

# Screen Shot Guide – Step 4: Supervisor Evaluation

## ► EVALUATION CYCLE



## ► A) LOG-IN

Enter <http://jobs.cofc.edu/hr/sso> in a browser address bar

- Or log into mycharleston (my.cofc.edu)
  - Select Employee Tab
  - Look for PeopleAdmin under Quick Links

Log-in with the same name and password that you use to log into your computer

### ACTIONS AT A GLANCE

Log In.....	A
Access Employee Portal.....	B
Access The Evaluation.....	C
Review Self Evaluation.....	D
Review Overview Tab.....	E
Rate Values/Characteristics.....	F
Rate Job Duties.....	G
Comment on Individual Goals .....	H
Complete Strengths.....	I
Skip .....	J
Add Attachments.....	K
Rate Overall Performance.....	L
Complete Evaluation.....	M
Log Out.....	N
Next (Reviewing Officer App/Rej)....	O

## ► B) ACCESS EMPLOYEE PORTAL

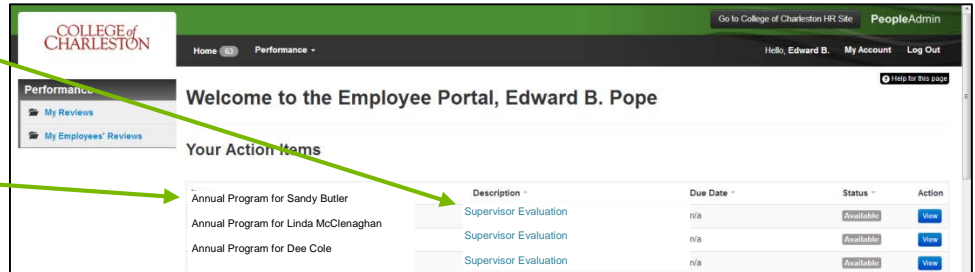
1. Go to College of Charleston Employee Portal



► C1) If Self-Evaluation was completed (see C2 if Self-Evaluation was not completed)

ACCESS THE EVALUATION FROM ACTION ITEMS - (2013 ANNUAL EVALUATION)

1. Select the "Action Item"
2. Ensure Correct Program Date

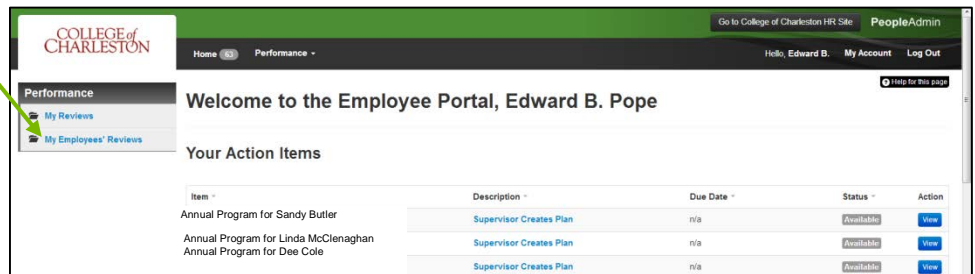


3. Note: Evaluations may also be selected through "My Employee Reviews" and selecting parameters as described in C2

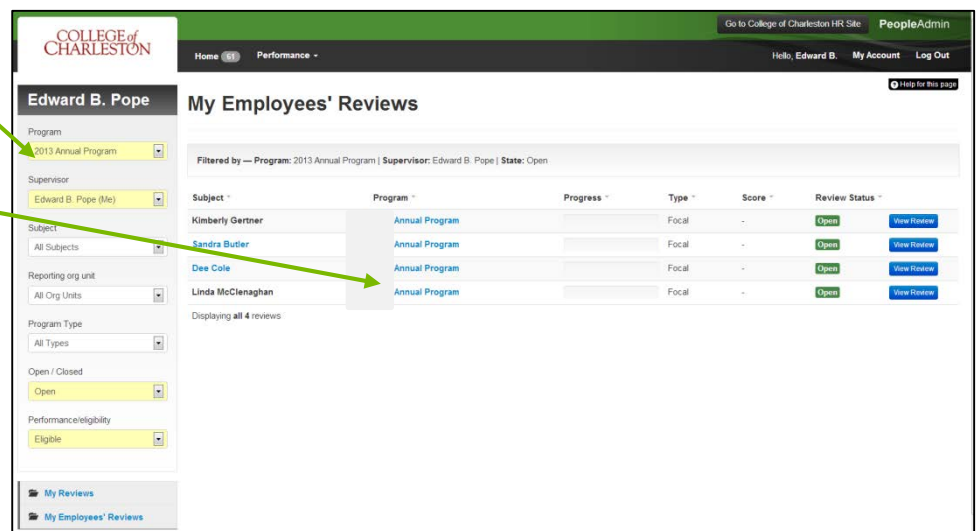
► C2) If Self-Evaluation was not completed

