Supervisor Evaluation and Review Meeting

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 (required) for each Characteristic and a Comment (if desired).

5) Click Next at the bottom of the page when all Ratings and Comments have been entered.
6) **Additional Goals could be rated on the Goals tab if applicable. Then, click Next.**

7) **Enter a Rating and any applicable comments about the employee’s Overall Performance and click Complete.**

8) **Click OK to confirm submission.**