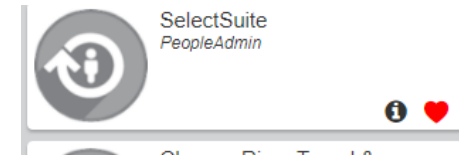


MY REVIEWS (EMPLOYEE)

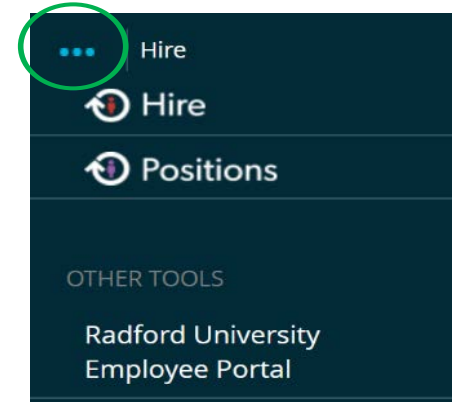
Rev. 11/2/2020

PeopleAdmin is part of Radford University's single sign-on. This means that it is accessible through your [OneCampus Portal](#).

1. Log into your [OneCampus](#) Portal using your Radford credentials. On the landing page of your Portal, select or search for SelectSuite - PeopleAdmin. Click on the icon to open.



2. The landing page will usually appear as the Applicant Tracking page and the banner should be blue. No matter the page you land on, select the three blue dots on the top. From this menu, select the option Radford University Employee Portal

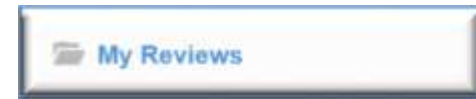


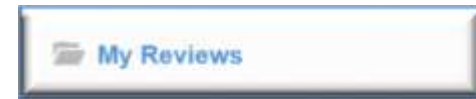
3. Your Home page should show you any items that have *actions due, for example if your plan is completely finished, the next action you will see would be the Self Evaluation as seen below.

A screenshot of the PeopleAdmin Employee Portal. The top navigation bar is dark blue with the Radford University logo on the left, "Go to Radford University HR Site" in the middle, and "PeopleAdmin" on the right. Below the navigation bar, there is a "Home" button and a "Performance" dropdown menu. The main content area has a "Welcome to the Employee Portal, Ruby Cline" message. Below this is a "My Reviews" button. The "Your Action Items" section features a search bar and a table with one entry. The table has columns for "Item", "Description", and "Due Date". The entry is "Classified Program - Oct 25, 2017- Oct 24, 2018 for Ruby Cline" with a "Self Evaluation" action and a due date of "n/a". A "View" button is next to the entry. At the bottom, it says "Showing 1 to 1 of 1 entries".

MY REVIEWS (EMPLOYEE)

*If you do not have any items that require action, it should look like this:



4. To access your current and historical plan or evaluation history, select the  button.
5. Drop down menus (as seen below) will appear to allow you to filter and retrieve additional information (if available)