ACCESS THE EVALUATION FROM MY EMPLOYEE REVIEWS

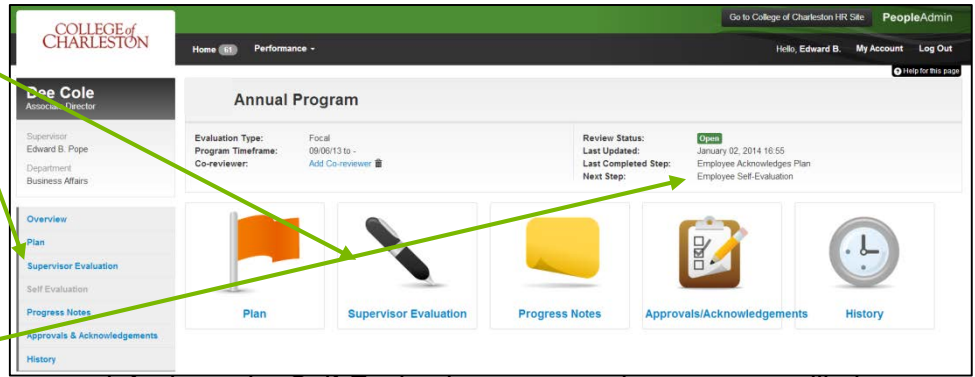
1. Select My Employees' Reviews



2. Select Program
3. Select Program for employee



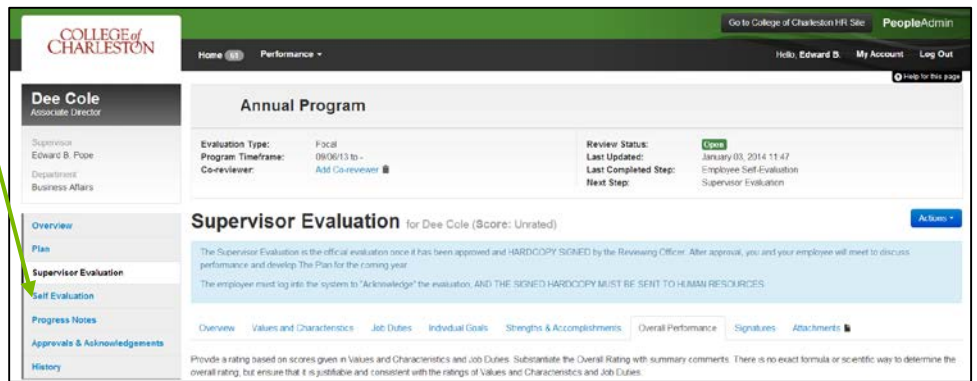
**4. Select \*Supervisor Evaluation**



\*Note: Because the system defaults to the Self-Evaluation process, the next step will always show "Employee Self-Evaluation (the system just knows that this step has not yet been completed).

