

NEOED PERFORM



GADSDEN STATE
HUMAN RESOURCES

COMPONENTS OF NEOED EVALUATION

SAME AS BEFORE

- Professional Development Activities – SAME / NO CHANGES
- Assessment of Previous Year's Goals – SAME / NO CHANGES
- Professional Development Plan/Goals for Next Year – NO CHANGES

NeoEd COMPONENT

- Supervisor Rating Tool in NeoEd Perform

NOT REQUIRED THIS YEAR

- ❌ Self-Assessment
- ❌ Job Descriptions – Please contact HR if changes are needed to job descriptions. These are no longer part of the evaluation process.
- ❌ Resume Template

MY GADSDEN STATE PAGE

- Log onto the My Gadsden State page using the following URL
<https://my.gadsdenstate.edu/group/mycampus/faculty-and-staff>
- All the information you'll need for your evaluation can be found there

1

Home Campus Life Jobs Faculty and Staff

Home / Faculty and Staff

QuickLaunch 2

LAUNCHPAD

LAUNCHPAD

- Password Manager
- Blackboard
- Placement Guidelines
- GSCC Email
- Grade Change Form
- Transportation Request
- OneACCS Self Service Banner
- NextGen
- General Scholarship Application 2023-2024
- Tuition Wavier
- Committee Minutes
- Request for Services PR and Marketing
- Website Change Request
- Request for Services - Specialty (Professional) Print
- Requests for Services - Promotional Items
- OneACCS project
- Banner SSB (Summer 2019 & prior)

2

Faculty and Staff

Departments

- Business Office
- Financial Services
- Human Resources
- Employee Handbook
- Organization Chart
- Institutional Effectiveness
- Institutional Research
- Maintenance Department
- Payroll
- Public Relations

Useful Links

- Ambassador Request Form
- Campus Policies
- Capital Project Report
- Cardinal Foundation
- Campus Security Authority Summer 2022
- Complaint Process
- Office of Equity and Inclusion
- Employee Photo Lookup (on campus only)
- Placement Guidelines
- Sexual Harassment & Discrimination Training
- Tuition Waiver Application
- Title IX Notice
- Transportation Request



3

Human Resources

- Personnel Evaluations
- Employment
- Employee Handbook
- Organization Chart
- Support Personnel Classification Manual



Human Resources

4

Personnel Evaluations

Human Resources

[ACCS Uniform Evaluation Tool Memo](#)

[2022-2023 Internal Memo for Evaluation Procedure](#)



[Click here for NeoEd Perform Module](#) Login in using your single sign on (SSO Instructions).



[NEOED Supervisor Recorded Video Training](#)

[NEOED Perform Training for Employees](#)

[NEOED Perform Supervisor Detailed Instructions](#)

FULL TIME FACULTY & STAFF EVALUATION FORMS



[Full-Time Employee Evaluation Form](#)

[Full-Time Supervisor Evaluation Checklist](#)

- **NeoEd Sign-In**
- **Personnel Evaluation Training PowerPoint**
- **The one-page form you'll need in May**

EVALUATION FORM

- This is the one-page form that the blue arrow is pointing to on the previous slide
- Section I – PD Activities from last year
- Section II – Assessment of Previous Year's Goals
- Section III – PD Plan / Goals for next year
- Print it. Sign it. Date it.
- Upload it to NeoEd Perform by 5/31 via the 'Upload Document' tool

(This Form to Be Completed by Employee)

GADSDEN STATE COMMUNITY COLLEGE

Employee Evaluation

Name _____ Date of Evaluation _____

Employee's Position _____

SECTION I – PROFESSIONAL DEVELOPMENT ACTIVITIES

List all professional development activities for the past year. _____

SECTION II – ASSESSMENT OF PREVIOUS YEAR'S GOALS

Evaluate your progress toward the previous year's goals. _____

SECTION III – PROFESSIONAL DEVELOPMENT PLAN/GOALS

State your professional development plan/goals for the next year. If additional resources are required, please explain. _____

Employee's Signature _____ Date _____

(Sign and submit your completed form to your supervisor by May 31 via the 'Upload Document' tool in NeoEd Perform.)

