

Screen Shot Guide – Step 2: Employee Acknowledges Plan

► EVALUATION CYCLE



► A) LOG-IN

Enter <http://jobs.cofc.edu/hr/ss0> in a browser address bar

- Or log into mycharleston (my.cofc.edu)
 - Select Employee Tab
 - Look for PeopleAdmin under Quick Links

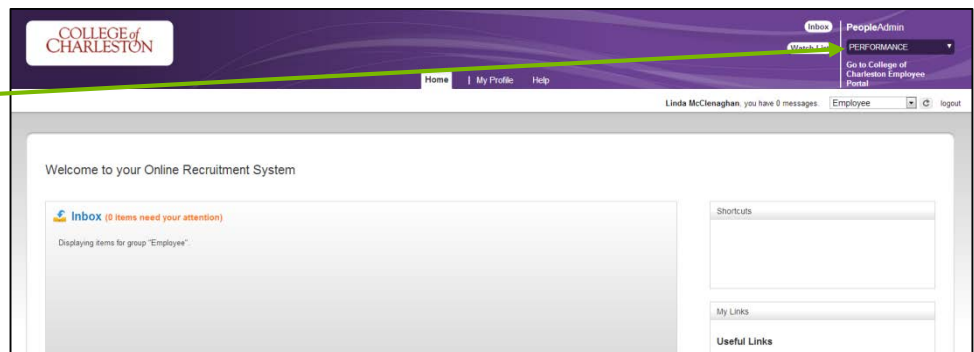
Log-in with the same name and password that you use to log into your computer

ACTIONS AT A GLANCE

Log In.....	A
Access Employee Portal.....	B
Access The Plan.....	C
Review Plan.....	D
Acknowledge Plan.....	E
Add Progress Notes.....	F
Log Out.....	G
Next (Emp. Self-Evaluation).....	H

