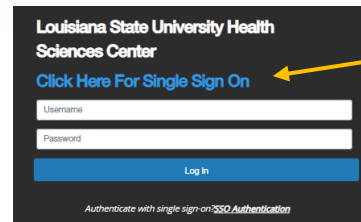
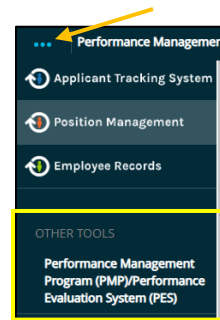


Access PeopleAdmin using [Single Sign-On Link](#)

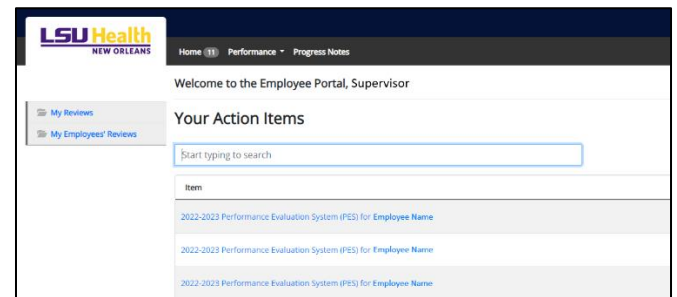
1. You must select “Click Here for Single Sign On.” Do not use a username and password, *see Example 1*.
2. Select the Menu (☰) in the upper left-hand corner of the screen.
3. Under Other Tools, select Performance Management Program (PMP)/Performance Evaluation System (PES) as seen in *Example 2*.
 - This will redirect you to your current action items.
 - **IMPORTANT:** Please begin by confirming that the employees assigned to you on the Action Items page are accurate.
4. On Your Action Items page, select the item(s) titled “PES Evaluation for Employee Name” to create the evaluation for the 2022-2023 performance year, see *Example 3*.
5. Review the “Work and Behavior Expectations” tab to refamiliarize yourself with your employee’s plan.
6. In the “Overall Results (PES Evaluation Form)” tab, select a rating that reflects your employee’s performance, see *Example 4*.
 - Refer to the descriptors for each rating to determine which best describes your employee’s performance.
7. In the comments section, provide detailed feedback and rationale to support your rendered rating.
 - You may also attach documentation to support your rating.
 - **IMPORTANT:** Detailed comments and supportive documentation are **REQUIRED** for ratings of *Needs Improvement*.
8. When you have provided all the required information, select “Complete”.
9. When the second level-evaluator approves the rating in PeopleAdmin, hold a formal evaluation meeting with your employee to discuss their rating.
10. After holding the meeting, find the employee’s evaluation on the Action Items page. Acknowledge the meeting took place.
11. The employee can then acknowledge the meeting on their PeopleAdmin Action Items page. The acknowledgement page features a text box for employees to add any concerns or comments they would like on record, see *Example 5*.
 - **Remember:** Acknowledgement does not signify agreement; it simply means the employee acknowledges they were informed of their rating by their supervisor.



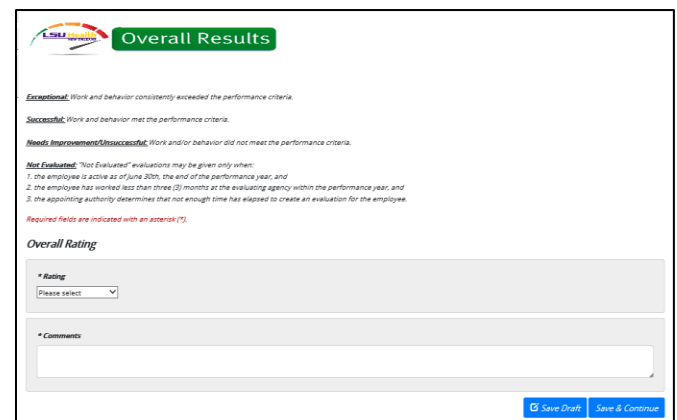
Example 1



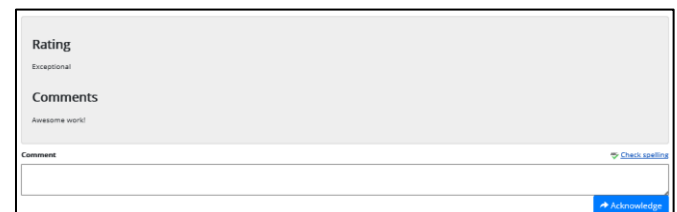
Example 2



Example 3



Example 4



Example 5

HRM Reviews the Submitted Evaluation