Screen Shot Guide – Step 6B: Supervisor Acknowledges Evaluation

**EVALUATION CYCLE**

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

**C) ACCESS THE SUPERVISOR EVALUATION UNDER YOUR ACTION ITEMS**

1. **Select** “Supervisor Acknowledges Evaluation”

**AC T I O N S A T A G L A N C E**

A. Log In
B. Access The Portal
C. Access The Supervisor Evaluation
D. Acknowledge The Meeting
E. Log Out
F. Next-Employee Acknowledges Eval.
E) ACKNOWLEDGE THAT THE MEETING HAS OCCURRED

1. Select “Acknowledge” under the Blue Action Tab

G) LOG OUT

1. Select “Log Out”

H) NEXT STEP

1. Employee will need to log in and acknowledge that the meeting has taken place