**MCC Administrative-Professional/Technical (APT) Staff**

# SUPERVISOR USER GUIDE – NEOED PERFORM

**(Revised November 2024)**

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## Introduction

The following is a step-by-step User Guide to walk you through the **Supervisory role** in the NEOED Perform evaluation process for MCC APT Employees. **To avoid pitfalls and corrections later, we strongly encourage you to follow this reference guide.**

*Disclaimer: Please note that the screenshots included in this Guide are for illustrative purposes only. The content and due dates may be different than what you see in NEOED Perform.*

## The NEOED Perform Process

As of June 2024, the APT Employee Performance Plan cycle runs from **June 1 – May 31**.

1. All APT Employees will be rated on several core competencies. (The Supervision/management competency will not apply to everyone.) Please note that the core competencies may be modified from year-to-year.


2. The “Job Duties” competency relates to how well the employee fulfills their job duties as described in their official job description. The Employee *will not need to enter job duties*, as you and the Employee will be able to access the job description in Perform.
3. The employee will enter two goals which must be approved by you. The employee will sign off on their goals after you have approved them. The goals setting and approval process should be completed within 30 days of the beginning of the evaluation period (or of the start date of a new Employee).
4. In Late November, you will complete a “Mid-Year Progress Review Check-in” for the employee to document their progress toward meeting their goals and the expectations of the core competencies (this step may not apply to new hires, depending on when they started).
5. In April, the Employee will complete an “End-of-Evaluation-Cycle Goals Progress Update Check-in” to document their progress in achieving their evaluation goals. You will be able to reference this information when completing their goals ratings.
6. When you have completed rating the Employee on each competency and goal, you will assign an overall rating. You must provide comments elaborating on each rating you assign. When you have completed the evaluation, you will submit it to your Supervisor for review and approval.
7. After your Supervisor (the Employee’s *Second-level* Supervisor) has reviewed and approved the ratings and comments you entered, you will sign off on the evaluation. When this signature step is completed, the ratings will immediately be viewable by the Employee. You may then review the evaluation with the Employee.

**The NEOD Perform Process, continued:**

A summary of the steps and timeline of the NEOED Perform process follows. The remainder of this guide will go into detail about how to complete each step.

**Before Ratings**

| Step | Step Due Date | Step is required |
|---|---|---|
| Employee Adds Two Goals<br>Employee | 14 Days<br>after Evaluation creation date | Yes |
| Signature<br>Manager | 28 Days<br>after Evaluation creation date | Yes |
| Signature<br>Employee | 30 Days<br>after Evaluation creation date | Yes |
| Supervisor Completes Performance Plan Mid-Year Progress Review/Check-In<br>Manager | 180 Days<br>after Evaluation creation date | Yes |
| Signature<br>Employee | 185 Days<br>after Evaluation creation date | Yes |
| Signature<br>Manager | 190 Days<br>after Evaluation creation date | Yes |
| Employee Provides Goals Progress Update<br>Employee | 32 Days<br>before Evaluation due date | Yes |

**Ratings**

| Step | Step Due Date | Step is required |
|---|---|---|
| Rating<br>Manager(s) | 10 Days<br>before Evaluation due date | Yes |

OFF ON Entire Section Due Date

**After Ratings**

| Step | Step Due Date | Step is required |
|---|---|---|
| Approval & Signature<br>Manager's Manager | 3 Days<br>before Evaluation due date | Yes |
| Signature<br>Manager | 2 Days<br>before Evaluation due date | Yes |
| Release to Employee | | |
| Signature<br>Employee | 0 Days<br>before Evaluation due date | Yes |

OFF ON Entire Section Due Date

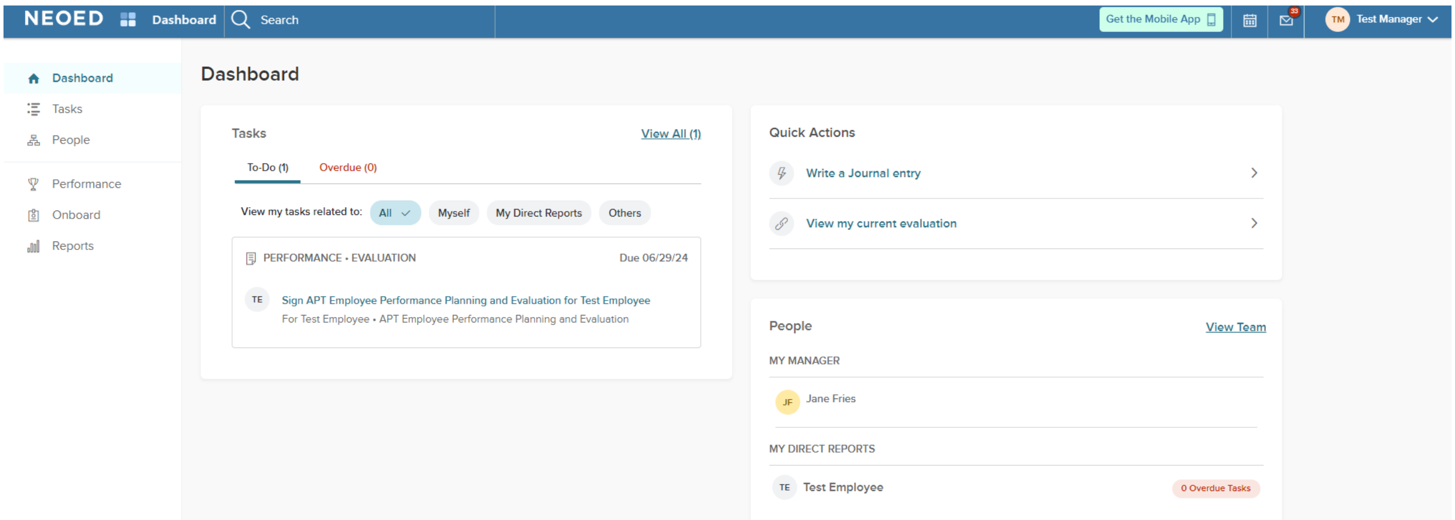
Evaluation Due Date

## Account Activation

If you are new to NEOED Perform, you will be sent an email *from NEOED* to activate your account. A username will be provided in the email, but you will need to set your password. Your username will either be your MCC email address or your firstname.lastname. Note that activation links are good for five days. If your activation link has expired or you need to reset your password, contact MCC's NEOED Administrator. **After your account is activated**, go to [www.neoed.com](http://www.neoed.com) for future logins.

## NEOED Dashboard

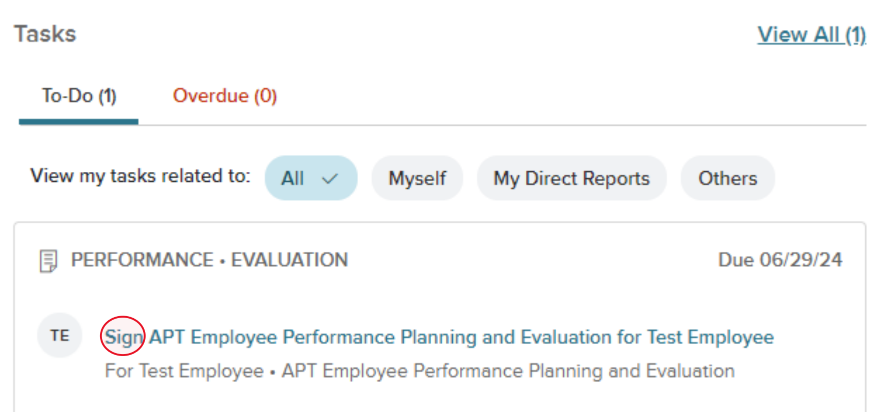
Once you log in to NEOED, please become familiar with the Perform dashboard. The dashboard will show an overview of any tasks due (or overdue) for you and your Direct Reports, provide quick access to write a journal entry (described later), provide access to your current evaluation, and list your Manager and Direct Report(s).




## Employee Goals Approval

At the beginning of the APT evaluation cycle, which begins June 1, your Direct Reports will be asked to enter two goals. The entire goal setting process and Supervisor approval should occur within 30 days or less. (Note that Employees starting after June 1 will also have 30 days from the date of their Perform activation to establish their goals.)

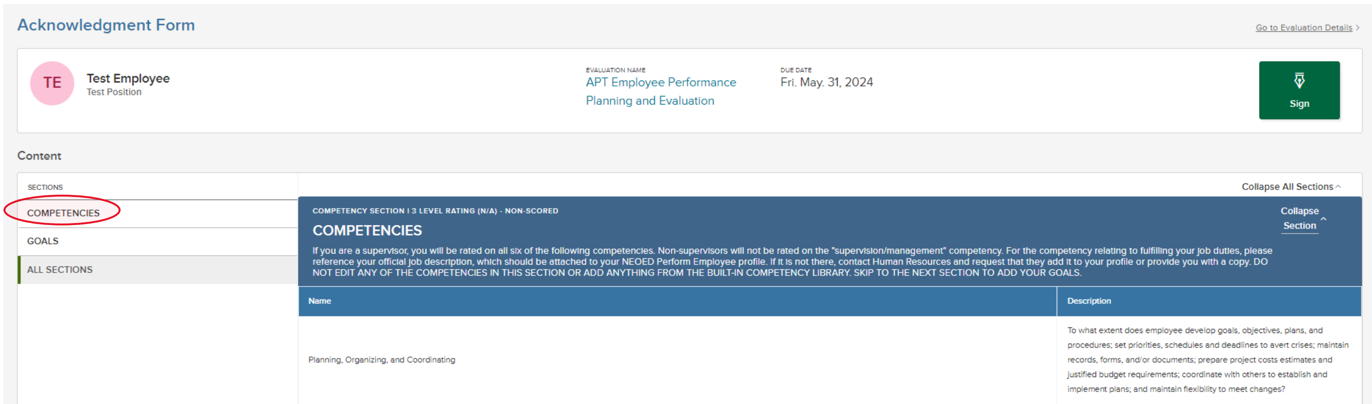
After an Employee enters their two goals, you will see a To-Do task show up on your dashboard indicating that you have something to sign. Your first task will be to sign off on your Direct Report's goals.



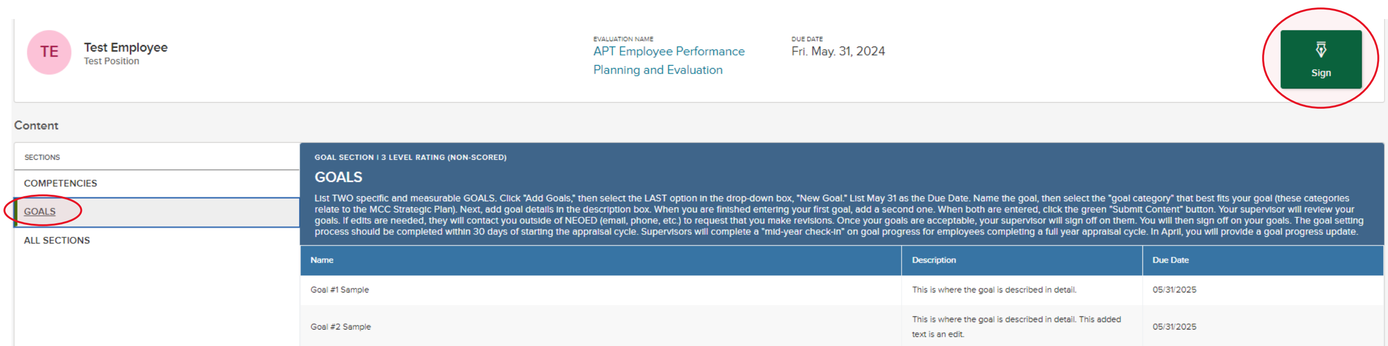
**Employee Goals Approval, continued:**

**Please note that all signature steps in the Perform process read the same.** ***"Sign" notifications do NOT identify what step the signature is for.*** Click on the link associated with the task.

After clicking the link, you will see an "Acknowledgement Form." Note that the due date listed is NOT the due date for completing this step, it is the date when the entire evaluation process will conclude. On this page, the first thing you will see is the Competencies section that ALL APT staff will be rated on.




*To view the goals, you can click on the "Goals" section tab on the left to jump to them, or simply scroll down the page*. If you approve the goals as written, click on the **Sign button** in the upper right corner of the page.




If you feel edits are needed to one or both goals, DO NOT sign and contact the Employee ***OUTSIDE OF THE NEOED PERFORM SYSTEM*** (e.g., phone, email, in-person) and discuss the changes that you would like the Employee to make to their goal(s). **Employees have been provided with instructions on how to access and edit their goals**.

Once the Employee has edited their goal(s), you will receive an email notifying you. You can also check at any time to see if the updates have been made by going back to your dashboard and clicking on your "Sign" task that is due. Follow the same steps as described above to view the goals. If the goals are now acceptable, go to the top right of the page and click on the **"Sign" button**.

If further edits are needed, contact the Employee again outside of the NEOED system and ask them to make additional changes.

**Employee Goals Approval, continued:**

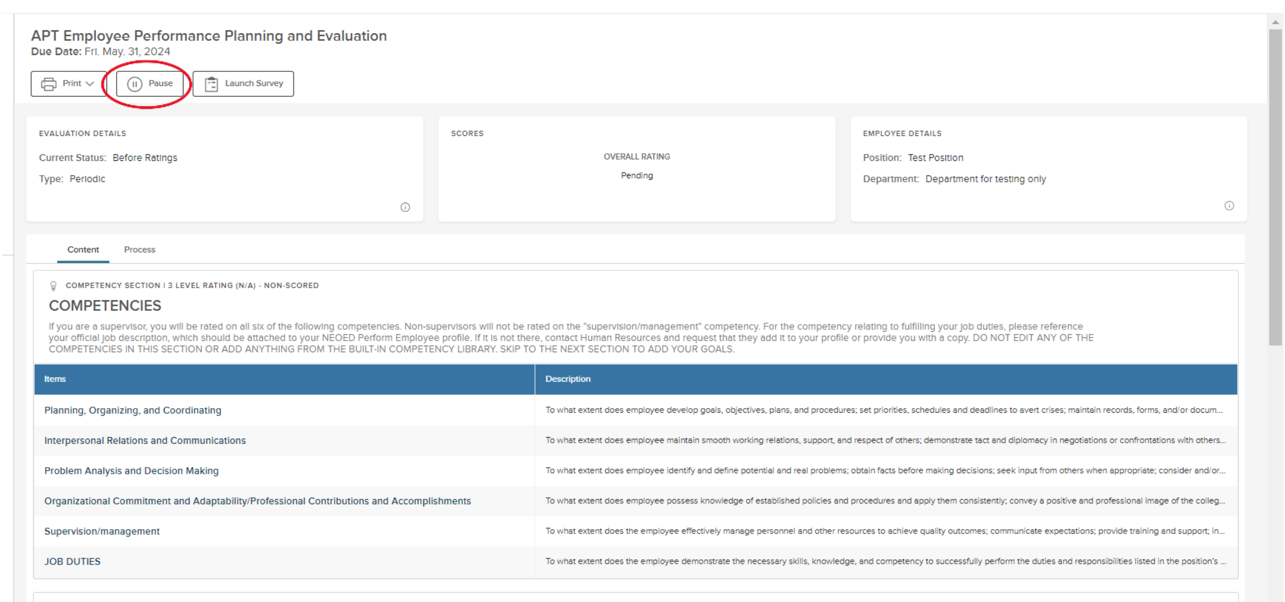
Once you click the "Sign" button in the Acknowledgement Form, you will see a comment box and a final **"Submit"** button.


