

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.

East Carolina University

Password

Log In

[Authenticate with single sign-on? SSO Authentication](#)

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

Inbox

Watch List

PeopleAdmin

APPLICANT TRACKING

Go to East Carolina University Employee Portal

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.

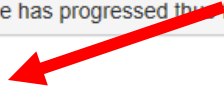
Interim Review	n/a	Available	View
Required Interim Review	n/a	Available	View
Probation Quarterly Review	n/a	Available	View

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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.

Interim Review

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



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

* Today's Date

Apr 2017

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

A red arrow pointing from the right towards the date '14' in the calendar grid.

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

A red arrow pointing from the top right towards the 'Complete' button.

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