SECTION IV – ACCS EVALUATION TOOL

This component should be completed online by the supervisor using NeoEd Perform.
<https://login.neoed.com/authentication/saml/login/accs> Use your single sign-on (SSO) to complete.

3/2023

UPLOAD YOUR FORM TO NEOED

1. Click in the top right corner on your name and then 'My Profile'
2. Click on the 'Performance' Tab
3. Upload your completed evaluation form to NeoEd by 5/31 via the 'Upload' tool

The screenshot displays the NeoEd user interface for Kevin Willoughby. In the top right corner, the user's name 'Kevin Willoughby' is circled in red with a red '1' next to it, and a dropdown menu is open, with 'My Profile' also circled in red. Below the profile information, the 'Performance' tab is circled in red with a red '2' next to it. In the bottom right corner, the 'Performance Documents' section features an 'Upload' button circled in red with a red '3' next to it. The interface includes a search bar, navigation tabs (Job, Performance, Training, Onboarding), and a list of performance documents with a file named 'Gadsden State Employee Evaluation Form 3-2023...'.

CHECK YOUR WORK

- Scroll to the bottom of the screen and look for the 'Documents' section
- Look to make sure your attachment was uploaded.

The screenshot displays a document management interface. At the top left, the word "Documents" is highlighted with a red circle. Below it, a note states "Note: The maximum allowed file size is 20MB". To the right, there is an "Upload Document" button and a search icon. Below this is a table with columns for "File Name", "Uploaded On", and "Actions". The first row of the table contains the file name "Gadsden State Employee Evaluation Form 3-2023.docx" (circled in red), the upload date and time "03/14/2023 08:50:08" (circled in red), and two action icons (download and delete). At the bottom right of the table, it says "Showing 1 - 1 of 1 items".

File Name	Uploaded On	Actions
Gadsden State Employee Evaluation Form 3-2023.docx	03/14/2023 08:50:08	

FINAL STEPS

- Once your supervisor has completed the ACCS rating tool in NeoEd Perform, you will receive an email notification.
- You may **click the link from your email** to view your rating in NeoEd.
- You will log back into NeoEd Perform to view your rating. After viewing your rating, you have two options:
 - **Acknowledge**
 - **Refuse to Sign**

FINAL STEPS – LAST SLIDE FOR EMPLOYEES

- You may scroll down to see any comments left by your supervisor.
- After viewing comments, click the green 'Acknowledge' or the white 'Refuse to Sign' button to complete the evaluation cycle.
- If you click 'Refuse to Sign', you will be able to add comments, if you wish.
- This is the last step for employees!

Dashboard Employees Performance Evaluations Library Positions Administrative Reports

Acknowledgment Form

Go to Evaluation Details >

Jennifer Leighann Bright
Human Resources Specialist

EVALUATION NAME: Annual Performance Evaluation (due 05 / 31 / 2023)
DUE DATE: Fri. Jun. 30, 2023

Acknowledge **Refuse to Sign**

Rating Summary

View Other Approvers >

Kevin Willoughby
Director of Human Resources

Total Score: 4.00 / 4.00 Weight: 100%

Rating Details | Rating Chart

SECTIONS	SCORE	COMPETENCY SECTION RATINGS SCALE - (JOB QUALITY)
Job Quality	4.00 OUT OF 4	Job Quality
Leave Management		
Time Management		
Follows Policy		

Kevin Willoughby: 4 Consistently Exceeds Performance (Always/Almost Always) The quality of Jennifer's work is consistently of the highest caliber. I cannot think of any example in which I have had to prompt her to...

Refuse To Sign

Cancel Submit

Feel free to provide further context to your refusal to sign.

Comments

Write comment here...

