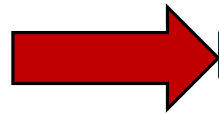


Supervisor Acknowledgment of Self Evaluation

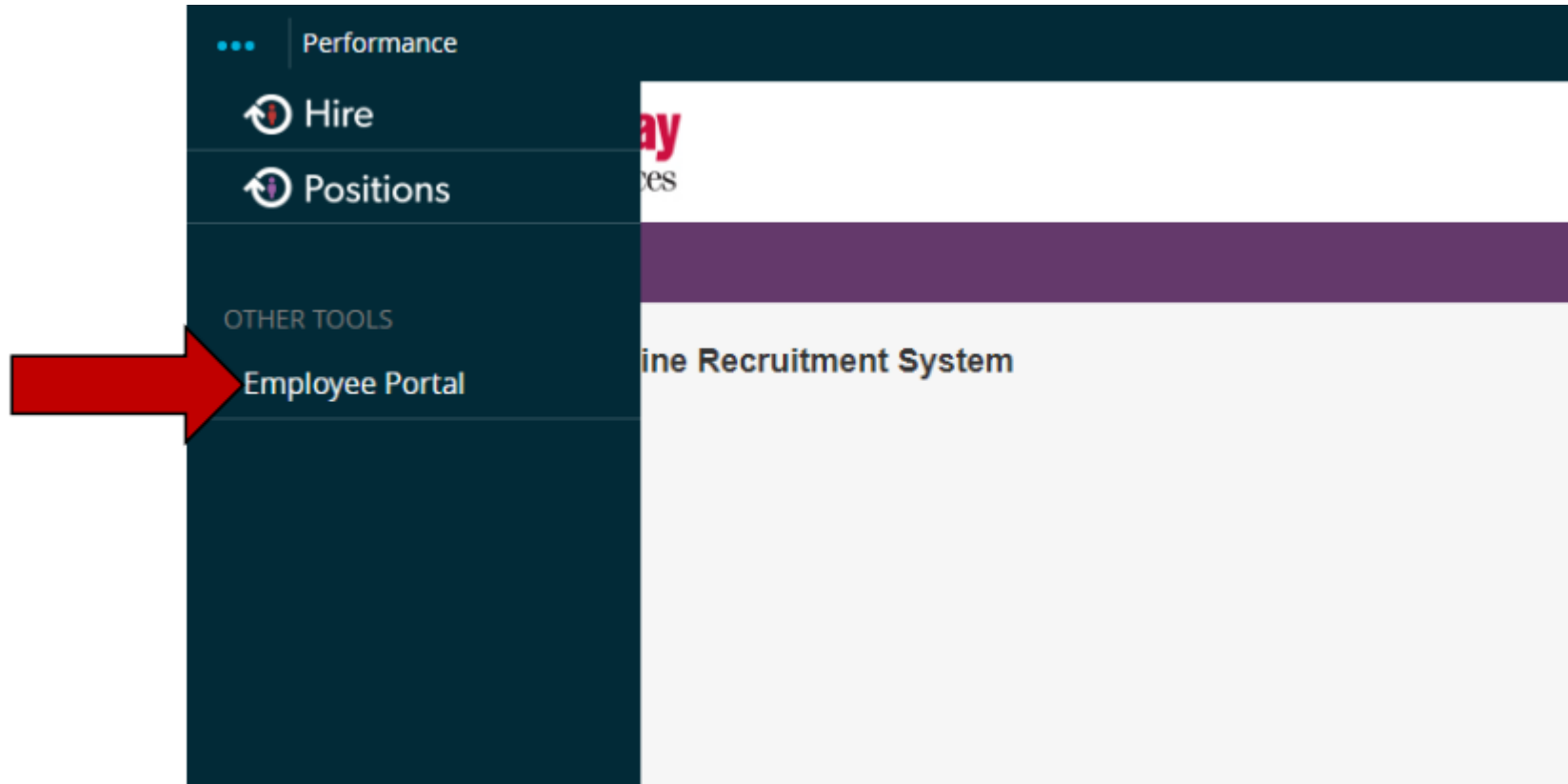
OFFICE OF HUMAN RESOURCES

Log into PeopleAdmin and click on the menu button (three blue dots)



The screenshot displays the top portion of the PeopleAdmin web application. At the top is a dark blue navigation bar containing the text "Performance" on the left, "Welcome," in the center, and "My Profile", "Help", and "logout" on the right. Below this bar is the Austin Peay Human Resources logo on the left and a "User Group:" dropdown menu set to "Department Chair" on the right. A purple bar below the navigation bar contains the word "Home" on the left and "Shortcuts" with a dropdown arrow on the right. The main content area begins with the text "Welcome to your Online Recruitment System". Below this is a horizontal menu with tabs for "Inbox", "Postings", "Hiring Proposals", "Actions", and "Special Handling Lists". The "Inbox" tab is currently selected. Under the "Inbox" tab, there is a search input field with the placeholder text "SEARCH" and a "Filters" button to its right. On the right side of the main content area, there is a white box with the text "0 Active Applicants".

Select “Employee Portal”



Select the employee's self evaluation

Home **1** Performance ▾ Progress Notes

Hello, Test2 My Account Log Out

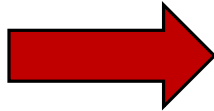
Welcome to the Employee Portal, Test2 Supervisor

Your Action Items

Start typing to search

Item	Description	Due Date	Status
2018 Performance Evaluation for Test1 Employee	Supervisor Acknowledges Self Evaluation	n/a	Available

Showing 1 to 1 of 1 entries



Review the Self Evaluation and Acknowledge

Self Evaluation for Test1 Employee (Score: Strong Performer)

Please review the self-evaluation submitted by your employee and acknowledge below.

Actions ▾

- Print
- Acknowledge

2018 Performance Evaluation
New Status: Open
Evaluation Type:

Performance Criteria

[Empty text input field]

➔ Acknowledge

