Supervisor’s Quick Steps to the Required Interim Review

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 the three dots (...) in the upper left-hand corner

3. Select East Carolina University Employee Portal located under other tools.
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4. 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.

<table>
<thead>
<tr>
<th>Interim Review</th>
<th>n/a</th>
<th>Available</th>
<th>View</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required Interim Review</td>
<td>n/a</td>
<td>Available</td>
<td>View</td>
</tr>
<tr>
<td>Probation Quarterly Review</td>
<td>n/a</td>
<td>Available</td>
<td>View</td>
</tr>
</tbody>
</table>

5. 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.

**Interim Review**

* Please explain how the employee has progressed this far and/or clarify expectations for the remainder of the performance cycle.

6. Select Today’s Date from the **Today’s Date** box.

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

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