



## CLASSIFIED STAFF

# EMPLOYEE GUIDE – NEOED PERFORM

August 2024

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## Introduction

Welcome to NEOED Perform! The following is a step-by-step guide to walk you through the NEOED Perform Performance Plan process for MCC *Classified* Employees. **To avoid pitfalls and corrections later, we strongly encourage you to follow this reference guide.** Please contact MCC's NEOED Perform Administrator if you need assistance.

*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.*

## Account Activation/Access

If you are new to NEOED Perform, you will be sent an email to activate your account. A username will be provided in the email, but you will need to set your password. Note that activation links are good for five days. If your activation link has expired or you need a password reset, contact the MCC NEOED Perform Administrator.

## The NEOED Perform Process

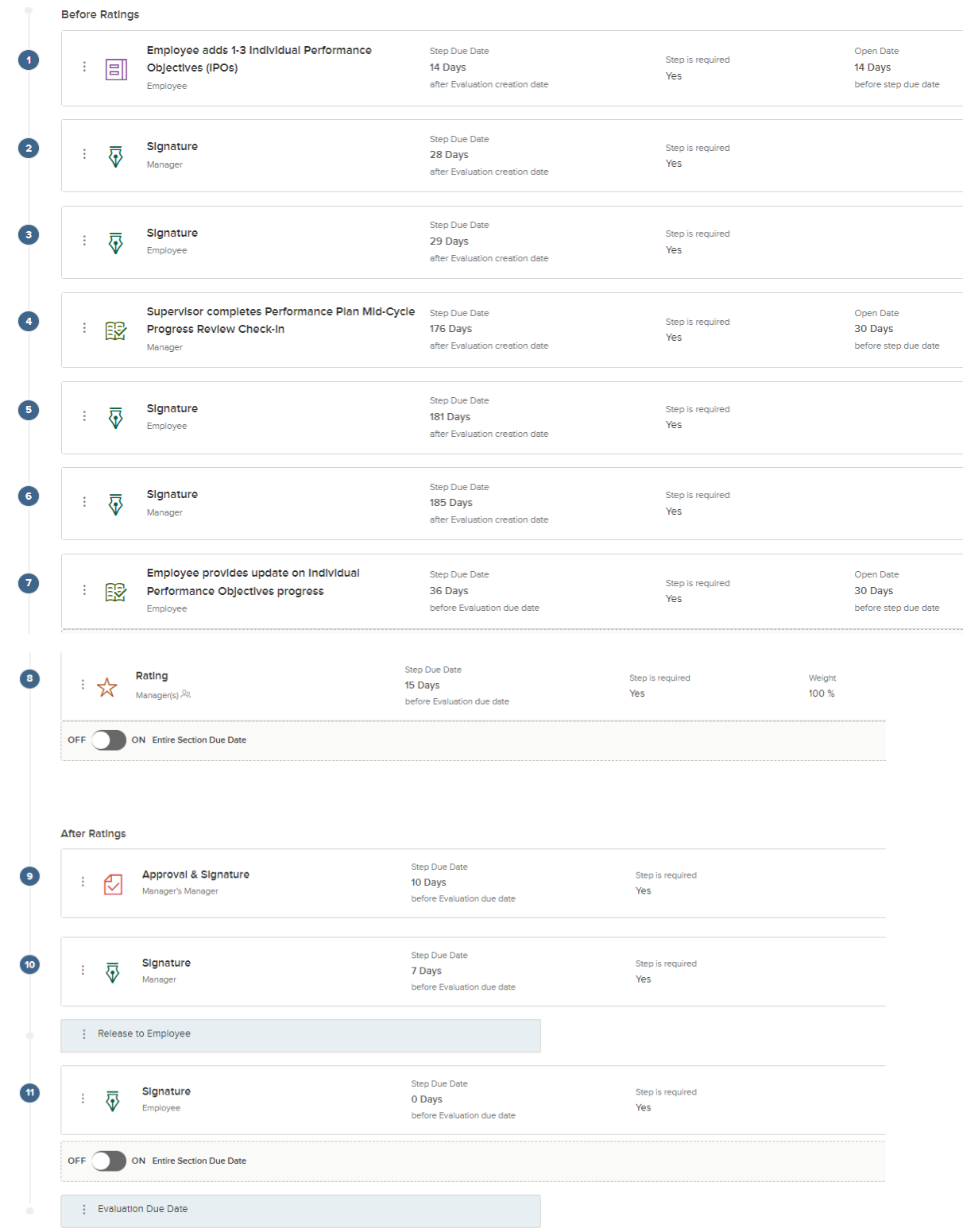
The Classified Employee Performance Plan cycle runs from **August 1 – July 31**.

All Classified Employees will be rated on several core competencies, including Job Knowledge, Customer Service/Interpersonal Skills, Communication (Oral/Written), and Accountability/Integrity. Classified Staff who also serve as Supervisors will be rated on the Supervision/Human Resources Management competency, as well.

1. Your first step will be to collaborate with your Supervisor to develop 1-3 Individual Performance Objectives (IPOs) for your Performance Plan. Within NEOED, IPOs will be referred to as “goals.” You will be responsible for entering your IPOs into NEOED within 15 days of the start of your Evaluation cycle.
2. Once you have entered your IPOs, your Supervisor will review them. If revisions are needed, they will contact you outside of NEOED to revise the applicable IPO(s). After your Supervisor signs off on the IPOs, you will then sign off on them, as well. IPOs should be established and signed off on within 30 days of the beginning of the Evaluation cycle (or of the start date of a new Employee).
3. In January, your Supervisor will complete a “Performance Plan Mid-Cycle Progress Review Check-in” to document your progress toward meeting your IPOs and the expectations of the core competencies. You will be asked to sign acknowledging receipt of the Mid-Cycle Progress Review. Your Supervisor will then sign acknowledging that they have discussed the Review with you. Note: If you were hired during the current evaluation cycle, this mid-cycle step may not apply to you, depending on when you started employment.
4. In June, you will be asked to provide an update to your Supervisor about how you achieved your IPOs.
5. After you have submitted your IPO Progress Check-in, your Supervisor will complete your end-of-evaluation-cycle ratings.
6. Once your *Second-level* Supervisor has reviewed and approved your Evaluation, your Supervisor will sign off on it and it will be released to you for viewing. You will be asked to sign acknowledging receipt of the Evaluation. You and your Supervisor will meet in person to discuss your Evaluation.

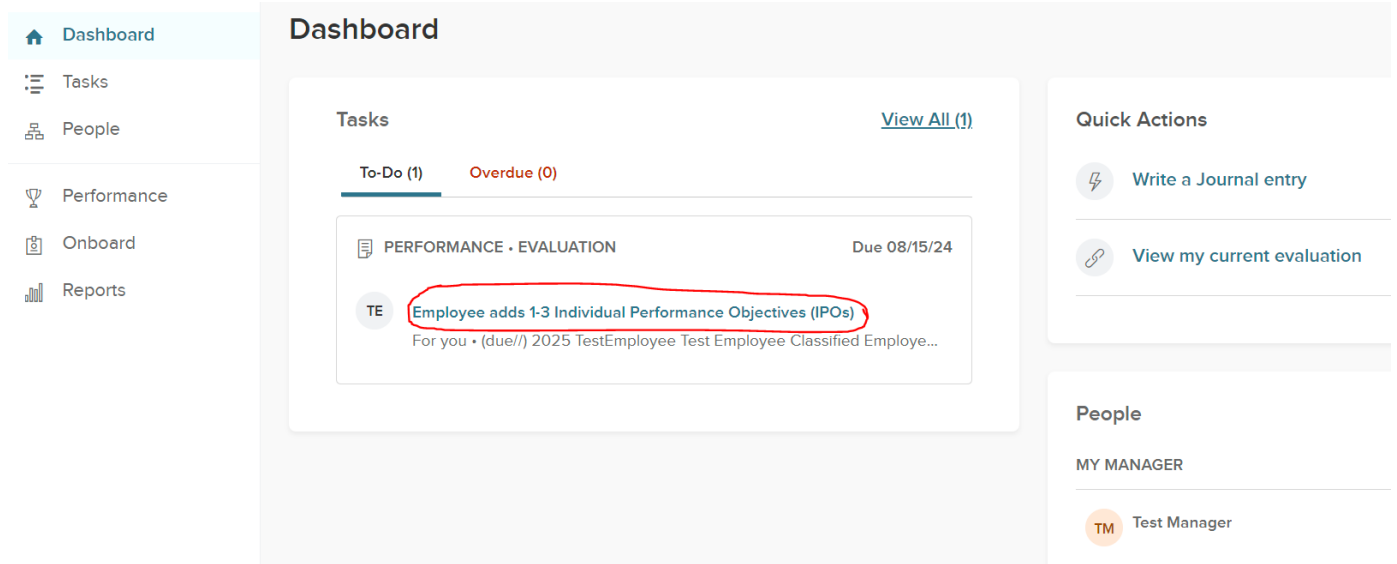
## The NEOED Perform Process, Continued:

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.



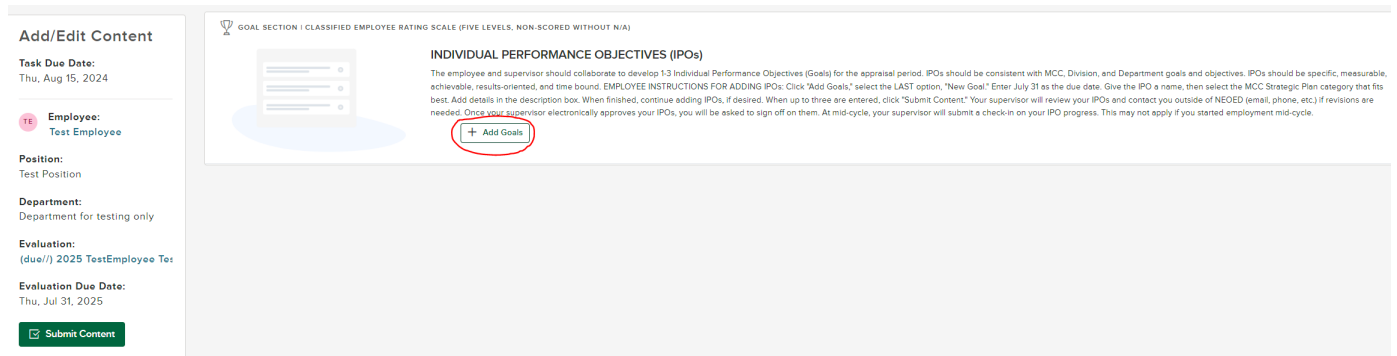
# The NEOED Perform Dashboard

Once you log in to NEOED, you will see your Perform dashboard. The main page of the dashboard will give you an overview of any tasks due or overdue, give you quick access to write a journal entry (described later), or view your current Evaluation. It will also list your Supervisor/Manager and direct reports (if applicable). Please note that your current Evaluation may take a few days to appear on your dashboard after activating your account. Once your current Evaluation is active, you will receive an email notifying you that it is time for you to enter your Individual Performance Objectives (goals). You will also see a To-Do task appear on your dashboard.



## Adding Individual Performance Objectives (IPOs)

You and your Supervisor should collaborate to develop 1-3 Individual Performance Objectives (IPOs) for the Evaluation period. IPOs should be consistent with MCC, Division, and Department goals and objectives. They should also be specific, measurable, achievable, results-oriented, and time bound. Once you and your Supervisor have determined your IPOs, you are responsible for entering them into NEOED. Under your Tasks To-Do list, click the blue link that says "Employee adds 1-3 Individual Performance Objectives (IPOs)." An "Add/Edit Content" screen will appear. Click on the "Add Goals" button.