Once you have signed off on the employee's goals, you will show "zero" tasks due on your dashboard. The employee will receive a "Sign" task as a final acknowledgement that their goals have been set and approved.

## Editing an Employee's Performance Plan

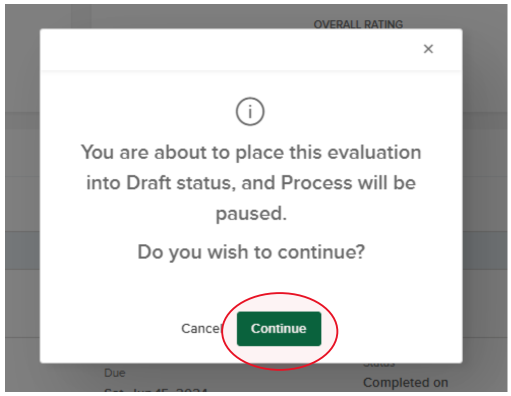
After you have signed off on the Employee's goals, you will be returned to an overview page of the Employee's Performance Plan. You can print a copy of the competencies and goals. You may need to enable pop-ups so you can print.

**If you need to make further edits to the employee's goals at any time before ratings, you have the capability to do so by clicking the "Pause" button.** Access this page by clicking on the employee's name under the Direct Reports section of your dashboard. Then click on the Performance Tab and the link to the employee's current evaluation.



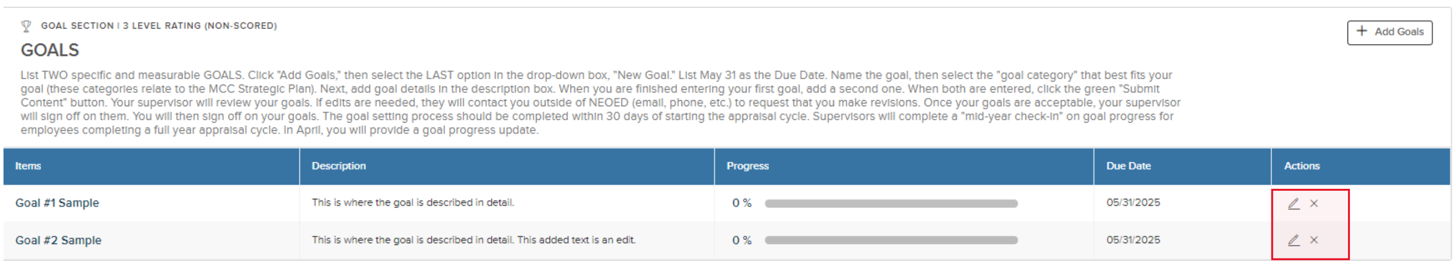
**Editing an Employee's Performance Plan, continued:**

After clicking the Pause button, you will see the following:

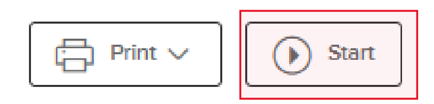



Click the **"Continue"** button to place the Performance Plan in draft status.

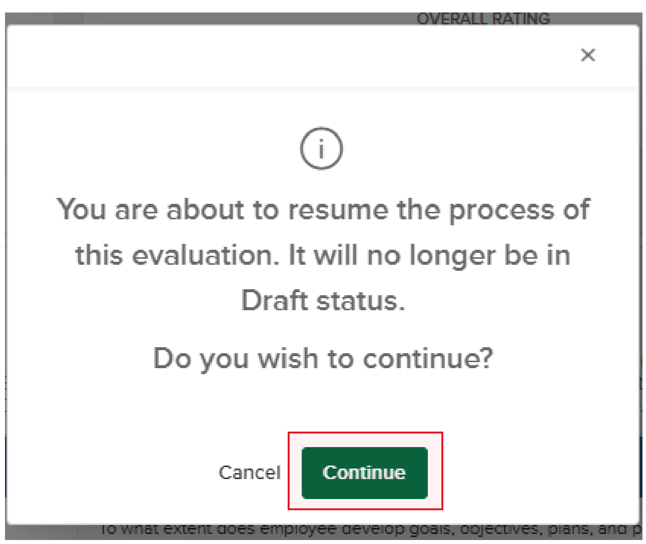
Make sure you are viewing the CONTENT (not PROCESS) tab. If you scroll to the "Goals" section, you will see that you can edit a goal (using the pencil icon), delete a goal (using the "x"), or add a goal with the +Add Goals button.




**IMPORTANT:** Once you are done editing goals, ***you must take the evaluation out of draft status*** by clicking the **START BUTTON** at the top of the page. If you leave it in Draft Status, the evaluation process will not continue.

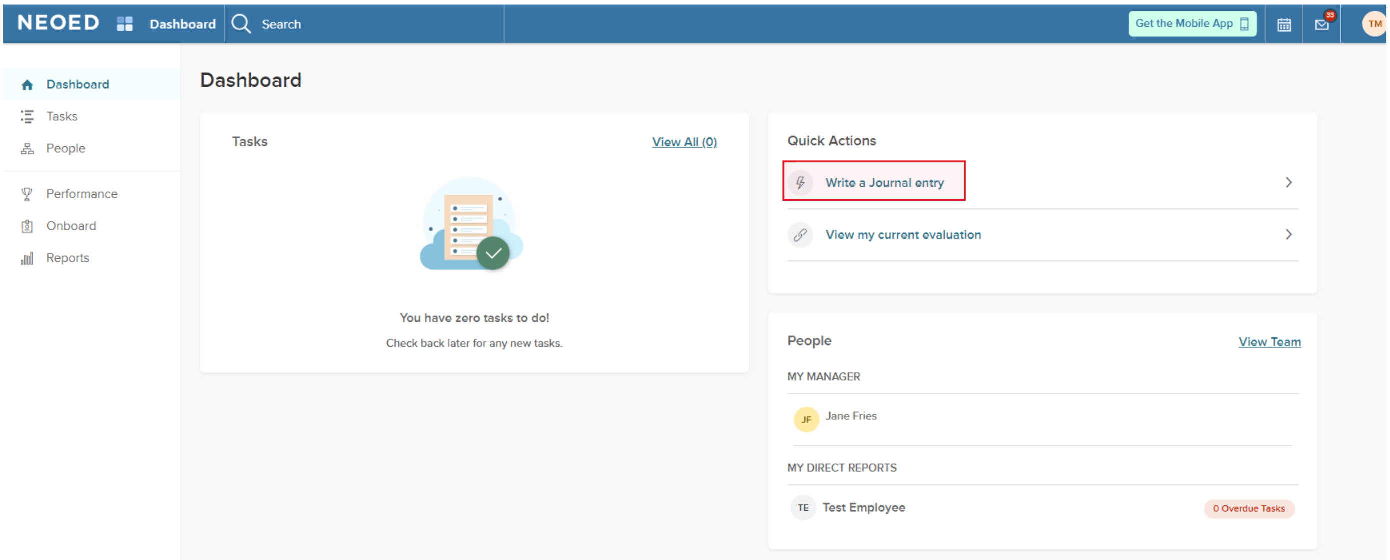



When you click "Start," you will see the following. Click the "Continue" button.

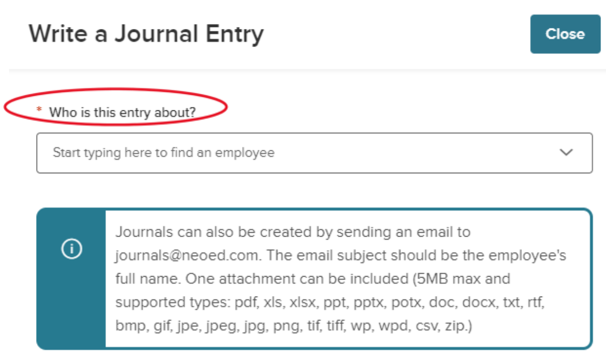


# Journal Entries

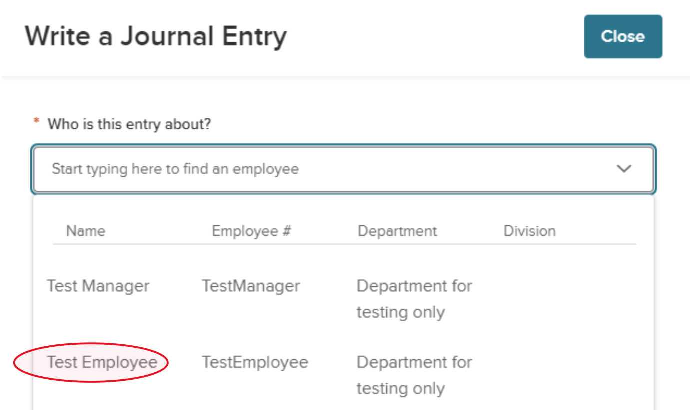
As you monitor the Employee's progress toward meeting their goals, you can use the journal entry feature to keep track of accomplishments or concerns. To create a journal entry, go to your dashboard and click on "Write a Journal entry" under "Quick Actions" in the upper right corner.




Where it says, "Who is this entry about?" start typing the employee's name or click the down arrow to view the options. (Note that you can also write journal entries about yourself.)

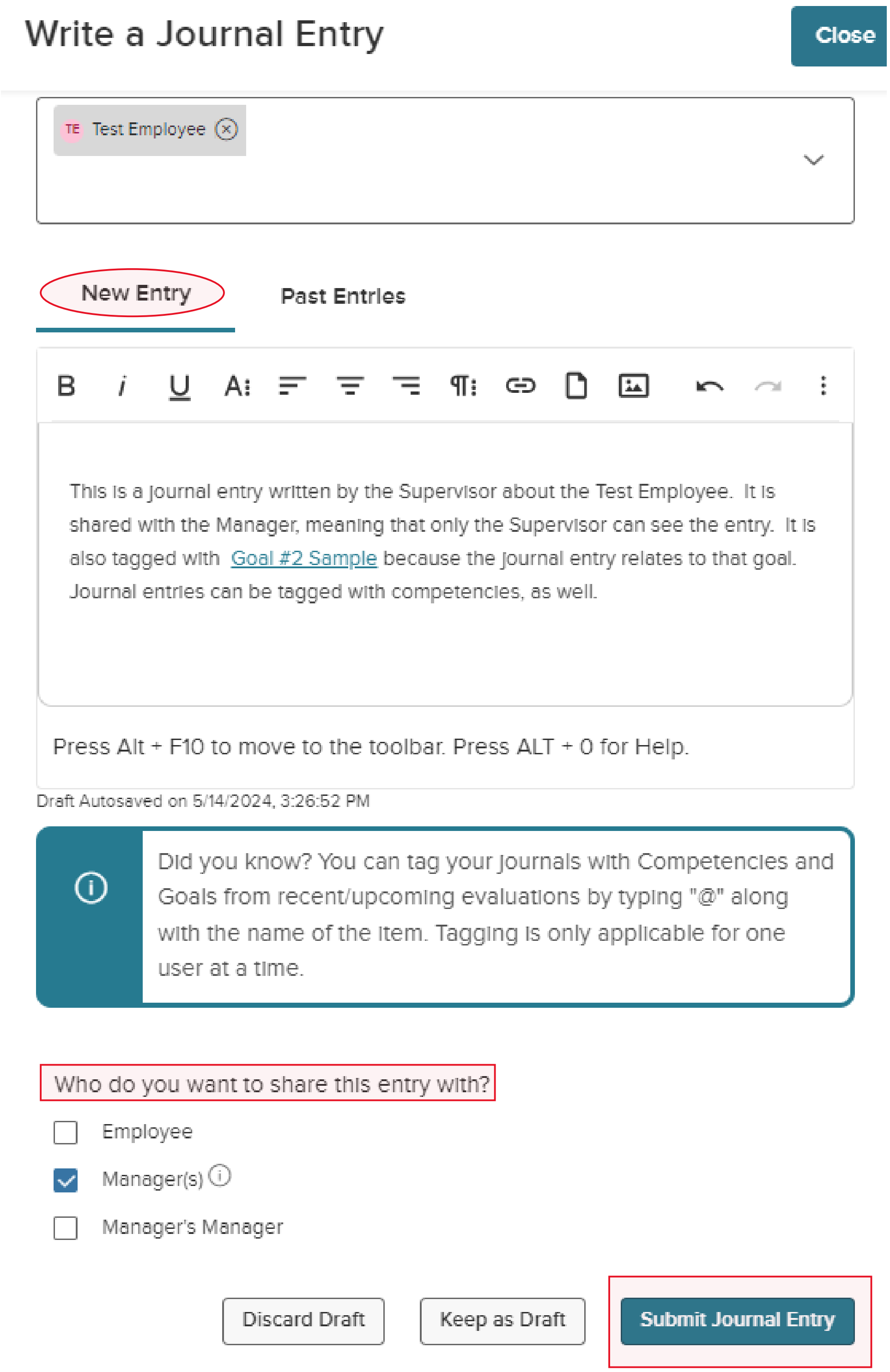



In this example, the "Test Employee" will be selected.



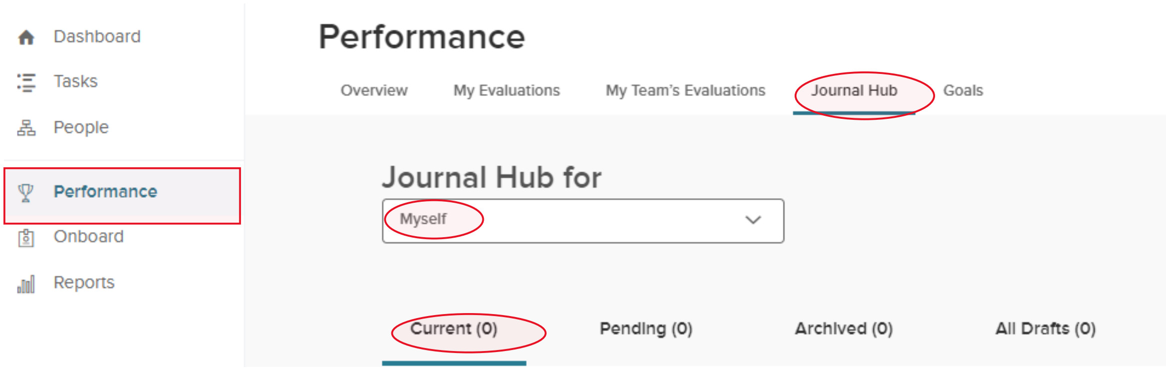
**Journal Entries, continued:**

Write your journal entry in the "New Entry" text box, and then select whom you wish to share it with. **If it is only for your viewing, select "Manager."** If you wish to also share it with the Employee and/or your Supervisor (Manager's Manager), click the applicable boxes, as well. Note that you can link the journal entry to a specific goal or competency by typing "@" then the name of the goal or competency in the text box. When you are done with the entry, click, **"Submit Journal Entry**" at the bottom right.