SUPERVISOR TASKS

- Complete the ACCS Rating Tool in NeoEd
- Electronic signatures by supervisor + supervisor's supervisor
- Send to employee for acknowledgement (in NeoEd)
- **For faculty only: Upload the Classroom Observation form to NeoEd Perform via the 'Upload Document' tool on the employee's page**
- Upload the signed Checklist to NeoEd Perform via the 'Upload Document' tool
- You'll receive a notification from NeoEd when the employee has completed the acknowledgement

(This Form To Be Completed By Supervisor)



EMPLOYEE _____ YEAR _____

SUPERVISOR _____

EMPLOYEE EVALUATION AND REVIEW CHECKLIST

Starred (*) items must be submitted in NeoEd by Employee.

	Completed
<u>Employee Tasks</u>	
Professional Development Activities*	<input type="checkbox"/>
Assessment of Previous Year's Goals*	<input type="checkbox"/>
Professional Development Plan / Goals*	<input type="checkbox"/>
<u>Supervisor Tasks</u>	
ACCS Rating Tool (NeoEd Perform)	<input type="checkbox"/>
Classroom Observation Form (faculty only)	<input type="checkbox"/>
Upload this checklist & classroom observation to NeoEd	<input type="checkbox"/>

Supervisor's Signature

Date

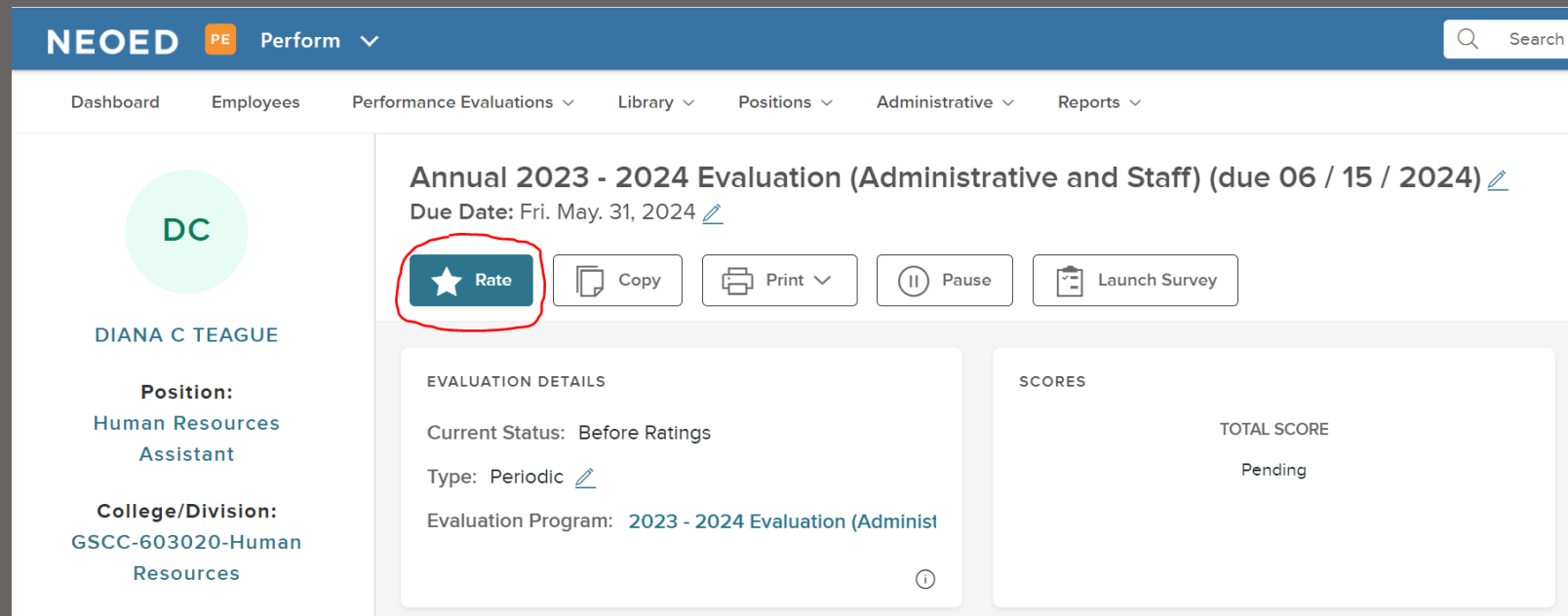
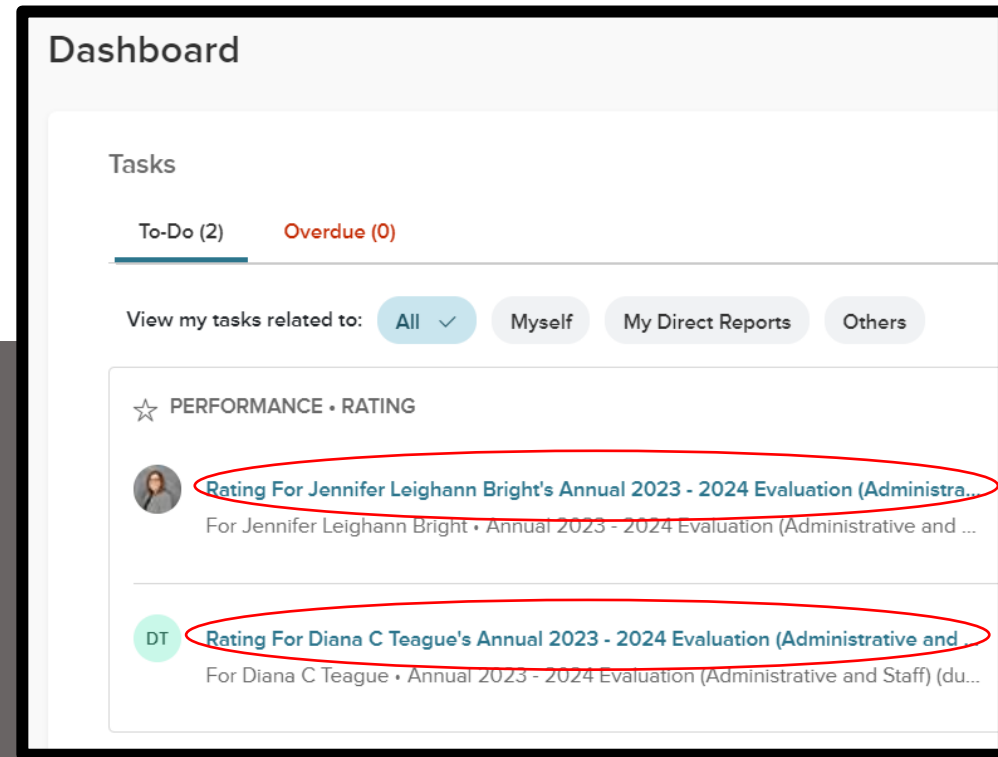
SUPERVISOR TASKS

