

Screen Shot Guide – Step 6B: Employee Acknowledges Evaluation

► 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 Supervisor Evaluation.....	C
Review The Evaluation.....	D
Acknowledge The Evaluation.....	E
Log Out.....	G
Next (The Plan).....	H

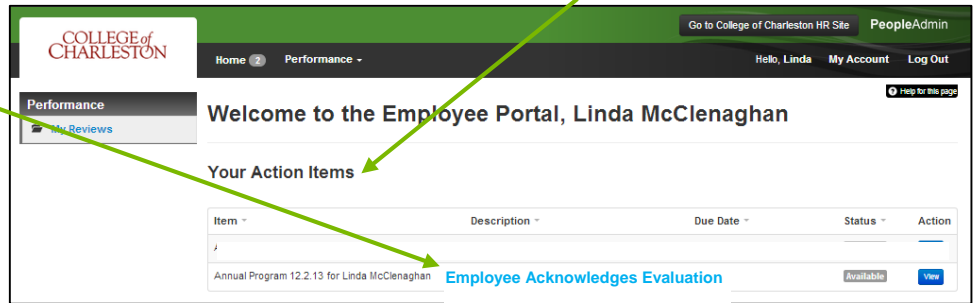
► B) ACCESS EMPLOYEE PORTAL

1. Go to College of Charleston Employee Portal



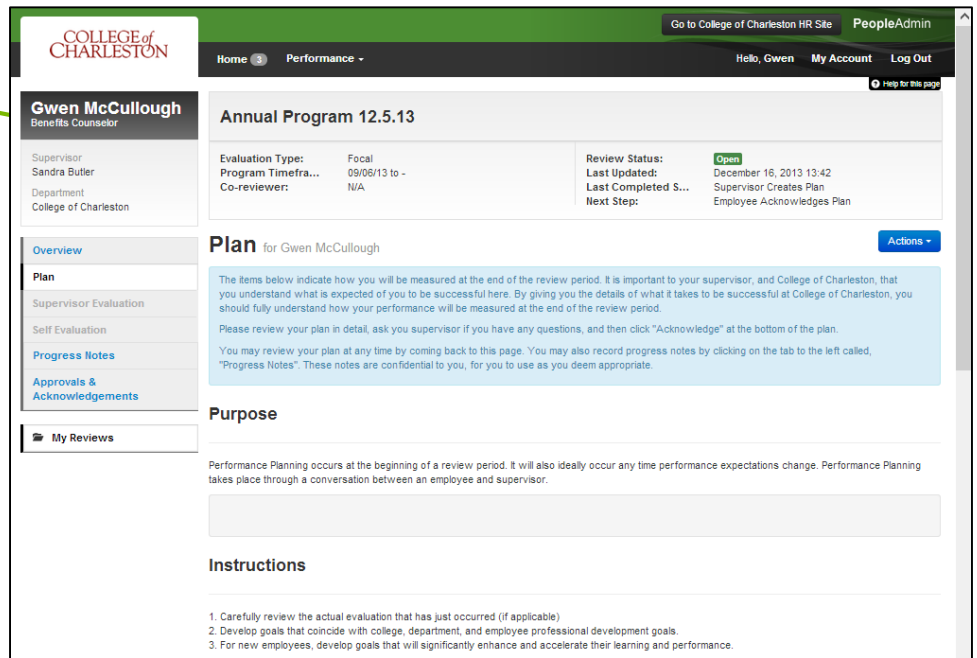
► C) ACCESS THE SUPERVISOR EVALUATION UNDER YOUR ACTION ITEMS

1. Select "Employee Acknowledges Evaluation"



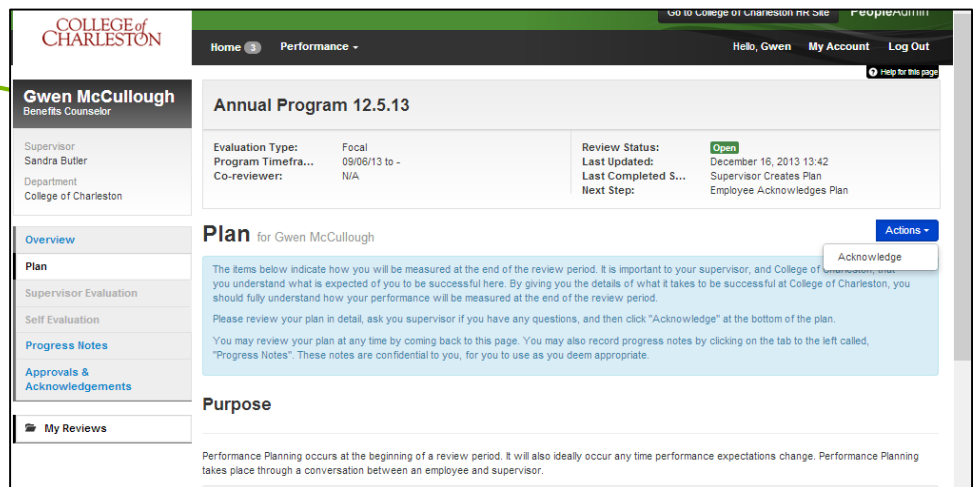
► D) REVIEW THE SUPERVISOR EVALUATION

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"

The screenshot shows the PeopleAdmin interface for Linda McClenaghan's Annual Program 12.5.13. The page is titled 'Annual Program 12.5.13' and includes a sidebar with navigation options: Overview, Plan, Progress Notes, History, and My Reviews. The main content area displays the program details, including Evaluation Type (Focal), Program Timeframe (09/09/13 to -), Co-reviewer (Add Co-reviewer), Review Status (Open), Last Updated (December 05, 2013 15:50), and Next Step (Supervisor Creates Plan). There are buttons for 'Save Draft' and 'Complete'.

► 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)

The screenshot shows the PeopleAdmin interface for Linda McClenaghan's Annual Program 12.5.13. The page is titled 'Annual Program 12.5.13' and includes a sidebar with navigation options: Overview, Plan, Progress Notes, History, and My Reviews. The main content area displays the program details, including Evaluation Type (Focal), Program Timeframe (09/09/13 to -), Co-reviewer (Add Co-reviewer), Review Status (Open), Last Updated (December 05, 2013 15:50), and Next Step (Supervisor Creates Plan). There are buttons for 'Save Draft' and 'Complete'. A green arrow points to the 'Next Step' field.