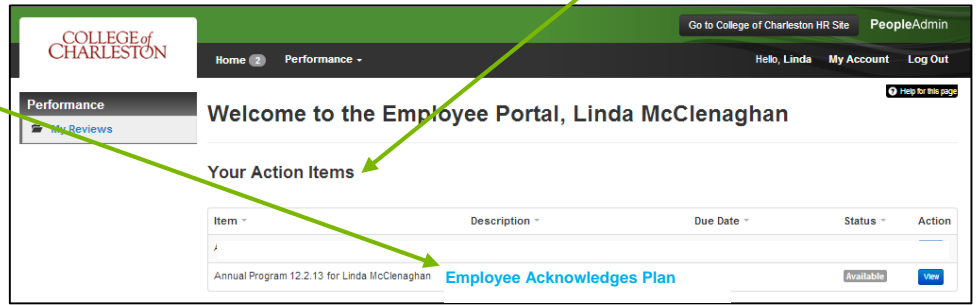
► B) ACCESS EMPLOYEE PORTAL

1. Go to College of Charleston Employee Portal



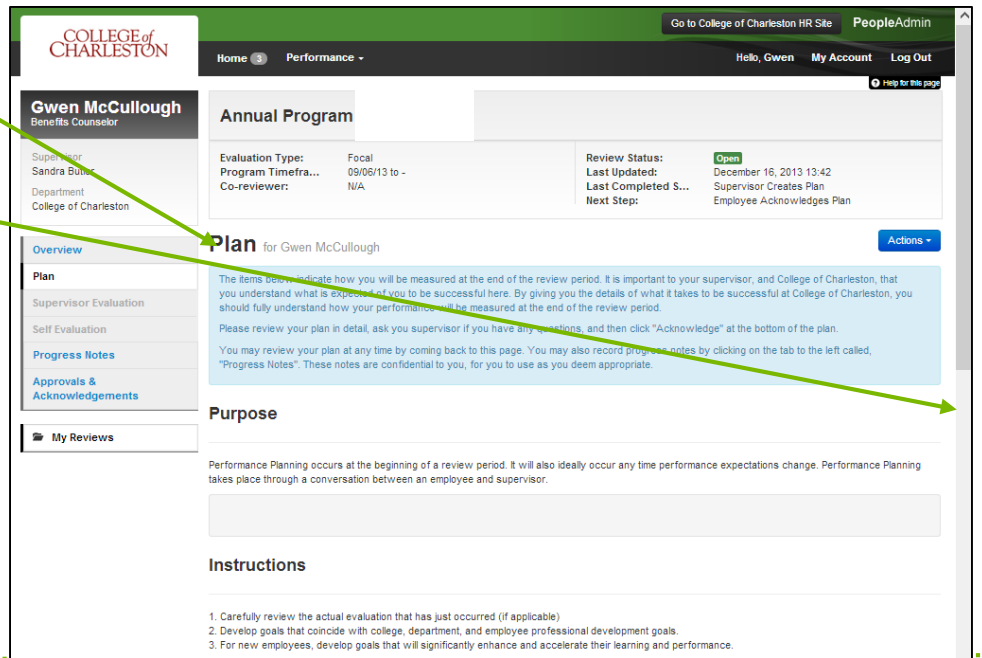
► C) ACCESS THE PLAN UNDER YOUR ACTION ITEMS

1. Select "Employee Acknowledges Plan"



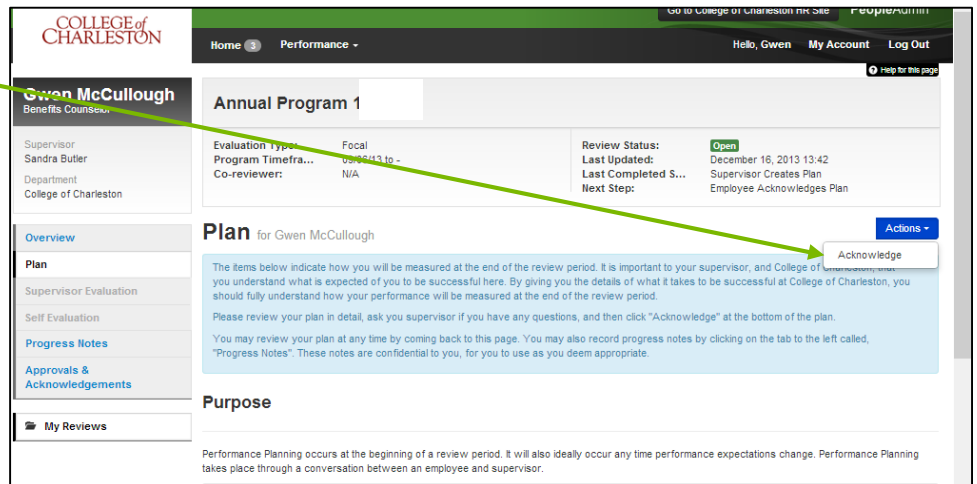
► D) REVIEW THE PLAN

1. Read Instructions
2. Scroll and
 - Values and Characteristics
 - Position Duties
 - Goals for the New Year



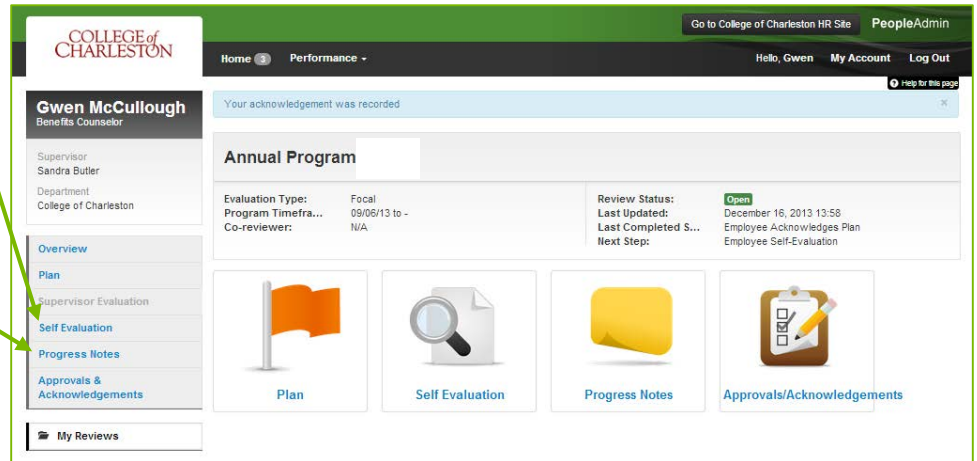
► E) ACKNOWLEDGE PLAN (OR CLARIFY QUESTIONS WITH SUPERVISOR)

