

SELF-EVALUATION

Q - My Self-Evaluation is not available

A - The supervisor has not yet opened the plan

Q - I hit complete by mistake - can I get it back from my supervisor

A - Yes. Please contact our Employee Relations Manager, Sandra Cultra, at cultrash@cofc.edu to request that action.

Supervisor Evaluation

Q - My employee's job duties are outdated.

A - Please contact Andrew Bettis in Human Resources (bettisa@cofc.edu) for direction, but in general, we will ask you to wait until after the review period to make any changes

Q - I sent my employee's evaluation to my supervisor, but I need to make some changes

A - Ask your supervisor to "Reject" your evaluation and make a comment that it was at your request

Q - My employees are incorrectly listed

A - Send an email to epms@cofc.edu

REVIEWING OFFICER

Q - I keep trying to accept or acknowledge, but it keeps telling me I need to make comments. Where is the comment box?

A- Scroll all the way to the bottom, under the employee comments box and there will be a place for your comments.

GENERAL

Q - The position description changed during the year and it is not reflected in the job duties

A - Please see "Updating Position Duties in the Evaluation" in [screenshot guides](#)

Q - Can I see past evaluations?

A - Yes, go to the menu on the left and select either My Reviews or My Employee Reviews, select "All, Open or Completed" and any other criteria you would like to narrow

Q - It says my password is incorrect

A - You must have "sso" at the end of the peopleadmin address - if the login is in the middle of the screen, click "sso authentication" in the dark gray area right underneath the sign-in box

Q - Can I clean up my Action Items...I have things from last year in my Action Items

A - No, those are actions that were never completed so will forever stay there. (We are talking to PeopleAdmin about a method to move them somewhere else, but at this point, they do not have a solution).