

Screen Shot Guide – Step 6A: Supervisor Acknowledges Evaluation

► EVALUATION CYCLE



► A) LOG-IN

Enter <http://jobs.cofc.edu/hr/ss0> 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 The Portal.....	B
Access The Supervisor Evaluation.....	C
Acknowledge The Meeting.....	D
Log Out.....	E
Next-Employee Acknowledges Eval..	F

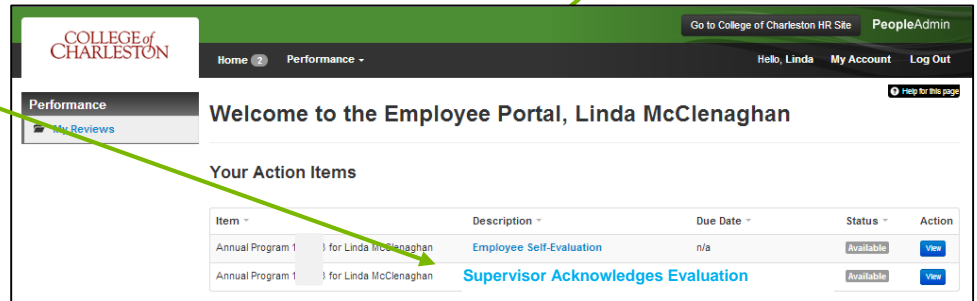
► B) ACCESS EMPLOYEE PORTAL

1. Go to College of Charleston Employee Portal



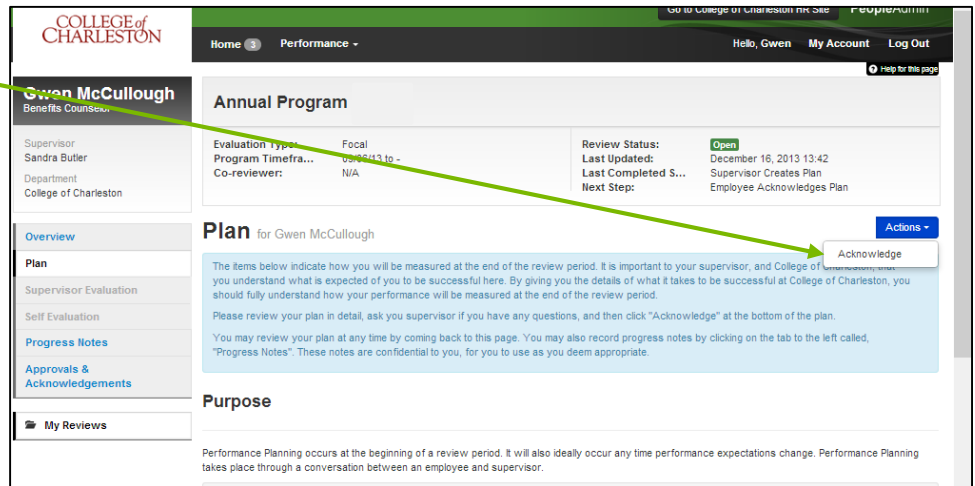
► C) ACCESS THE SUPERVISOR EVALUATION UNDER YOUR ACTION ITEMS

1. Select "Supervisor Acknowledges Evaluation"



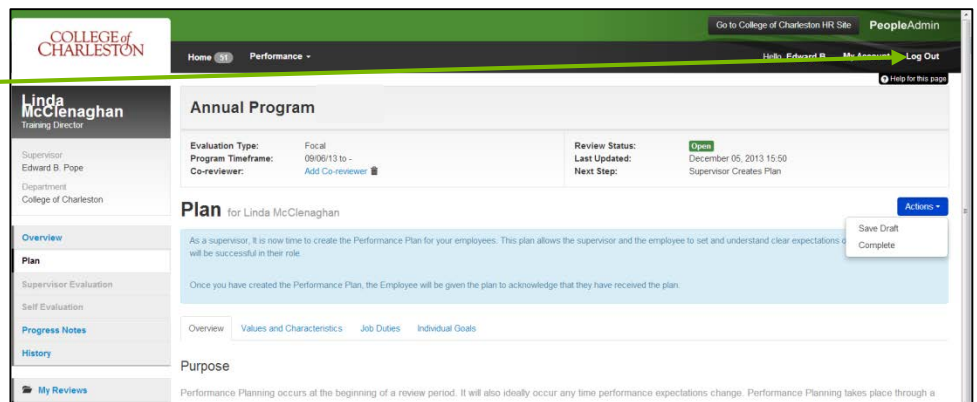
► D) ACKNOWLEDGE

1. Select "Acknowledge" under the Blue Action Tab



► E) LOG OUT

1. Select "Log Out"



► F) NEXT STEP

1. Employee will need to log in and acknowledge that the meeting has taken place