**► D) REVIEW EMPLOYEE SELF EVALUATION AND ANY \*PROGRESS NOTES**

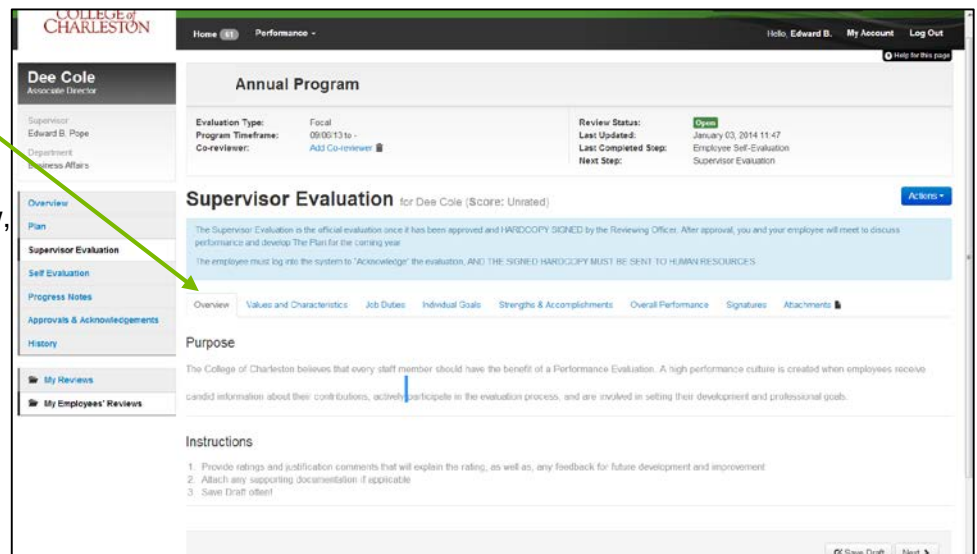
**1. Select Self Evaluation**



\*Progress Notes are confidential and may be added any time during the year

**► E) ACCESS OVERVIEW TAB**

- 1. Select Overview Tab**
- 2. Read Blue Overview, Purpose, and Instructions,**



## ► F) ACCESS VALUES AND CHARACTERISTICS TAB

1. **Select** Values/Char Tab
2. **Read** Notes
3. **Read** Each Description
4. **Select** Rating Dropdown
5. **Write** Descriptive Comments
6. **SAVE DRAFT OFTEN!**

Edward B. Pope  
Department: Business Affairs

Program Timeframe: 09/06/13 to -  
Co-reviewer: Add Co-reviewer

Last Updated: January 03, 2014 11:47  
Last Completed Step: Employee Self-Evaluation  
Next Step: Supervisor Evaluation

**Supervisor Evaluation** for Dee Cole (Score: Unrated)

The Supervisor Evaluation is the official evaluation since it has been approved and HARD COPY SIGNED by the Reviewing Officer. After approval, you and your employee will meet to discuss performance and develop The Plan for the coming year.  
The employee must log into the system to "Acknowledge" the evaluation, AND THE SIGNED HARD COPY MUST BE SENT TO HUMAN RESOURCES.

Overview Values and Characteristics Job Duties Individual Goals Strengths & Accomplishments Overall Performance Signatures Attachments

The first seven Values and Characteristics are mandatory for all employees. The last two are only mandatory for employees with significant supervisory duties. Each Value/Characteristic should be applied based upon the position responsibilities.

Values and Characteristics Section

Value/Characteristic:  
Communication

Description:  
Demonstrates ability to express clear written and verbal thoughts, openly shares appropriate information, actively listens and seeks information. Participates in dept/division/committee meetings by sharing and assimilating information.

Rating  
Please select: [dropdown]

Comments

## ► G) ACCESS JOB DUTIES

1. **Select** Job Duties Tab
2. **Read** Notes
3. **Read** Each Duty
4. **Select** Rating Dropdown
5. **Write** Descriptive Comments
6. **SAVE DRAFT OFTEN**

Dee Cole  
Associate Director

Supervisor: Edward B. Pope  
Department: Business Affairs

Annual Program

Evaluation Type: Fiscal  
Program Timeframe: 09/06/13 to -  
Co-reviewer: Add Co-reviewer

Review Status: Green  
Last Updated: January 03, 2014 11:47  
Last Completed Step: Employee Self-Evaluation  
Next Step: Supervisor Evaluation

**Supervisor Evaluation** for Dee Cole (Score: Unrated)

The Supervisor Evaluation is the official evaluation since it has been approved and HARD COPY SIGNED by the Reviewing Officer. After approval, you and your employee will meet to discuss performance and develop The Plan for the coming year.  
The employee must log into the system to "Acknowledge" the evaluation, AND THE SIGNED HARD COPY MUST BE SENT TO HUMAN RESOURCES.

Overview Values and Characteristics Job Duties Individual Goals Strengths & Accomplishments Overall Performance Signatures Attachments

Job Duties are based on the current official Position Description. If the Position Description is inaccurate, contact EPM@ccc.edu and provide specific information regarding the changes. Human Resources will contact you with instructions.

Job Duties

Job Duty:  
Act as liaison to the State DNR consultants on areas of responsibility. Provides Director of HR, Sr. VP for Business Affairs and College Administration with data and recommendations on State policies and procedures. Drafts, reviews, edits and/or coordinates communication of new policies or policy revisions.

Rating  
Please select: [dropdown]

Comments

## ► H) ACCESS GOALS (GOALS WERE SET IN THE PLANNING STAGE)

1. **Select** Goals Tab
2. **Read** Notes
3. **Read** Each Goal
4. **Write** Descriptive Comments
5. **SAVE DRAFT OFTEN**

Linda McClenaghan

Supervisor: Edward B. Pope  
Department: Business Affairs

Supervisor Evaluation for Linda McClenaghan (Score: Unrated)

The Supervisor Evaluation is the official evaluation since it has been approved and HARD COPY SIGNED by the Reviewing Officer. After approval, you and your employee will meet to discuss performance and develop The Plan for the coming year.  
The employee must log into the system to "Acknowledge" the evaluation, AND THE SIGNED HARD COPY MUST BE SENT TO HUMAN RESOURCES.

