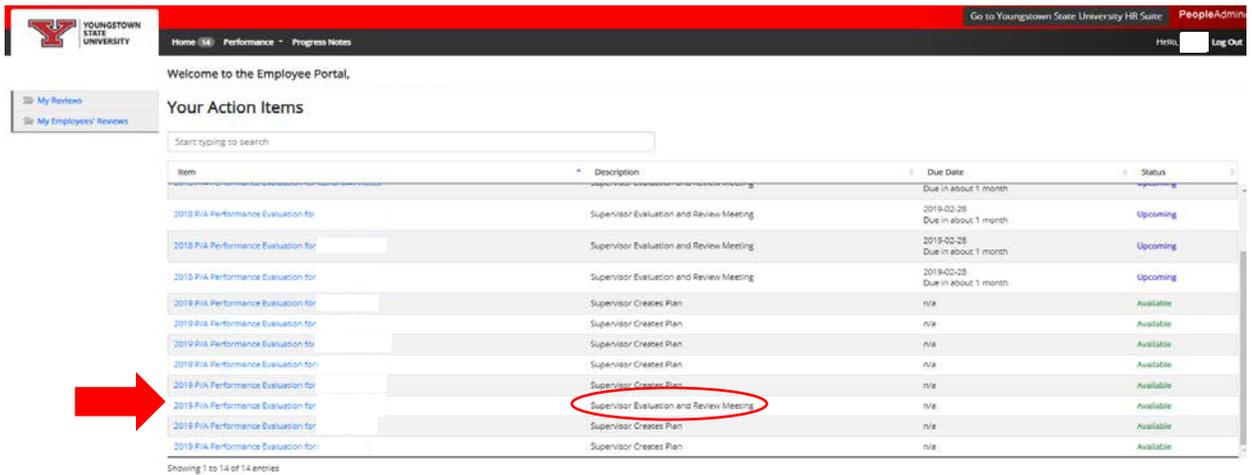


Supervisor Evaluation and Review Meeting

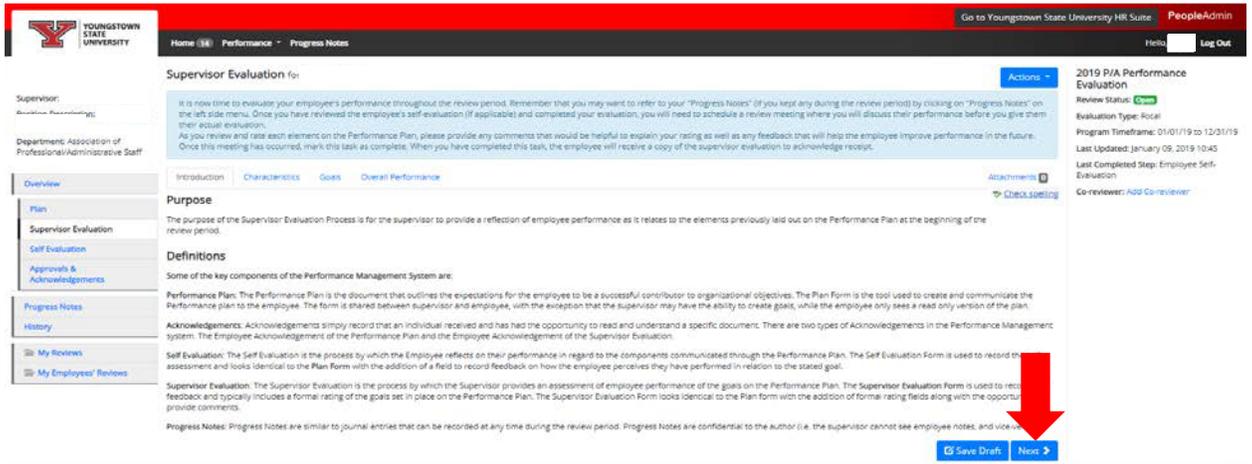
- 1) Log into the PeopleAdmin [Performance Management Portal](#) utilizing your YSU Portal credentials.



- 2) Click on the desired Action Item.



- 3) Review Introduction tab and click Next.



4) Enter a Rating (required) for each Characteristic and a Comment (if desired).

The screenshot shows the 'Supervisor Evaluation' form in the PeopleAdmin system. The form is titled 'Supervisor Evaluation' and includes a navigation menu on the left with options like 'Overview', 'Plan', 'Supervisor Evaluation', 'Self Evaluation', 'Approvals & Acknowledgments', 'Progress Notes', 'History', 'My Reviews', and 'My Employees' Reviews'. The main content area displays the 'Characteristics' section, which includes a list of characteristics and a table for entering ratings and comments. The first characteristic is 'PLANNING: Establishes objectives and activities related to goals.' The 'Rating' dropdown menu is open, showing the following options: 'Please select', 'N/A', 'Unsatisfactory', 'Needs Improvement', 'Satisfactory', 'Exceeds Requirements', and 'Outstanding'. A red arrow points to the 'Rating' dropdown menu, which is circled in red. The 'Comments' field is empty. The form also includes a 'Save Draft' button and a 'Next' button at the bottom right.

5) Click Next at the bottom of the page when all Ratings and Comments have been entered.

The screenshot shows the 'Supervisor Evaluation' form with three characteristics listed. Each characteristic has a 'Rating' dropdown menu and a 'Comments' field. The characteristics are: 'ATTITUDE: Displays a positive and loyal attitude.', 'RELIABILITY: Can be depended upon to complete assigned tasks as scheduled.', and 'PROFESSIONAL DEVELOPMENT: Engages in activities to become or remain current in the field.' The 'Rating' dropdown menu is open for each characteristic, showing the same options as in the previous screenshot. A red arrow points to the 'Next' button at the bottom right of the form.

6) Additional Goals could be rated on the Goals tab if applicable. Then, click Next.

The screenshot shows the 'Supervisor Evaluation' form for a supervisor. The 'Goals' tab is active, displaying a rating scale from 1 (Unsatisfactory) to 5 (Outstanding). The 'Next' button is highlighted with a red arrow, indicating the next step in the process.

7) Enter a Rating and any applicable comments about the employee's Overall Performance and click Complete.

The screenshot shows the 'Overall Rating' section of the form. A dropdown menu is open, showing options: 'Exceeds Requirements', 'Please select', 'N/A', 'Unsatisfactory', 'Needs Improvement', 'Satisfactory', 'Exceeds Requirements', and 'Outstanding'. The 'Exceeds Requirements' option is circled in red. A red arrow points to the 'Complete' button at the bottom right.

8) Click OK to confirm submission.

The screenshot shows the 'Supervisor Evaluation' form with a confirmation dialog box overlaid. The dialog box asks, 'Are you sure you want to complete this supervisor evaluation?' and has 'OK' and 'Cancel' buttons. A red arrow points to the 'OK' button. The background form shows the 'Overall Rating' section with 'Exceeds Requirements' selected.