Screen Shot Guide – Step 6B: Employee 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/ssso 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
    [Diagram of login page]

    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)