



OKLAHOMA CITY
COMMUNITY COLLEGE

PHASE 1: FREQUENTLY ASKED QUESTIONS

An Informative Guide for Staff Members and Supervisors

Q:

Does supervising students designate a position as a “supervisor”?

A:

Yes, unless the employee’s position is classified as “non-exempt.” Non-exempt positions may supervise students, but they do not need to be evaluated on supervisor competencies.

Q:

Where can I find an employee’s job description?

A:

Access to an employee’s job description can be found in the OCCC employee portal under the “PeopleAdmin” application.

Q:

I don’t have access to PeopleAdmin, how do I access an employee’s job description?

A:

Please reach out to Human Resources at HRrep@occc.edu, and we can get you the job description.

Q:

How do we complete the signature portion during the Initial Planning Meeting?



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A:

If a supervisor feels comfortable allowing an employee to use their mouse, employees can sign that way. If not, supervisors may sign their initials for them. If a meeting between supervisor and employee is conducted remotely, supervisors may sign their initials for them. This will be taken as confirmation that a supervisor and an employee have met, and that employees understand the core competencies and their goals.

Q:

I can't make the deadline for submission, what do I do?

A:

Reach out to HRtraining@occc.edu and let us know, and then, submit as close to the deadline as you possibly can.

Q:

I am trying to make a submission, but the system is giving me an error code, what do I do?

A:

Make sure that each category on the form with a red star is either clicked or filled out. Then try to submit again. If you are still having issues after that, please reach out to HRtraining@occc.edu and let us know.

Q:

Where does my employee find their ID number?

A:

An employee may find their ID number on the back of their OCCC ID, or in the employee portal on one of their paystubs.