landing page will usually appear as the Applicant Tracking page and the banner should be blue. No matter the page you land on, select the three blue dots on the top.



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 a Classified Employee

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

1. Review each Tab. The **Position Description** 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. *If you are evaluating a person who supervises other employees, the **Supervisor Performance Management** tab is required.* If a field has been missed, the system will not allow you to complete the evaluation. (See examples below)

**RADFORD UNIVERSITY** | Go to Radford University HR Site | PeopleAdmin

Home 17 | Performance | Progress Notes | Hello, Kate | Log Out

### Sherry Jones

Supervisor: Kate Walters  
Position Description: Housekeeping Worker  
Department: FM Custodial-20302

**Supervisor Evaluation for Sherry Jones** (Score in progress: Unrated) Actions

1) The supervisor can view the self-evaluation of the employee, by clicking the tab entitled, "Self Evaluation".  
2) The Supervisor Performance Management tab should only be rated if the employee being rated supervises employee(s) (excluding wage and students).  
3) On each tab, add a rating and comments for each item.  
4) The Position Description 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.  
5) If an overall rating of Exemplary or Fails to Meet Expectations is given, the required documentation must be attached.  
6) A confirmation checkbox will need to be checked affirming attachments or not applicable.  
7) Click Complete.

Introduction/Glossary | Position Description | Supervisor Performance Management | Special Assignment(s)  
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.

Classified Program - Oct 25, 2017- Oct 24, 2018  
Review Status: Open  
Evaluation Type: Annual  
Program Timeframe: 12/01/17 to -  
Last Updated: July 30, 2018 13:26  
Last Completed Step: Self Evaluation  
Co-reviewer: [Add Co-reviewer](#)

### Position Description

Description of Job Task/R...  
Cleans offices, classrooms, lounge areas, kitchens, student rooms, vacuum clean up trash and debris, cleanliness Level 2 must be maintained.

\* Rating: Exceeds Expectations  
\* Comments: Sherry does an excellent job

### Special Assignment(s)

Duties/Responsibilities

Special Assignment 1

\* Rating: Exceeds Expectations  
\* Comments: Sherry gives feedback and Committee and is timely on

### Professional Development

Personal Learning Goals:

Professional Development 1

Learning Goals:

Resource: Individual Goal 5

Due Date:

\* Rating: Meets Expectations  
\* Comments: Sherry attends all callouts and extra events.

# Completing the Performance Evaluation for a Classified Employee

2. The system will assign an **Overall Rating** based on the ratings entered into the Position Description tab. Comments are required on this tab.

Supervisor Evaluation for Sherry Jones (Score in progress: Meets Expectations) Actions

Required fields are indicated with an asterisk (\*). Check spelling

Overall Comments

\* Comments

\* I affirm that I have attached the proper documents for the overall rating of Extraordinary Contributor or Below Contributor

Please select

Save Draft Complete

3. Before completing the evaluation, you must also **affirm** that you have attached the proper documents if there is an overall rating of Extraordinary Contributor or Below Contributor.

\* I affirm that I have attached the proper documents for the overall rating of Extraordinary Contributor or Below Contributor

Please select

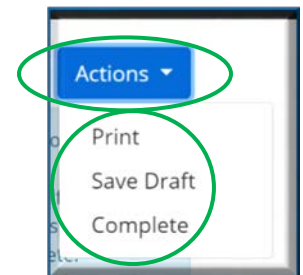
Please select

Yes

Not Applicable

Save Draft Complete

4. 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**

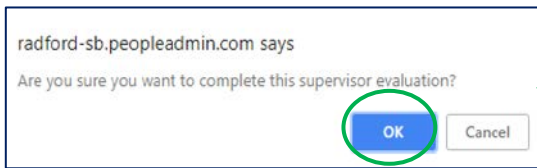


\*You should see this message at the top of the screen if you have selected **Save Draft**.

The Supervisor Evaluation has been saved!



# Completing the Performance Evaluation for a Classified Employee



\*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.

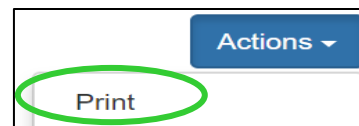
5. The Evaluation has now been moved to the next step, **Meeting to Review Evaluation with Employee**. This is a manual step.

## 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:

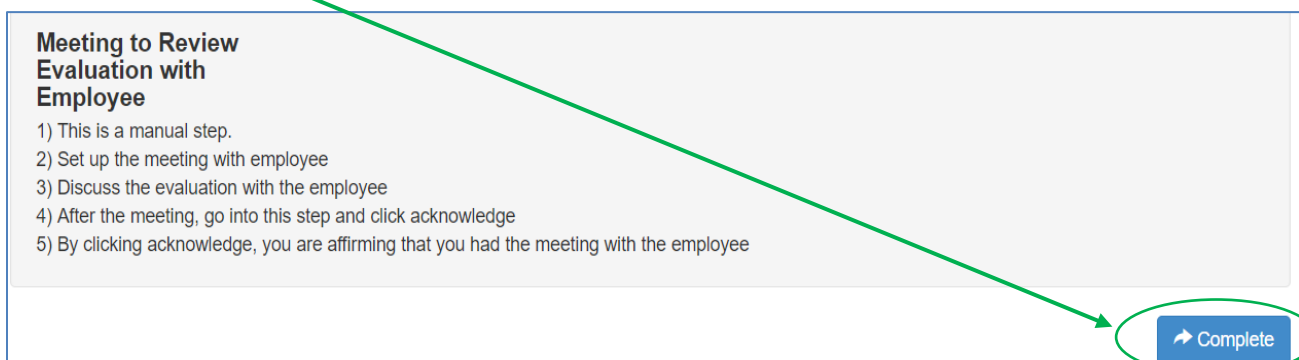
1. The Performance Plan, and
2. The printed Supervisor Evaluation
3. The Employee Self-Evaluation, if one was completed.

6. After the meeting, log into your Employee Portal

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

|  |  |     |           |
|--|--|-----|-----------|
| <a href="#">Classified Program - Oct 25, 2017- Oct 24, 2018 for Sherry Jones</a> | Meeting to Review Evaluation with Employee | n/a | Available |
|--|--|-----|-----------|

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



# Completing the Performance Evaluation for a Classified Employee

9. 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