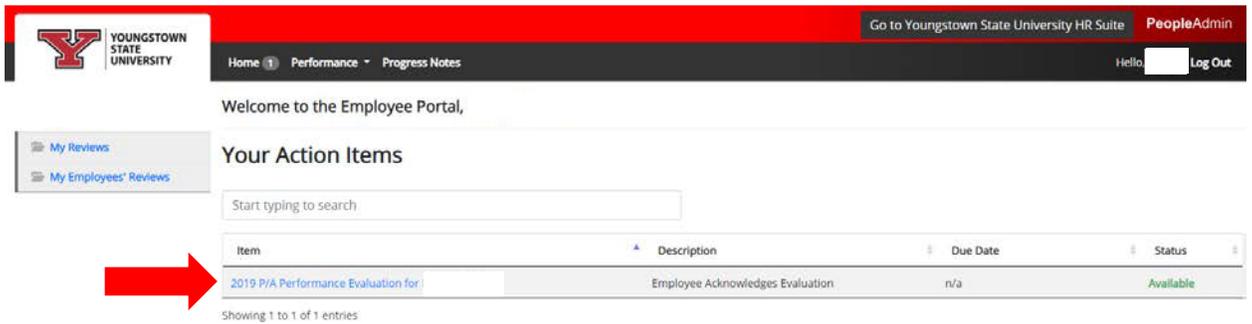


## Employee Acknowledges Evaluation

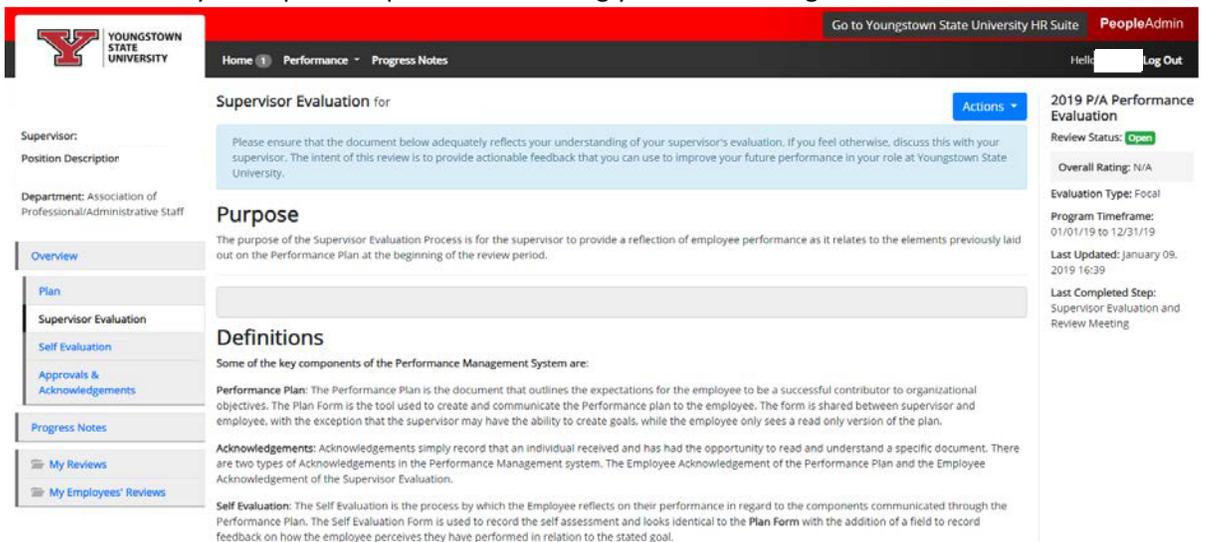
- 1) Log into the PeopleAdmin [Performance Management Portal](#) utilizing your YSU Portal credentials.



- 2) Click on the desired Action Item.



- 3) Review the information presented in the Supervisor Evaluation, scroll to the bottom of the page and click Acknowledge or Dispute. Address any questions you have about the Supervisor Evaluation with your supervisor prior to submitting your acknowledgment.



## Overall Rating

The following rating scale is used to rate employee performance:

- 1 = Unsatisfactory
- 2 = Needs Improvement
- 3 = Satisfactory
- 4 = Exceeds Requirements
- 5 = Outstanding
- N/A = Not Applicable

**Overall Rating**

Exceeds Requirements

**Overall Performance Comments**

Comment

[Check spelling](#)





#### 4) Confirm submission by clicking OK.

PeopleAdmin Sites Spotify Web Player

ysu-sb.peopleadmin.com says

Are you sure you want to acknowledge this task? Once a task has been approved, it may not be available for further revision.



**Overall Rating**

Exceeds Requirements

**Overall Performance Comments**