Completing the Performance Evaluation for an AP Employee

To begin the employee’s performance evaluation, please follow the Instructions below:

1. Log into your **RU Portal** using your Radford credentials. On the **Home** page of your Portal select, the **Employee Folder**. Under **Administrative Tools**, you will see the **PeopleAdmin SelectSuite (new site)** in your list of options. Select this option.

2. The landing page for PeopleAdmin Select Suite has recently changed (July 18) and now incorporates more user friendly options. To access the performance management module, on the **TOP LEFT** of your screen you will see three blue dots. Click on the dots and a drop down menu will appear.

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)
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*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.

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

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

   b. 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.

   *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.
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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**.

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

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

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