Screen Shot Guide – Step 6B: Employee Acknowledges 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

► 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 “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”
**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)