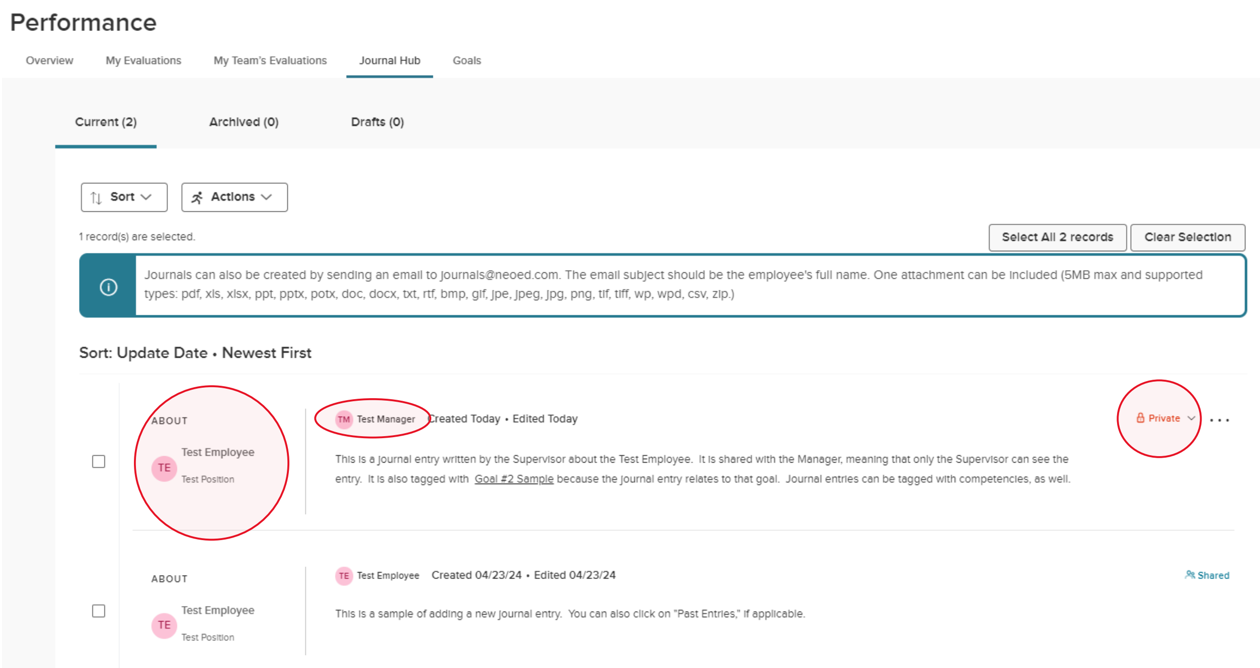
**Journal Entries, continued:**

After returning to the dashboard, you can view your journal entries by clicking the "Performance" section on the left, followed by the "Journal Hub" tab. In this example, you would see the following:

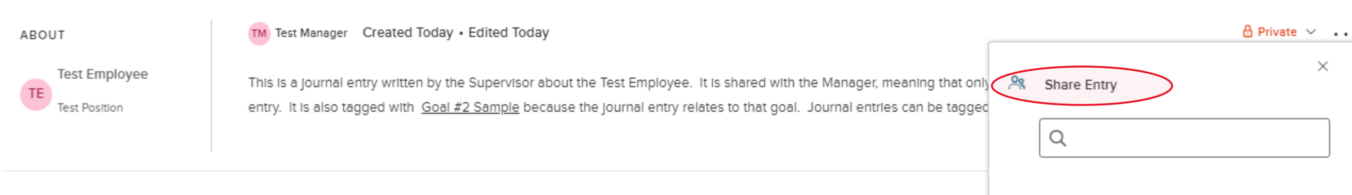



Note that "(0)" entries appear under the Current, Pending, Archived and Drafts tabs.  This is because the Journal Hub defaults to journal entries the Manager wrote about themself ("Myself").

To see the journal entries written about an Employee, click on the drop-down box and select their name (in this example, "Test Employee.")  Once the Employee's name is selected, any journal entries written by you about the Employee or entries the Employee wrote about themself will appear.  The first example below shows a journal entry the Manager wrote about the Employee, and an .  It is marked **private**, which means *the Employee cannot see it*.

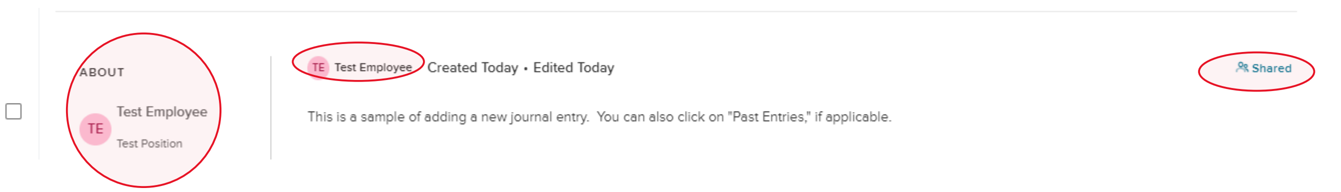



To share this entry, the Manager can click on the down arrow by "Private" and enter the name of whom they would like to share it with. The "Private" designation will change to "Shared."



**Journal Entries, continued:**

The second journal entry in this example was written by the Test Employee about themself and was shared with the Test Manager.

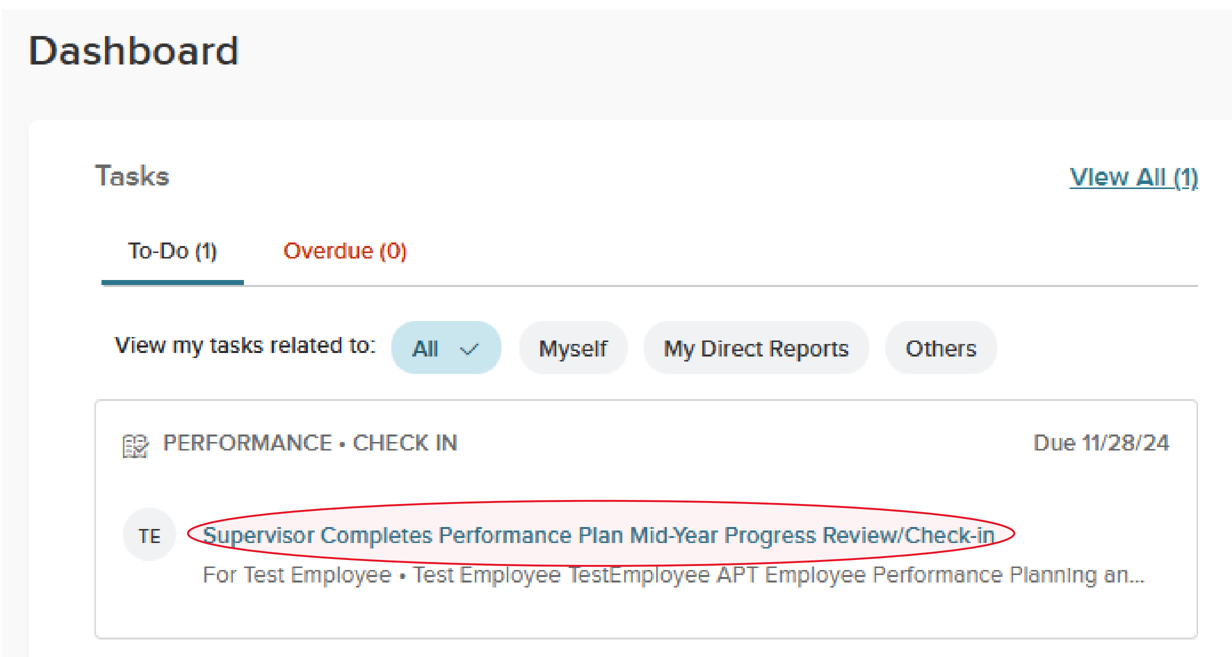



Both the Manager and Employee can write journal entries throughout the evaluation process and decide each time whom to share (or not share) the entry with.

## Mid-year Progress Review (Conducted by Supervisor)

The next step in the Performance Plan is to conduct a "Mid-Year Progress Review Check-in" to document the Employee's progress in meeting their Performance Plan's competencies and goals. (Note that this step may not be included for Employees that started employment late in the evaluation cycle.)

On your dashboard, you will see a "To-Do" task titled "Supervisor Completes Performance Plan Mid-Year Progress Review/Check-in."

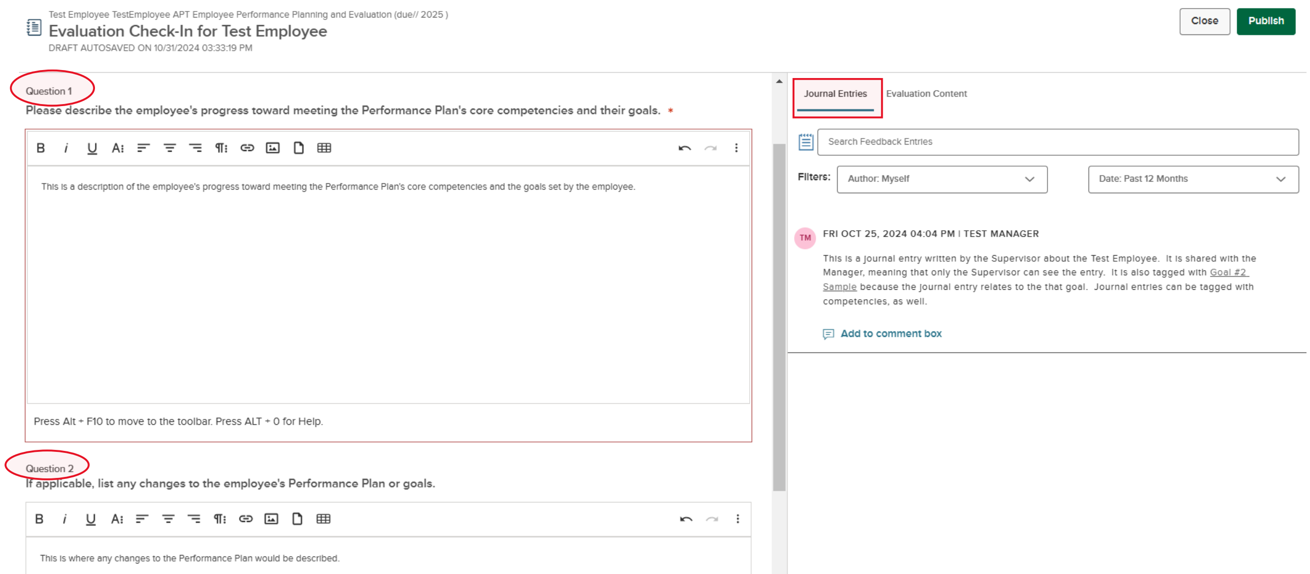



Click on the task link.

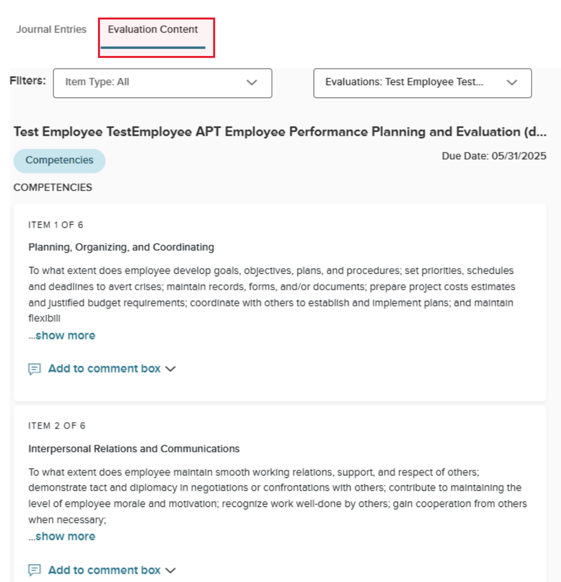
**Mid-year Progress Review, continued:**

The Mid-year Progress Review includes two questions. **You are required to answer Question 1, "Please list the Employee's progress toward meeting the Performance Plan's core competencies and their goals."** Question 2 provides the opportunity to describe any changes you feel are needed to the Employee's Performance Plan or goals. If no changes are needed, type "Not applicable," or leave Question 2 blank.

On the right side of the screen, you will see two tabs with resources to help inform the Mid-year Progress Review: *Journal Entries* and *Evaluation Content*. In the Journal Entries section, you can review any journal entries written about the Employee to this point, which can help you recall Employee accomplishments or concerns since the beginning of the evaluation cycle. Be sure to select "Author: All" under Filters to see entries written by others.




The Evaluation Content tab lists the Performance Plan's core competencies, followed by the goals the Employee set. You can click "Add to comment box" to add the content of a journal entry, competency, or goal to your Check-in answers (the content can be edited further once added).



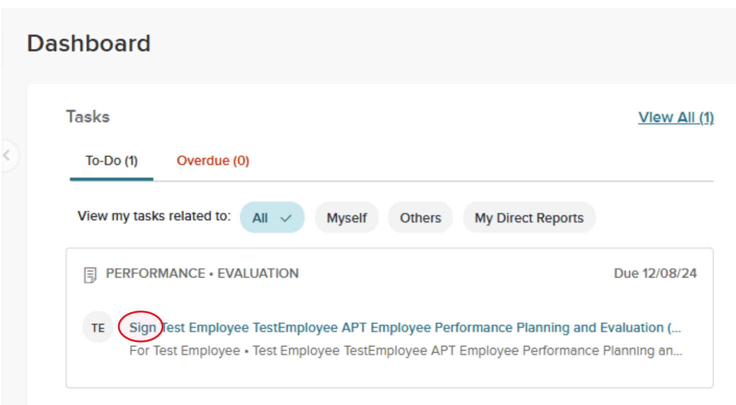
**Mid-year Progress Review, continued:**

**Note that the information you enter when answering Question 1 (and 2, if applicable) will be seen by the Employee**. However, the Employee will ***not*** see any of your journal entries about them, unless you elected to share the entries with them.

