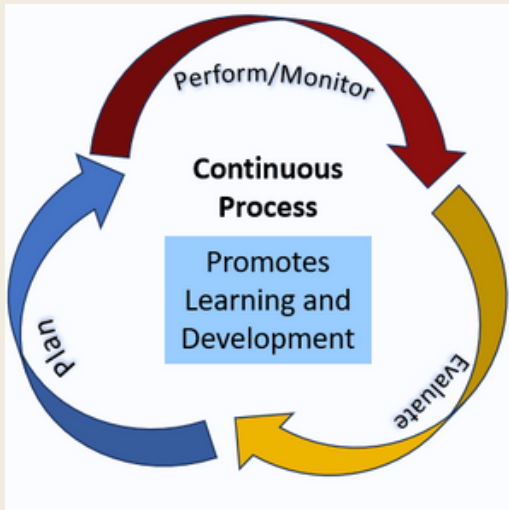


THE OFFICE OF HUMAN RESOURCES

EMPLOYEE EXPERIENCE & SUCCESS

CONTACT US: bassettsl@cofc.edu (843-953-0122) & cagek@cofc.edu (843-953-1683)



Dear CofC Community,

The New Year is often a time for reflecting on where we have been and for looking at where we aim to be. As we begin the Spring 2024 semester and ready the campus for the return of students, we also want to take this opportunity to revisit the Employee Performance Management System (EPMS).

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Continuous Yearlong Feedback

For classified and unclassified staff, we are now in the second phase of the EPMS cycle, perform and monitor. Now is the time to look at 2023 - 2024 Annual Review plans. The cornerstone of any good EPMS is timely, constructive feedback. Supervisors should be reviewing goals, providing feedback, and coaching employees to meet their EPMS goals. [Read the College's EPMS policy here.](#)

We encourage checking in with employees and supervisors. Discuss goals, review progress, and make a plan for meeting milestones over the next several months. Take notes and schedule follow-ups. This will ensure the best follow-through.

Big Picture Perspective

For College staff, the EPMS allows for individual development, and it aligns individual aspirations with the College's strategic plan and core values. This ensures an employee's efforts contribute meaningfully to the College's overarching mission and vision.

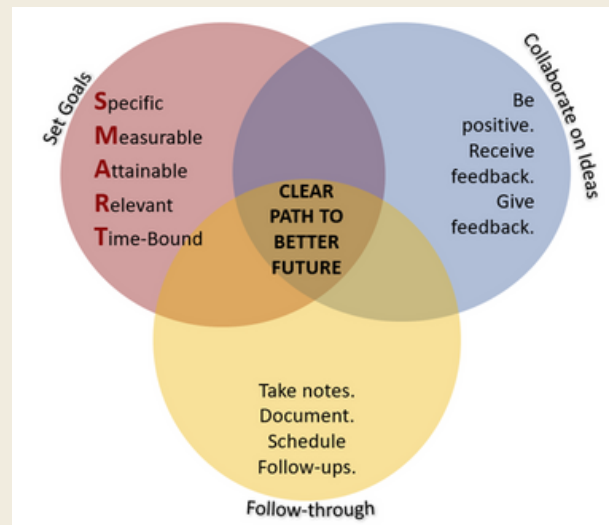
The EPMS is a tool of growth for both the individual and the College. It is a valuable source of data for informed decision-making. By leveraging insights from the system, we refine our strategies to enhance overall organizational effectiveness.

By focusing on individual and institutional goals, the EPMS can reinforce a college culture for lifelong learning and professional growth. If done well, it can foster a sense of belonging and help employees feel supported in their professional journeys.

Thank you for being an integral part of our thriving community. Together, let's start the New Year right by resolving to meet our EPMS goals and contribute to the culture of excellence here at the College of Charleston.

EPMS Resources

- [EPMS Success Criteria](#)
- [EPMS Ratings Explained](#)
- [Instructions and Step-By-Step User Guide for EPMS in PeopleAdmin](#)
- [Supervisor EPMS Training \(CougarED\)](#)
- [Supervisor's Guide to Understanding Competencies](#)



The Cistern Standard

To date, over 550 employees have been recognized for embodying a College of Charleston core value. Know a colleague deserving of some recognition? Follow the QR code link to nominate them.

