1. Log into PeopleAdmin at https://ecu.peopleadmin.com/hr/shibboleth using your PirateID and password.

Note: If you are logging in by clicking the link provided in an automated PeopleAdmin email, you will have to first click “SSO Authentication” to access single sign-on.

2. Click **Go to the East Carolina University Employee Portal** located in the upper right-hand corner.

3. Once in the employee portal you will see the **Your Action Items** screen as seen below. Start the process by selecting **Required Interim Review** by the name of the employee whose Required Interim Review you would like to do. You may also select **View** to access the Interim Review.
4. Explain how the employee has progressed up to this point in the performance cycle and/or clarify your expectations for the remainder of the cycle in the comment box provided.

5. Select Today's Date from the **Today's Date** box.

6. Click **Complete** at the bottom right-hand corner of the screen.

7. Once you complete the Required Interim Review it will be sent to the employee for his/her acknowledgment.