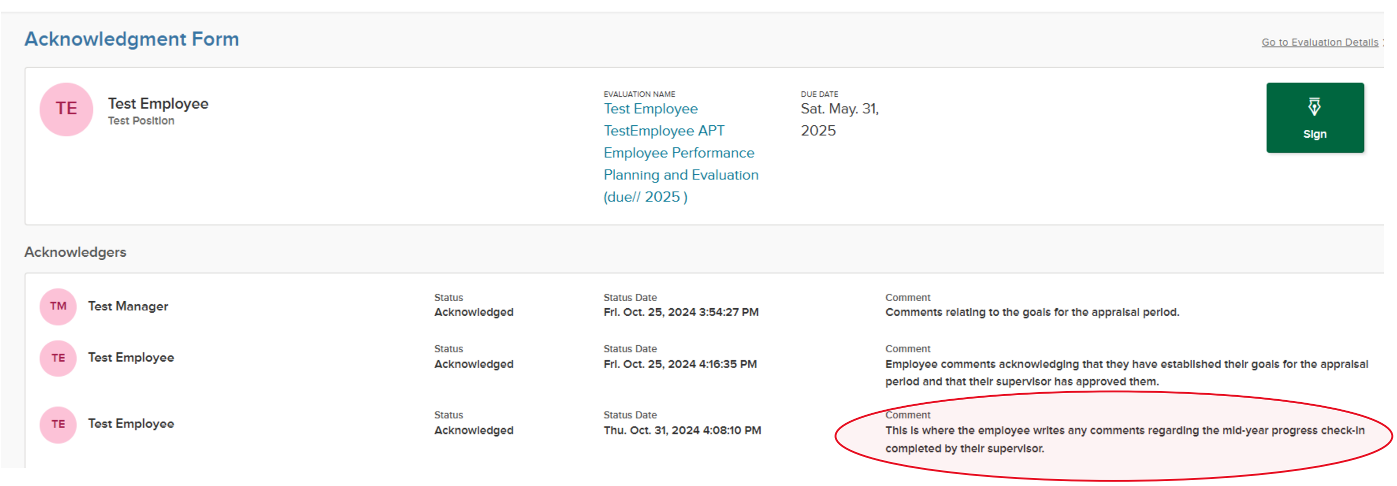
When you are done answering Question 1 (and 2, if applicable), click the "Publish" button in the upper right corner. The Employee will immediately receive a "Sign" task, which grants them access to read the Mid-year Progress Review.

Schedule a time to meet with the Employee in person to discuss the Mid-Year Progress Review. Be sure to discuss performance concerns or changes needed to the Performance Plan (e.g., goals). If you feel edits are needed to their goals, clarify whether you will make the edits in NEOED, or whether you would like the employee to do so. If you will make the edits, follow the "Editing an Employee's Performance Plan" instructions beginning on page 6 of this Guide. If you would like the Employee to make the updates, they should follow the instructions on page 10 of their User Guide.

Once the Employee has signed acknowledging receipt of the Mid-Year Progress Review Check-in, you will receive notification to sign off on the Mid-Year Progress Review, as well.

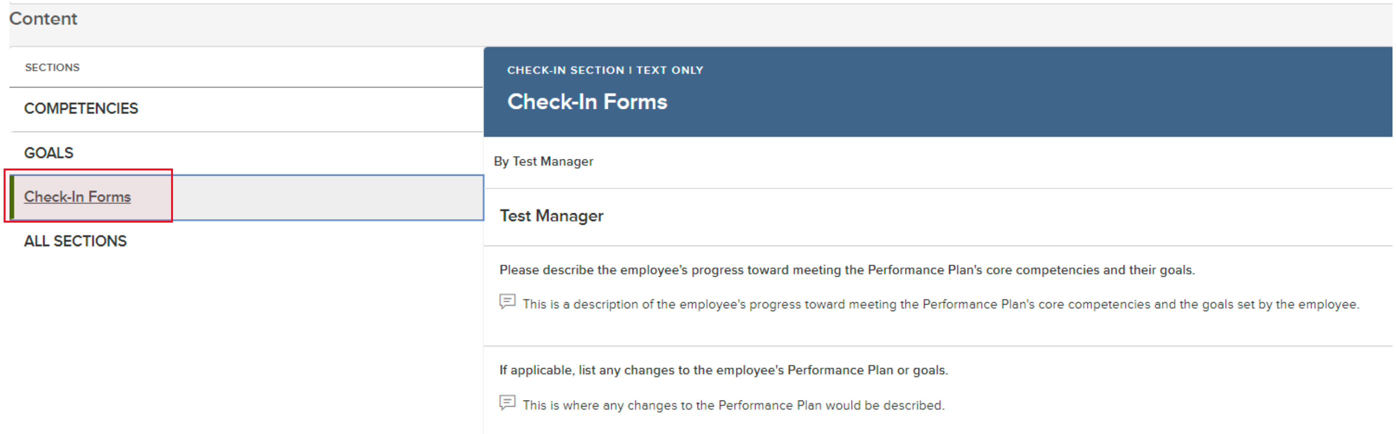



Click the Sign task link. An Acknowledgement Form will open listing the previous acknowledgement steps relating to goals, as well as the Employee's acknowledgement of receiving the Mid-Year Check-in. **Any comments made by the Employee about the Mid-Year Progress Review Check-in will be shown.**



**Mid-year Progress Review, continued:**

If you wish to review the Mid-year Progress Review Check-In you wrote, scroll to the bottom of the page, or jump directly to the Check-in section by clicking on the "Check-in Forms" tab on the left side of the page.



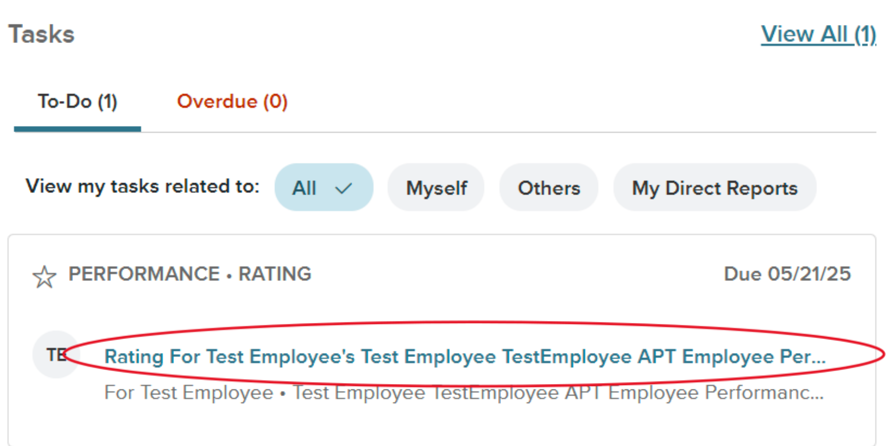

When you are ready to sign off on the Mid-year Progress Review Check-in process, go to the top of the page and click the **"Sign" button**.

The following box will appear. Enter any comments in the box provided, then **click "Submit."**

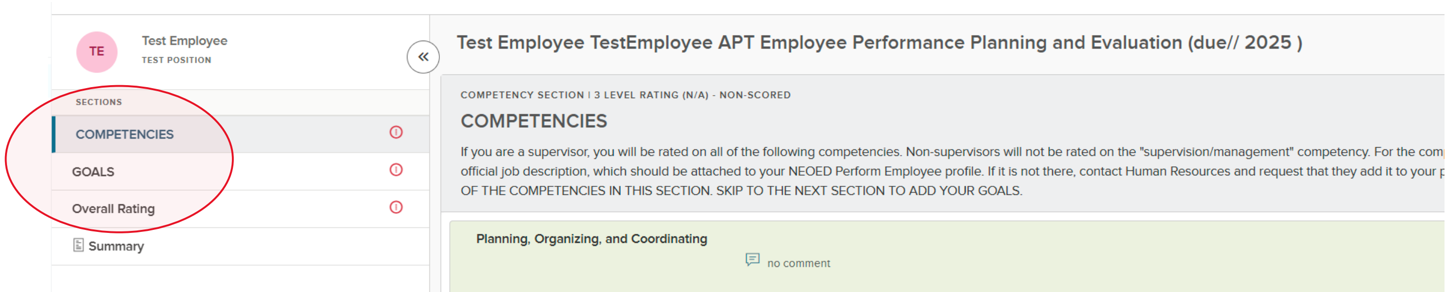

After the Mid-Year Progress Review Check-in is completed, continue to monitor the Employee's progress in meeting their Performance Plan's expectations and goals. Continue to enter Journal Entries about their performance, if desired. **The next step will be for the Employee to provide an End-of-Evaluation-Cycle Goals Progress Update Check-in, which is due April 30.**

## End-of-Evaluation-Cycle Ratings

Once the Employee has completed an End-of-Evaluation-Cycle Goals Progress Update Check-in, you will receive a task notification to complete the Employee's performance ratings, which are **due by May 21**.




When you are ready to start the ratings process, click on the Rating Task. The ratings process for the Employee's Performance Plan will open. You will see a summary of the three rating sections in the column on the left: **Competencies, Goals**, and **Overall Rating**. The Summary tab displays an overview of the entire evaluation.



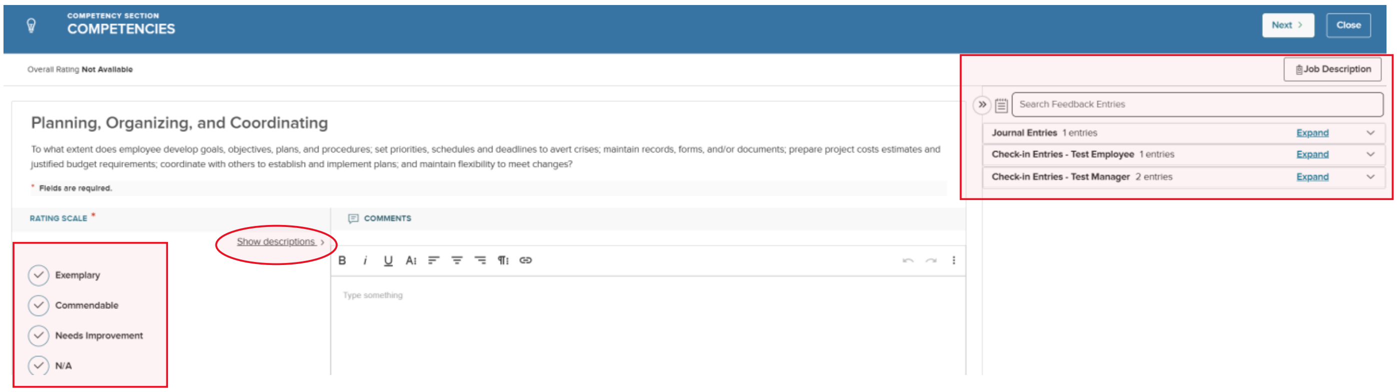

## Competency Ratings

The Competencies Section is displayed first. This is where you will rank the Employee on the core competencies that appear on all APT Performance Plans. Note that you will be able to mark the Supervision/management competency as "Not Applicable," (N/A) if needed. This is the ONLY competency for which you may select N/A. You must rate all other competencies and include comments relating to each one. To begin rating the Employee, click on the first competency. (In this example, **"Planning, Organizing, and Coordinating."**)

**End-of-Evaluation Cycle Ratings/Competency Ratings, continued:**

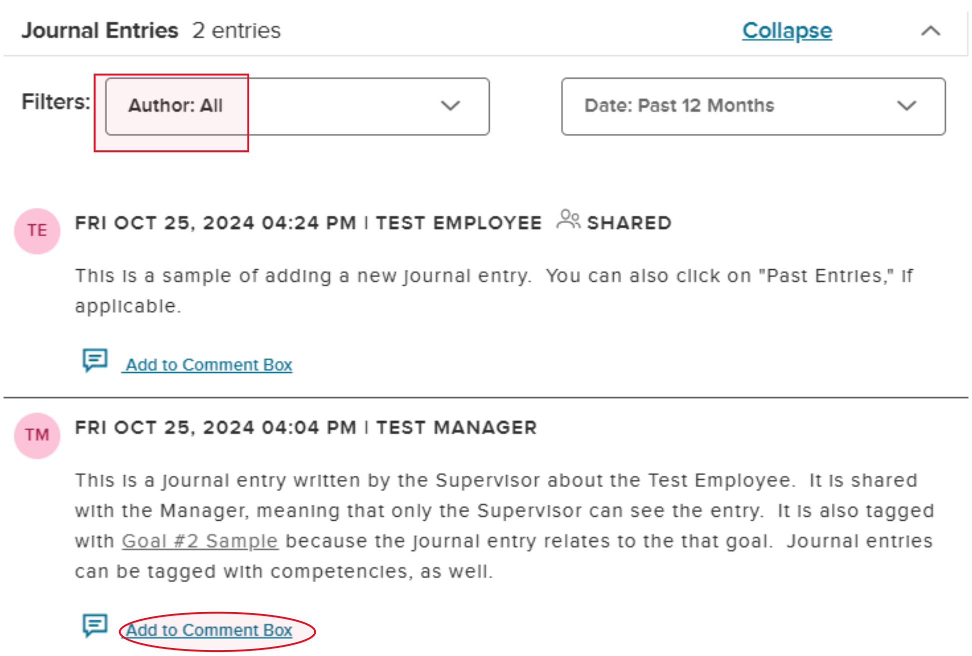
After clicking on the first competency, a screen will open for you to rate the Employee. Note that a description of the competency is included. On the left side of the screen, you will see four rating options: Exemplary, Commendable, Needs Improvement, and N/A. To view a definition of the ratings, click on "show descriptions."

On the right side of the screen, you can view Journal Entries (if any) and Employee/Manager "Check-in" Entries. *The Manager's Check-in information will contain the Mid-Year Progress Review you wrote. The Employee Check-in information will include the Goals Progress Update the Employee submitted*. You can access these resources to help you formulate your ratings and write comments. You can also access the employee's job description using the "Job Description" button.



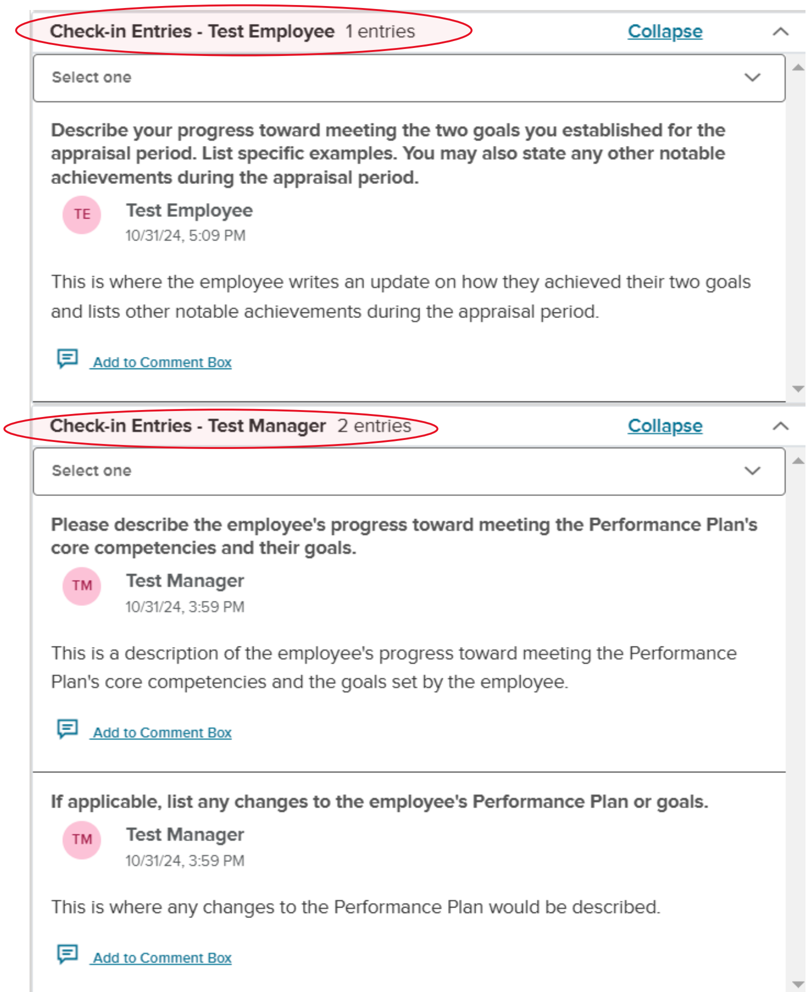

## Viewing Journal Entries or Check-ins During the Ratings Process

Following is an example of an expanded view of the journal entries. In this example, the "All" filter is selected. The first entry was written by the Test Employee and shared with the Test Manager. The second entry was written by the Test Manager but not shared with the Test Employee. You can click on "Add to Comment Box" to add the content of the journal entry to the rating's comment box, where it can be further edited.

