PeopleAdmin is part of Radford University's single sign-on. This means that it is accessible through your OneCampus Portal
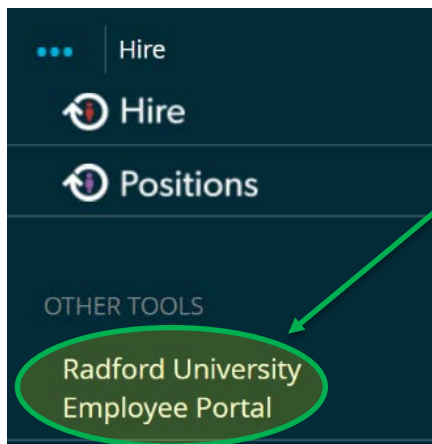
1. Log into your OneCampus Portal using your Radford credentials. On the landing page of your Portal, select or search for SelectSuite - PeopleAdmin. Click on the icon to open.
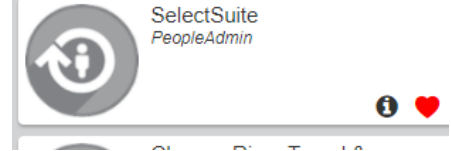
2. The landing page will usually appear as the Applicant Tracking page and the banner should be blue. No matter the page you land on, select the three blue dots on the top.
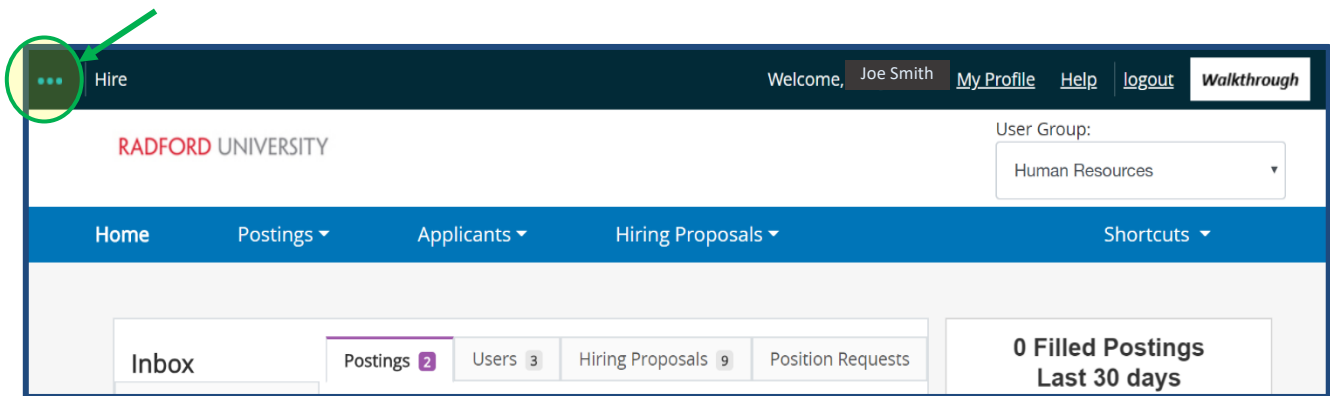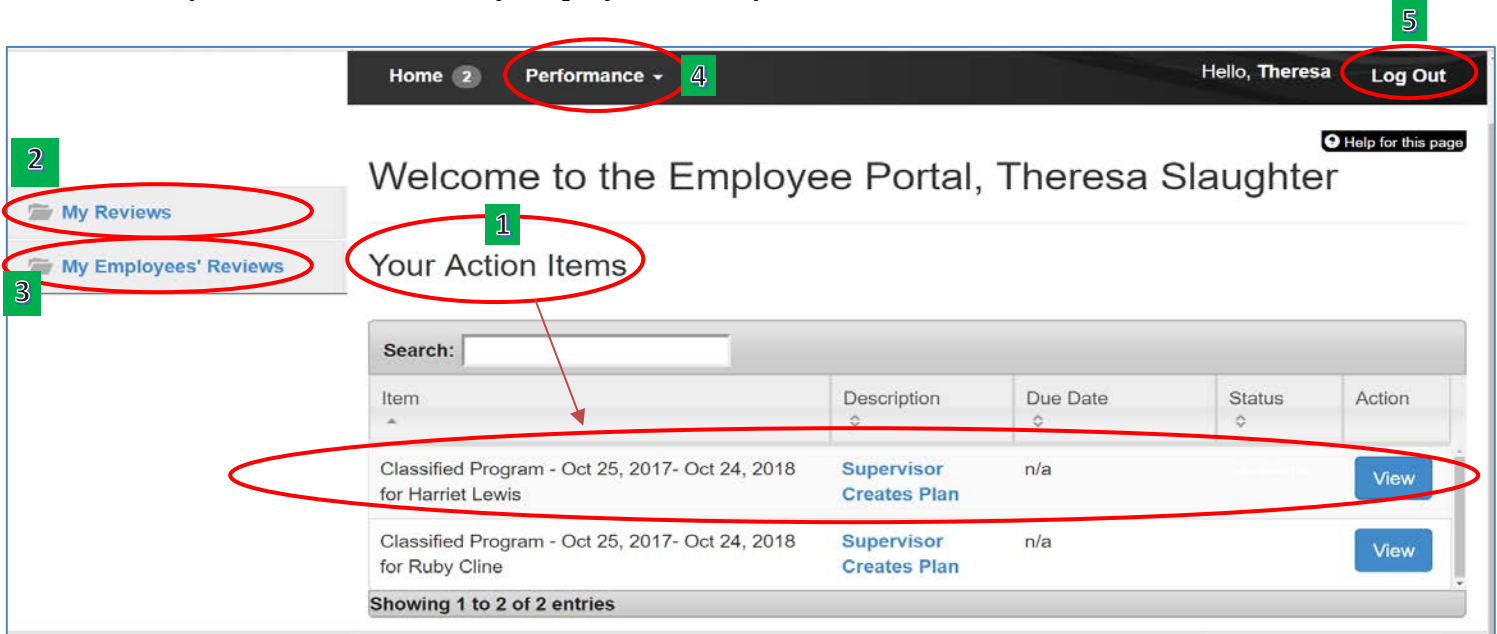

