



# **Navigating the Employee Portal for Performance Evaluations**

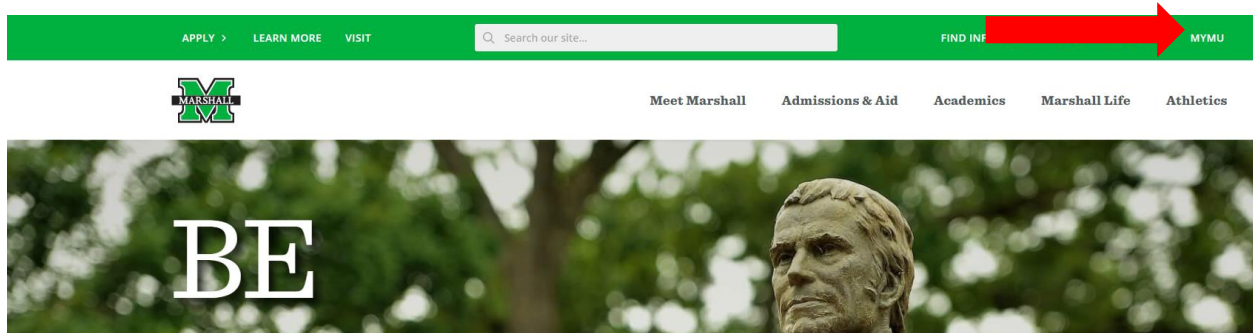
## Accessing the System

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:

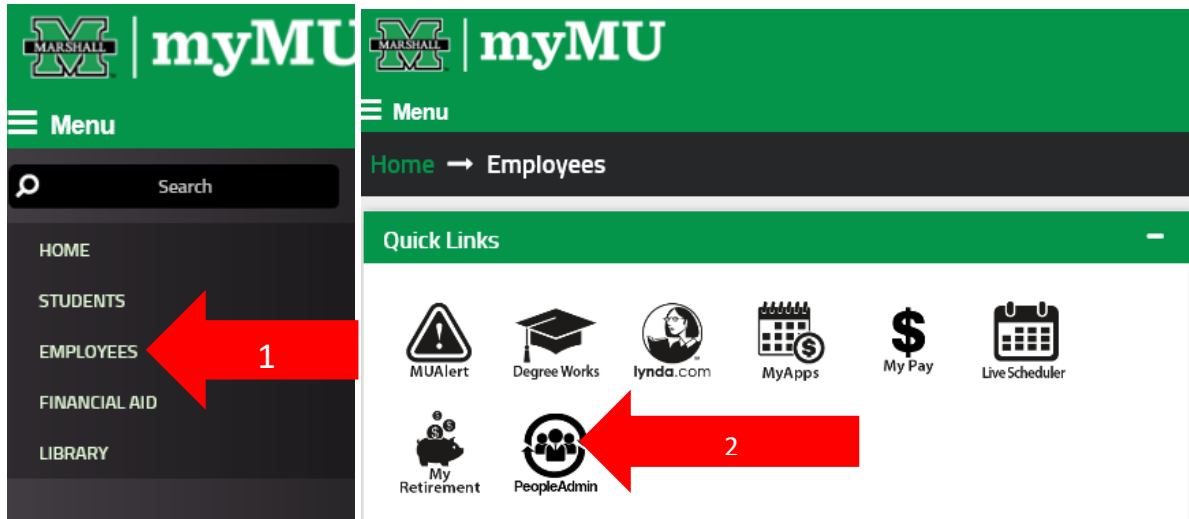
1. By the direct link at <https://marshall.peopleadmin.com/portal>. This link is also located in the “[Current Employees](#)” menu on the HR website.
2. If you are in the PeopleAdmin system, you can go to the top left menu and select the link under the “[Other Tools](#)” menu. (follow steps 1-
3. The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

