

Navigating the Employee Portal for Performance Evaluations

Accessing the System

You will be completing these evaluations in the Employee Portal of PeopleAdmin, not where you complete positions and job postings. You can access the portal one of three ways:

- 1. By the direct link at <u>https://marshall.peopleadmin.com/portal</u>. This link is also located in the "<u>Current Employees</u>" menu on the HR website.
- 2. If you are in the PeopleAdmin system, you can go to the top left menu and select the link under the "<u>Other Tools</u>" menu. (follow steps 1-
- 3. The link will also be listed in the <u>system generated emails</u> employees and supervisors will receive throughout the evaluation process.

Logging into PeopleAdmin

1. Log into PeopleAdmin by going to myMU.



2. Select the EMPLOYEES (1) option and then select the PeopleAdmin (2) option in the Quick Links.

Ξ Menu	≡ Menu						
Search	Home → Employees						
НОМЕ	Quick Links –						
STUDENTS EMPLOYEES 1	MUAlert Degree Works Jynda.com						
FINANCIAL AID LIBRARY	Retirement PeopleAdmin 2						

Continue to next page!

Accessing the Employee Portal

3. You will click the three dots in the top left-hand corner. Then select the Marshall University Employee Portal (you will not select the Performance Management on this screen).



You will be routed to the Employee Portal for Performance Management. This page displays the items that require some action for you to complete.

Marshall University Employee			Got	o Marshall University HR Suite
Portal	Home Performance - Progress Notes			
	Welcome to the Employee Portal			
🗁 My Reviews				
Services' Reviews				
	Item	Description	Due Date	Status
	You don't have any Action items.			

- 4. There are two options to the left-hand side you can choose to view,
- My Reviews
 - The My Reviews option displays the list of **your** evaluations that are open/in progress or the ones that have been completed in the past.

Marshall University Employee				Go to Marshall University HR Suite
Portal	Home Performance - Progress Notes			HERE I REPORT
Erica Thomas	My Reviews			
Program All Programs	Program	Progress	Type	r Status 👻 Last Update 🛛 🔅
Reporting org unit All Org Units	6 Mont		Anniversary - Open	May 14, 2021 14:51

You can also filter your reviews from the menu on the left side of the screen.

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Program			
All Programs	~		
Reporting org unit			
All Org Units	~		
Program Type			
All Types	~		
Open/Completed			
All	~		
My Reviews			
My Employees' Reviews			

• My Employee's Reviews

 The "My Employee Reviews" option will display the listing of the employee's you supervise and are responsible for completing the performance evaluation. You will click on the name of the employee to view the evaluation process.

Marshall University Employee						
Portal	Home Performance - Prog	rress Notes				Hello
S My Reviews	Reviews Dashboard					
The second secon	Reset Program:	None -	Employee Name	Q Group by:	Program 👻 Ac	vanced
	All Reviews ② Not Star	rted 💿 In Process 💿 Con	nplete O Overdue O Disputed O			
	Last Name +	First Name 🕈	Anniversary Date 🕏	Progress ≎	Program -	Sco
			6 Month Evaluation 2021	0		
	н		2020-11-15	0/7	6 Month Evaluation 2021	Unrate
	п		2020-10-05	0/7	6 Month Evaluation 2021	Unrate

5. You will see a list of tasks <u>https://www.marshall.edu/human-resources/files/Performance-Email-Image.jpg</u> that need to be completed for the performance evaluation. The open tasks will be highlighted in blue text. To open the tas

screen. You will also see who owns the task in the Task Owner column. You can also filter on these reviews at the menu on the top. Use the "Advanced" button to filter further.

Marshall University Employee						•	Got
Portal	Home 2 Perform	mance - Progress Notes					
		Task		Task Owner	Date Opened	Date Completed	Due Date
Supervisor: Erica Thomas Position Description: HR Rep	1	Supervisor Sets Goals	Click Blue Text		2021-01-21		2021-07-10
Department: Human Resources - MU1065	2	Self Evaluation		•	2021-01-21		2021-07-25
Overview	3	Supervisor Evaluation			2021-01-21		2021-07-25
Supervisor Evaluation	4	Supervisor Meets With Employee			2021-01-21		2021-07-25
Self Evaluation History	5	Employee Signs Off on Evaluation			2021-01-21		2021-07-25
🗁 My Reviews	6	Manager Signs Off			2021-01-21		2021-07-25
Services My Employees' Reviews	7	Second Level Supervisor Approves			2021-01-21		2021-07-30

Each step from the previous screen has tabs that must be reviewed and completed. In this example, there are "Job Accountabilities" and "Goals" that must be reviewed.