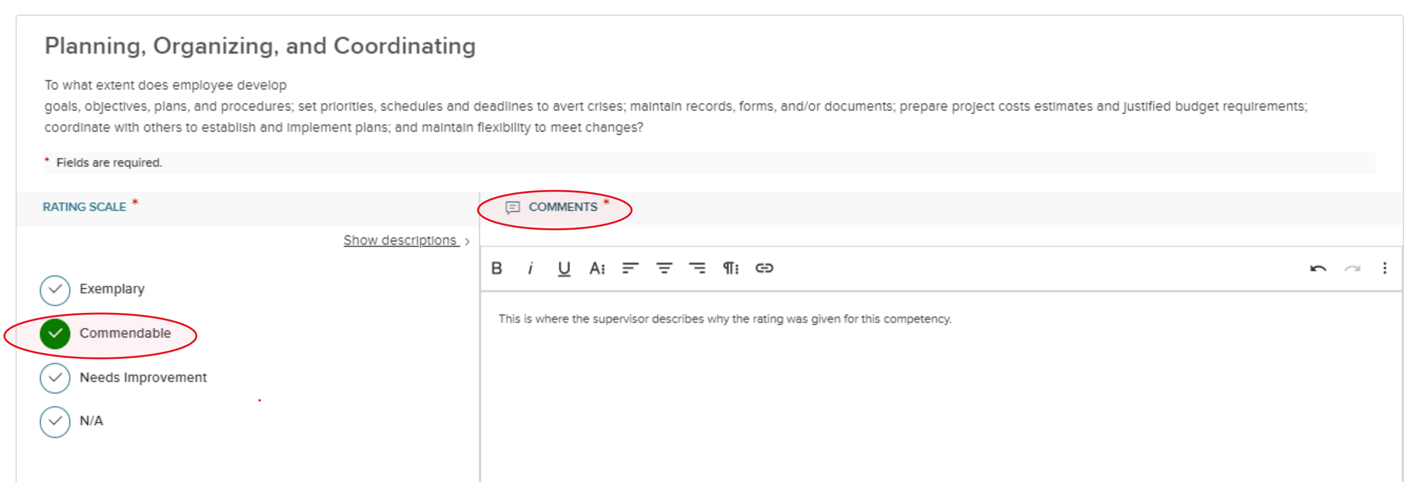


**End-of-Evaluation Cycle Ratings/Viewing Journal Entries or Check-ins During the Ratings Process, continued:**

Following is what the expanded Check-ins look like. Again, you can add the content to the rating's comment box, if desired.

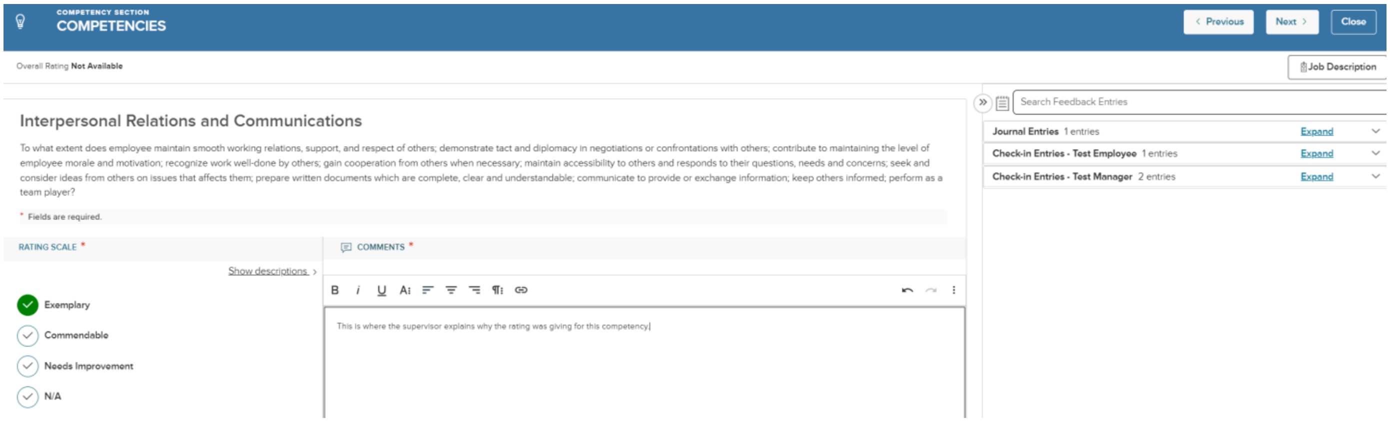



When you are ready to rate the competency, select the corresponding button. In the following example, a "Commendable" rating has been selected. **Comments explaining why you selected the rating are mandatory for competencies, goals, and the overall rating.**

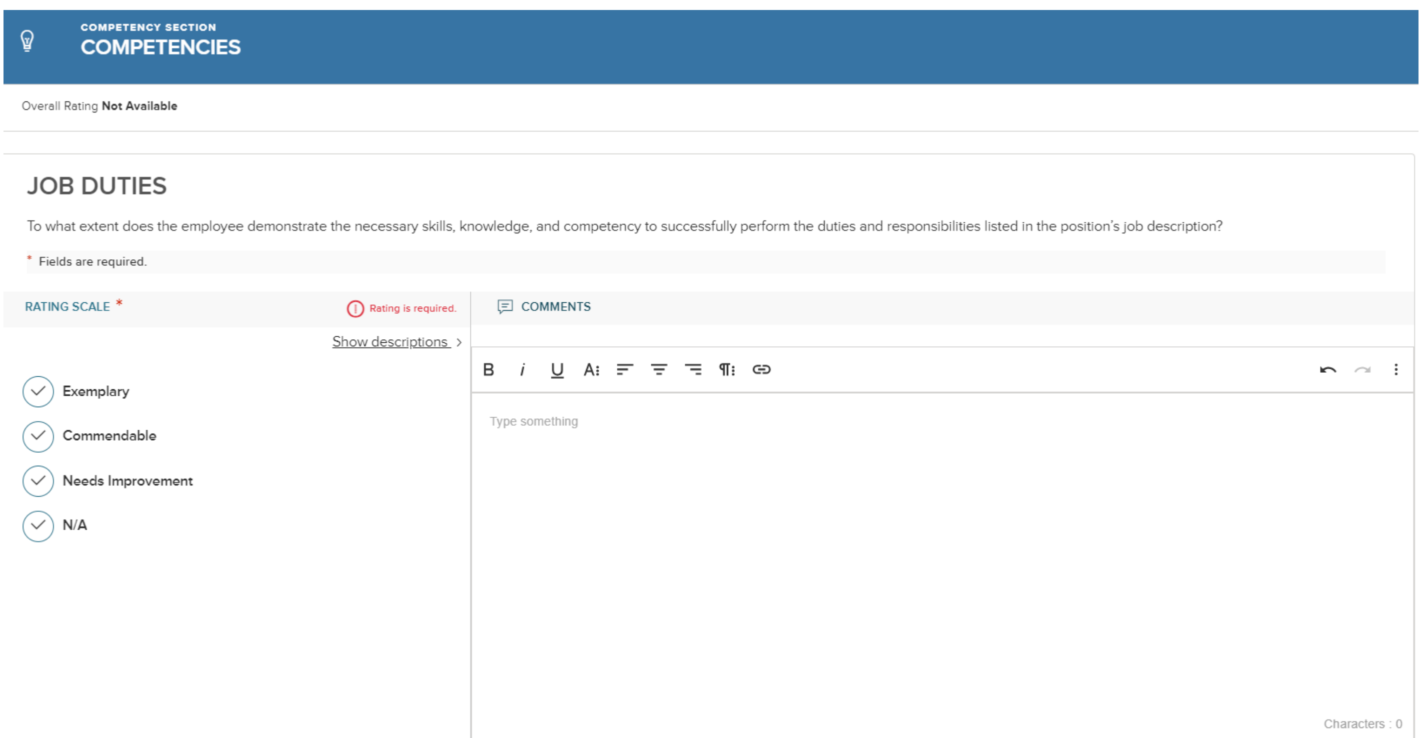


**End-of-Evaluation-Cycle Ratings/Competency Ratings, continued:**

Click "Next" in the upper right corner to continue. The next competency, (in this example, "Interpersonal Relations and Communications") will appear. Select the rating for this competency and add the required comments. Continue this process until you are finished rating all the competencies. You can also click "Previous" to go back and edit an earlier rating, or close and continue later.




Note that the final competency you are asked to rate is "**Job Duties**." This competency relates to how well the Employee has performed their duties *as described in their job description*. **Please reference the Employee's job description when completing the "Job Duties" rating**. See the instructions on the next page about how to locate the employee's job description in NEOED Perform.

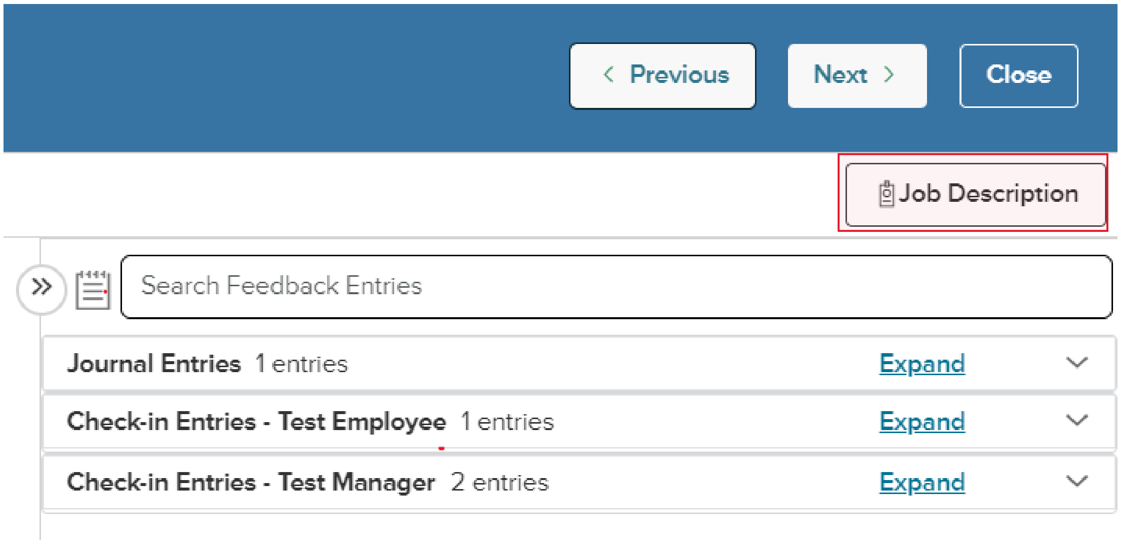


**End-of-Evaluation-Cycle Ratings/Competency Ratings, continued:**

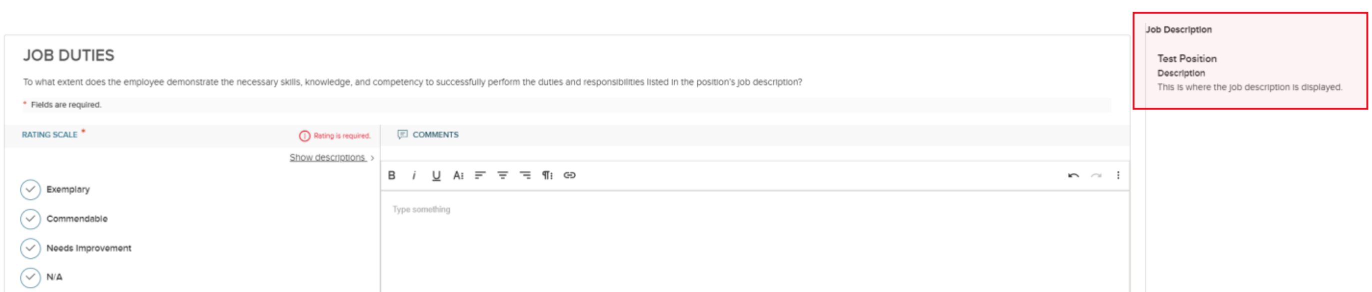
## Accessing the Employee's Job Description

*Finding the Job Description During the Ratings Process*

You can access the Employee's job description through NEOED by clicking on the "Job Description" button in the upper right of the page. **This method of accessing the job description is only available during the ratings process.**




When you click on the "Job Description" button, the job description should appear in the right column of the rating section. Note that the NEOED platform does not retain the original formatting of the job description. If no job description is shown, it may not be loaded into NEOED Perform. Check with the Human Resources Department to get a copy and request that it be added to the position's profile.

