**STEP 1**
Go to PeopleAdmin valdosta.peopleadmin.com/hr/sessions/new, enter Active Directory username, password, click Log In.

Then click on “Go to Employee Portal.” This takes you to the “main page” for Performance Management.

**STEP 2**
Click on the Home tab icon in the upper left portion of the screen. From here, you will see You Action Items.

Select the Employee Acknowledges and Concludes Review Process link. Click that option.

**STEP 3**
Review the supervisor’s assessment of you, the employee. This should only be done after you have met and discussed your annual review.

There are two Actions options:

1) Print the report. *Go to step four of this guide to complete this process.*

2) Acknowledge the Annual Review as it’s been submitted. *Go to step six of this guide to complete this process.*
STEP 4
You have the option to Print the Annual Review. You may select this option to keep a printed copy of this report for your personal records.

From the Actions dropdown box, highlight the Print option by hovering your mouse over the word. Click that option.

STEP 5
This will take you to your print options. Please make the necessary selections for the device that you are using. Once that is complete, click Print.

STEP 6
After completing the review with your supervisor, scroll to the bottom of the page until you see the Development Action Plan.

Click the Acknowledge button in the bottom right corner. This will acknowledge your annual review and complete the Employee Acknowledgement Annual Review process.