Screen Shot Guide – Step 5: Reviewing Officer Approvers Supervisor Evaluation

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

   Important: Items need your attention

   Displaying terms for your "Employee"

   Select correct option for your query

   Useful Links

   Log In

   Access Employee Portal

   Access The Supervisor Evaluation

   Review The Evaluation

   Approve/Reject The Evaluation

   Log Out

   Next (Evaluation Meeting and Acknowledgement)
C) ACCESS THE SUPERVISOR EVALUATION UNDER YOUR ACTION ITEMS

1. Select "Reviewing Officer" Acknowledges Evaluation

D) REVIEW THE SUPERVISOR EVALUATION

1. Scroll and Review all comments
2. Review Final Rating and Overall Comments
3. Make any comments (comments will be seen by supervisor but not by employee)
4. Scroll back to top

E) APPROVE OR REJECT SUPERVISOR EVALUATION

1. Select "Approve" or **"Reject" under the Blue Action Tab
   *If you select Reject, you will be required to comment and should contact the supervisor to discuss the evaluation and come to consensus. The evaluation will go back into their actions for review and re-submission.
1. Select “Log Out”

1. The supervisor will meet with the employee to discuss the evaluation

**Note:** At any time you may access the status of all evaluations by selecting “My Employee Reviews” and filter results.