## Adding Individual Performance Objectives (IPOs), continued:

A drop-down box will give you several options. Click the **LAST** option, “**New Goal.**”

GOAL SECTION | CLASSIFIED EMPLOYEE RATING SCALE (FIVE LEVELS, NON-SCORED WITHOUT N/A)

### INDIVIDUAL PERFORMANCE OBJECTIVES (IPOs)

The employee and supervisor should collaborate to develop 1-3 Individual P...  
achievable, results-oriented, and time bound. EMPLOYEE INSTRUCTIONS F...  
best. Add details in the description box. When finished, continue adding IPO...  
needed. Once your supervisor electronically approves your IPOs, you will be

+ Add Goals

- Select From Employee Goals
- From Goal Library
- From Position
- Class Spec
- From Development Plan
- From Last Scheduled Evaluation
- From Employee Goals
- New Goal**

An entry screen will appear. Enter a name for your IPO/Goal. Enter July 31 as the Goal Due Date.

\*Fields are required.

Goal Name  
Sample IPO #1

\* Goal Type: Employee Goal (dropdown)  
Goal Due Date: 07/31/2025 (calendar icon)  
\* Category: Select one (dropdown)

Assignee  
Test Employee

Description

### Adding Individual Performance Objectives (IPOs), continued:

Under “Category,” select which category best fits your IPO. Note: These categories are the major objectives of MCC’s Strategic Plan. In the sample below, “Operational Effectiveness” has been selected.

\* Category

- Operational Effectiveness
- Student Access
- Student Success
- Teaching Excellence
- Community Success
- Operational Effectiveness

In the “Description Box,” describe your goal in more detail. You can also describe how it relates to the Strategic Plan category you selected. When you are done, click the button in the upper right that says, “**SAVE AND ADD ANOTHER**” if you have additional IPOs to enter. If you do not have additional IPOs to enter, click save.

Cancel Save and Add Another Save

\*Fields are required.

\* Goal Name  
Sample IPO #1

\* Goal Type: Employee Goal Goal Due Date: 07/31/2025 \* Category: Operational Effectiveness

Assignee: Test Employee

Description: This is a description of Sample IPO #1

## Adding Individual Performance Objectives (IPOs), continued:

If you clicked “Save and Add Another,” You will see a new “Add Goal” box. Add your second IPO.

Continue the process until you have entered up to three IPOs. When you are finished, click the **SAVE button** in the upper right corner.

The screenshot shows the 'Add Goal' form with the following fields:

- \*Fields are required.**
- \* Goal Name:** Sample IPO #3
- \* Goal Type:** Employee Goal
- Goal Due Date:** 07/31/2025
- \* Category:** Student Success
- Assignee:** Test Employee
- Description:** Description of Sample IPO #3

The 'Save' button in the top right corner is circled in red.

After you have saved your last IPO, you will be able to view all your IPOs. If you wish to make further edits, click on the pencil icon next to the applicable IPO(s).

The screenshot shows the 'Add/Edit Content' page with the following information:

- Task Due Date:** Thu, Aug 15, 2024
- Employee:** Test Employee
- Position:** Test Position
- Department:** Department for testing only
- Evaluation:** (due//) 2025 TestEmployee Test
- Evaluation Due Date:** Thu, Jul 31, 2025
- Submit Content** button

The main content area is titled 'INDIVIDUAL PERFORMANCE OBJECTIVES (IPOs)' and contains a table with the following data:

Items	Description	Due Date	Actions
Sample IPO #1	This is a description of Sample IPO #1.	07/31/2025	
Sample IPO #2	Description of Sample IPO #2	07/31/2025	
Sample IPO #3	Description of Sample IPO #3	07/31/2025	

The pencil icons in the 'Actions' column are circled in red.

## Adding Individual Performance Objectives (IPOs), continued:

The Edit Goal step opens the same entry box you used to enter your IPOs. Make your edits and click the **SAVE** button.

**Edit Goal** Cancel **Save**

**1. GENERAL**

\*Fields are required.

\* Goal Name  
Sample IPO #1

\* Goal Type: Employee Goal      Goal Due Date: 07/31/2025      \* Category: Operational Effectiveness

Assignee  
Test Employee

Description  
Description of Sample IPO #1.

After saving an edit to an IPO, you will return to the IPO Section overview. When you are ready to submit your IPOs to your Supervisor for approval, click on the **SUBMIT CONTENT** button on the lower left.

**Add/Edit Content**

**Task Due Date:** Thu, Aug 15, 2024

**Employee:** Test Employee

**Position:** Test Position

**Department:** Department for testing only

**Evaluation:** (due//) 2025 TestEmployee Tes

**Evaluation Due Date:** Thu, Jul 31, 2025

**Submit Content**

**GOAL SECTION | CLASSIFIED EMPLOYEE RATING SCALE (FIVE LEVELS, NON-SCORED WITHOUT N/A)**

**INDIVIDUAL PERFORMANCE OBJECTIVES (IPOs)**

The employee and supervisor should collaborate to develop 1-3 Individual Performance Objectives (Goals) for the appraisal period. IPOs should be consistent with MCC, Division, and Department goals and objectives. IPOs should be specific, measurable, achievable, results-oriented, and time bound. EMPLOYEE INSTRUCTIONS FOR ADDING IPOs: Click "Add Goals," select the LAST option, "New Goal." Enter July 31 as the due date. Give the IPO a name, then select the MCC Strategic Plan category that fits best. Add details in the description box. When finished, continue adding IPOs, if desired. When up to three are entered, click "Submit Content." Your supervisor will review your IPOs and contact you outside of NEOED (email, phone, etc.) if revisions are needed. Once your supervisor electronically approves your IPOs, you will be asked to sign off on them. At mid-cycle, your supervisor will submit a check-in on your IPO progress. This may not apply if you started employment mid-cycle.

Items	Description	Due Date
Sample IPO #1	Description of Sample IPO #1.	07/31/2025
Sample IPO #2	Description of Sample IPO #2	07/31/2025
Sample IPO #3	Description of Sample IPO #3	07/31/2025

You will be asked to verify that you are ready to submit your IPOs. If you are not, click the "No, Let's Go Back" button to edit them further. If you are finished, click the "Yes, I'm Finished" button.

**Submit Content**

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

INDIVIDUAL PERFORMANCE OBJECTIVES (IPOs): ✔ Item(s) Added



# Evaluation Timeline and Content

When you submit your IPOs, a page will appear showing you an overview of your Performance Plan timeline. The **PROCESS TAB** will show you each step of the Evaluation process, who is responsible for each, when it is due, and the status of completion. The following screenshot shows an example of the IPO setting and approval steps. The first step, "Employee Adds 1-3 Individual Performance Objectives (IPOs)" has been completed. The current step is for the "Test Manager" (Supervisor) to sign off on the IPOs. After your Supervisor signs, then you will receive a task notification to sign off on the IPOs. This will conclude the end of the IPO setting and approval process for the Evaluation period.

The screenshot displays a performance evaluation interface for a 'Test Employee' (TE). The main title is '(due//) 2025 TestEmployee Test Employee Classified Employee Performance Planning and Evaluation' with a due date of 'Thu. Jul. 31, 2025'. A 'Print' button is visible. The interface is divided into several sections:

- TEST EMPLOYEE** (Left sidebar):
  - Position: Test Position
  - Department: Department for testing only
  - View Org Chart
- Manager(s)** (Left sidebar):
  - TM (Test Manager)
- EVALUATION DETAILS** (Top left):
  - Current Status: Before Ratings
  - Type: Periodic
- SCORES** (Top middle):
  - OVERALL RATING: Pending
- EMPLOYEE DETAILS** (Top right):
  - Position: Test Position
  - Department: Department for testing only
- Content** (Main area):
  - Process tab is selected and highlighted with a red box.
  - \*Steps are required.
  - Before Ratings** section:
    - Step 1: Employee adds 1-3 Individual Performance Objectives (IPOs) \*  
Responsible: Test Employee | Due: Thu, Aug 15, 2024 | Status: Completed on 06/26/2024
    - Step 2: Signature \*  
Responsible: Test Manager | Due: Thu, Aug 29, 2024 | Status: Current
    - Step 3: Signature \*  
Responsible: Test Employee | Due: Fri, Aug 30, 2024 | Status: Pending

Proceed to the next page for a description of the "Content" tab.

**Evaluation Timeline and Content, continued:**

**The CONTENT TAB** (to the left of the Process Tab) will first list the Core Competencies all Classified Staff will be rated on. (Note that the Supervision/Human Resources Management competency will only apply to Classified Staff who supervise employees.) **DO NOT EDIT OR ADD TO THE COMPETENCY SECTION.**

Print

**EVALUATION DETAILS**

Current Status: Before Ratings  
Type: Periodic

**SCORES**

OVERALL RATING  
Pending

**EMPLOYEE DETAILS**

Position: Test Position  
Department: Department for testing only

Content

Process

**COMPETENCY SECTION | CLASSIFIED EMPLOYEE RATING SCALE (FIVE LEVELS, NON-SCORED WITH N/A)**

**CORE COMPETENCIES**

Classified Employees will be rated on the following five competencies (Supervision/HR Management only applies to Classified Staff in supervisory roles). **DO NOT EDIT OR ADD TO THE COMPETENCIES.** To enter your Individual Performance Objectives (IPOs), skip to the next section.

Items	Description
Job Knowledge (Classified)	To what extent is the employee skilled in job-specific knowledge which is necessary to provide the appropriate quantity and quality of work in a timely and efficient manner? Exampl...
Customer Service/Interpersonal Skills	To what extent does the employee work effectively with internal and external customers to satisfy service and product expectations? Interact effectively with others to establish and ...
Communication (Oral/Written)	To what extent does the employee effectively communicate by actively listening and sharing relevant information with co-workers, supervisor(s), and customers so as to anticipate pr...
Accountability/Integrity	To what extent does the employee demonstrate responsible personal and professional conduct, which contributes to the overall goals and objectives of the Department and Colle...
Supervision/Human Resources Management (for Supervisors only)	To what extent does the employee implement performance management for subordinate staff (plans, progress reviews, evaluations, etc) Examples include: Makes expectations clea...

The Individual Performance Objectives Section is located directly below the Core Competencies Section. You will also see that an Overall Rating section is viewable. This Overall Ratings section of the process will be completed by your Supervisor in July. There is also a place to add notes and attachments to your Evaluation. However, if you wish to keep track of your achievements during the Evaluation cycle, the **“Journal Entry”** feature is the recommended option (described later).

**GOAL SECTION | CLASSIFIED EMPLOYEE RATING SCALE (FIVE LEVELS, NON-SCORED WITHOUT N/A)**

**INDIVIDUAL PERFORMANCE OBJECTIVES (IPOs)**

The employee and supervisor should collaborate to develop 1-3 Individual Performance Objectives (Goals) for the appraisal period. IPOs should be consistent with MCC, Division, and Department goals and objectives. IPOs should be specific, measurable, achievable, results-oriented, and time bound. **EMPLOYEE INSTRUCTIONS FOR ADDING IPOs:** Click "Add Goals," select the LAST option, "New Goal." Enter July 31 as the due date. Give the IPO a name, then select the MCC Strategic Plan category that fits best. Add details in the description box. When finished, continue adding IPOs, if desired. When up to three are entered, click "Submit Content." Your supervisor will review your IPOs and contact you outside of NEOED (email, phone, etc.) if revisions are needed. Once your supervisor electronically approves your IPOs, you will be asked to sign off on them. At mid-cycle, your supervisor will submit a check-in on your IPO progress. This may not apply if you started employment mid-cycle.

