Screen Shot Guide – Step 6B: Employee Acknowledges Evaluation

**EVALUATION CYCLE**

* For 2013 Evaluations only: There was no Planning stage for 2013 so goals did not populate the evaluation.

After the 2013 Evaluation is completed, the supervisor will open the 2014 Plan with goals, and the employee will acknowledge 2014 Plan. The goals will then populate in the 2014 evaluation.

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

**ACTIONS AT A GLANCE**

Log in……………………………………A
Access Employee Portal………………B
Access The Supervisor Evaluation………………C
Review The Evaluation………………D
Acknowledge The Evaluation………E
Log Out……………………………………G
Next (The Plan)…………………H
C) ACCESS THE SUPERVISOR EVALUATION UNDER YOUR ACTION ITEMS

1. Select “Employee Acknowledges Evaluation”

D) REVIEW THE SUPERVISOR EVALUATION

1. Scroll and Review:

E) ACKNOWLEDGE SUPERVISOR EVALUATION (OR CLARIFY QUESTIONS WITH SUPERVISOR)

1. Select “Acknowledge” under the Blue Action Tab
**G) LOG OUT**

1. **Select “Log Out”**

**H) NEXT STEP**

1. You and your supervisor should discuss goals for the upcoming year. Your Supervisor will formalize the goals in The Plan and you will Review. (Step 1)