

Mid Year Appraisal – Guide for Employees

Employee Acknowledgement of Appraisal & Year End Meeting

- Log into [PeopleAdmin](#) using your 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 list your required actions, click on your Mid Year appraisal.
- Your Appraisal will populate, review appraisal by scrolling down the page.
- At the bottom of the page you may enter comments in the ‘Comment’ box and/or click ‘Acknowledge.’
- When you select the ‘Acknowledge’ button, a pop up message will appear. 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 was recorded.’
- Your action is complete, click log out at the top right of the page.

To Print Appraisal after all steps have been completed (optional)

- Once logged into PeopleAdmin and you are at the Home Screen go to the ‘Performance’ tab and click ‘My Reviews’, all your appraisals will be listed.
- Click the blue ‘View Review’ button on the far right of the appraisal you’d like to view.
- Your completed appraisal will then populate. Click the blue ‘Actions’ button at the top right, click ‘Print.’

If you have questions about this process please contact the Human Resources Office at (989)686-9546.