SUPERVISOR PREPARATION FOR ANNUAL PERFORMANCE EVALUATIONS
FOR SUPERVISORS OF PERMANENT CLASSIFIED AND UNCLASSIFIED STAFF
AND FOR Faculty WHO SUPERVISE STAFF

Step 1: Log into PeopleAdmin

1. Enter https://jobs.cofc.edu/hr/sso
   Enter your College of Charleston’s user name and password (or access through my.cofc.edu, employee tab, quick links)

Step 2: Select Module and Group

1. Select Employee
   (a green bar will appear at the top of the screen confirming “Employee Group”)

STEP 3: Verify Employees

1. Go to Employee Portal
2. Ensure all your employees are listed for the Annual Program

STEP 4: Ensure The Plan Has Completed

1. All employees should be at state of “Supervisor Evaluation”
   (this means that the Plan has been completed and the Employee has acknowledged the Plan)

STEP 5: EXCEPTIONS

1. At this point you need to make some determinations:
   a. If all is correct, AND YOU HAVE NOT MADE ANY CHANGES TO THE POSITION DESCRIPTION BETWEEN JANUARY 1 AND OCTOBER 1, you are ready to have your employees begin self-evaluations or you may begin the supervisor evaluation.
   b. Other Issues (select the link to see resolution of issue):
      i. Employee not listed in Action Items (or Extra Employees in Action Items)
      ii. Employee at “Create Plan” state (or not at “Supervisor Evaluation”)
      iii. Employee Started after January 1 of evaluation year
      iv. Position Description has changed between January 1 and October 1 of evaluation year
EMPLOYEE NOT LISTED IN ACTION ITEMS:

1. Select “My Employee Reviews” from the left menu.

2. Select from the dropdowns:
   a. Program – evaluation year
   b. Supervisor – (you)
   c. Subjects – All
   d. Org Unit – All (you may filter by department if you have multiple departments)
   e. Program Type – Focal
   f. Open/Completed – Open
   g. Performance/eligibility - Eligible

3. Check Employees
   a. If employee is listed: it is most likely that they have not acknowledged the Plan. Ask them to do so. If it is not in their action queue, contact epms@cofc.edu
   b. If their name is not listed, they are not listed as reporting to you. Contact epms@cofc.edu

EMPLOYEE AT “CREATE PLAN” STATE:

1. Website Instructions

EMPLOYEE STARTED AFTER Jan. 1

1. The Employee will be in the “Anniversary – Probationary Program” and will be reviewed on the Anniversary Date. No Action Needed until Anniversary Date.
POSITION DESCRIPTION CHANGED BETWEEN JANUARY 1, 2015 AND OCTOBER 1, 2015

Note:
1. If job duties changed prior to Oct. 1—employee will be rated on new job duties and a Revised Plan must be completed and acknowledged (see instructions below)
2. If job duties changed after Oct. 1—employee will be rated on previous job duties and you may proceed with the evaluation process

1. Click on “Supervisor Evaluation” for the individual whose PD has been revised

2. Select “Plan” from the left menu

3. Select “Revise” from the blue Actions Dropdown box (on the right)

4. Select the revised PD under the “Select Position Description” (generally it will be the top one) and select “Apply”

5. Select the “Individual Goals Tab” and make any Goal Revisions

6. Select “Revise” at the bottom of the Page (even if you do not make goal changes, you must do this step for the Position Duties to update in the evaluation)

7. Ask the employee to acknowledge the evaluation (your Action Items will show two 2015 evaluations for the employee until they acknowledge the revision).