Items	Description	Progress	Due Date
Sample IPO #1	Description of Sample IPO #1.	0% <div style="width: 100px; height: 10px; background-color: #ccc; border: 1px solid #0056b3;"></div>	07/31/2025
Sample IPO #2	Description of Sample IPO #2	0% <div style="width: 100px; height: 10px; background-color: #ccc; border: 1px solid #0056b3;"></div>	07/31/2025
Sample IPO #3	Description of Sample IPO #3	0% <div style="width: 100px; height: 10px; background-color: #ccc; border: 1px solid #0056b3;"></div>	07/31/2025

**EVALUATION OVERALL SECTION | CLASSIFIED EMPLOYEE RATING SCALE (FIVE LEVELS, NON-SCORED WITH N/A)**

**Overall Rating**

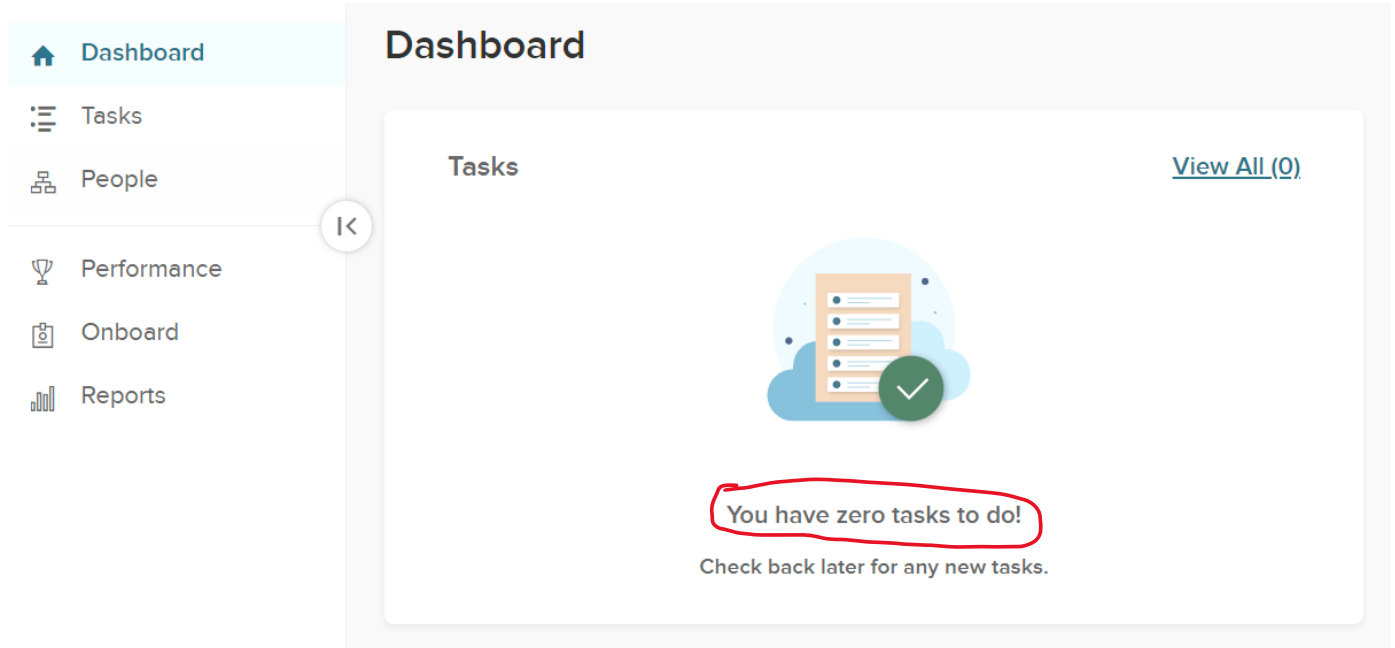
At the end of the appraisal period, the Employee will provide a progress update about how they fulfilled their IPOs. The Supervisor will rate the Employee on their performance fulfilling each core competency and IPO, as well as assign an overall rating. The rating scale has five levels: Unacceptable, Needs improvement, Effective, Highly Effective, and Exceptional. The N/A rating should only be used for the Supervisor/Human Resources Management competency, if applicable.

Add Notes & Attachments

+ Add Notes & Attachments

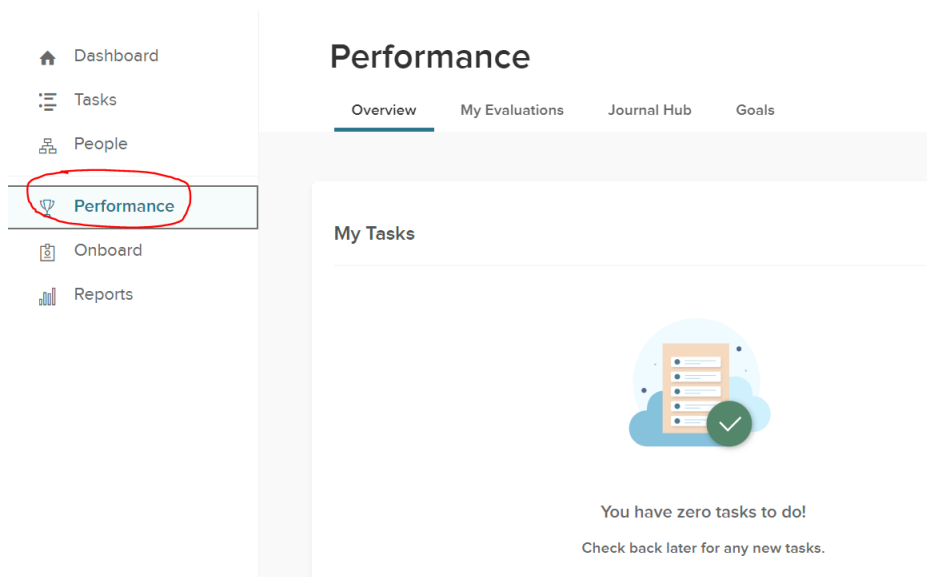
## IPO Approvals & Signatures

Now that you have submitted your Individual Performance Objectives, your main dashboard will show that you have zero tasks to complete. The next step is for your Supervisor to review your IPOs. **If your Supervisor feels that edits are needed to your IPOs, they will contact you *outside of NEOED Perform* (i.e., by email, phone, or in-person).** This will **not** trigger a “Task Due” on your dashboard, but you will need to update your IPO(s) per your Supervisor’s request.



## Editing IPOs After Submitted

If your Supervisor requests that you edit your IPOs, click on the Performance tab on the left side of your Dashboard page.



## Editing IPOs After Submitted, continued:

Once the Performance tab is open, click on the “My Evaluations” tab.

Performance

Overview **My Evaluations** Journal Hub Goals

My Evaluations

Current (0) **Upcoming (1)** Completed (1) Other (3) All (5)

(due//) 2025 TestEmployee Test Employee Classified Employee Performance Planning and Evaluation  
Due Thursday, Jul 31st 2025 • Type: Periodic

Click and open your **Current** Evaluation. (Disregard that the screenshot test example is listed in the “Upcoming” category.) Scroll down to the IPO section. Click on the Progress bar of the IPO you have been requested to edit.

GOAL SECTION | CLASSIFIED EMPLOYEE RATING SCALE (FIVE LEVELS, NON-SCORED WITHOUT N/A)

### INDIVIDUAL PERFORMANCE OBJECTIVES (IPOs)

The employee and supervisor should collaborate to develop 1-3 Individual Performance Objectives (Goals) for the appraisal period. IPOs should be consistent with MCC, Division, and Department goals and objectives. IPOs should be specific, measurable, achievable, results-oriented, and time bound. EMPLOYEE INSTRUCTIONS FOR ADDING IPOs: Click "Add Goals," select the LAST option, "New Goal." Enter July 31 as the due date. Give the IPO a name, then select the MCC Strategic Plan category that fits best. Add details in the description box. When finished, continue adding IPOs, if desired. When up to three are entered, click "Submit Content." Your supervisor will review your IPOs and contact you outside of NEOED (email, phone, etc.) if revisions are needed. Once your supervisor electronically approves your IPOs, you will be asked to sign off on them. At mid-cycle, your supervisor will submit a check-in on your IPO progress. This may not apply if you started employment mid-cycle.



Items	Description	Progress	Due Date
Sample IPO #1	Description of Sample IPO #1.	0%	07/31/2025
Sample IPO #2	Description of Sample IPO #2	0%	07/31/2025
Sample IPO #3	Description of Sample IPO #3	0%	07/31/2025

Click “Edit Goal” in the upper right corner.


TEST EMPLOYEE | OPERATIONAL EFFECTIVENESS

### Sample IPO #1

Due: Jul 31, 2025

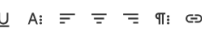
 

Description of Sample IPO #1.



0

**Comment**

**B** *i* U **A:** 

Type something

Characters : 0

## Editing IPOs After Submitted, continued:

Make your edits to the IPO and **click the “Save” button.**

Fields are required.

\* Goal Name  
Sample IPO #1

\* Goal Type: Employee Goal      Goal Due Date: 07/31/2025      \* Category: Operational Effectiveness

Assignee  
Test Employee

Description  
Description of Sample IPO #1

Cancel Save

After you have made your requested edits and clicked on “Save,” you will see a screen with your updated goal. **You MUST add a comment in the box explaining why the update was made.** Once you have included a comment explaining the reason for the update, click the **“Submit Updates” button** in the upper right corner.

TEST EMPLOYEE | OPERATIONAL EFFECTIVENESS  
Sample IPO #1  
Due: Jul 31, 2025

Edit Goal Cancel Submit Updates

Fields are required.

Description of Sample IPO #1

0

0

Comment \*

B i U A: [text alignment icons] [link icon]

This is where the employee enters an explanation for why the IPO was updated. |

Your Supervisor will receive an email from NEOED notifying them that you have updated your IPO(s). You can also notify your Supervisor outside of NEOED to let them know. If your IPOs are now acceptable, your Supervisor will sign off on them. If your IPOs need further revision, your Supervisor will once again contact you **outside of NEOED** to discuss additional changes. Follow the same process just described to continue editing your IPOs until your Supervisor approves them.

## Signing Off on Your IPOs

Once your Supervisor approves your IPOs, a “Sign” task will appear on your dashboard.

The screenshot shows a dashboard with a sidebar on the left containing navigation items: Dashboard, Tasks, People, Performance, Onboard, and Reports. The main content area is titled 'Dashboard' and features a 'Tasks' section. Under 'Tasks', there are two sub-sections: 'To-Do (1)' and 'Overdue (0)'. The 'To-Do (1)' section contains a task card for 'PERFORMANCE • EVALUATION' due on '08/30/24'. A red circle highlights a task link that reads 'Sign (due//) 2025 TestEmployee Test Employee Classified Employee Per...'. Below the link, it says 'For you • (due//) 2025 TestEmployee Test Employee Classified Employee ...'. A 'View All (1)' link is located in the top right of the task section.

**Note that all signature steps are worded similarly, asking you to sign something related to your current Evaluation plan. It WILL NOT identify what the signature is for.**

Click on the “Sign” task link. This will take you to an Acknowledgement Form page. The first component you will see is the list of “Acknowledgers.” This is a record of who has signed off/approved elements of the Evaluation. In this example, the Test Manager has signed off on the Employee’s IPOs.

