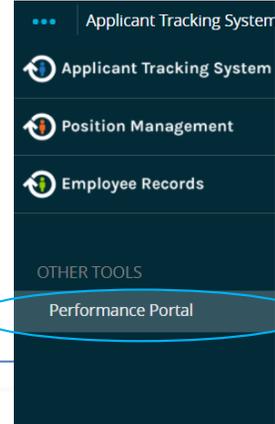


MY REVIEWS (SUPERVISORS)

Rev. 10-30-2020

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. From this menu, select the option Radford University Employee Portal



3. Your Home page should show you any items that have actions due for you or your direct reports. For example, below you will see the supervisor has several action items, including acknowledging their own plan and creating a plan.

Item	Description	Due Date	Status	Action
AP Program - Oct 25, 2017- Oct 24, 2018 for Stephanie Ballein	Employee Acknowledges Plan		n/a	View
AP Program - Oct 25, 2017- Oct 24, 2018 for Scott Bennett	Supervisor Creates Plan		n/a	View
AP Program - Oct 25, 2017- Oct 24, 2018 for Michael McGuire	Supervisor Creates Plan		n/a	View
AP Program - Oct 25, 2017- Oct 24, 2018 for Michael Jones	Supervisor Creates Plan		n/a	View
AP Program - Oct 25, 2017- Oct 24, 2018 for Michael Hyatt	Supervisor Creates Plan		n/a	View
AP Program - Oct 25, 2017- Oct 24, 2018 for Mary Guyann	Supervisor Creates Plan		n/a	View
AP Program - Oct 25, 2017- Oct 24, 2018 for Marci Jenkins	Supervisor Creates Plan		n/a	View
AP Program - Oct 25, 2017- Oct 24, 2018 for Joseph Raccouia	Supervisor Creates Plan		n/a	View
AP Program - Oct 25, 2017- Oct 24, 2018 for Jordan Childress	Meeting to Review Plan with Employee		n/a	View
AP Program - Oct 25, 2017- Oct 24, 2018 for Cory Durand	Supervisor Creates Plan		n/a	View

MY REVIEWS (SUPERVISORS)



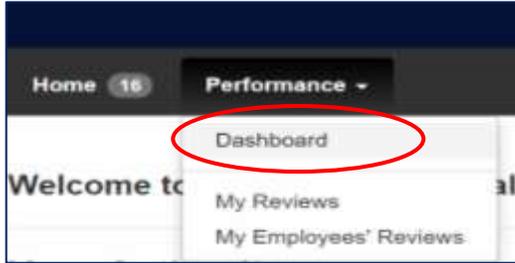
4. To access your current and historical plan or evaluation history, select the  button. This does not include historical evaluations from PeopleAdmin 5.8.
 - a. Drop down menus (as seen below) will appear and allow you to filter and retrieve additional information (if available).

The screenshot shows the "My Reviews" page in the PeopleAdmin system. The user is identified as Stephanie Ballein. The page features a navigation bar with "Home 10" and "Performance" dropdown, and a user greeting "Hello, Stephanie" with a "Log Out" link. A "Go to Radford University HR Site" link is also present. The main content area is titled "My Reviews" and includes a search bar. Below the search bar is a table with columns: Program, Progress, Type, Score, Review Status, Last Update, and Action. A single entry is shown for "AP Program - Oct 25, 2017- Oct 24, 2018" with a progress bar, "Annual" type, a score of "-", an "Open" status, and a last update of "November 29, 2017 16:59". A "View Review" button is next to the entry. The page also shows "Showing 1 to 1 of 1 entries". On the left side, there are several filter dropdown menus: "Program" (All Programs), "Reporting org unit" (All Org Units), "Program Type" (All Types), and "Open/Completed" (All). These filters are circled in blue. At the bottom left, there are two buttons: "My Reviews" and "My Employees' Reviews".

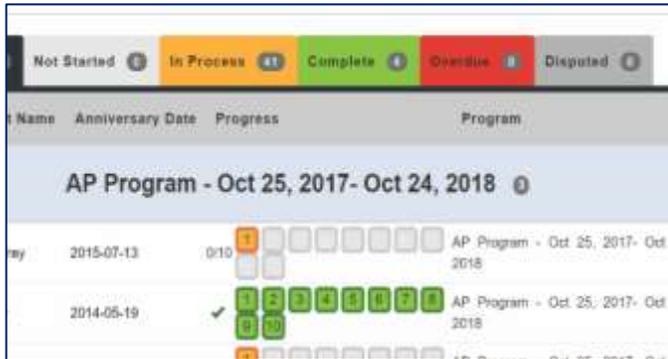
Program	Progress	Type	Score	Review Status	Last Update	Action
AP Program - Oct 25, 2017- Oct 24, 2018	<div style="width: 100%;"></div>	Annual	-	Open	November 29, 2017 16:59	View Review

MY REVIEWS (SUPERVISORS)

To view additional plans for direct reports, employees of direct reports or yourself, you may find them through your



Dashboard** at the top left of your screen OR in your *left side menu**



***The Dashboard** will give you a visual picture of where a plan or evaluation is in the Workflow/Schedule.

****The left side menu** will give you a series of drop down filters that allow you to specify what you will see on your screen.