Overview Values and Characteristics Job Duties Individual Goals Strengths & Accomplishments Overall Performance Signatures Attachments

Goals were developed at the beginning of the evaluation period during the Planning process.

Individual Goals

Individual Goal Name:  
Documentation and Organization

Individual Goal Description:  
Document all existing programs within the Training area. Clean out and organize programs, equipment and aids.

Comments

Individual Goal Name:

## ► I) ACCESS STRENGTHS AND ACCOMPLISHMENTS

1. **Select** Strengths/Acc. Tab
2. **Read** Notes
3. **Title** Each Strength and Accomplishment
4. **Write** Descriptive Comments
5. **SAVE DRAFT OFTEN**

Dee Cole  
Associate Director

Supervisor: Edward B. Pope  
Department: Business Affairs

Annual Program

Evaluation Type: Focal  
Program Timeframe: 09/08/13 to -  
Co-reviewer: Add Co-reviewer

Review Status: Open  
Last Updated: January 03, 2014 11:47  
Last Completed Step: Employee Self-Evaluation  
Next Step: Supervisor Evaluation

Supervisor Evaluation for Dee Cole (Score: Unrated)

The Supervisor Evaluation is the official evaluation once it has been approved and HARD-COPY SIGNED by the Reviewing Officer. After approval, you and your employee will meet to discuss performance and develop The Plan for the coming year.  
The employee must log into the system to "Acknowledge" the evaluation, AND THE SIGNED HARD-COPY MUST BE SENT TO HUMAN RESOURCES.

Overview Values and Characteristics Job Duties Individual Goals Strengths & Accomplishments Overall Performance Signatures Attachments

Strengths & Accomplishments give you the opportunity to provide your employee with positive feedback in of areas in which they have particular strengths and compliment them on projects they completed or participated in.

Strengths & Accomplishments

Strength & Accomplishment

Comments

Remove Entry?

Add Entry

## ► J) SKIP \*SIGNATURES TAB

\* The signature tab is a print only – signed hardcopy must be submitted

## ► K) ADD \*ATTACHMENTS

**\*IMPORTANT NOTE: IF YOU ADD ANY ATTACHMENTS, GO BACK TO THE OVERALL TAB TO COMPLETE THE EVALUATION!**

## ► L) ACCESS OVERALL PERFORMANCE

1. **Select** Overall Perf. Tab
2. **Read** Notes
3. **Select** Overall Rating
4. **Write** Descriptive Overall Performance Comments
5. **SAVE DRAFT OFTEN**

Dee Cole  
Associate Director

Supervisor: Edward B. Pope  
Department: Business Affairs

Annual Program

Evaluation Type: Focal  
Program Timeframe: 09/08/13 to -  
Co-reviewer: Add Co-reviewer

Review Status: Open  
Last Updated: January 03, 2014 11:47  
Last Completed Step: Employee Self-Evaluation  
Next Step: Supervisor Evaluation

Supervisor Evaluation for Dee Cole (Score: Unrated)

The Supervisor Evaluation is the official evaluation once it has been approved and HARD-COPY SIGNED by the Reviewing Officer. After approval, you and your employee will meet to discuss performance and develop The Plan for the coming year.  
The employee must log into the system to "Acknowledge" the evaluation, AND THE SIGNED HARD-COPY MUST BE SENT TO HUMAN RESOURCES.

Overview Values and Characteristics Job Duties Individual Goals Strengths & Accomplishments Overall Performance Signatures Attachments

Provide a rating based on scores given in Values and Characteristics and Job Duties. Substantiate the Overall Rating with summary comments. There is no exact formula or scientific way to determine the overall rating, but ensure that it is justifiable and consistent with the ratings of Values and Characteristics and Job Duties.

Overall Rating

Overall Rating

Please select

Overall Performance Comments

Save Draft Next

## ► M) COMPLETE EVALUATION

1. **Select** Complete under Action Dropdown or select Next at Bottom of Page and Complete on the Signature Page

2. **Select** Ok in the box that appears at

## ► N) LOG OUT

1. **Select** "Log Out"

## ► O) NEXT STEP

1. **Reviewing Officer will Approve/Reject the Evaluation**