The screenshot shows an 'Acknowledgment Form' for 'Test Employee' (Test Position). The evaluation name is '(due//) 2025 TestEmployee Test Employee Classified Employee Performance Planning and Evaluation' and the due date is 'Thu. Jul. 31, 2025'. A green 'Sign' button is visible. Below this, a section titled 'Acknowledgers' (circled in red) contains a table with the following data:

Name	Status	Status Date	Comment
TM Test Manager	Acknowledged	Wed. Jun. 26, 2024 11:06:17 AM	This is where the Supervisor writes comments relating to approval of the Employee's IPOs.

The next section shows the *content* of the Evaluation. The first content displayed is the Core Competencies that all Classified Staff are rated on. (The first two Core Competencies are illustrated.)

The screenshot shows the 'Content' section of the evaluation. It features a table with two columns: 'Name' and 'Description'. The first two rows are highlighted:

Name	Description
Job Knowledge (Classified)	To what extent is the employee skilled in job-specific knowledge which is necessary to provide the appropriate quantity and quality of work in a timely and efficient manner? Examples include: Demonstrates skills in the application of occupational knowledge for areas of responsibility; Maintains currency on relevant changes or updates required to perform the job; Takes opportunities to expand, enhance and /or increase knowledge of relevant job skills; Provides a consistently acceptable level of quality, quantity, and timeliness of work
Customer Service/Interpersonal Skills	To what extent does the employee work effectively with internal and external customers to satisfy service and product expectations? Interact effectively with others to establish and maintain smooth working relationships? Examples include: Understands customers from their point of view, anticipates needs and attempts to meet those needs; Responds to customers in a manner that is timely, prompt, courteous, accurate, and professional; Works in a collaborative manner and offers assistance/pitches in without being prompted; Treats others with respect, courtesy, tact, and diplomacy, particularly in difficult situations and resolves conflict appropriately; Practices in a non-discriminatory manner and is open to differing opinions and ideas.

## Signing Off on Your IPOs, continued:

Since this Acknowledgement Form relates to signing off on your IPOs, either scroll down to the IPO section or Click on the “Individual Performance Objectives” section tab on the left to jump to it.

The screenshot shows the 'Content' section of the Acknowledgment Form. On the left, a sidebar lists 'SECTIONS', 'CORE COMPETENCIES', 'INDIVIDUAL PERFORMANCE OBJECTIVES (IPOs)', and 'ALL SECTIONS'. The 'INDIVIDUAL PERFORMANCE OBJECTIVES (IPOs)' section is highlighted with a red box. The main content area is titled 'GOAL SECTION | CLASSIFIED EMPLOYEE RATING SCALE (FIVE LEVELS, NON-SCORED WITHOUT N/A)' and 'INDIVIDUAL PERFORMANCE OBJECTIVES (IPOs)'. It includes instructions for adding IPOs and a table with three sample entries.

Name	Description	Due Date
Sample IPO #1	Description of Sample IPO #1	07/31/2025
Sample IPO #2	Description of Sample IPO #2	07/31/2025
Sample IPO #3	Description of Sample IPO #3	07/31/2025

If you agree with the IPOs as approved by your Supervisor, click the **“Sign”** button in the upper right of the Acknowledgement Form screen. If you feel additional changes are needed to your goals, talk with your Supervisor before making additional edits or signing.

The screenshot shows the 'Acknowledgment Form' screen. At the top right, there is a 'Go to Evaluation Details >' link. Below this, the 'Test Employee' information is shown: 'TE Test Employee Test Position'. To the right, the 'EVALUATION NAME' is '(due//) 2025 TestEmployee Test' and the 'DUE DATE' is 'Thu. Jul. 31, 2025'. A green 'Sign' button with a signature icon is highlighted with a red box. Below this, the 'Acknowledgers' section shows 'TM Test Manager' with a status of 'Acknowledged' and a date of 'Wed. Jun. 26, 2024 11:06:17 AM'. A comment field contains the text: 'This is where the Supervisor writes comments relating to approval of the Employee's IPOs.' The 'Content' section at the bottom is identical to the one in the previous screenshot, with the 'INDIVIDUAL PERFORMANCE OBJECTIVES (IPOs)' section highlighted in red.


After clicking “Sign,” you will see a box appear where you can write optional comments to go with your signature. Click “Submit” to complete the signature process.

The screenshot shows the signature process. At the top, there is a 'Sign' button and a 'Cancel' button. A blue 'Submit' button is highlighted with a red box. Below this, there is a 'Comments' section with a text input field containing the placeholder text 'Write comment here...'. At the bottom, there is a section titled 'Please sign your name below' with a signature line. The signature 'Test Employee' is written in blue ink. Below the signature line, the text 'Test Employee' and the date 'June 26, 2024' are displayed.

## Signing Off on Your IPOs, continued:

After clicking “Submit,” you will see an overview of your Performance Plan, and you can print a copy, if desired. *If you have trouble printing, check to see if a pop-up blocker needs to be disabled.*

(due//) 2025 TestEmployee Test Employee Classified Employee Performance Planning and Evaluation  
 Due Date: Thu, Jul. 31, 2025

 Print

**EVALUATION DETAILS**

Current Status: Before Ratings  
 Type: Periodic

**SCORES**

OVERALL RATING  
 Pending

**EMPLOYEE DETAILS**

Position: Test Position  
 Department: Department for testing only

Content | Process

COMPETENCY SECTION | CLASSIFIED EMPLOYEE RATING SCALE (FIVE LEVELS, NON-SCORED WITH N/A)

### CORE COMPETENCIES

Classified Employees will be rated on the following five competencies (Supervision/HR Management only applies to Classified Staff in supervisory roles). DO NOT EDIT OR ADD TO THE COMPETENCIES. To enter your Individual Performance Objectives (IPOs), skip to the next section.

Item	Description
Job Knowledge (Classified)	To what extent is the employee skilled in job-specific knowledge which is necessary to provide the appropriate quantity and quality of work in a timely and efficient...
Customer Service/Interpersonal Skills	To what extent does the employee work effectively with internal and external customers to satisfy service and product expectations? Interact effectively with other...
Communication (Oral/Written)	To what extent does the employee effectively communicate by actively listening and sharing relevant information with co-workers, supervisor(s), and customers so...
Accountability/Integrity	To what extent does the employee demonstrate responsible personal and professional conduct, which contributes to the overall goals and objectives of the Depa...
Supervision/Human Resources Management (for Supervisors only)	To what extent does the employee implement performance management for subordinate staff (plans, progress reviews, evaluations, etc.) Examples include: Make...

GOAL SECTION | CLASSIFIED EMPLOYEE RATING SCALE (FIVE LEVELS, NON-SCORED WITHOUT N/A)

### INDIVIDUAL PERFORMANCE OBJECTIVES (IPOs)

If you wish to confirm the steps that have been completed and review when the next steps are due, click on the “Process Tab.”

Content | Process

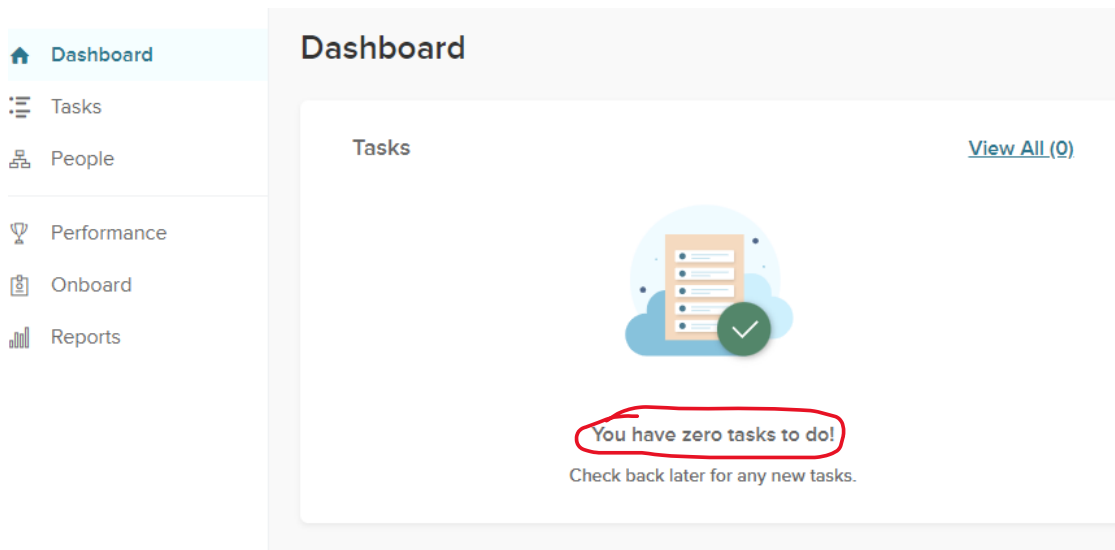
\*Steps are required.

- 1 **Before Ratings**
- 2  **Employee adds 1-3 Individual Performance Objectives ... \***  
 Test Employee      Due: Thu, Aug 15, 2024      Status: Completed on 06/26/2024
- 3  **Signature \***  
 Test Manager      Due: Thu, Aug 29, 2024      Status: Completed on 06/26/2024
- 4  **Signature \***  
 Test Employee      Due: Fri, Aug 30, 2024      Status: Completed on 06/26/2024
- 5  **Supervisor completes Performance Plan Mid-Cycle Pro... \***  
 Test Manager      Due: Thu, Jan 23, 2025      Status: **Current**
- 6  **Signature \***  
 Test Employee      Due: Tue, Jan 28, 2025      Status: Pending
- 7  **Signature \***  
 Test Manager      Due: Sat, Feb 01, 2025      Status: Pending
- 8  **Employee provides update on Individual Performance ... \***  
 Test Employee      Due: Wed, Jun 25, 2025      Status: Pending



## Signing Off on Your IPOs, continued:

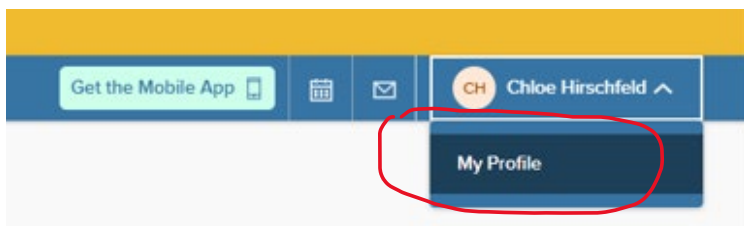
If you return to your dashboard, you will see that zero tasks are due. You have completed the IPOs setting and approval process!



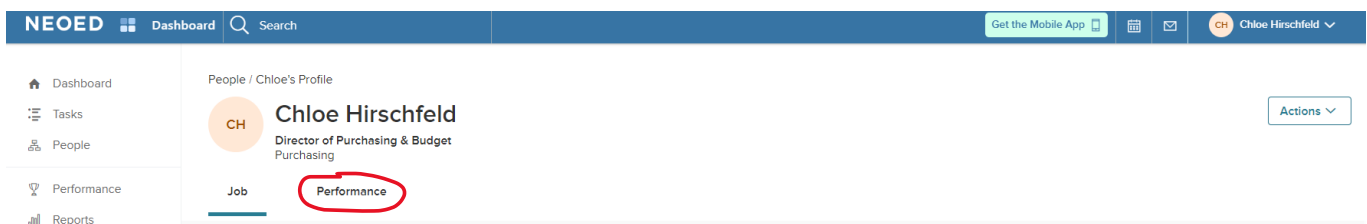
The next phase of the Performance Plan is for you to work on accomplishing your IPOs and fulfilling the expectations of the core competencies that all Classified Employees will be evaluated on. One of the Core Competencies relates to **Job Knowledge**. To better understand the expectations of your job, it is helpful to review your official job description. The next section will explain how to access your job description in NEOED Perform.

