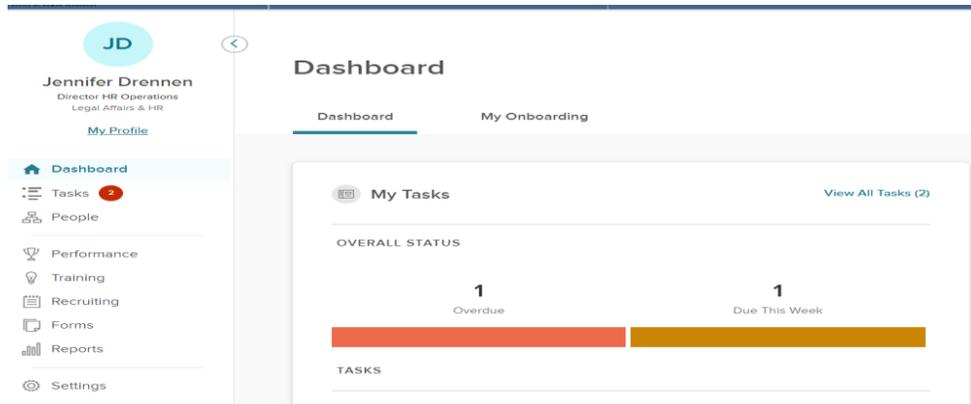


Supervisor- How to set up a Performance Evaluation & Goals

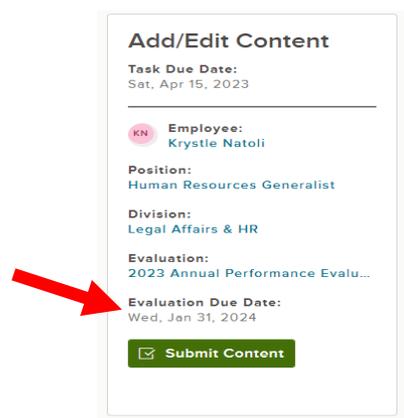
1. Go to the NEOED Dashboard to view your tasks.



2. Click on the task in the section: Performance – Evaluation
'Add/Edit Employee Goals for the Upcoming Year' (Goals are optional, but you will still click on this link even if you are not adding goals. You will review the Evaluation content at this step).



3. If you are NOT adding goals, click on **'2023 Annual Performance Evaluation'** on the left-hand side to view the content. (If you ARE adding goals, skip to # 7)



- Click on the **'Content'** tab to review the evaluation criteria.

2023 Annual Performance Evaluation (Classified ACE/Excluded)
Due Date: Wed. Jan. 31, 2024

Add Content Copy Print Pause

EVALUATION DETAILS
Current Status: Before Ratings
Type: Periodic
Evaluation Program: 2023 Annual Performance Evaluation (Classified ACE...)

SCORES
TOTAL
Pe

Process **Content**

25%

COMPETENCY SECTION | RATING SCALE (CLASSIFIED)
QUALITY/QUANTITY OF WORK/ PRODU

- Once you have reviewed the content, you can either click **'Cancel'** in the right-hand corner or **'Add Content'** to be directed back to the evaluation setup screen.

Dashboard Employees Performance Evaluations Library Positions Administrative Reports

2023 Annual Performance Evaluation (Classified ACE/Excluded) (due 01 / 31 / 2024)
Due Date: Wed. Jan. 31, 2024

Add Content Copy Print Pause

- Click **'Submit Content'** and then **'Yes, I'm Finished'**. The evaluation will be sent to the employee for review and acknowledgement.

Add/Edit Content

Task Due Date:
Sat, Apr 15, 2023

Employee:
Krystle Natoli

Position:
Human Resources Generalist

Division:
Legal Affairs & HR

Evaluation:
2023 Annual Performance Evalu...

Evaluation Due Date:
Wed, Jan 31, 2024

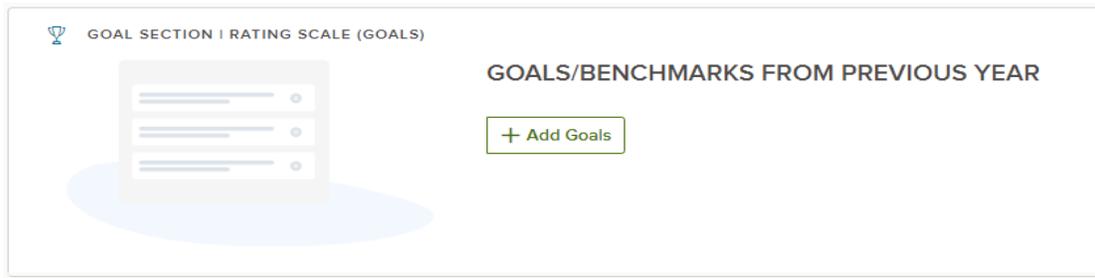
Submit Content

Submit Content

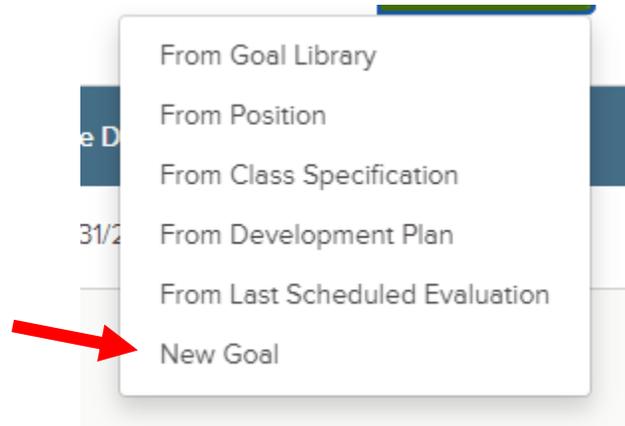
Are you sure you are finished with adding content for this evaluation?

GOALS/BENCHMARKS FROM PREVIOUS YEAR: 0 Item(s) Added

7. If you are adding goals, click on 'Add Goals'



8. Select where you want to add goals from. Since this is the first time using the system, we will select 'New Goal'. Going forward you can select from the different options as well as creating a Goal Library to select from.



9. A flyout screen will appear to enter the Goal information.

A screenshot of the "Add Goal" flyout screen. At the top left, there is a trash icon and the text "Add Goal". Below this is a grey bar with the text "* Fields are required.". The form contains the following fields: "Goal Name *" (text input), "Goal Due Date" (calendar icon and "select date (MM/DD/YYYY)" text), "Category *" (dropdown menu with "Select one" text and a "New" button), and "Description" (text area). At the bottom, there are two sections: "ADDITIONAL SETTINGS" and "REMINDER SETTINGS".

10. Click **'Save and Add Another'** or **'Save'** in the upper right-hand corner.



11. When all the goals have been added, click **'Submit Content'** and then **'Yes, I'm Finished'**. The evaluation will be sent to the employee for review and acknowledgement.

