Supervisor Completes Progress Check-In

1) Log into the PeopleAdmin <u>Performance Management Portal</u> utilizing your YSU Portal credentials.

Youngstown State University	
YOUNGSTOWN STATE UNIVERSITY	
mimassaro	
Log in	

2) Click on the desired Action Item.

YOUNGSTOWN			Go to Youngstown State University	HR Suite Peop	pleAdmin
STATE	Home 18 Performance - Progress Notes			Hello.	Log Out
	Welcome to the Employee Portal,				
Se My Reviews	Your Action Items				
	Start typing to search				
	Item	Description	Due Date	Status	0
	2018 P/A Performance Evaluation for	Supervisor Evaluation and Review Meeting	2019-02-28 Due in about 1 month	Upcoming	Î
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	2018 P/A Performance Evaluation for	Supervisor Evaluation and Review Meeting	2019-02-28 Due in about 1 month	Upcoming	
	2018 P/A Performance Evaluation for	Progress Check-In	2018-06-30 Due 6 months ago	Overdue	

3) Review the information presented, click Complete.

YOUNGSTOWN	Go to Youngstown State University	ersity HR Suite PeopleAdmin	
STATE	Home 15 Performance * Progress Notes	Hello, Log Out	
Supervisor:	Progress Check-In	2018 P/A Performance Evaluation	
Position Description:		Review Status: Overdue	
	The mid-year check-in is a simple task to complete. Meet with your employee and discuss their performance to date. You may want to specify areas where you see improvement is needed or areas where the employee is performing well. You can record notes from this meeting in the "Progress Notes" tab to the	Evaluation Type: Focal	
Department:	you see imposenties to needed to areas where the employee by performing went too can record interval to the needed to areas where the employee how the too to assist with the evaluation of your employee. Progress Notes will be available to you at the end of the period to help you remember specific details in support of your ratings and feedback.	Program Timeframe: 01/01/18 to 12/31/18	
Professional/Administrative Excluded	Complete	Last Updated: August 07, 2018 13:03	
Overview	17 Complete	Last Completed Step: Employee Acknowledges Performance Plan	
Plan		Co-reviewer: Add Co-	
Supervisor Evaluation		reviewer	
Self Evaluation			
Approvals & Acknowledgements			