## Accessing Your Job Description

If you do not already have a copy of your latest job description, there should be one attached to your NEOED profile. To access your profile from your main dashboard, click the down arrow by your name in the upper right corner. A “My Profile” drop-down box will appear.

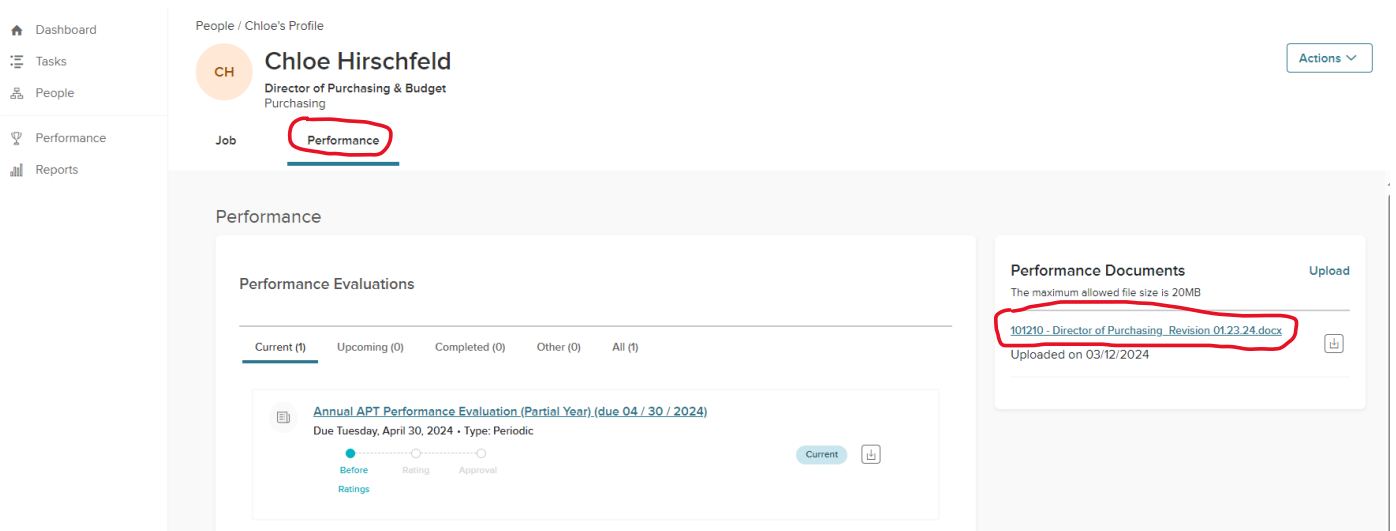


Click on “My Profile.” The Profile page will default to the “Job” tab. Click on the “Performance” tab to the right of the Job Tab.



## Accessing Your Job Description, continued:

On the Performance Tab, you will see a link to your current Evaluation, as well as a section titled “**Performance Documents,**” where you should see a link to your job description. You can click on the link to download a PDF of your job description, which can be printed or saved elsewhere.

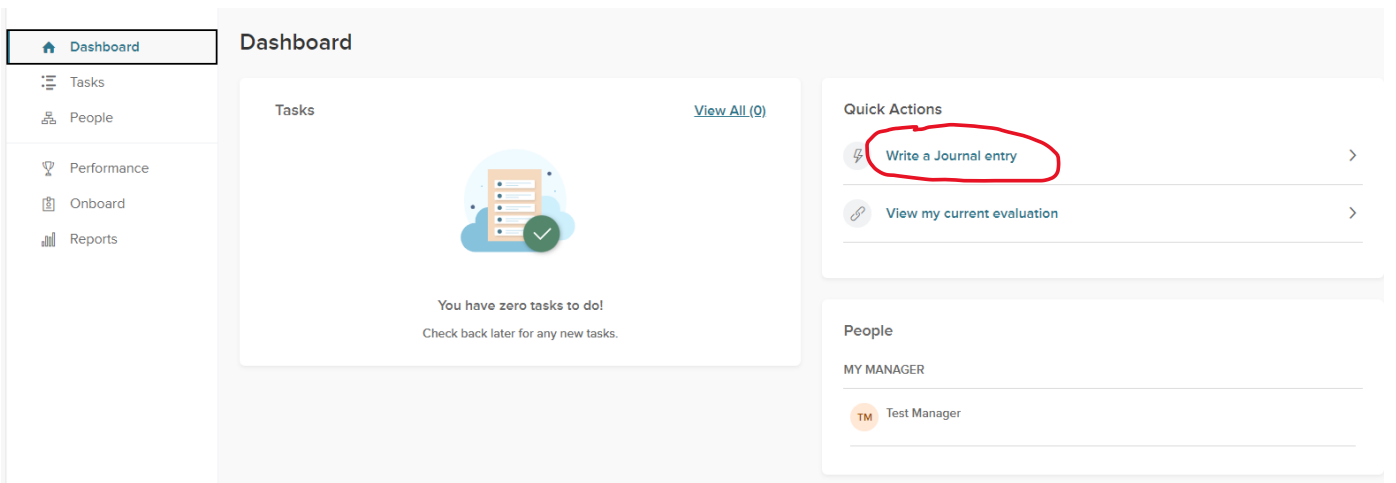


**If you do not see your job description attached to your profile, contact the Human Resources Department to obtain an electronic or hard copy. Request that your job description be added to your NEOED Perform profile. If you notice that your job description needs updating, please collaborate with your Supervisor and the HR Department to create an updated version.**

## Journal Entries

As you progress toward accomplishing your IPOs and fulfilling your Core Competencies, you are encouraged to keep a record of your achievements by utilizing the “**Journal Entry**” feature.

Go to the “Quick Actions” section of your dashboard and click on “Write a Journal Entry.”



## Journal Entries, continued:

After clicking on “Write a Journal Entry,” you will be asked to answer, “Who is this entry about?”

### Write a Journal Entry

Close

\* Who is this entry about?

Start typing here to find an employee



Journals can also be created by sending an email to journals@neoed.com. The email subject should be the employee's full name. One attachment can be included (5MB max and supported types: pdf, xls, xlsx, ppt, pptx, potx, doc, docx, txt, rtf, bmp, gif, jpe, jpeg, jpg, png, tif, tiff, wp, wpd, csv, zip.)

Click on the dropdown box and select yourself. In this example, “Test Employee” will be selected.

### Write a Journal Entry

Close

\* Who is this entry about?

Start typing here to find an employee

Name	Employee #	Department	Division
Test Employee	TestEmployee	Department for testing only	

bmp, gif, jpe, jpeg, jpg, png, tif, tiff, wp, wpd, csv, zip.)

**Journal Entries, continued:**

A text box will appear where you can write your journal entry. If you wish to “tag” the entry to correspond with a particular goal or competency, type “@” and the name of the goal or competency in the textbox, as well. After you write your journal entry, **select whom you want to grant permission to view it: Employee (yourself), your Manager, and/or your Manager’s Manager.** You can select one, two or all three options. In the sample below, “Employee” and “Manager(s)” are selected. When you are done, click “Submit Journal Entry” at the bottom right.

## Write a Journal Entry Close

TE Test Employee ⓧ ⌵

New Entry Past Entries

**B** *i* U **A:** **≡** **≡** **≡** ¶: ↻ 📄 🖼️ ↶ ↷ ⋮

This is a sample Journal Entry written by the Employee.

The entry has been tagged with the Employee's first IPO: [Sample IPO #1](#).

Press Alt + F10 to move to the toolbar. Press ALT + 0 for Help.

Draft Autosaved on 6/26/2024, 4:09:12 PM

**i** Did you know? You can tag your journals with Competencies and Goals from recent/upcoming evaluations by typing "@" along with the name of the item. Tagging is only applicable for one user at a time.

**Who do you want to share this entry with?**

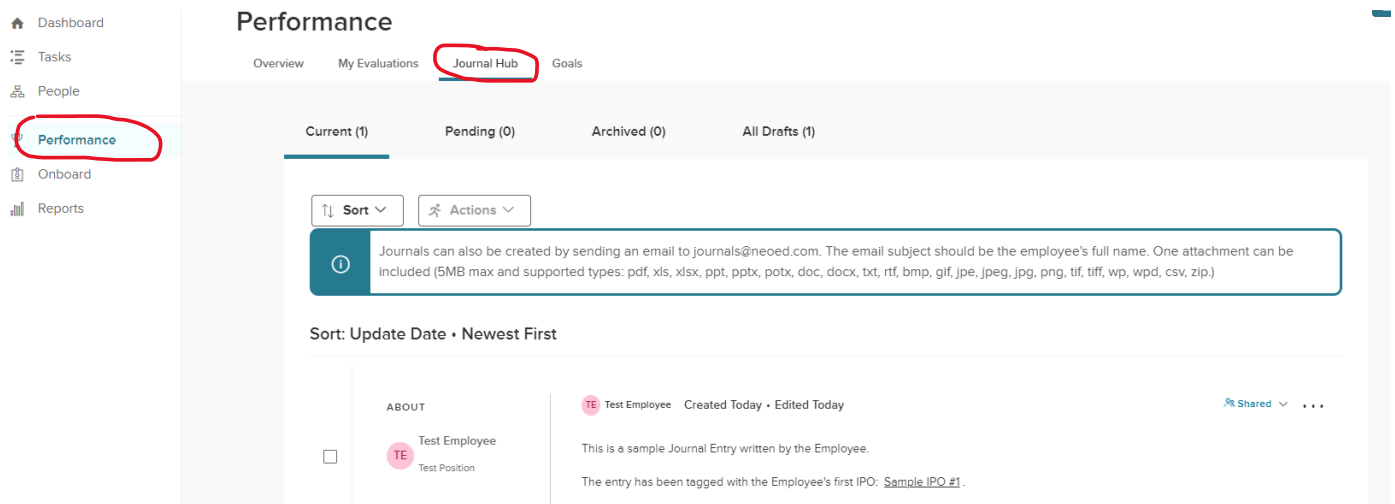
- Employee
- Manager(s) ⓘ
- Manager's Manager

Discard Draft Keep as Draft Submit Journal Entry

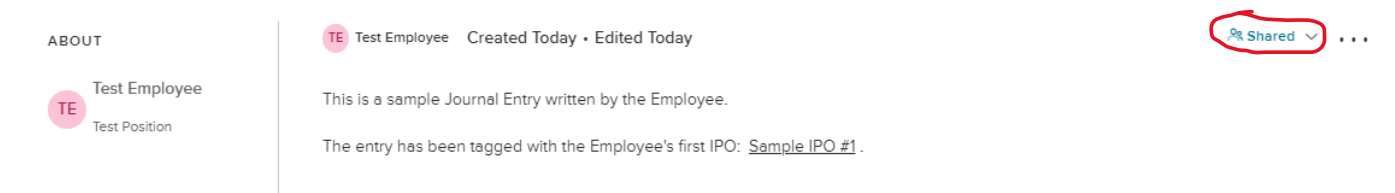
20

## Journal Entries, continued:

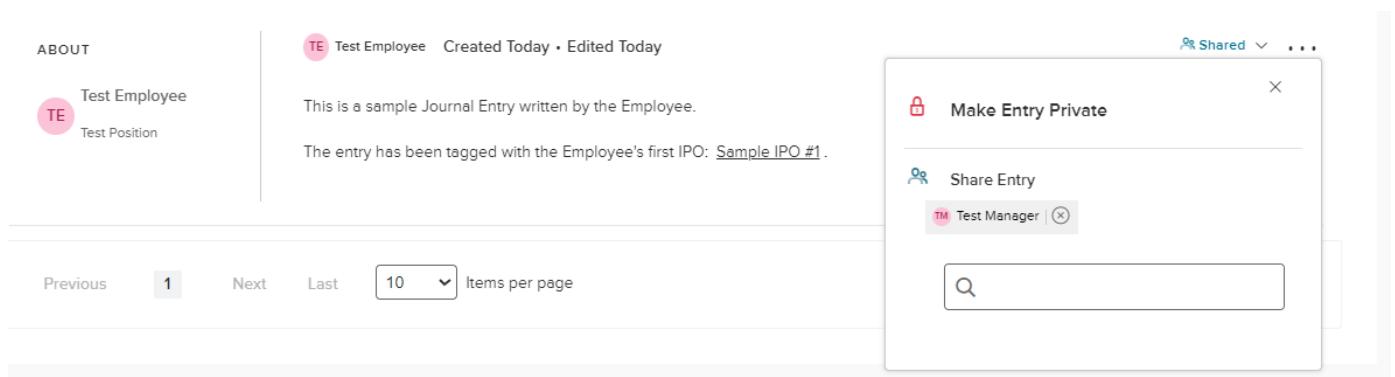
To view journal entries, go to your main dashboard. Click on the “Performance” tab on the left, then select “Journal Hub” to review your entries.



