Employee Acknowledges Evaluation

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

2) Click on the desired Action Item.

3) Review the information presented in the Supervisor Evaluation, scroll to the bottom of the page and click Acknowledge or Dispute. Address any questions you have about the Supervisor Evaluation with your supervisor prior to submitting your acknowledgment.
Overall Rating
The following rating scale is used to rate employee performance:

1 = Unsatisfactory
2 = Needs Improvement
3 = Satisfactory
4 = Exceeds Requirements
5 = Outstanding
N/A = Not Applicable

Overall Rating
Exceeds Requirements

Overall Performance Comments

4) Confirm submission by clicking OK.