Create Performance Management Plan

1. Log into the PeopleAdmin system at the following link using your FSA Username and Password: https://mtsujobs.mtsu.edu/hr/login

2. Click on the Go to Middle Tennessee State University Employee Portal link in the top right portion of the screen.

3. Click on the Create Performance Plan for (Employee Name).

4. Click on Position Duties tab to review position duties and responsibilities of the employee. No action is possible.

5. Click on Evaluation Metrics tab to review the metrics that each employee will be rated on for the review period.

6. Click on Employee Goals to enter goals for the employee. (Optional)
   
   **NOTE:** For this evaluation cycle, you will enter the goals for the previous year if you want to rate them in the supervisor evaluation.

7. To Complete Plan and begin Supervisor Evaluation process, click the blue Actions tab and select Complete.
   
   **NOTE:** After the Plan is marked Complete you can no longer add additional information to the Plan. Once completed, you can immediately begin the Supervisor Evaluation. A link is provided on the left hand side of the page.
Create Supervisor Evaluation

1. Log into the PeopleAdmin system at the following link using your FSA Username and Password: https://mtsujobs.mtsu.edu/hr/login.

2. Click on the Go to Middle Tennessee State University Employee Portal link in the top right portion of the screen.

3. Click on the Supervisor Evaluation link for the employee.

4. Click on Position Duties tab if you wish to review position duties and responsibilities of the employee.

5. Click on Evaluation Rating Instrument tab and rate each metric by selecting the options from the drop down box provided. Each metric requires a rating and a comment. If a metric is non-applicable to an employee, select non-applicable from the drop down box and enter non-applicable in the comments section. Enter an Overall Evaluation Rating and comment for the employee at the end of the Evaluation Rating Instrument.

6. Click on Employee Goals tab to rate the goals entered in the Plan for the Review Period. If goals were not established in the Plan no action is possible.

7. Click on Attachments tab if you wish to upload documents to the Supervisor Evaluation. Click on the Employee Goals tab to return to the evaluation.

8. Supervisor Evaluation is to be approved by Evaluation Reviewer (your supervisor) prior to discussing with the employee. Click on the Blue Actions and select Complete to submit the evaluation for review.

   **NOTE:** Once you select Complete you may not make any changes to the evaluation unless your supervisor returns it to you for correction.


10. When the review meeting is completed, log into the PeopleAdmin system and click on the Go to Middle Tennessee State University Employee Portal link in the top right portion of the screen. Click on the Evaluation Review Meeting link for the employee. Click Complete. Notification is sent to employee to acknowledge
1. Employee receives notification via email that the Evaluation is ready for Employee Acknowledgment of Review.

2. Log into the PeopleAdmin system at the following link using your FSA Username and Password: https://mtsujobs.mtsu.edu/hr/login.

3. Click on the Go to Middle Tennessee State University Employee Portal link in the top right portion of the screen. Click on the Employee Acknowledgement of Review link. Click on the blue Actions button, click Acknowledge to electronically sign the evaluation.