Screen Shot Guide – Step 2: Employee Acknowledges Plan

**EVALUATION CYCLE**

* Supervisor/Rating Officer
  * Creates Plan
* Employee
  * Acknowledges Plan
* Employee Completes Self-Evaluation
  (this step is optional)
* Supervisor/Rating Officer Completes Evaluation and Ratings
* Reviewing Officer Approves Supervisor Evaluation
* Supervisor and Employee Meet AND BOTH ACKNOWLEDGE

**A) LOG-IN**

Enter [http://jobs.cofc.edu/hr/sso](http://jobs.cofc.edu/hr/sso) 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

**B) ACCESS EMPLOYEE PORTAL**

1. Change Module to Performance Management
2. Change Role to Employee and refresh
3. Go to College of Charleston Employee Portal

**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
C) ACCESS THE PLAN (2014 GOALS) 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