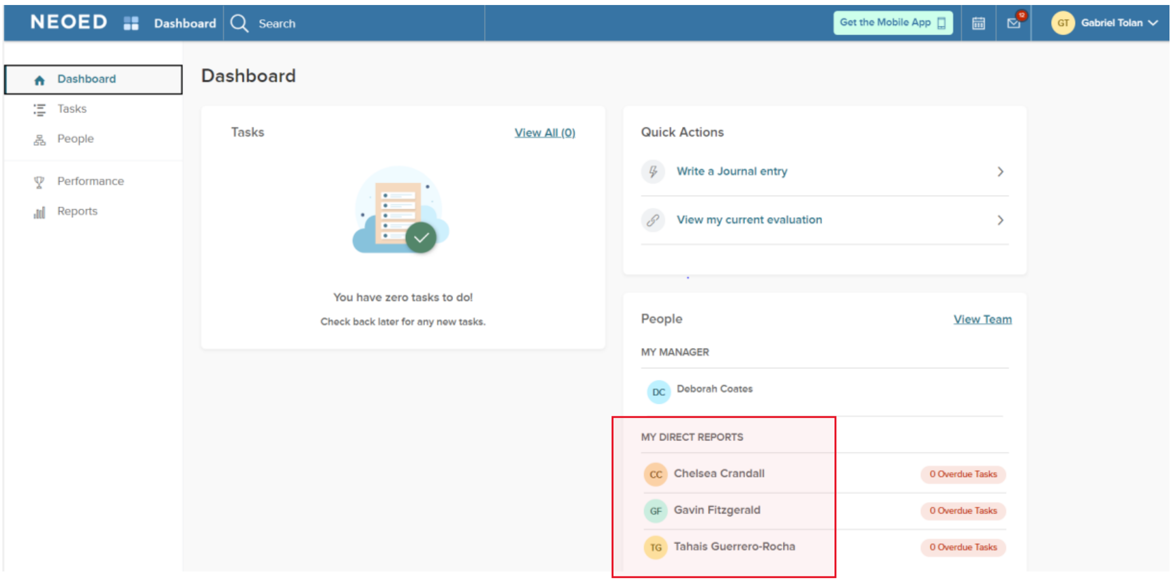



***This is an excellent time to do a review of the Employee's job description and note any updates that are warranted. If revisions are needed, work with the Employee to make the adjustments. Submit the revised version to the HR Department and ask them to make sure the job description is updated in Perform for future reference.***

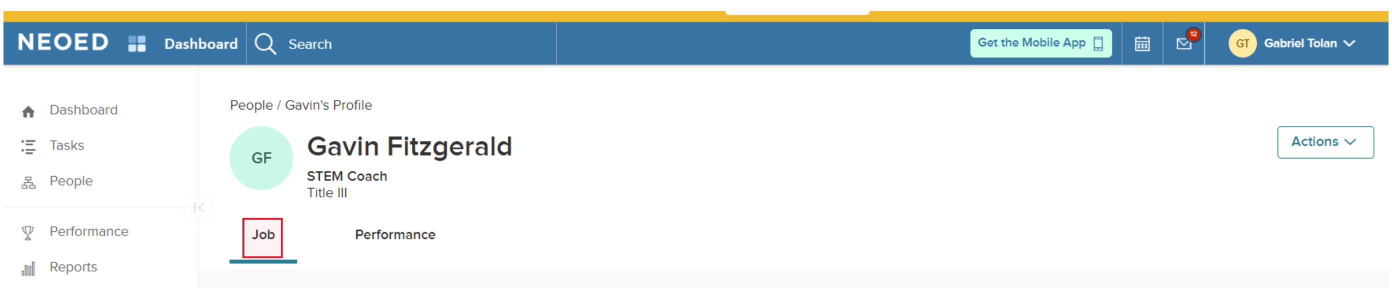
**End-of-Evaluation-Cycle Ratings/Competency Ratings/Accessing the Employee's Job Description, continued:**

*Finding the Job Description in the Employee's Profile*

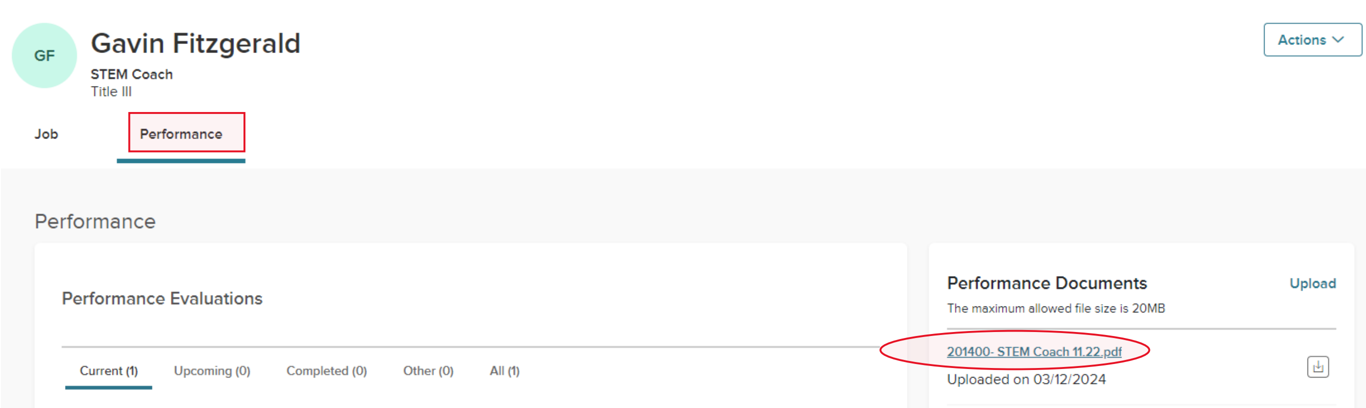
A PDF or Word version of the job description should be attached to the Employee's profile, where either you or the Employee can access it at any time. To use this method of accessing the job description, go to your dashboard. You will see your Direct Reports listed in the lower right corner.




Click on the name of the Employee whose job description you would like to view (in this example, Gavin Fitzgerald). The page will default to the "Job" tab.

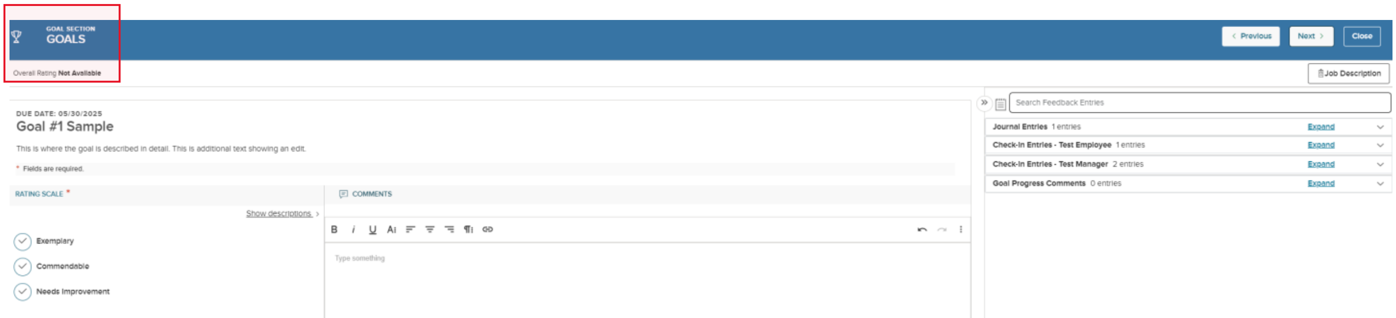



Click on the "Performance" Tab, where you will see a "Performance Documents" section that includes the Employee's job description. You can click on the link to download the document for viewing, printing, or saving elsewhere.



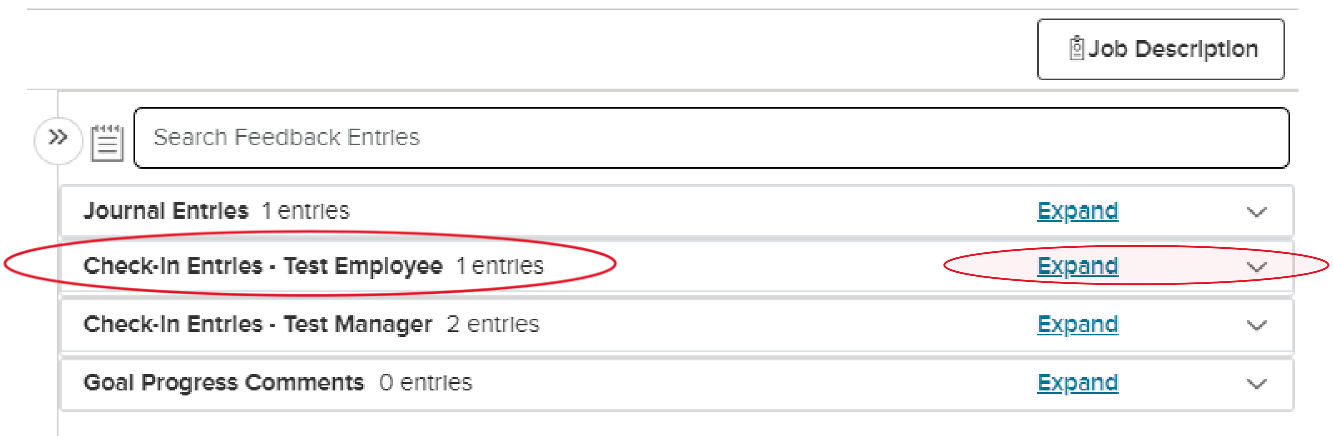
## Goals Ratings

After rating the Employee on the final competency, “Job Duties,” click next. You will then be asked to rate the Employee on their achievement of the goals they set for the evaluation period. Just as with the competency ratings, you may choose from “Exemplary, Commendable, or Needs Improvement” ratings (N/A is not an option).

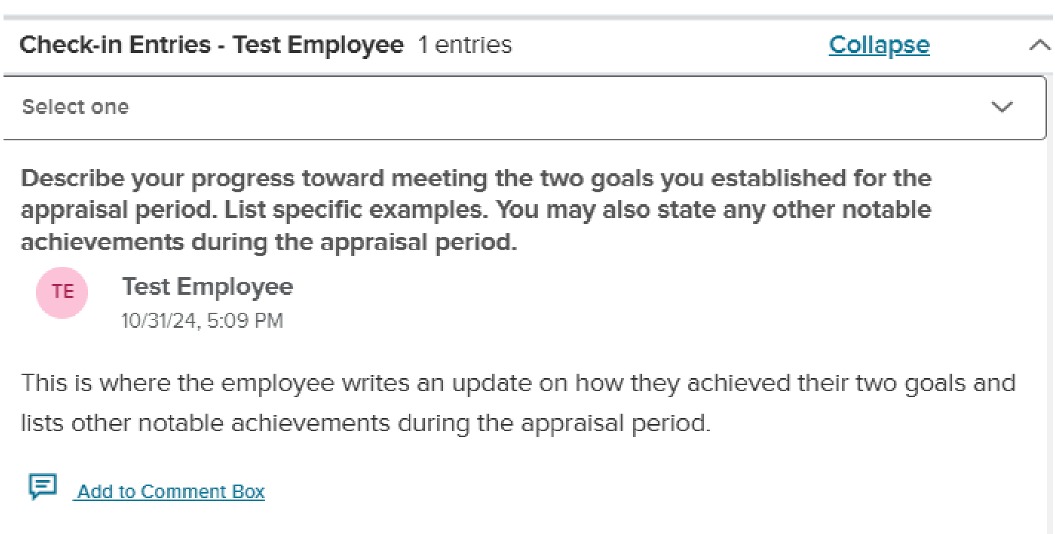



## Employee End-of-Evaluation-Cycle Goals Progress Check-in

If you have not already done so, review the Employee’s Check-in describing their progress in attaining their goals for the evaluation period. In the upper right corner, **click on “Expand” or the down arrow next to “Check-in Entries” pertaining to the employee.**




When the Employee’s Check-in entry is expanded, you can view how they responded to the question, “Describe your progress toward meeting the two goals you established . . .”



**End-of- Evaluation-Cycle Ratings/Goals Ratings, continued:**

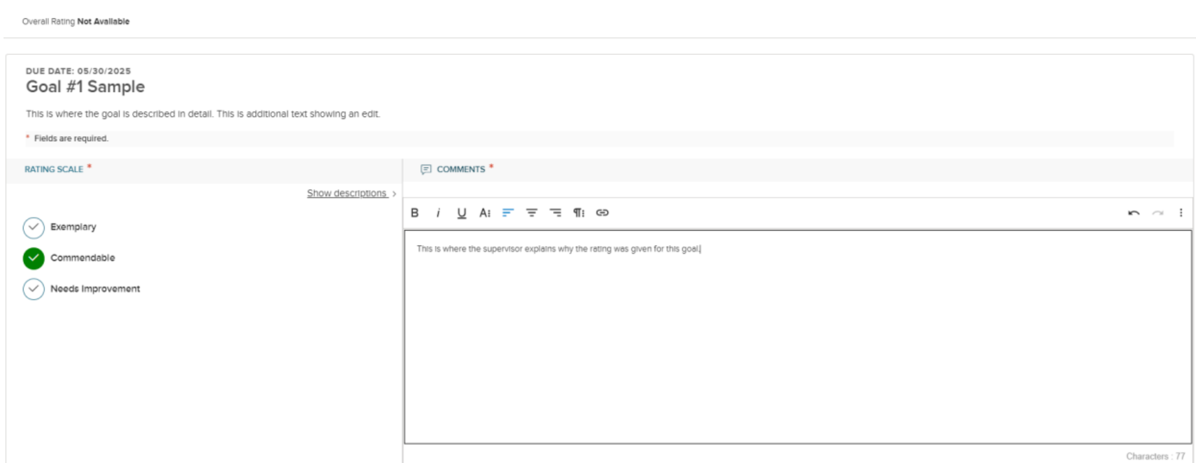
## Goals Progress Comments

NEOED Perform also has a “Goal Progress Update” feature built in. Employees can use the Goal Progress Update feature at *any time during the pre-rating portion of the evaluation cycle*. These updates are OPTIONAL and can be submitted *in addition to* **(but not instead of)** the **End-of-Evaluation-Cycle Goal Progress Check-in Step**. If the employee uses this optional feature, they can indicate what percentage of the goal has been completed. If they do not use this feature, the completion percentage will show as “0,” but that does not mean zero progress has been made. **Complete the Goal ratings based on the narrative in their Check-in Step.**

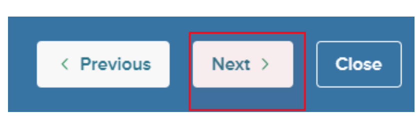
If the employee entered any Goal Progress Update Comments, these can be found by accessing the “Goal Progress Comments” in the upper right corner of the screen.


## Completing Goals Ratings

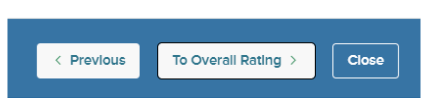
When you are ready, select “Exemplary,” “Commendable,” or “Needs Improvement” as the rating for the Employee’s first goal. In the comments box, describe why you selected the rating.




When you are done rating the first goal, click “Next” in the upper right corner and rate the second goal.



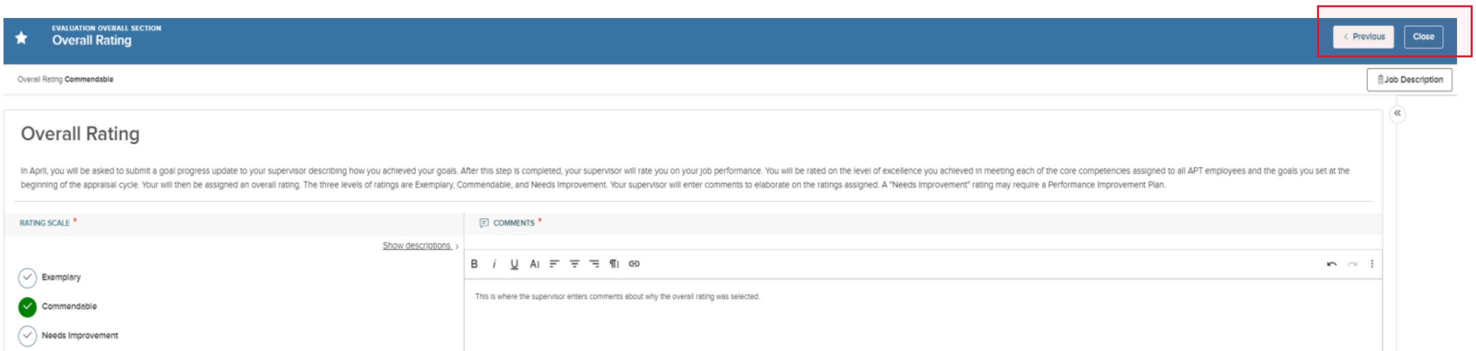

Once you finish your comments on the second goal rating, you will see that the options in the upper right corner have changed to “Previous,” “To Overall Rating” or “Close.”