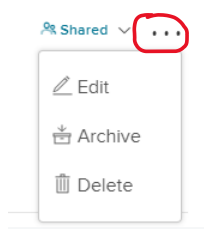
To the right of the journal entry, you can see whether you have shared it.



You can click on the down arrow next to “Shared” to see whom you have granted viewing permission. In this example, the entry has been shared with the Test Manager (the Test Employee’s Manager). You can delete the sharing privilege, add others, or make the entry private.



If you click on the three dots next to the journal entry, you can edit, archive, or delete it.

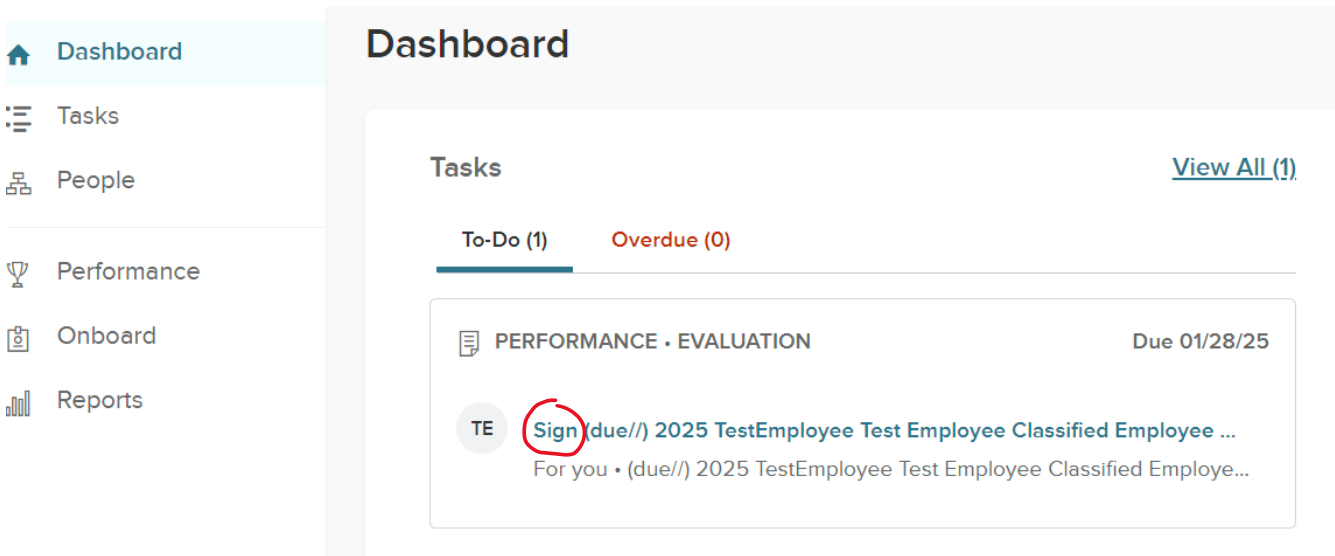


# Mid-Cycle Progress Review Check-in (by Supervisor)

The next step in the Evaluation cycle is for your Supervisor to conduct a **Mid-Cycle Progress Review Check-in**. The purpose of this “Check-in” is to assess and document your progress toward meeting your IPOs and fulfilling the other expectations of your Performance Plan to date. Your Supervisor may also describe revisions needed to your plan (e.g., IPOs) to reflect any relevant changes in your workload or other circumstances.

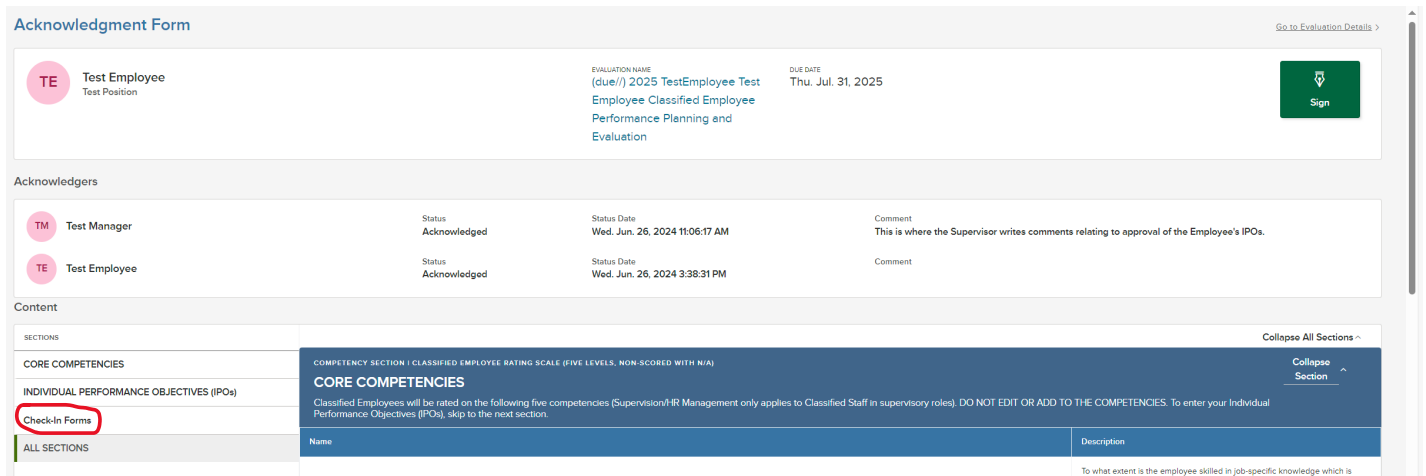
**NOTE:** *If you are a new Employee who began employment later in the Evaluation period, a Mid-Cycle Progress Review may not be included in your Performance Plan. However, your Evaluation plan will still have the same due date as other Classified Employees: July 31. All Employees are encouraged to connect with their Supervisors at any time during the Evaluation cycle outside of NEOED to discuss performance progress.*

Once your Supervisor has completed your Mid-Cycle Progress Review Check-in (if applicable), you will receive notification to complete a signature acknowledging receipt of the Review.



After clicking on the “Sign” task link, an Acknowledgement Form will appear. As you scroll down, you will see a record of previous signatures (“Acknowledgers”) where you and your Supervisor signed off on your IPOs. You will also see the Core Competencies and IPO sections of your Performance Plan.

To review the Mid-year Progress Review Check-in, click on the “Check-in Forms” tab on the left, or scroll down to the very bottom of the page to the “Check-In Forms” section.



## Mid-Cycle Progress Review Check-in, continued:

Review your Supervisor’s answers to the two Mid-Cycle Progress Review Check-in questions:

- 1) “Please describe the employee’s progress toward meeting the expectations of the Performance Plan’s core competencies and IPOs.”
- 2) “If applicable, list any changes to the employee’s Performance Plan’s IPOs.”

After reviewing the Check-in, scroll back to the top of the page and click the **“Sign”** button in the upper right. *Note: Signing does not indicate your agreement or disagreement with the Mid-Cycle Progress Review Check-in; it simply acknowledges that you have read it.*

Content

SECTIONS	CHECK-IN SECTION   TEXT ONLY
CORE COMPETENCIES	Check-In Forms
INDIVIDUAL PERFORMANCE OBJECTIVES (IPOs)	By Test Manager
Check-In Forms	Test Manager
ALL SECTIONS	

Please describe the employee's progress toward meeting the expectations of the Performance Plan's core competencies and IPOs.

At mid-point in the appraisal cycle, this is where the Supervisor describes the employee's progress toward meeting their IPOs and other Performance Plan expectations.

If applicable, list any changes to the employee's Performance Plan's IPOs.

This is an optional question where the Supervisor describes any changes needed to the Employee's IPOs mid-point in the Performance Plan cycle.

After you click “Sign,” a comment box and signature line appear. Add comments, if desired. When done, click the **“Submit”** button.

Sign

Cancel Submit

Comments

Write comment here...

Please sign your name below

Test Employee

Test Employee June 27, 2024

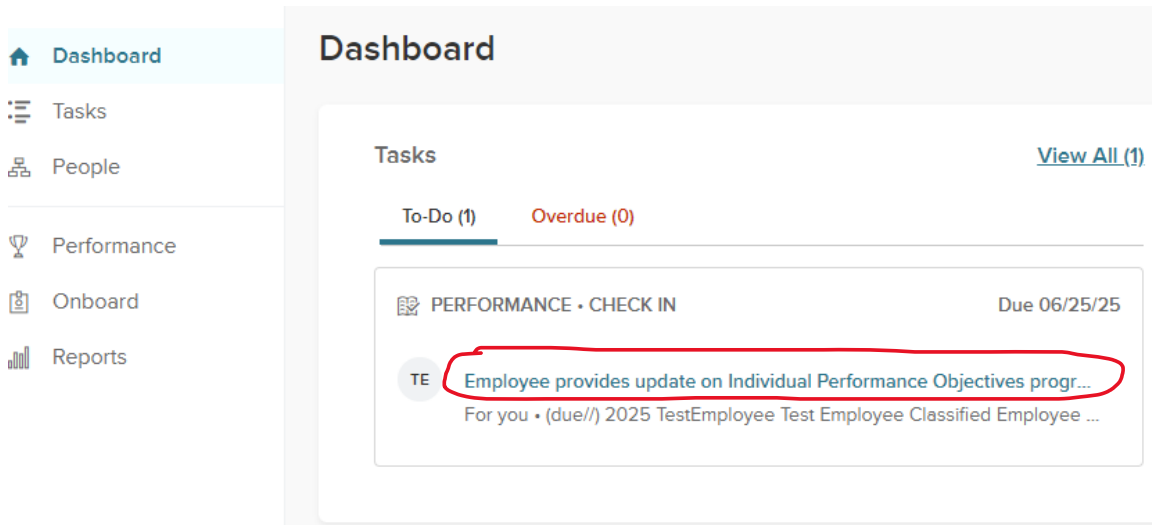
Auto-generate Draw signature

Your Supervisor will meet with you to discuss your Mid-Cycle Progress Review Check-in. If modifications are needed to your Performance Plan (e.g., changes to your IPOs), your Supervisor will communicate whether they will make the updates in NEOED, or whether they would like you to. After this meeting has occurred, your Supervisor will sign off on the Mid-Cycle Progress Review Check-in to document that you met.

