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

1. Log into your OneCampus 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. From this menu, select the option Radford University Employee Portal
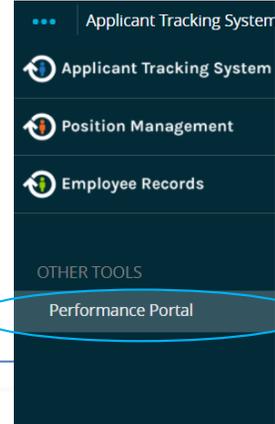
3. Your Home page should show you any items that have actions due for you or your direct reports. For example, below you will see the supervisor has several action items, including acknowledging their own plan and creating a plan.

4. To access your current and historical plan or evaluation history, select the [My Reviews] button. This does not include historical evaluations from PeopleAdmin 5.8.

   a. Drop down menus (as seen below) will appear and allow you to filter and retrieve additional information (if available).

To view additional plans for direct reports, employees of direct reports or yourself, you may find them through your
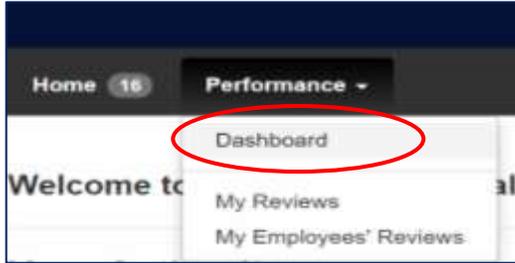
*Dashboard at the top left of your screen OR in your ****left side menu**
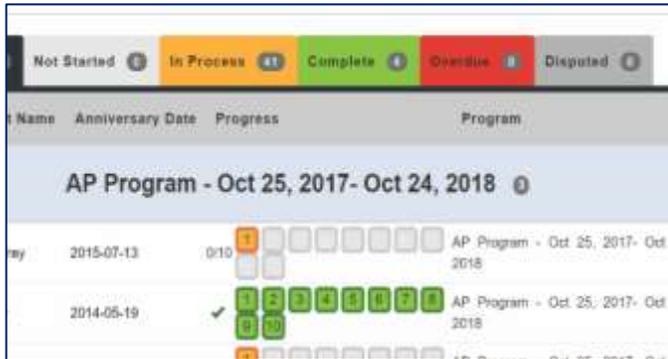
*The Dashboard will give you a visual picture of where a plan or evaluation is in the Workflow/Schedule.

**The left side menu will give you a series of drop down filters that allow you to specify what you will see on your screen.