## Logging into PeopleAdmin

1. Log into PeopleAdmin by going to myMU.



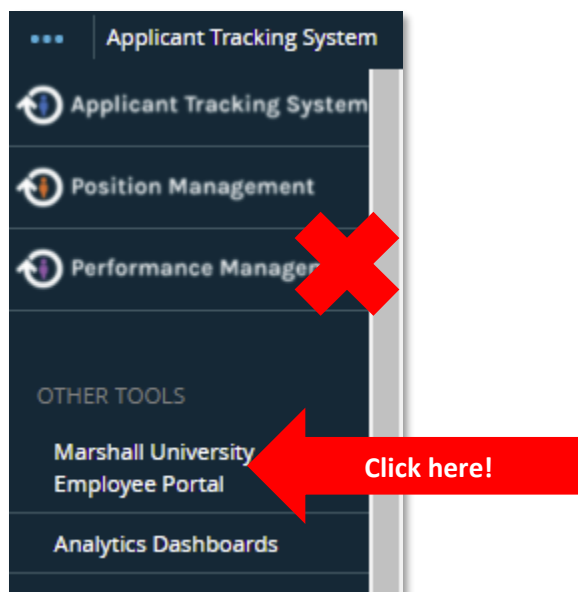
2. Select the EMPLOYEES (1) option and then select the PeopleAdmin (2) option in the Quick Links.



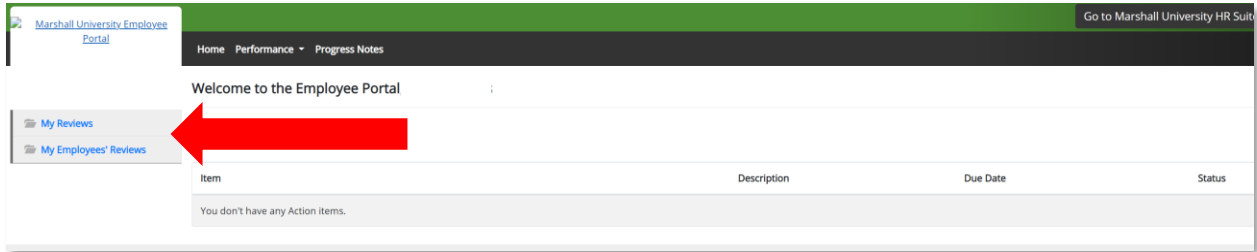
Continue to next page!

## 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).



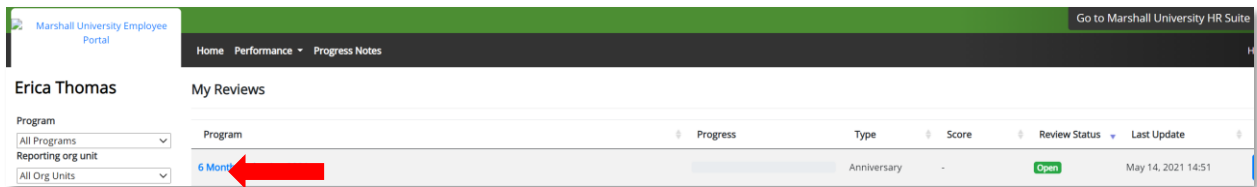
You will be routed to the Employee Portal for Performance Management. This page displays the items that require some action for you to complete.



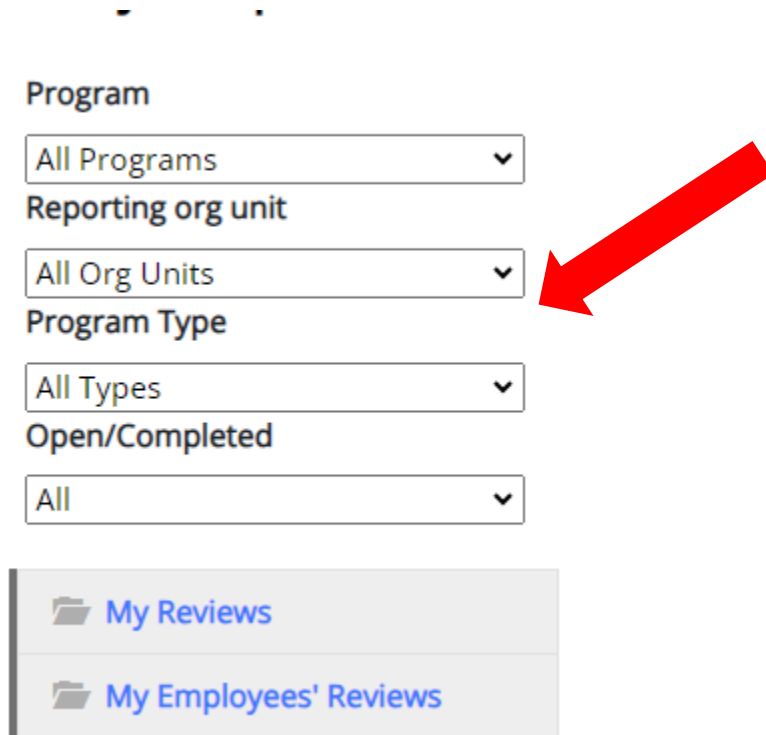
4. There are two options to the left-hand side you can choose to view,

