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

**EVALUATION CYCLE**

- **STEP 1:** Supervisor/Rating Officer Creates Plan
- **STEP 2:** Employee Acknowledges Plan
- **STEP 3:** Employee Completes Self-Evaluation (this step is optional)
- **STEP 4:** Supervisor/Rating Officer Completes Evaluation and Ratings
- **STEP 5:** Reviewing Officer Approves Supervisor Evaluation
- **STEP 6A AND 6B:** Supervisor and Employee Meet AND BOTH ACKNOWLEDGE

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**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

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**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

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**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
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”

**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