Welcome to the PeopleAdmin Performance Management module! Performance Management provides functionality allowing SHSU to process all performance appraisals for staff employees online. Paper forms are no longer used for employee appraisals.

As part of the Annual Performance Appraisal process, unless you are completing an Administrator review, you may be instructed by your supervisor to complete a ‘Self-Evaluation’. (Self-Evaluations are required for the Administrator review.) This will require you to go to PeopleAdmin and complete the ‘Self-Evaluation’ online. This brief tutorial will help you accomplish that assignment.

**Step One:** Access PeopleAdmin Performance Management from the My Sam Human Resources channel.

**Step Two:** Navigate to the ‘Employee Portal’ by clicking on the link indicated below.
**Step Three:** The system will bring you to your ‘Welcome’ page where you will see the action that is waiting for you. If you do not see this page, click on the ‘Home’ icon in the upper left portion of your screen, which will take you to this screen.

Click on the ‘Complete Self Evaluation’ icon.

**Step Four:** Please complete each of the four questions on this self-evaluation by clicking on the text box below each item and keying your response. You can also add attachments to your evaluation. Important: please be sure to click the ‘Save Draft’ button at the bottom of the screen before leaving this page. Once you are finished with the self-evaluation, click on the blue ‘Complete’ button at the bottom of the screen. You can then log out of the system.

If you have any questions, please call Human Resources at 294-1070.