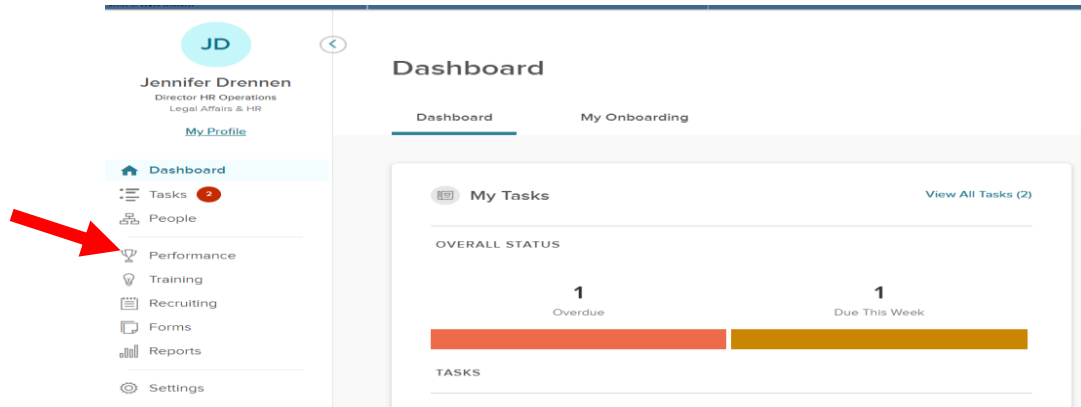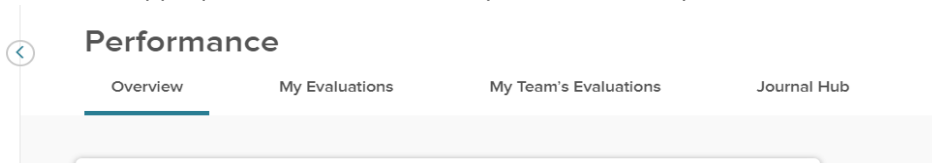## Supervisor- Accessing the Evaluation and Adding Journal Entries

1. Go to the NEOED Dashboard and click on '**Performance'** from the left-hand side menu.

2. Select the appropriate tab: Overview, My Evaluations, My Team's Evaluations, Journal Hub


Overview: contains the current, upcoming, or overdue tasks for active evaluations.
My Evaluations: contains your own evaluations
My Team's Evaluations: contains your direct employees' evaluations
Journal Hub: contains any journal entries that you created or were shared with you.

3. From **My Team's Evaluations**, click on the evaluation you would like to view. This will contain the process including deadlines and evaluation content.
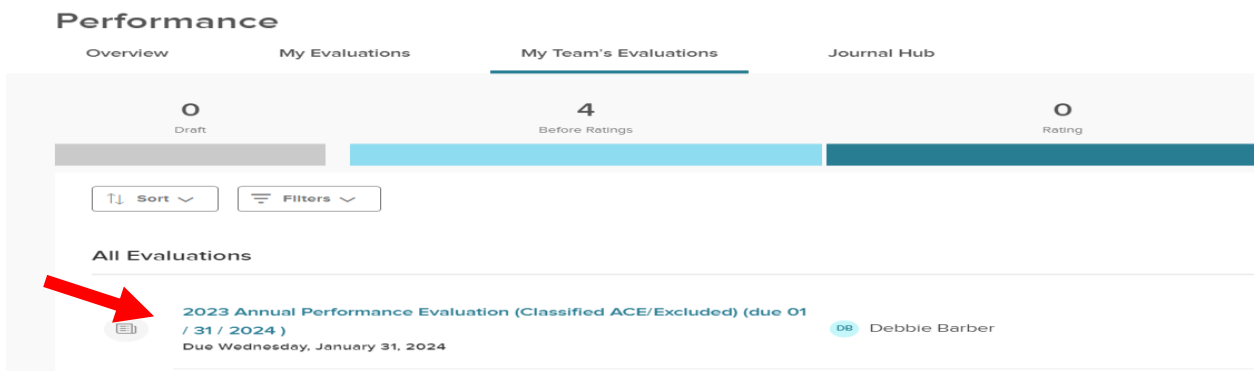
NEOED Terms:

<u>Draft</u>- when paused, evaluations go into DRAFT status, allowing for edits to the Content or Process as well as any changes to an evaluation's settings.

