Employee Completes Self-Evaluation - Optional

1) Log into the PeopleAdmin Performance Management Portal utilizing your YSU Portal credentials.

2) Click on the desired Action Item.

3) Review Introduction tab and click Next.
4) Enter a rating for each Characteristic and a Comment if desired.

5) Click Next at the bottom of the page.
6) Additional Goals could be rated on the Goals tab if applicable. Then, click Next.

7) Enter any applicable comments about your Overall Performance and click Complete.

8) Click OK to confirm submission.