Screen Shot Guide – Step 6B: Supervisor Acknowledges 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

B) ACCESS EMPLOYEE PORTAL

1. Change Module to Performance Management
2. Change Role to Employee and refresh
3. Go to College of Charleston Employee Portal

C) ACCESS THE SUPERVISOR EVALUATION UNDER YOUR ACTION ITEMS

1. Select “Supervisor Acknowledges Evaluation”
D) ACKNOWLEDGE THAT THE MEETING HAS OCCURRED

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