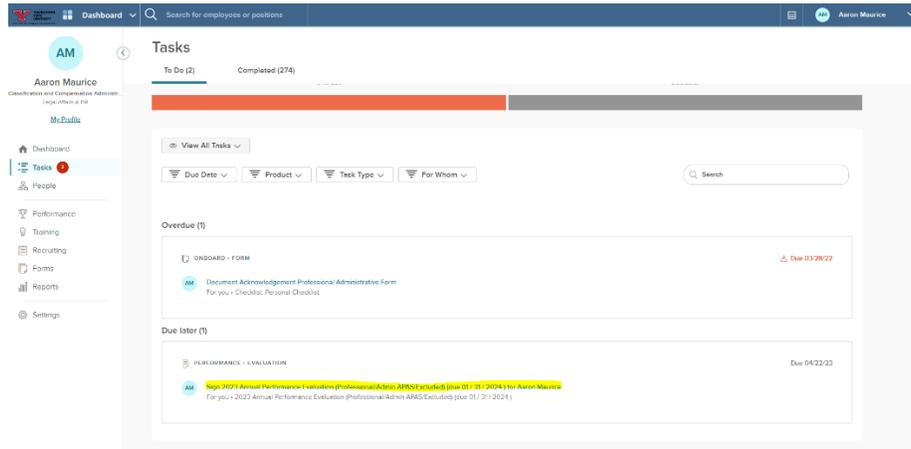
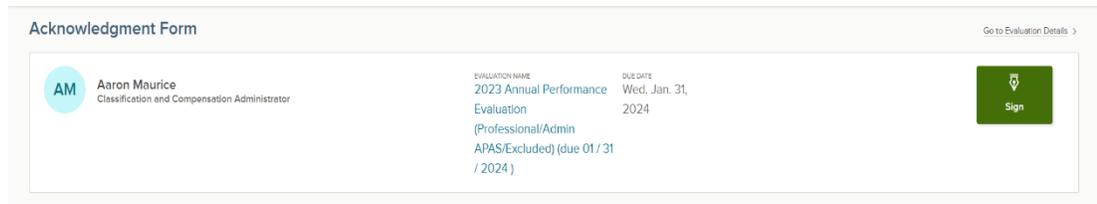


Employee- Acknowledges the Content/Goals for Annual Performance Evaluations

1. Go to your NEOED Dashboard and view your tasks. You should see “Sign 2023 Annual Performance Evaluation (Professional/Admin APAS/Excluded)(due xx/xx/xxxx) for [employee name]”.



2. Click on the link to navigate to the Acknowledgement Form:



3. Scroll down and review all content sections:

COMPETENCY SECTION RATING SCALE (PRO ADMIN) SECTION WEIGHT 100 %		
Performance Standards		
Name	Description	Weight
Planning	Establishes objectives and activities related to goals.	9.1%
Administration	Completes objectives and activities as planned.	9.09%
Communication	Shares information with peers, subordinates, and superiors.	9.09%
Initiative	Assumes responsibility for taking appropriate action with minimal direction.	9.09%
Effectiveness	Achieves assigned tasks.	9.09%
Promptness	Meets established deadlines.	9.09%
Innovation	Has new ideas about how to accomplish objectives.	9.09%
Relationships	Has good working relationships with peers and others.	9.09%
Attitude	Displays positive and loyal attitude.	9.09%
Reliability	Can be depended upon to complete assigned tasks as scheduled.	9.09%
Professional Development	Engages in activities to become or remain current in the field.	9.09%

GOAL SECTION RATING SCALE (GOALS)		Collapse Section
Goals from the Current Rating Period		
Name	Description	Due Date
NEOED implementation	Assist with implementation of NEOED modules, particularly PERFORM and eFORMS (additional pay process).	01/31/2024
CUPA and AAUP	Learn how to prepare and submit the CUPA and AAUP salary surveys.	01/31/2024
Compensation Analysis	Assist with the compensation analysis of positions to include ACE negotiations.	01/31/2024

- Once reviewed, scroll back to the top of the page and click the sign button:

Acknowledgment Form Go to Evaluation Details >

AM Aaron Maurice
Classification and Compensation Administrator

EVALUATION NAME
2023 Annual Performance Evaluation
(Professional/Admin APAS/Excluded) (due 01 / 31 / 2024)

DUE DATE
Wed. Jan. 31, 2024



- A flyout screen will appear on the right-hand side. Insert any notes in the Comments box. Then hit submit:

Sign

Cancel
Submit

Comments

Write comment here...

Please sign your name below



Aaron Maurice

March 08, 2023

Auto-Generate Draw Signature