

# Screen Shot Guide – Step 5: Reviewing Officer Approvers Supervisor Evaluation

## ► EVALUATION CYCLE



## ► 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

### ACTIONS AT A GLANCE

Log In.....	A
Access Employee Portal.....	B
Access The Supervisor Evaluation.....	C
Review The Evaluation.....	D
Approve/Reject The Evaluation.....	E
Log Out.....	G
Next (Evaluation Meeting and Acknowledgement).....	H

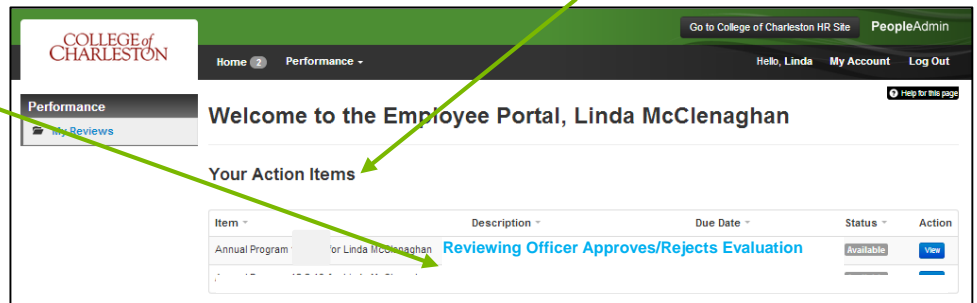
## ► B) ACCESS EMPLOYEE PORTAL

1. Go to College of Charleston Employee Portal



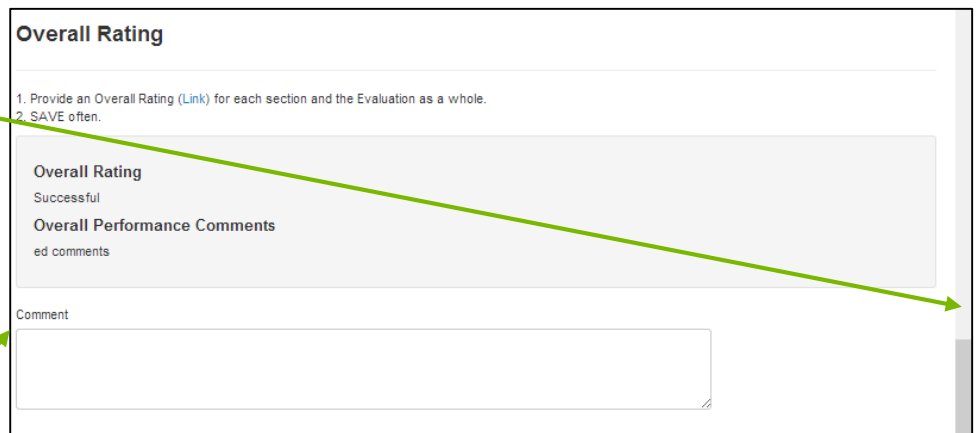
► C) ACCESS THE SUPERVISOR EVALUATION UNDER YOUR ACTION ITEMS

1. **Select** "Reviewing Officer Acknowledges Evaluation"



► D) REVIEW THE SUPERVISOR EVALUATION

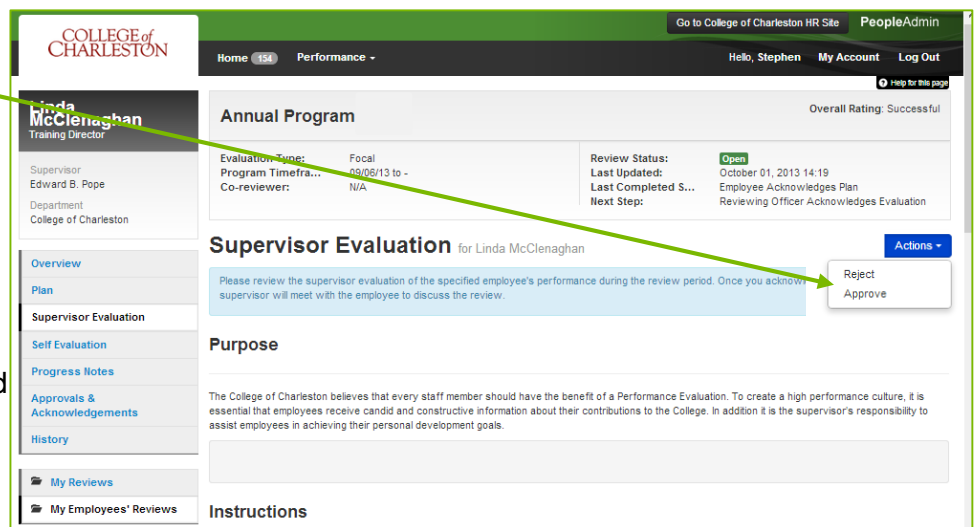
1. **Scroll and Review** all comments
2. **Review** Final Rating and Overall Comments
3. **Make** any comments (comments will be seen by supervisor but not by employee)



4. **Scroll** back to top

► E) APPROVE OR REJECT SUPERVISOR EVALUATION

1. **Select** "Approve" or "Reject" under the Blue Action Tab
- \*If you select Reject, you will be required to comment and should contact the supervisor to discuss the evaluation and come to consensus. The evaluation will go back into their actions for review and re-submission.



## ► G) LOG OUT

1. Select "Log Out"

COLLEGE of CHARLESTON

Home 31 Performance

Go to College of Charleston HR Site PeopleAdmin

Hello, Edward B. My Account Log Out

Linda McClenaghan  
Training Director

Supervisor: Edward B. Pope  
Department: College of Charleston

Annual Program

Evaluation Type: Focal  
Program Timeframe: 09/06/13 to -  
Co-reviewer: Add Co-reviewer

Review Status: Open  
Last Updated: December 05, 2013 15:50  
Next Step: Supervisor Creates Plan

Plan for Linda McClenaghan

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 what will be successful in their role.

Once you have created the Performance Plan, the Employee will be given the plan to acknowledge that they have received the plan.

Overview Values and Characteristics Job Duties Individual Goals

Purpose

Performance Planning occurs at the beginning of a review period. It will also ideally occur any time performance expectations change. Performance Planning takes place through a

Actions -  
Save Draft  
Complete

## ► H) NEXT STEP

1. The supervisor will meet with the employee to discuss the evaluation

### Note:

At any time you may access the status of all evaluations by selecting "My Employee Reviews" and filter results

COLLEGE of CHARLESTON

Home 47 Performance

Go to College of Charleston HR Site PeopleAdmin

Hello, Edward B. My Account Log Out

Sherri Shannon  
Employment Manager

Supervisor: Dee Cole  
Department: College of Charleston

Document Approved

Annual Program

Overall Rating: Unsatisfactory

Evaluation Type: Focal  
Program Timeframe: 09/06/13 to -  
Co-reviewer: N/A

Review Status: Open  
Last Updated: December 17, 2013 09:28  
Last Completed S...  
Next Step: Reviewing Officer Approves-Rejects Review Evaluation Review Meeting

Plan  
Supervisor Evaluation  
Self Evaluation  
Progress Notes

Approvals/Acknowledgements  
History

My Reviews  
My Employees' Reviews