- **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.

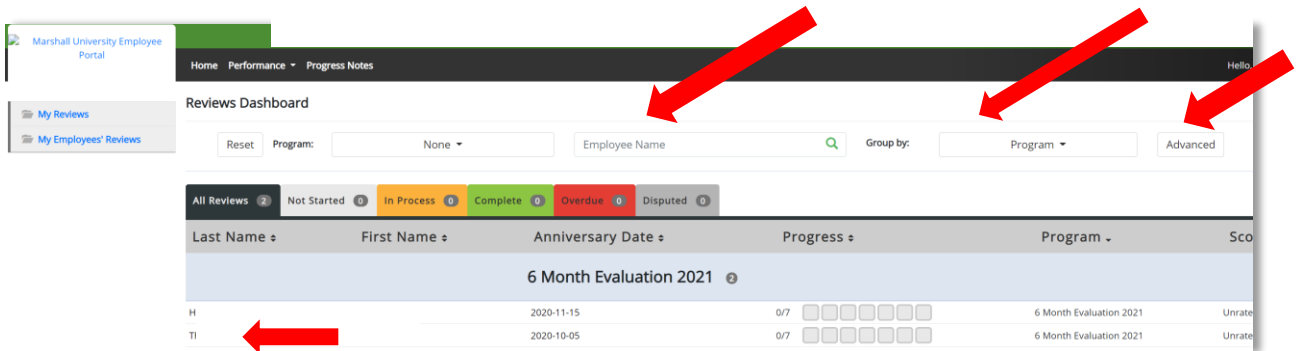


You can also filter your reviews from the menu on the left side of the screen.

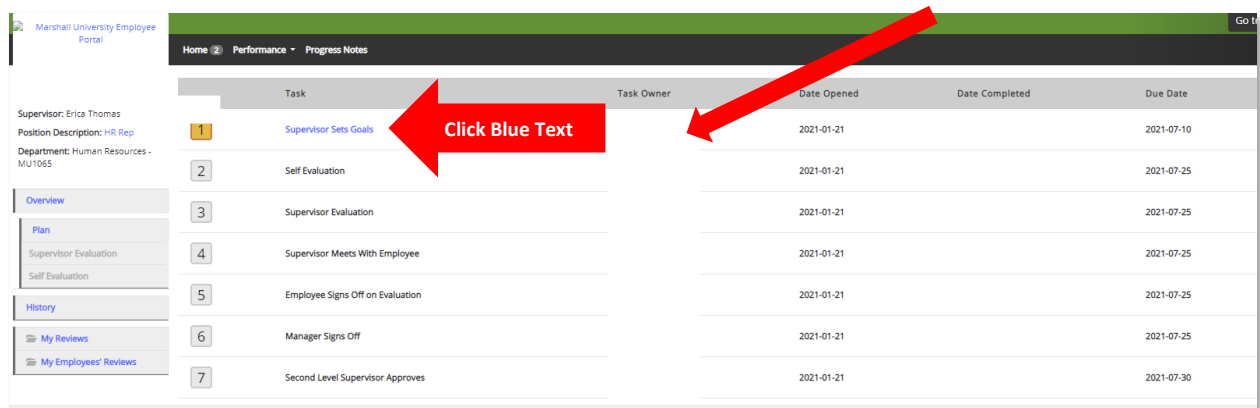


- **My Employee's Reviews**

- 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.



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



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.