3. From this menu, select the option **Radford University Employee Portal**

4. On your **Radford University Employee Portal**, you will see...

1 Your Action Items

A list of items that require your attention.

2 My Reviews

Your own performance plan and/or evaluation.

3 My Employee's Reviews *(you will only see this option if you are a supervisor or reviewer.)*

Performance plans and/or evaluations for your direct reports and/or the employees of your direct reports.

4 Performance

o If you are a supervisor, you will see an option to view your **Dashboard.** This shows the status of your plan and/or evaluation, your direct report plans and/or evaluations and the employees of your direct reports plans and/or evaluations. (Please see the Quick sheet titled Dashboard for further details)

o This is also an area that you can select **My Reviews** or **My Employee's Reviews, as listed above.**
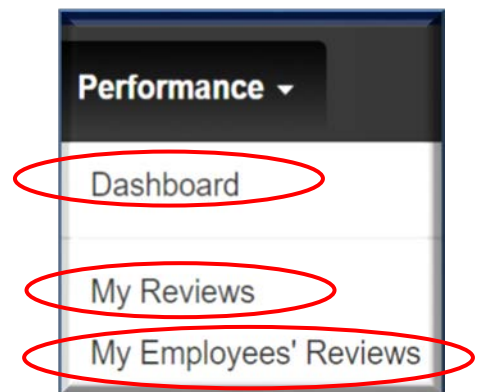
5 Log Out

Also on this page (or any page), you can end your session by selecting **Log Out** in the top right hand corner.