- Check your portion of the org chart to ensure all of your full-time direct reports are listed
- Click your name in the top right corner, then 'My Profile' and then click 'Dashboard' in the left pane and look for the 'People' section and 'View Team'

The image shows a sequence of three screenshots illustrating the steps to access the 'View Team' feature.
Step 1: A user profile dropdown menu for 'Kevin Willoughby' is shown in the top right corner. The 'My Profile' option is highlighted with a red circle and the number '1'.
Step 2: A left-hand navigation sidebar is shown. The 'Dashboard' option, marked with a home icon, is highlighted with a red circle and the number '2'.
Step 3: The main dashboard content is shown. In the 'People' section, the 'View Team' button is highlighted with a red circle and the number '3'. The dashboard also displays 'My Tasks' (0) and 'MY DIRECT REPORTS'.

SUPERVISOR TASKS

- To begin an evaluation, you may pull up NeoEd and click a name from 'View Team' on the previous slide **or** you may also view them as tasks on your dashboard in NeoEd.
- **NOTE: Instructor evaluations are available now. ACCS will release non-instructor evaluations on May 16. They won't show up as a task until that date.**
- On the employee page, click the blue 'Rate' button to get started **or** you may click the link from the tasks menu in NeoEd.



SUPERVISOR TASKS

- On the next page, click anywhere in the green box to access the rating tools for that category.

