## Acknowledging your plan

PeopleAdmin is part of Radford University's single sign-on. This means that it is accessible through your OneCampus Portal.

1. Log into your <u>OneCampus</u> Portal using your Radford credentials. On the landing page of your Portal, select or search for SelectSuite - PeopleAdmin. Click on the icon to open.



2. The landing page will usually appear as the Applicant Tracking page and the banner should be blue. No matter the page you land on, select the three blue dots on the top.

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	Home	Postings 👻	Applicants 👻	Hiring Proposals 👻		S	hortcuts	•
	Inbox	Post	ngs 2 Users 3	Hiring Proposals 9 Position Requests	0 F L	illed P .ast 30	Posting ) days	s

3. From this menu, select the option Radford University Employee Portal



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4. Once you have received an email stating that you have an action and you log in, your **Home** page should show that your plan is ready to be acknowledged. Click on the word **Employee Acknowledges Plan** or

Select View							
<b>RADFORD</b> UNIVERSITY			Go S Radford University HR Site	PeopleAdmin			
	Home  Performance  Hello, Ruby Log Out						
Serviews	Your Action Items	$\searrow$	_				
	Search:	Description ¢	Due Date Sta ¢ ≎	tus Action			
	Classified Program - Oct 25, 2017- Oct 24, 2018 for Ruby Cline Showing 1 to 1 of 1 entries	Employee Acknowledges Plan	>	View			

Review your plan again (*At this point you should have already met and reviewed your Plan with your Supervisor (required).* 

If changes were discussed between the employee and supervisor, and the	Actions -
changes have not been updated on the plan at this point, the <b>Return</b> button can	
be used to return the plan back to the supervisor to revise. <i>NOTE:</i> By returning	Print Return
the plan to the supervisor, the plan will go back through each step again.	Acknowledge

5. Comments can be entered in the comment section located at the bottom of the page.



6. If no changes need to be made, **Acknowledge** the plan.

## Acknowledging your plan

7. You will see a pop box appear to confirm, select OK



8. A message confirming your acknowledgement will appear in a blue box at the top of the screen.

Home 1 Performance -	Hello, Ruby Log Out
	Help for this page
Your acknowledgement was recorded	×

Task Completed