1. Select "Acknowledge" under the Blue Action Tab



► F) MAKE PROGRESS NOTES AS APPLICABLE

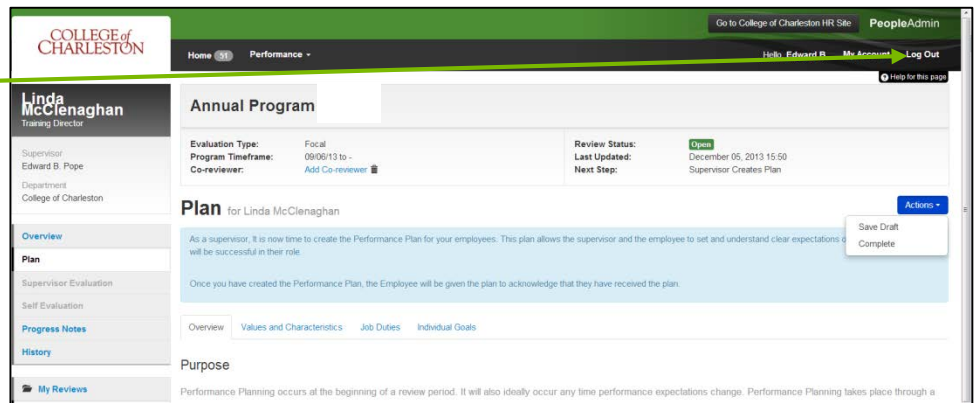
1. ***Select** Self Evaluation to look back at your Self-Evaluation
2. **Select** Progress Notes to make confidential notes during the year



*Supervisor Evaluation will be available after the Evaluation Meeting

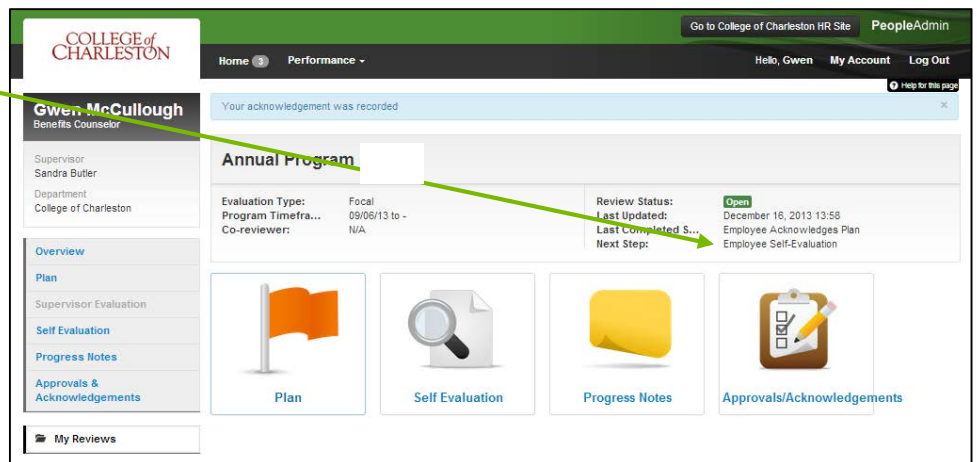
► G) LOG OUT

1. **Select** "Log Out"



► H) NEXT STEP

1. At the End of the year, *employee will access the Self-Eval for that year evaluation cycle



* Self-Evaluation is optional based upon the department. If a Self-Evaluation is not completed, the supervisor will start Supervisor Evaluation