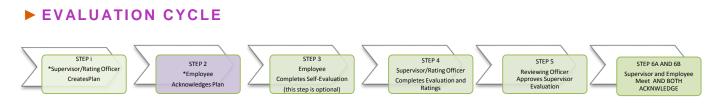
Screen Shot Guide – Step 2: Employee Acknowledges Plan



►A) LOG-IN

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

- Or log into mycharleston (my.cofc.edu)
 - o 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 InA
Access Employee PortalB
Access The PlanC
Review PlanD
Acknowledge PlanE
Add Progress NotesF
Log OutG
Next (Emp. Self-Evaluation)H

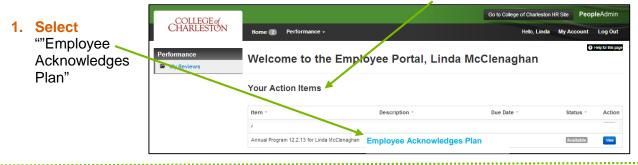
B) ACCESS EMPLOYEE PORTAL

1. Go to

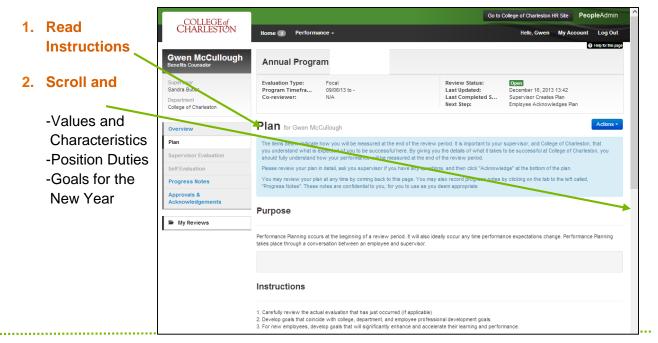
College of Charleston Employee Portal

COLLEGE of CHARLESTON	e My Profile Help			Go to Co Charlest Portal
		Linda McClenagh	aan, you have 0 messages.	Employee
Welcome to your Online Recruitment System				
Inbox (0 items need your attention)		Sho	ortcuts	
Libox (0 items need your attention) Displaying items for group "Employee".		Sho	ortcuts	
		Sho	ortcuts	
			Links	

C) ACCESS THE PLAN UNDER YOUR ACTION ITEMS



► D) REVIEW THE PLAN



E) ACKNOWLEDGE PLAN (OR CLARIFY QUESTIONS WITH SUPERVISOR)

1. Select	COLLEGE of CHARLESTON		GO 10 U	college of chaneston RK Site P	eopieAumin			
i. Select	CHARLESTON	Home 3 Performance -		Helo, Gwen My Accou	int Log Out			
"Acknowledge" under the Blue	Gwen McCullough Benefits Counses	Annual Program 1			 Help for this page 			
Action Tab	Supervisor Sandra Butler Department College of Charleston	Evaluation Type Focal Program Timefra 09904110 - Co-reviewer: N/A	Review Status: Last Updated: Last Completed S Next Step:	Open December 16, 2013 13:42 Supervisor Creates Plan Employee Acknowledges Plan				
	Overview	Plan for Gwen McCullough			Actions -			
	Plan	Acknow The items below indicate how you will be measured at the end of the review period. It is important to your supervisor, and College of						
	Supervisor Evaluation	you understand what is expected of you to be successful here. By giving you the details of what it takes to be successful at College of should fully understand how your performance will be measured at the end of the review period.						
	Self Evaluation	Please review your plan in detail, ask you supervisor if you have any question	is, and then click "Acknowle	dge" at the bottom of the plan.				
	Progress Notes	You may review your plan at any time by coming back to this page. You may a "Progress Notes", These notes are confidential to you, for you to use as you d		by clicking on the tab to the left call	ed,			
	Approvals & Acknowledgements	Purpose						
	My Reviews	i aipooo						
		Performance Planning occurs at the beginning of a review period. It will also idea takes place through a conversation between an employee and supervisor.	ally occur any time performan	nce expectations change. Perform	ance Planning			

F) MAKE PROGRESS NOTES AS APPLICABLE

		COLLEGE			Go	to College of Charleston HR Site Peo	pleAdmin
1.	*Select	COLLEGE of CHARLESTON	Home 🛐 Performance	e -		Hello, Gwen My Account	Log Out
	Self Evaluation to look back at your	Gwen McCullough Benefits Counselor	Your acknowledgement wa	is recorded		Q	Help for this page
	Self-Evaluation	Supervisor Sandra Butler	Annual Program	n			
2. Select	Select	Department College of Charleston	Evaluation Type: Focal Program Timefra 09/06/13 to - Co-reviewer: N/A		Review Status: Last Updated: Last Completed S	Open December 16, 2013 13:58 Employee Acknowledges Plan	
	Progress	Overview			Next Step:	Employee Self-Evaluation	
	Notes to	Plan	12				
	make confidential	Supervisor Evaluation					
		Self Evaluation					
	notes during	Progress Notes					
	the year	Acknowledgements	Plan	Self Evaluation	Progress Notes	Approvals/Acknowledgement	s
		🖀 My Reviews					

*Supervisor Evaluation will be available after the Evaluation Meeting

►G) LOG OUT

 Select "Log Out" —— 	COLLEGE of CHARLESTON			Go to College of Charleston HR Site PeopleAdmin				
	CHARLESION	Home 31 Performance -		Hello Edward B My Account Log Ou				
	Linda McClenaghan Traning Director	Annual Program		G Help for this pa				
	Supervisor Edward B. Pope Department	Evaluation Type: Focal Program Timeframe: 09/00/13 to - Co-reviewer: Add Co-reviewer 🖹	Review Status: Last Updated: Next Step:	December 05, 2013 15:50 Supervisor Creates Plan				
	College of Charleston	Plan for Linda McClenaghan		Actions Save Draft				
	Overview	As a supervisor, it is now time to create the Performance Plan for your employees. This plan allows the supervisor and the employee to set and understand clear expectations of						
	Plan	will be successful in their role.						
	Supervisor Evaluation	Once you have created the Performance Plan, the Employee will be given the plan to acknowledge that they have received the plan.						
	Self Evaluation							
	Progress Notes	Overview Values and Characteristics Job Duties Individual Goals						
	History	Purpose						
	S My Reviews	Performance Planning occurs at the beginning of a review period. It will also ide	ally occur any time performance (expectations change. Performance Planning takes place through a				

	COLLEGE			Got	to College of Charleston HR Site PeopleAdmin
► H) NEXT STEP	COLLEGE of CHARLESTON	Home ③ Performa	ince +		Hello, Gwen My Account Log Out
					 Help for this page
	Gwen McCullough Benefits Counselor	Your acknowledgement	was recorded		x
 At the End of the year, 	Supervisor Sandra Butler	Annual Progra	m		
*employee will	Department College of Charleston	Evaluation Type: Program Timefra Co-reviewer:	Focal 09/06/13 to - N/A	Review Status: Last Updated: Last Completed S	Open December 16, 2013 13:58 Employee Acknowledges Plan
access	Overview			Next Step:	Employee Self-Evaluation
the Self-Eval	Plan	1			
for that year	Supervisor Evaluation				
evaluation	Self Evaluation				
	Progress Notes				
cycle	Approvals & Acknowledgements	Plan	Self Evaluation	Progress Notes	Approvals/Acknowledgements
	Same My Reviews				

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