

## Instructions to Activate Evaluations (\* = required fields that must be completed)

**Login to PeopleAdmin:** <http://ecu.peopleadmin.com/hr>

1. Log in as supervisor or PM Coordinator. If not logged in as supervisor or PM Coordinator, select change user type to supervisor or PM Coordinator.
2. Under Evaluation, Click 'Begin New Performance Evaluation'
3. Select the evaluation type you would like to do (Final) by clicking 'Start Action'
4. Use the search criteria to find the employee you will be evaluating. You can search by position # or seated employee. Click search.
5. Select 'Start Action' to begin performance evaluation/competency assessment.
6. On the first page, 'Evaluation Details' insert the evaluation delivery date (the evaluation delivery date should be the date that you expect to have the face-to-face discussion with the employee), answer the 'Is this a career banded position?' question, and then select other supervisors in the department who need access to this evaluation. **Do not click "Continue to Next Page."**
7. Scroll to the bottom of the page and select 'Preview Evaluation,' then select 'Save without Submit' next select 'Continue' and finally select 'Confirm.'

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https://training038.peopleadmin.com/userfiles/jsp/shared/frameSet/FrameSet.jsp?time=1269877804203

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**JOB DESCRIPTIONS**  
BEGIN NEW ACTION  
SEARCH ACTIONS  
PENDING ACTIONS  
SEARCH POSITIONS

**EVALUATIONS**  
BEGIN NEW PERFORMANCE EVALUATION  
ACTIVE EVALUATIONS  
HISTORICAL EVALUATIONS  
SEARCH EVALUATIONS

**ADMIN**  
HOME  
CHANGE PASSWORD  
CHANGE USER TYPE  
LOGOUT

Name of Immediate Supervisor: Smith, Laura

Evaluating Department Head: Smith, Laura

\* Evaluation Delivery Date: 05/01/2010 MM/DD/YYYY -> MM-DD-YYYY

\* Is this a career banded position? Yes

Other Supervisors in Department Who Need Access to this Evaluation:

Not Selected	Selected
Garcia, Nonie	No Response
Gerlach, Susan	
Green, Given	
Hall, Deborah	
Lilley, Sara	
Locklear, Damian	
Muir, Jennifer	
Seltz, Kevin	

\*Required information is denoted with an asterisk.

CONTINUE TO NEXT PAGE >>

CANCEL PREVIEW EVALUATION

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 SEARCH EVALUATIONS

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 LOGOUT

**Please note:** Employee confirmation does not necessarily indicate agreement with the evaluation/assessment; it only indicates face to face discussion between the two parties.

**Please review the details of the evaluation carefully before continuing.**

[Click here to view the Employee Expectations.](#)

**If you see the Edit link below, please follow this link to review the evaluation and add your comments.**

To take the action you have specified, click **Continue**. To edit the evaluation, click **Edit**. To exit the evaluation without making any changes, click **Cancel**.

[Edit](#) [Printer-Friendly Version](#)

**Evaluation Status**

Save without Submit  
 Submit Evaluation to Department Head

**CANCEL** **CONTINUE**

**Evaluation Details**

Working Title: 10422 Admin Support Specialist

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**JOB DESCRIPTIONS**  
BEGIN NEW ACTION  
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**EVALUATIONS**  
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SEARCH EVALUATIONS

**ADMIN**  
HOME  
CHANGE PASSWORD  
CHANGE USER TYPE  
LOGOUT

Welcome **Laura Smith**. You are logged in. Monday, March 29, 2010  
Your Current Group: Supervisor.

### Confirm Change Evaluation Status

You are about to change this action to the following status:

**Evaluation Status**

Save without Submit

Content

GO BACK CONFIRM

Done Internet 100%