Screen Shot Guide – Step 2: Employee Acknowledges Plan

► EVALUATION CYCLE

STEP 1: *Supervisor/Rating Officer Creates Plan

STEP 2: *Employee Acknowledges Plan

STEP 3: Employee Completes Self-Evaluation (this step is optional)

STEP 4: Supervisor/Rating Officer Completes Evaluation and Ratings

STEP 5: Reviewing Officer Approves Supervisor Evaluation

STEP 6A AND 6B: Supervisor and Employee Meet AND BOTH ACKNOWLEDGE

► 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

► B) ACCESS EMPLOYEE PORTAL

1. Go to College of Charleston Employee Portal

   Welcome to your Online Recruitment System

   [Example portal interface]

   [Steps 3, 4, 5]
C) ACCESS THE PLAN UNDER YOUR ACTION ITEMS

1. Select "Employee Acknowledges Plan"

D) REVIEW THE PLAN

1. Read Instructions
2. Scroll and Review:
   - Values and Characteristics
   - Position Duties
   - Goals for the New Year

E) ACKNOWLEDGE PLAN (OR CLARIFY QUESTIONS WITH SUPERVISOR)

1. Select "Acknowledge" under the Blue Action Tab
F) MAKE PROGRESS NOTES AS APPLICABLE

1. *Select Self Evaluation to look back at your Self-Evaluation

2. Select Progress Notes to make confidential notes during the year

* Supervisor Evaluation will be available after the Evaluation Meeting

G) LOG OUT

1. Select “Log Out”

H) NEXT STEP

1. At the End of the year, *employee will access the Self-Eval for that year evaluation cycle

* Self-Evaluation is optional based upon the department. If a Self-Evaluation is not completed, the supervisor will start Supervisor Evaluation