## Overall Rating

When you are finished rating the competencies and goals and are ready to proceed to the overall rating, click "To Overall Rating."

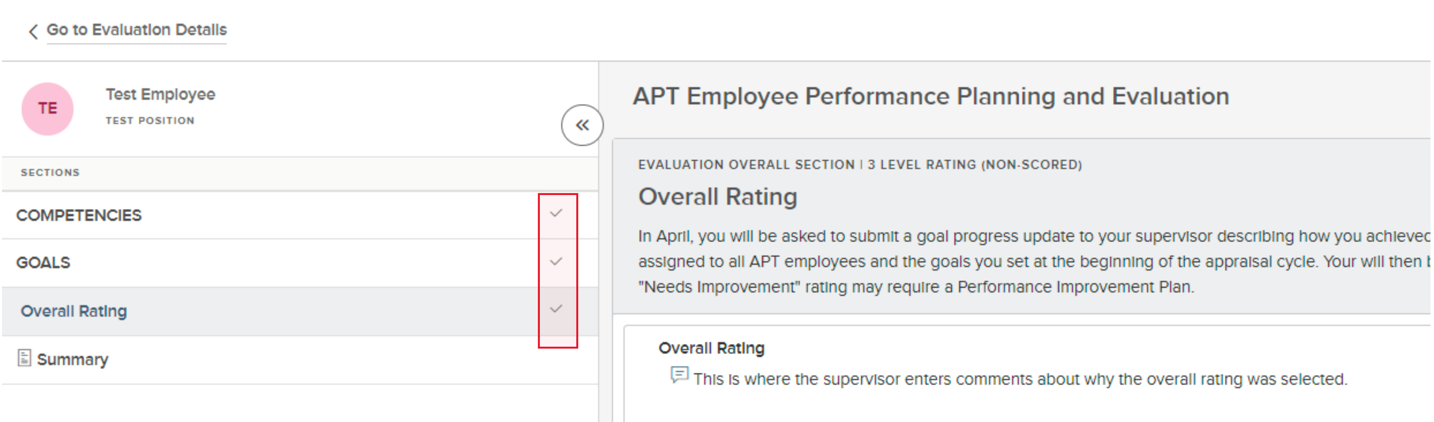
(Note that the description under "Overall Rating" is provided for the Employee's benefit about the evaluation process.) When you have selected the Overall Rating and entered **mandatory** supporting comments, you can click "Previous" to modify other sections or "Close" to finish. **Selecting "Close" does not mean that the ratings have been submitted.**




After you have entered the Employee's Overall Rating, made comments, and clicked "Close," you will be sent to an evaluation ratings overview page.

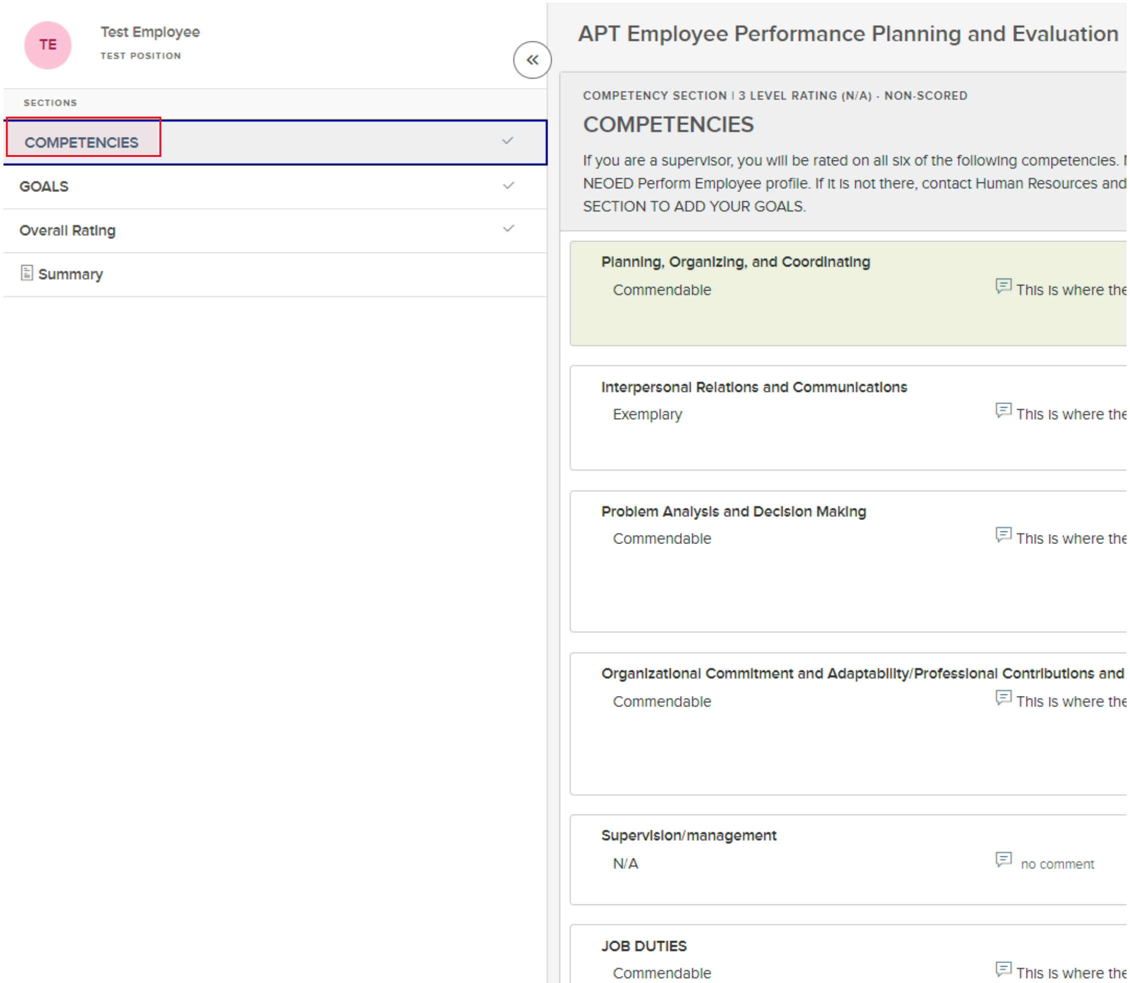
## Ratings Overview and Final Edits

On the left side of the page, you will see that checkmarks have appeared in the Competencies, Goals, and Overall Rating sections. This means that the ratings and comments have been completed. However, **they have not been submitted and you can still make edits to any of the ratings or comments at this stage in the process.** To review and/or edit, click on the pertinent section.

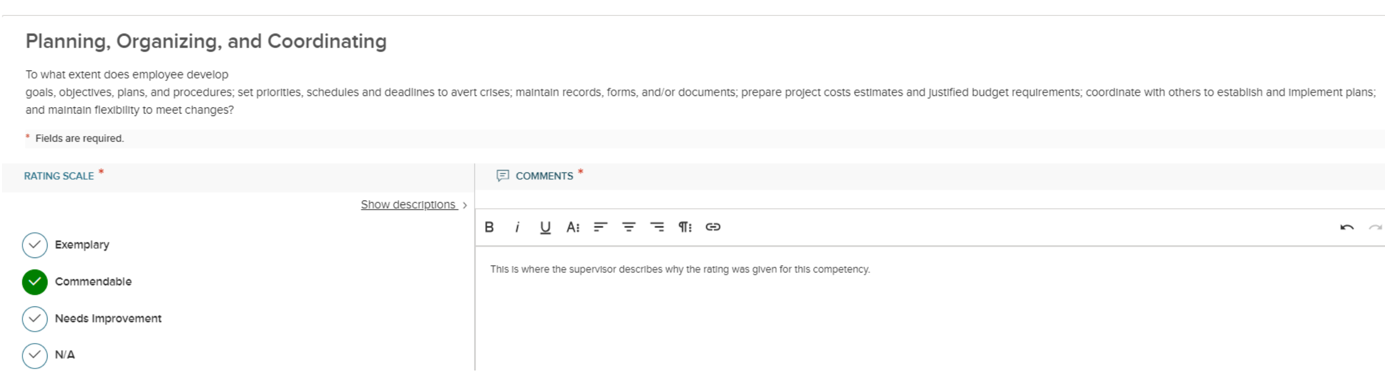


**End-of- Evaluation-Cycle Ratings/Overall Rating/Ratings Overview & Final Edits, continued:**

This example shows what you would see if you clicked on the "Competencies" tab.

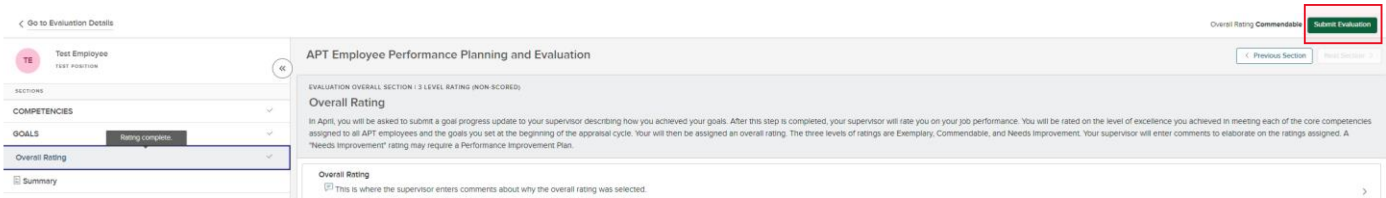



Click on the competency you wish to edit. When done editing, click "Close" to go back to the overview page. **You can similarly click on the Goals section or Overall Rating section to make changes**.

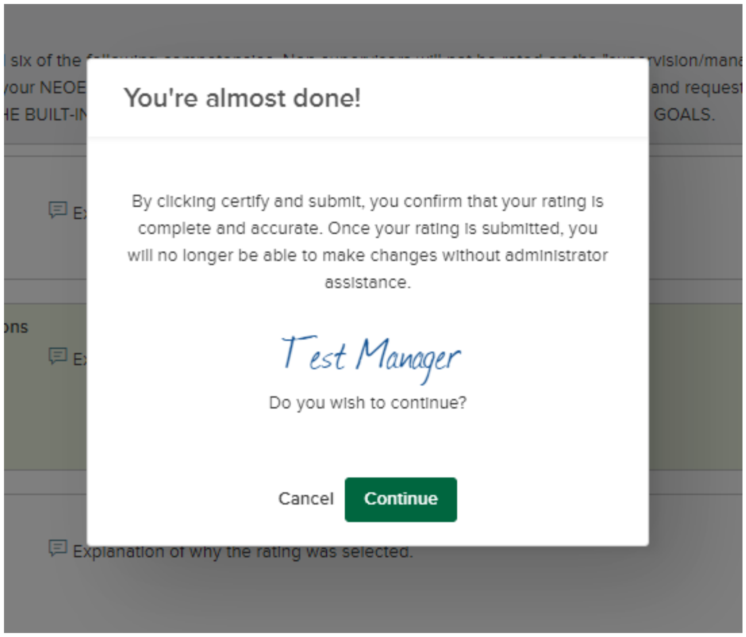


## Submitting Ratings

When you are ready to submit the evaluation, click the **"Submit Evaluation" button** in the upper right corner.

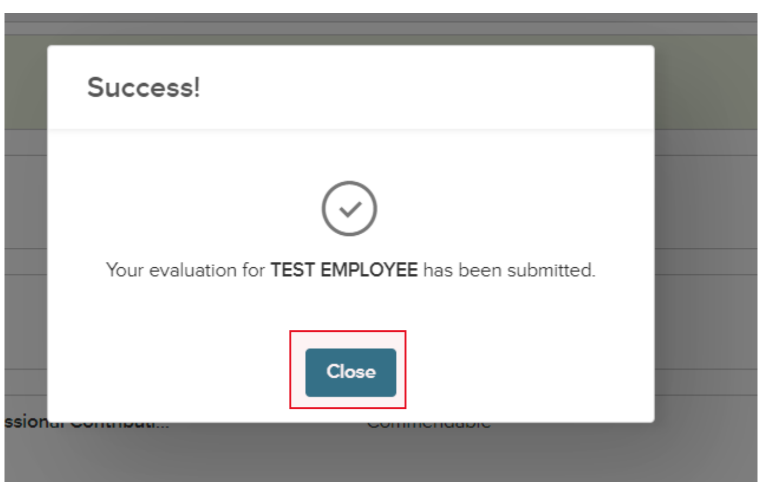



After clicking the "Submit Evaluation" button, the following will appear:



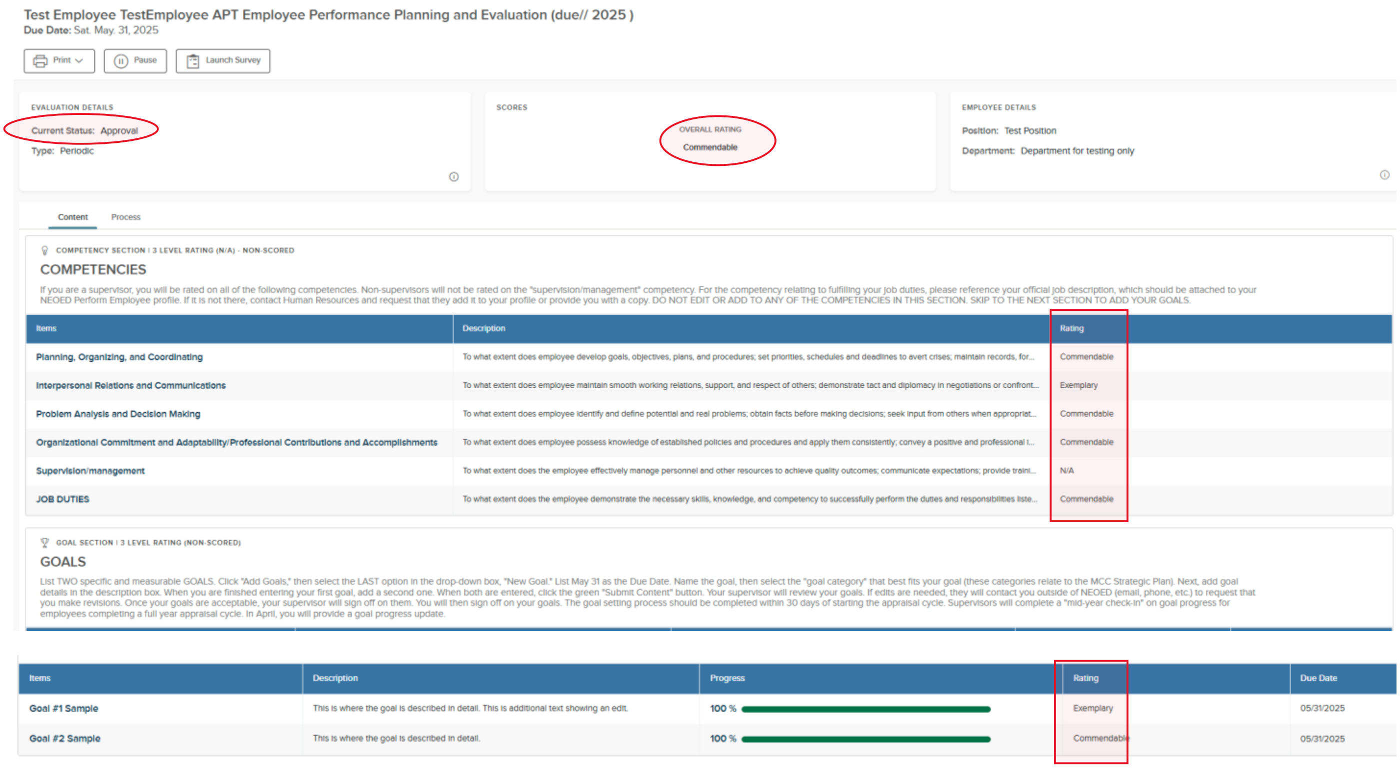

If you decide you wish to make further edits, click "Cancel." If you are ready to submit, click "Continue."