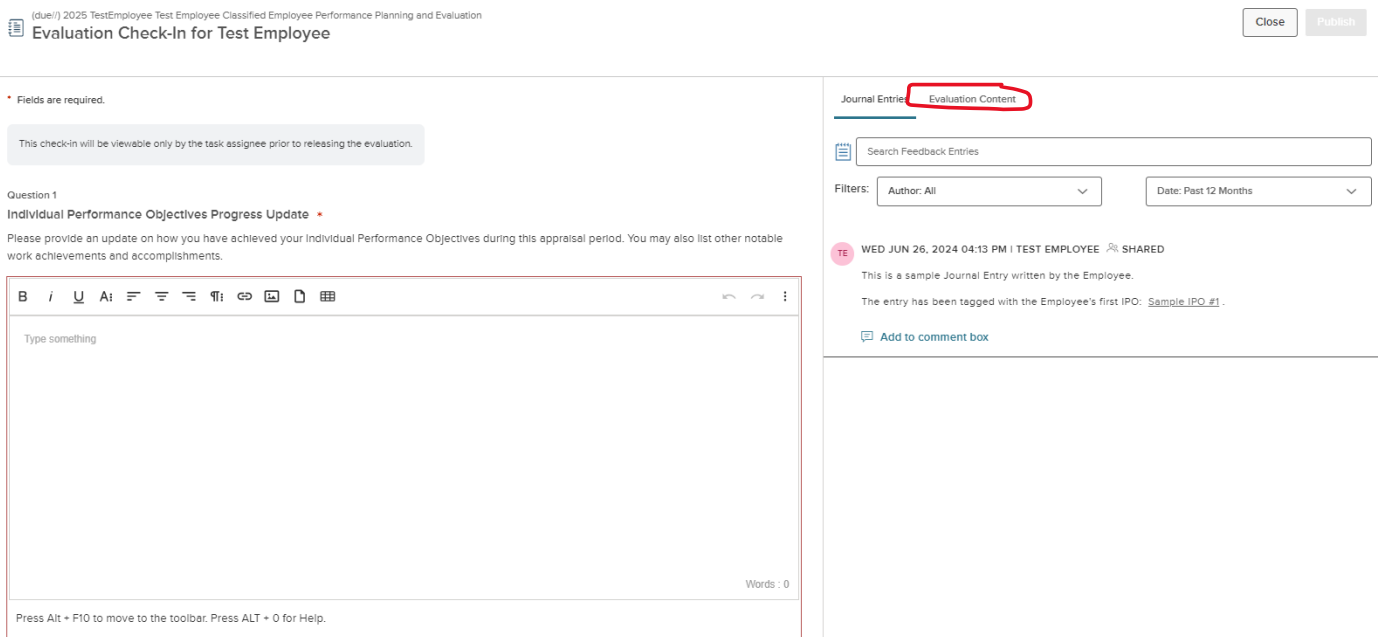
Once the Mid-Cycle Progress Review Check-in process is completed, continue working towards meeting the expectations of the IPOs and Core Competencies listed in your Performance Plan. Continue to make Journal Entries, as desired.

# End-of-Evaluation-Cycle IPO Progress Update Check-in (By Employee)

In June, you will receive notification to complete a Performance Check-in step. This step is to provide an update to your Supervisor on your progress toward meeting the Individual Performance Objectives (IPOs) in your Performance Plan. Your Supervisor will consider this information when assigning your End-of Evaluation-Cycle performance ratings.



Click on the Task link. The Check-in form will ask you to answer the following question: *“Please provide an update on how you have achieved your Individual Performance Objectives during this appraisal period. You may also list other notable work achievements and accomplishments.”* **NOTE THAT YOU MUST ADDRESS ALL OF YOUR IPOs IN ONE CHECK-IN FORM. THERE IS NOT A SEPARATE CHECK-IN SCREEN FOR EACH IPO.** To review your IPOs before answering the Check-in question, click on the “Evaluation Content” tab on the right side of the page.





**End-of-Evaluation-Cycle IPO Progress Update Check-in, continued:**

Select the “Goals” filter to view your IPOs.

Journal Entries **Evaluation Content**

Filters: **Item Type: Goals** Evaluations: (d...)

(due//) 2025 TestEmployee Test Employee Classified ...  
Goals Due Date: 07/31/2025

INDIVIDUAL PERFORMANCE OBJECTIVES (IPOs)

ITEM 1 OF 3  
Sample IPO #1  
Description of Sample IPO #1  
Add to comment box

ITEM 2 OF 3  
Sample IPO #2  
Description of Sample IPO #2  
Add to comment box

ITEM 3 OF 3  
Sample IPO #3  
Description of Sample IPO #3  
Add to comment box

If you wish, you can click on “Add to comment box” to include the text of your IPOs in your Check-in response.

ITEM 1 OF 3  
Sample IPO #1  
Description of Sample IPO #1  
Add to comment box

Add to comment box for...

Individual Performance Objectives Progress Update

## End-of-Evaluation-Cycle IPO Progress Update Check-in, continued:

Any Journal Entries written by you during the evaluation period or shared with you by your Supervisor will appear in the “Journal Entries” tab on the right. If you wish to include the content from a journal entry in your Check-in progress update, you can do so by clicking the “Add to comment box,” where it can be further edited.

Journal Entries Evaluation Content

Search Feedback Entries

Filters: Author: Myself Date: Past 12 Mo...

TE WED JUN 26, 2024 04:13 PM | TEST EMPLOYEE SHARED

This is a sample Journal Entry written by the Employee.

The entry has been tagged with the Employee's first IPO: [Sample IPO #1](#).

Add to comment box

Complete the Check-in by answering the question, then click “Publish.”

(due!) 2025 TestEmployee Test Employee Classified Employee Performance Planning and Evaluation

Evaluation Check-In for Test Employee

DRAFT AUTOSAVED ON 06/27/2024 02:21:30 PM

Close Publish

Fields are required.

This check-in will be viewable only by the task assignee prior to releasing the evaluation.

Question 1

Individual Performance Objectives Progress Update

Please provide an update on how you have achieved your Individual Performance Objectives during this appraisal period. You may also list other notable work achievements and accomplishments.

This is where the employee provides an update on how they achieved their IPOs during the appraisal period and lists any other notable achievements.

Journal Entries Evaluation Content

Search Feedback Entries

Filters: Author: All Date: Past 12 Months

TE WED JUN 26, 2024 04:13 PM | TEST EMPLOYEE SHARED

This is a sample Journal Entry written by the Employee.

The entry has been tagged with the Employee's first IPO: [Sample IPO #1](#).

Add to comment box

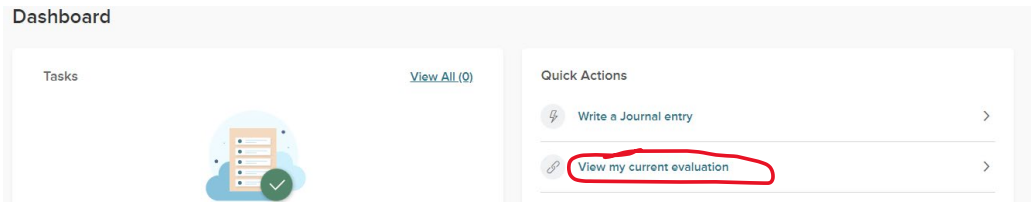
**Note: Once you have finished the End-of-Evaluation-Cycle IPO Progress Update Check-in, your Supervisor will be notified to complete your Evaluation ratings. Your Supervisor cannot complete your ratings until you have submitted your Check-in.**

### Recommended Updates on IPO Progress

During the period *between when your IPOs are approved and you are asked to complete the required End-of-Evaluation-Cycle IPO Progress Update Check-in* just described, you can provide **recommended** additional updates on your progress toward meeting your IPOs.

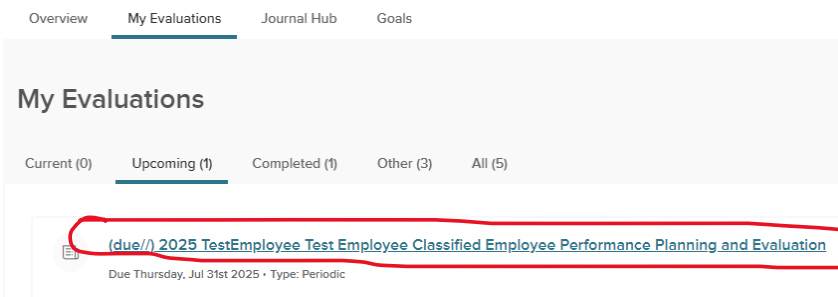
## Recommended Updates on IPO Progress, continued:

To provide additional IPO progress updates during your Performance Plan cycle, go to your dashboard and click “View my current evaluation.”

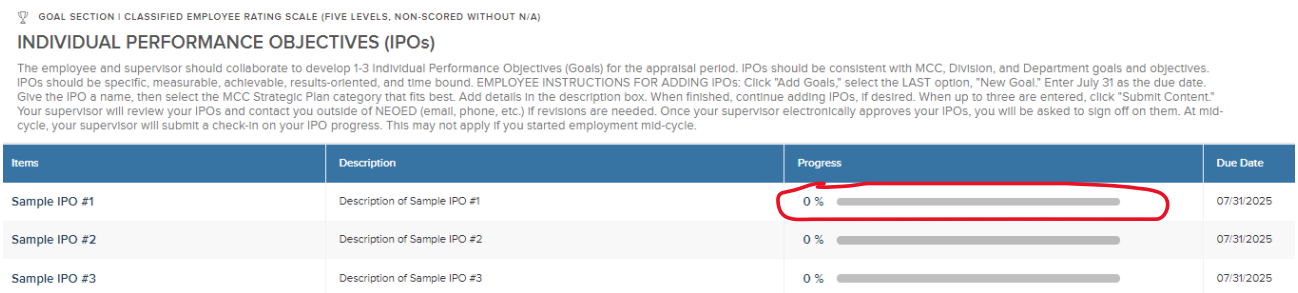


Click on your current evaluation. (Disregard that the evaluation is listed as “upcoming” in this example.)

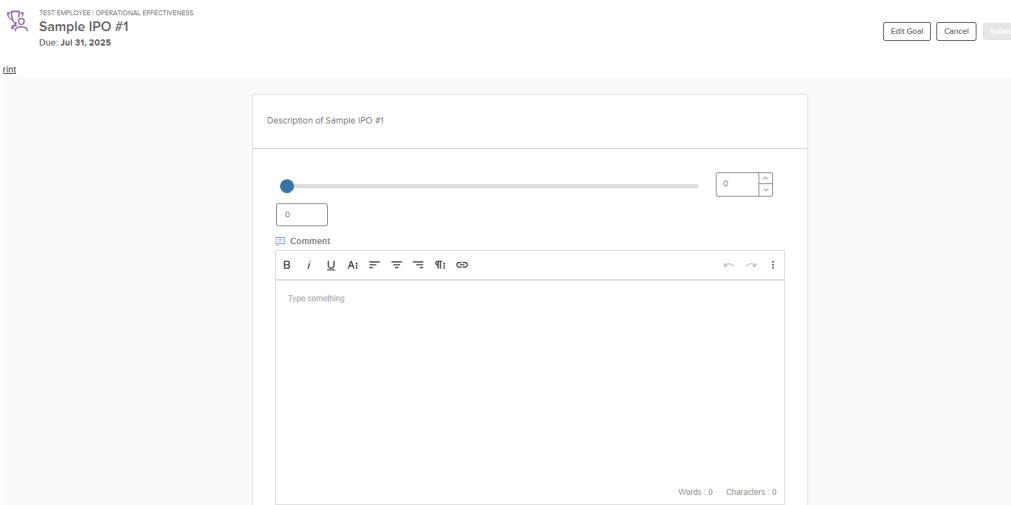
## Performance



Scroll down to view your IPOs. Click on the Progress Bar of the IPO for which you wish to provide an update.



