Supervisor Creates Plan
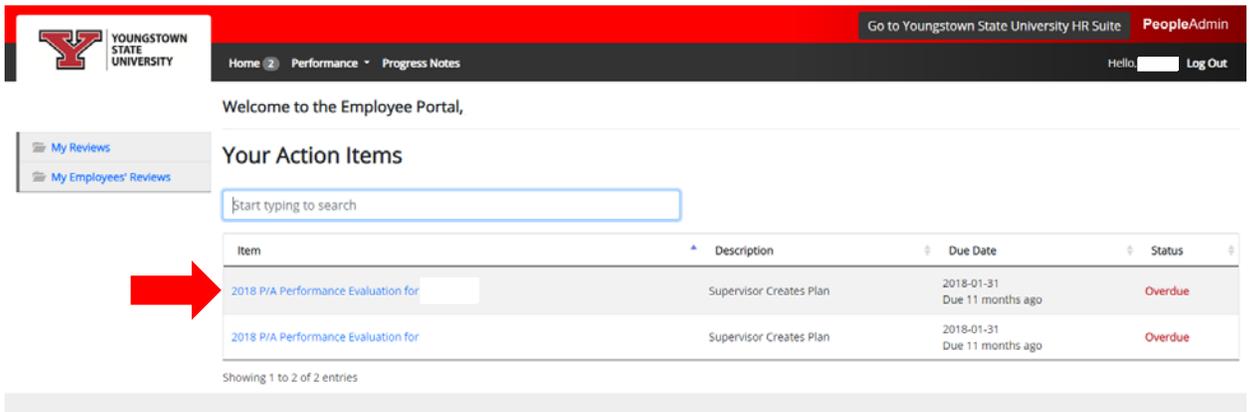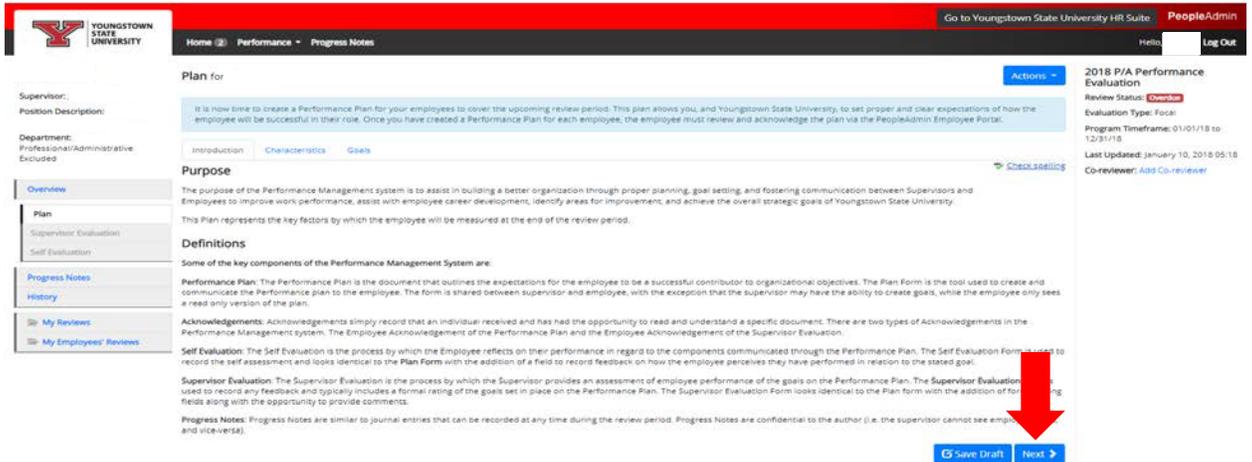
1) Log into the PeopleAdmin Performance Management Portal utilizing your YSU Portal credentials.

2) Click on the desired Action Item.

3) Review Introduction tab and click Next.

4) Review Characteristics, scroll down, and click Next.

5) Enter additional goals if applicable or click Complete if not applicable.

6) Confirm submission by clicking OK.

7) Return to your Action Items if you have additional Plans to create and follow this guide from Step 2.