After clicking "Continue," you will receive confirmation that the ratings have been submitted. Click "Close." **The evaluation will now be sent to your Supervisor (the Employee's Second-level Supervisor) for review. THE EVALUATION MUST BE APPROVED BY YOUR SUPERVISOR BEFORE YOU DISCUSS IT WITH THE EMPLOYEE.**



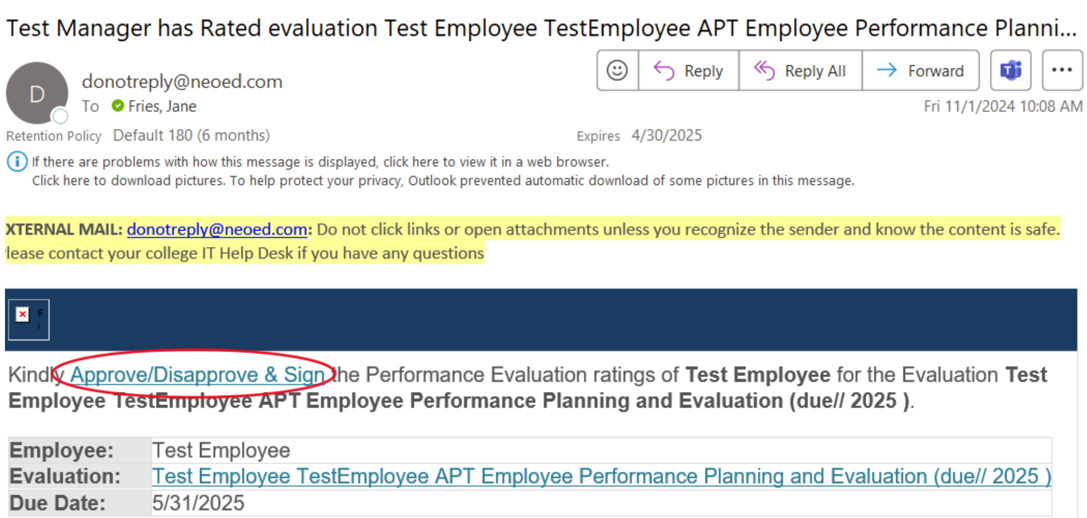
**End-of-Evaluation-Cycle Ratings/Submitting Ratings, continued:**

After clicking “Close,” you will be taken to an overview of the Employee’s evaluation. Note that while you are awaiting your Supervisor’s approval of the evaluation, you will be able to see the ratings you gave. You will also see that the “Current Status” is in the approval stage. However, the Employee will still see that their overall rating is “Pending” and will NOT be able to view any ratings until your Supervisor (the Employee’s Second-Level Supervisor) signs off on the evaluation, followed by a signature from you.



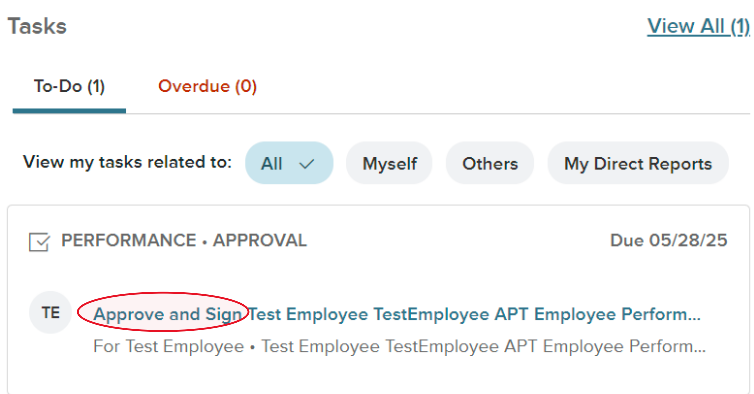

Second-level Supervisor Approval of Ratings

When you have submitted the Employee’s ratings, the Employee’s Second-level Supervisor will receive an email that looks like the following. Note that the Second-level Supervisor has the option of **approving OR disapproving** the ratings.

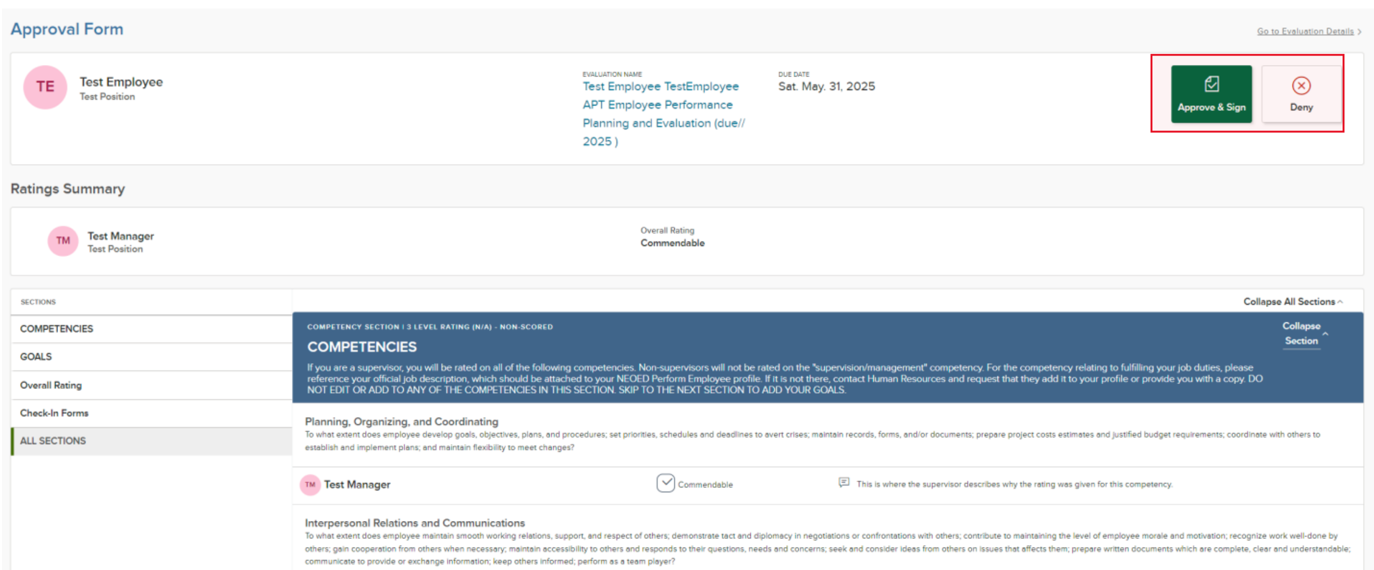


**End-of-Evaluation-Cycle Ratings/Second-level Supervisor Approval of Ratings, continued:**

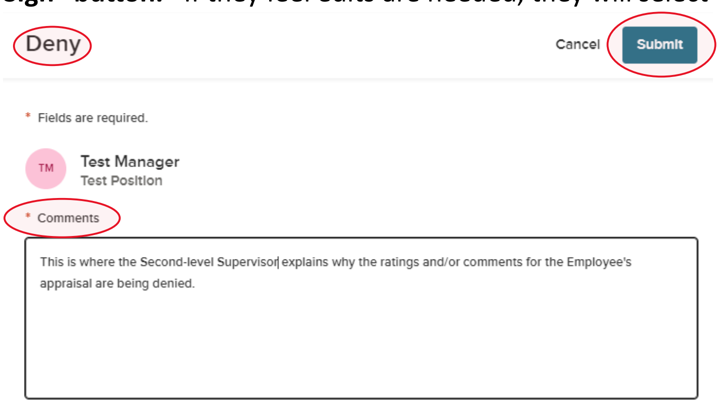
The Second-level Supervisor will also see a task due on their dashboard (even though it doesn't state "disapprove" in the task title, it is still an option once the task is opened).




When the Second-level Supervisor clicks on the link (either in the email or from the To-Do Task List, it will take them to an overview of the Employee's evaluation, including the ratings and comments made by the Direct Supervisor in each section of the evaluation.

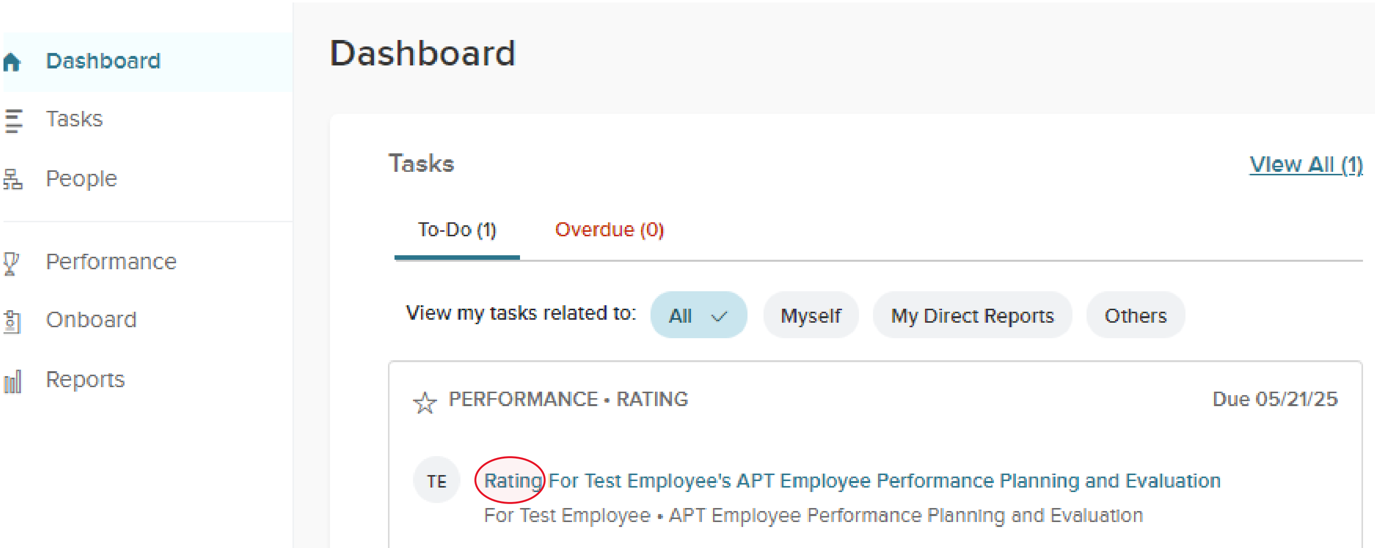



If the Second-level Supervisor agrees with the evaluation ratings and comments, they will click the **"Approve and Sign" button.** If they feel edits are needed, they will select "Deny." A comment box is provided to explain why.

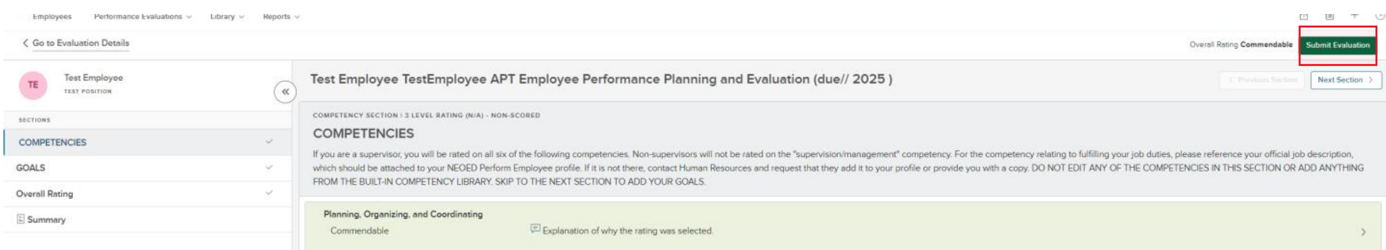


**End-of-Evaluation-Cycle Ratings/Second-level Supervisor Approval of Ratings, continued:**

If your Supervisor (the Second-level Supervisor) denies the ratings/comments you submitted, you will once again receive a task due to complete ratings.




Click on the link to access your previous ratings and comments (you will not be starting over). Make the changes requested by your Supervisor and once again click the **"Submit Evaluation" button.**



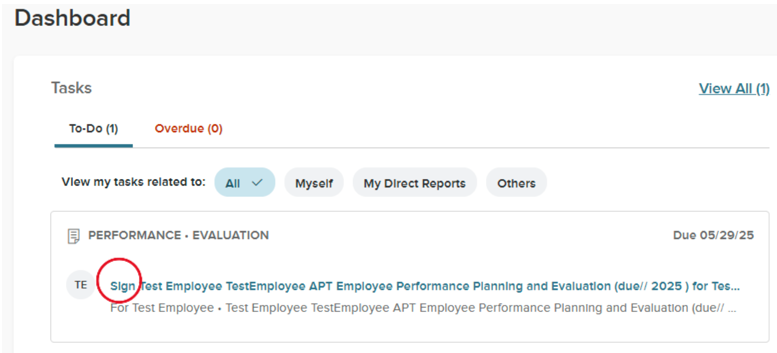

Your Supervisor will be asked to review the revised version of the evaluation. If it is now acceptable, they will approve it. If not, they will return it again for additional revisions.

Once the Second-level Supervisor clicks "Approve and Sign," they will have the opportunity to add comments.

**End-of-Evaluation-Cycle Ratings/Second-level Supervisor Approval of Ratings, continued:**

### Supervisor Signature and Release of Evaluation to Employee

After the Second-level Supervisor has approved the Employee's evaluation, the Direct Supervisor will receive a final signature task.




This signature acknowledges that the evaluation is approved and ready to be released to the Employee. **IMPORTANT: When this step is completed, the Employee will immediately be notified of a task to sign their evaluation, which gives them access to view the content. Schedule a time to meet with the Employee to discuss the evaluation.**

## Evaluation Release to Employee

Once the evaluation has been released to the Employee, they should review it and complete the signature task *acknowledging receipt of the evaluation*. By signing, they do not indicate agreement or disagreement with the content of the evaluation. However, if they disagree with the evaluation, they can explain why in the comments section included in the signature process.

If the Employee received an overall "Needs Improvement" rating, a Performance Improvement Plan must be completed. Work with the Human Resources Department to create the plan, which will be managed outside of the NEOED Perform process.

**Congratulations, you have completed the Supervisor role in the NEOED Perform evaluation process!**