Slide the Progress Bar to indicate what percentage of your IPO has been completed, and then enter a comment with an explanation.



## Recommended Updates on IPO Progress, continued:

Once you have updated the percentage of completion and entered a comment, click “Submit Updates.”

TEST EMPLOYEE | OPERATIONAL EFFECTIVENESS  
Sample IPO #1  
Due: Jul 31, 2025

A screenshot of a web form for updating IPO progress. At the top, it says '\* Fields are required.' Below this is a section titled 'Description of Sample IPO #1'. It features a green progress bar that is nearly full, with a blue dot at the end. To the right of the bar is a numeric input field containing '100'. Below the bar is a 'Comment' field with a rich text editor toolbar (bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink) and a text area containing the text 'This IPO has been completed as of May 30]'. At the bottom right of the form, there are three buttons: 'Edit Goal', 'Cancel', and 'Submit Updates' (circled in red).

These recommended updates help keep your Supervisor informed about your progress throughout the evaluation cycle. In addition, taking time to move the progress bar to 100% when the IPO is completed will ensure that it shows up as finished in NEOED. **Please note that completing IPO updates through this method does NOT take the place of the required End-of-Evaluation-Cycle IPO Progress Update Check-in step.**

## End-of-Evaluation-Cycle Ratings

After your Supervisor completes your Evaluation ratings, it will go to their Supervisor (your Second-level Supervisor) for review. Once your Second-level Supervisor approves your Evaluation, your Supervisor will sign off on it. After this “Sign” task is completed, the Evaluation will be released to you for viewing. Your Supervisor should schedule a time to discuss your Evaluation in person.

### Viewing Your Evaluation

To view your Evaluation, click on the “Sign” To-Do task.

A screenshot of a dashboard interface. On the left is a navigation menu with items: Dashboard (selected), Tasks, People, Performance, Onboard, and Reports. The main content area is titled 'Dashboard' and shows a 'Tasks' section. Under 'Tasks', there are two sub-sections: 'To-Do (1)' and 'Overdue (0)'. The 'To-Do (1)' section contains a task card for 'PERFORMANCE - EVALUATION' due on '07/30/25'. The task card has a 'Sign' button circled in red. Below the task card, there is a line of text: 'TE (due//) 2025 TestEmployee Test Employee Classified Employee Per... For you • (due//) 2025 TestEmployee Test Employee Classified Employee ...'.

## End-of-Evaluation-Cycle Ratings, Viewing Your Evaluation, continued:

After clicking on your “Sign” task, you will be able to see your Overall Rating, and can scroll down to view individual ratings for each Core Competency and IPO. Each Competency and IPO has been assigned a rating of Exceptional, Highly Effective, Needs Improvement, Unacceptable, or Not Applicable (N/A only applies if you do not supervise others).

The screenshot displays the 'Acknowledgment Form' interface. At the top right, a green 'Sign' button is circled in red. Below it, the 'Ratings Summary' section shows the 'Overall Rating' as 'Effective', also circled in red. The main content area is titled 'CORE COMPETENCIES' and lists several competencies. The first competency, 'Job Knowledge (Classified)', is selected. Under this competency, there are two rows of ratings. The first row shows a rating of 'Effective' (circled in red) with a comment box containing the text 'This is where the Supervisor comments on why the rating was given.' (also circled in red). The second row shows a rating of 'Highly Effective' with a similar comment box.

You can quickly jump to the section you wish to review by clicking on the appropriate selection on the left side of the page (Core Competencies, IPOs, or Overall Rating).

The screenshot shows the left sidebar navigation menu. The menu items are: 'SECTIONS', 'CORE COMPETENCIES', 'INDIVIDUAL PERFORMANCE OBJECTIVES (IPOs)', 'Overall Rating', 'Check-In Forms', and 'ALL SECTIONS'. The 'CORE COMPETENCIES' item is circled in red.

### Signing Your Evaluation

**Please sign your Evaluation** by clicking the “Sign” button at the upper right corner of the page.

**NOTE: Signing simply acknowledges that you have received and read the Evaluation and does not indicate whether you agree or disagree with the ratings or comments.**

After clicking “Sign,” you have the option to add comments.

## End-of-Evaluation-Cycle Ratings, Signing Your Evaluation, continued:

Add any comments about your Evaluation (particularly if you disagree), and then click “Submit.”

Sign Cancel **Submit**

Comments

Write comment here...

Please sign your name below

*Test Employee*

Test Employee June 28, 2024

## Dispute Resolution Process

CCCS colleges and the system office shall adhere to the Colorado Community College System Performance Management Dispute Process for Classified Employees. The Process is an open, impartial review process that is not a grievance or an appeal and allows the parties an opportunity to have issues reviewed objectively. Classified Employees have the right to initiate a Dispute Resolution Process.

**To initiate a formal performance management dispute**, the employee shall notify the employee’s supervisor or another person within the employee’s chain of command. Such notification may be verbal but must communicate that the employee is initiating Step One of the performance management dispute process. The employee shall initiate the dispute process within ten (10) days from receipt of their final performance evaluation or within ten (10) days from August 31, if an evaluation was not received. Additional information regarding the CCCS Performance Management Dispute Process is available on the CCCS intranet or the MCC Employee Portal.

## Accessing Completed Evaluations

If you would like to review or print a completed Evaluation, go to your dashboard, click on the Performance Tab, and then select the “My Evaluations” tab. Under “Completed,” select the Evaluation you wish to view.

Dashboard

Tasks

People

**Performance**

Onboard

Reports

Performance

Overview **My Evaluations** Journal Hub Goals

My Evaluations

Current (0) Upcoming (0) **Completed (2)** Other (3) All (5)

[2024-Faculty Performance Planning and Evaluation-Test Employee-TestEmployee](#)  
Due Tuesday, Apr 30th 2024 • Type: Periodic

[\(due//\) 2025 TestEmployee Test Employee Classified Employee Performance Planning and Evaluation](#)  
Due Thursday, Jul 31st 2025 • Type: Periodic

## Accessing Completed Evaluations, continued:

In the upper right corner, click print, if desired. If it won't print, it may be due to a pop-up blocker.

Print Preview Go To Evaluation Details **Print**

**Test Employee** Direct Manager:  
Test Manager

(due//) 2025 TestEmployee Test Employee Classified Employee Performance Planning and Evaluation  
Due Date: Thu, Jul 31, 2025

**General Information**

Position Test Position	Division	Evaluation Type Periodic
Department Department for testing only	Class Spec	

**Ratings Summary : Test Manager**

Overall Rating		
Effective		
Rater	Type	Overall Rating
Test Manager	Rater	Effective

**Content**

Competency Section I Classified Employee Rating Scale (Five Levels, Non-Scored With N/A)

**CORE COMPETENCIES**

Classified Employees will be rated on the following five competencies (Supervision/HR Management only applies to Classified Staff in supervisory roles). DO NOT EDIT OR ADD TO THE COMPETENCIES. To enter your Individual Performance Objectives (IPOs), skip to the next section.

**Job Knowledge (Classified)**

To what extent is the employee skilled in job-specific knowledge which is necessary to provide the appropriate quantity and quality of work in a timely and efficient manner? Examples include: Demonstrates skills in the application of occupational knowledge for areas of responsibility; Maintains currency on relevant changes or updates required to perform the job; Takes opportunities to expand, enhance and/or increase knowledge of relevant job skills; Provides a consistently acceptable level of quality, quantity, and timeliness of work

Rater & Rating	Comment
Test Manager Effective	This is where the Supervisor comments on why the rating was given.

Another view of your Evaluation is available by clicking the “Go to Evaluation Details” next to the Print button. While the ratings are included in this view, Manager comments are not. If you click on the “Print” button in this view, it will take you back to the previous view that includes comments.

(due//) 2025 TestEmployee Test Employee Classified Employee Performance Planning and Evaluation  
Due Date: Thu, Jul, 31, 2025

Print

<b>EVALUATION DETAILS</b> Current Status: Completed Type: Periodic	<b>SCORES</b>  OVERALL RATING Effective	<b>EMPLOYEE DETAILS</b> Position: Test Position Department: Department for testing only
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**Content** Process

COMPETENCY SECTION I CLASSIFIED EMPLOYEE RATING SCALE (FIVE LEVELS, NON-SCORED WITH N/A)

**CORE COMPETENCIES**

Classified Employees will be rated on the following five competencies (Supervision/HR Management only applies to Classified Staff in supervisory roles). DO NOT EDIT OR ADD TO THE COMPETENCIES. To enter your Individual Performance Objectives (IPOs), skip to the next section.

Items	Description	Rating
Job Knowledge (Classified)	To what extent is the employee skilled in job-specific knowledge which is necessary to provide the appropriate quantity and quality of...	Effective
Customer Service/Interpersonal Skills	To what extent does the employee work effectively with internal and external customers to satisfy service and product expectations? L...	Highly Effective
Communication (Oral/Written)	To what extent does the employee effectively communicate by actively listening and sharing relevant information with co-workers, su...	Needs Improvement
Accountability/Integrity	To what extent does the employee demonstrate responsible personal and professional conduct, which contributes to the overall goal...	Effective
Supervision/Human Resources Management (for Supervisors only)	To what extent does the employee implement performance management for subordinate staff (plans, progress reviews, evaluations, e...	Not Applicable (N/A) - Use ONLY for Supervision Competency

GOAL SECTION I CLASSIFIED EMPLOYEE RATING SCALE (FIVE LEVELS, NON-SCORED WITHOUT N/A)

**INDIVIDUAL PERFORMANCE OBJECTIVES (IPOs)**

The employee and supervisor should collaborate to develop 1-3 Individual Performance Objectives (Goals) for the appraisal period. IPOs should be consistent with MCC, Division, and Department goals and objectives. IPOs should be specific, measurable, achievable, results-oriented, and time bound. EMPLOYEE INSTRUCTIONS FOR ADDING IPOs: Click "Add Goals," select the LAST option, "New Goal" Enter July 31 as the due date. Give the IPO a name, then select the MCC Strategic Plan category that fits best. Add details in the description box. When finished, continue adding IPOs, if desired. When up to three are entered, click "Submit Content." Your supervisor will review your IPOs and contact you outside of NEOED (email, phone, etc.) if revisions are needed. Once your supervisor electronically approves your IPOs, you will be asked to sign off on them. At mid-cycle, your supervisor will submit a check-in on your IPO progress. This may not apply if you started employment mid-cycle.

Items	Description	Progress	Rating	Due Date
Sample IPO #1	Description of Sample IPO #1	100 %	Highly Effective	07/31/2025

**Congratulations, you have completed the NEOED Perform online Classified Employee Evaluation process!**