Screen Shot Guide – Step 6A: Supervisor Acknowledges 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](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
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