

# Year End Appraisal –Guide for Employees

## Employee Acknowledgement of Appraisal & Year End Meeting

Log into [PeopleAdmin](#)

- Log in with Delta login credentials.
- **Select the three blue dots** in the upper left-hand corner of the page to expand the menu.
- Click the **Employee Portal** link. This takes you to the “main page” for Performance Management.
- Your home screen will populate – Click on your Year End appraisal.
- Your Appraisal will populate, review your appraisal by scrolling down the page.
- At the bottom of the page you may enter comments in the ‘Comment’ box and/or **click ‘Acknowledge.’**
- Before you select the **‘Acknowledge’** button, please ensure all necessary information has been entered/completed prior to clicking ‘OK’.
- Once the acknowledge action is completed you will see a blue message stating ‘your acknowledgment has been recorded.’
- Your action is complete, click log out at the top right of the page.

### To Print Appraisal (optional)

- Once logged into PeopleAdmin and you are at the Home Screen (see steps above)
- Go to the **‘Performance’** tab and click **‘My Reviews.’**
- Click the blue **‘View Review’** button on the far right of the appraisal you’d like to view.
- Next to the 5<sup>th</sup> step/green box, click on the blue link **‘Employee acknowledges year end appraisal’** to open your appraisal
- Your completed appraisal will then populate. Click the blue **‘Actions’** button at the top right, click **‘Print.’**

Please contact the Human Resources Office at (989)686-9107 if you have questions regarding this process