<u>Before Ratings</u>- Complete various tasks, set up content in employee's evaluations, and review evaluation goals with employees.

<u>Rating</u>- Supervisor give their direct report(s) an evaluation rating, and employees have the option to complete a self-rating.

<u>Approval</u>- Print and review the evaluation with your direct report(s). Approve the evaluation and have the direct report sign the evaluation to complete the evaluation process.

Process   Content

* indicates a required step

Before Ratings

|		
Add/Edit Employee Goals for the Upcoming Year * Jennifer Drennen	Due Sat, Apr 15, 2023	Status Completed on 03/07/2023
Acknowledgement * Debbie Barber	Due Sat, Apr 22, 2023	Status Completed on 03/08/2023

Process   Content

💡 COMPETENCY SECTION | RATING SCALE (CLASSIFIED)

QUALITY/QUANTITY OF WORK/ PRODUCTIVITY

25%

4. To document events for an employee or for yourself, select Journal Entry in the right-hand corner.

Performance

Overview   My Evaluations   My Team's Evaluations   Journal Hub

✎ Journal Entry
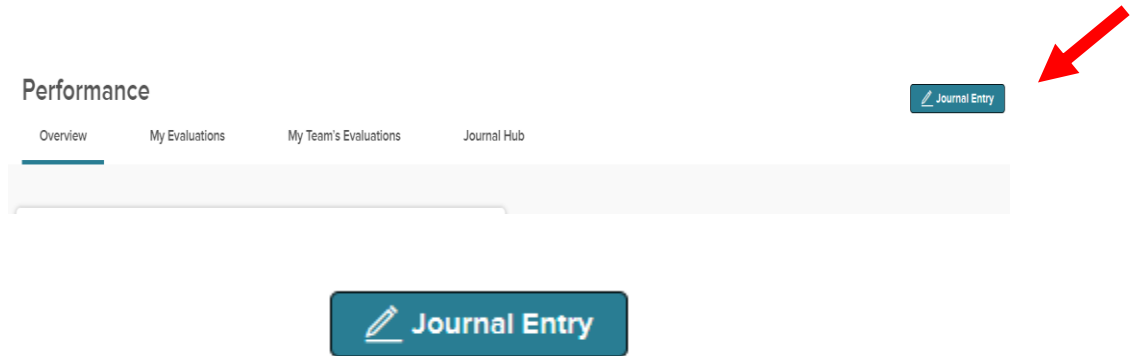
✎ **Journal Entry**

5. Enter the employee(s) name from the drop-down menu.

Write a Journal Entry

Close

Who is this entry about?*

debbie barber ⌄

Name	Employee #	Agency	Division
Debbie Barber	Y00544045	Legal Affairs & HR	Human Resources

6. Click on the employee name and enter information about the employee.
    Note: If you add Journal Entries throughout the year, they will be visible to you as you complete
    the evaluation and you can simply add the content to the evaluation if you choose.

Write a Journal Entry

Close

Who is this entry about?*

DB Debbie Barber (×)

New Entry   Past Entries

B *i* U ☰ ☰ 🔗 ⬜ 🖼 ☰ ☰

< >

ⓘ 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**

Submit Journal Entry

7. Click 'Submit Journal Entry' to log your comments/notes.

Who do you want to share this entry with?

☐ Employee
☐ Manager(s) ⓘ
☐ Manager's Manager

Discard Draft   **Keep as Draft**   **Submit Journal Entry**

8. To access entries after they are submitted, go to the Journal Hub in the Performance section and select the employee(s) name from the drop-down list.

Performance

Overview   My Evaluations   My Team's Evaluations   Journal Hub

Journal Hub for [Myself ⌄]

| Current (0) | Pending (0) | Archived (0) | All Drafts (1) |

↑↓ Sort ⌄   ⚡ Actions ⌄

ⓘ 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.)

Sort: Update Date • Newest First

| | ABOUT | JD Jennifer Drennen   Created 6 Days Ago • Edited 6 Days Ago | 🔒 Private ⌄ ··· |
| ☐ | DB **Debbie Barber** Human Resources Gen... | TEST TEST TEST | |

| | ABOUT | JD Jennifer Drennen   Created 03/27/23 • Edited 03/27/23 | 🔒 Private ⌄ ··· |
| ☐ | DB **Debbie Barber** Human Resources Gen... | test TEST test | |

11:01 AM