The screenshot displays the NEOED Performance Evaluations interface. The top navigation bar includes 'NEOED', 'PE', and 'Perform'. A search bar is located in the top right corner. The main navigation menu contains 'Dashboard', 'Employees', 'Performance Evaluations', 'Library', 'Positions', 'Administrative', and 'Reports'. A breadcrumb trail shows '< Go to Evaluation Details'. The user profile for Diana C Teague, CLERK II, is shown on the left. The main content area is titled 'Annual 2023 - 2024 Evaluation (Administrative and Staff) (due 06 / 15 / 2024)'. Below this, a 'COMPETENCY SECTION | RATINGS SCALE - (JOB QUALITY) | SECTION WEIGHT 6.66 %' is displayed. The 'Job Quality' section is highlighted in green and contains a 'no comment' message. A large red arrow points to this green box.

SECTIONS	
Job Quality	ⓘ
Leave Management	ⓘ
Time Management	ⓘ
Follows Policy	ⓘ

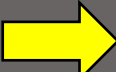
SUPERVISOR TASKS

- On the next page, select a rating. Click 'Show Descriptions' for more details about what each rating means.
- Type any comments within the text box.
- Click 'Next' in the top right corner to continue to each category until finished.
- Once the supervisor completes the rating for the employee, it goes to the supervisor's supervisor for approval.

The screenshot shows a web interface for a 'COMPETENCY SECTION Job Quality'. At the top right, a 'Next >' button is circled in yellow. Below the header, there are buttons for 'Job Description' and 'View Training Activity'. The main content area includes a search bar for 'Feedback Entries' and a list of entries: 'Reviewer Entries - 1 entries' and 'Check-in Entries - Kevin L Willoughby 3 entries', both with 'Expand' links. The 'RATING SCALE' section is circled in red and contains a list of four performance levels: '4 Consistently Exceeds Performance (A...)', '3 Sometimes Exceeds Performance (At ...)', '2 Meets Expected Performance (Good ...)', and '1 Does Not Meet Expected Performanc...'. A 'Show descriptions >' link is circled in blue. To the right of the rating scale is a 'COMMENTS' section with a rich text editor toolbar and a text input field containing 'Type something'. A green arrow points to this text input field.

NEOED PERFORM – REGULAR EVALUATION CYCLE SUMMARY

NOTE: Evaluation cycle begins July 1 and ends the following June 30.

1. Manager creates goals for the upcoming rating period (July).
2. Employee signs off on goals as an acknowledgement (July/August).
3. Manager completes a mid-year check-in with Employee (December).
-  4. Manager completes ratings of Employee (May).
 - A. Supervisor's Supervisor
 - B. Employee's Supervisor
 - C. Employee
5. After ratings, procedures are completed (electronic signatures).
6. Process begins for next performance cycle.

FULL YEAR CYCLE FOR EVALUATIONS

- Full-cycle begins in July each year
- The process kicks off with your supervisor setting goals for you for the coming year
- You will receive a notification from NeoEd to sign off on those goals
- Mid-year check-in (December)

The screenshot displays the NEOED Performance Evaluations interface for a Test Employee. The process flow is as follows:

Step	Activity	Due Date	Status
1	Goals (Upcoming Rating Period) *	Thu, Jun 15, 2023	Current
2	Signature *	Wed, Jun 28, 2023	Pending
3	Mid-Year Check-In *	Fri, Dec 1, 2023	Pending
4	Rating *	Thu, May 16, 2024	Pending
5	Approval & Signature *	Tue, May 21, 2024	Pending
6	Approval & Signature *	Sun, May 26, 2024	Pending
7	Acknowledgment *	Wed, May 29, 2024	Pending

Annotations on the screenshot:

- 1. Manager sets goals for upcoming rating period.
- 2. Employee "signs" evaluation acknowledging process.
- 3. Manager meets with Employee for a mid-year check-in on progress of goals.
- 4. Manager rates Employee based upon performance criteria.
- 5. After Ratings activities include electronic signatures from the next level administrator, Manager, and Employee.