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 <u>Employee Name</u>" 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.
- 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 <u>REQUIRED</u> 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 2

	Home 11 Performance - Progress Notes
	Welcome to the Employee Portal, Supervisor
S My Reviews S My Employees' Reviews	Your Action Items
	Start typing to search
	Item
	2022-2023 Performance Evaluation System (PES) for Employee Name
	2022-2023 Performance Evaluation System (PES) for Employee Name
	2022-2023 Performance Evaluation System (PES) for Employee Name



Overall Results	
Excaptional: Work and behavior consistently exceeded the performance criteria.	
Successful: Work and behavior met the performance criteria.	
Needs Improvement/Unsuccessful; Work and/or behavior did not meet the performance criteria.	
<u>Note Calculation</u> <u>Note Constraint</u> <u>Note Constraint</u> <u>Note</u> <u>N</u>	
Pesse select V	
* Comments	
	Save Draft Save & Continue

Example 4

Rating	
Exceptional	
Comments	
Awesome work!	
Comment	
	Acknowledge
Example 5	
Example 5	

