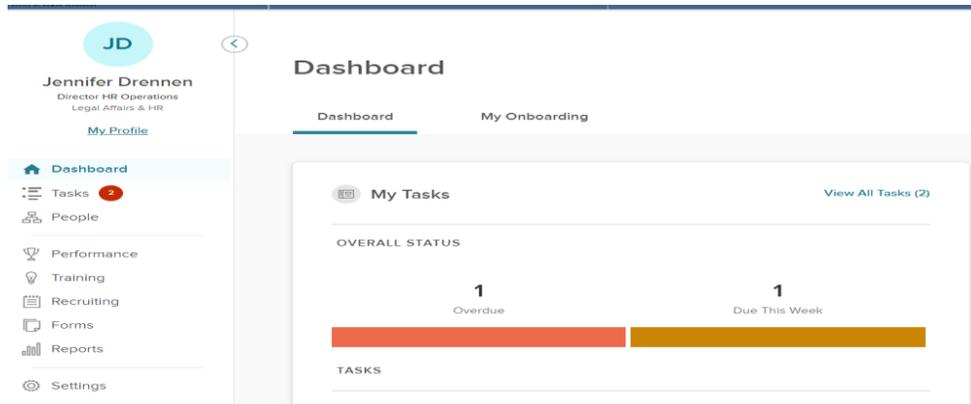**Supervisor- How to set up a Performance Evaluation & Goals**

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

2. Click on the task in the section: Performance – Evaluation

    'Add/Edit Employee Goals for the Upcoming Year' *(Goals are optional, but you will still click on this link even if you are not adding goals. You will review the Evaluation content at this step).*

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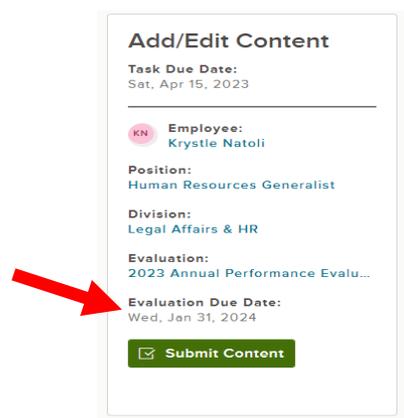
4. Click on the **'Content'** tab to review the evaluation criteria.

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

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

7. If you are adding goals, click on '**Add Goals**'
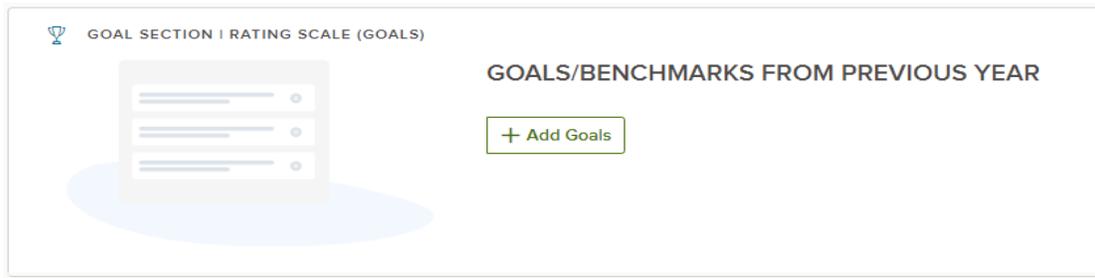
8. Select where you want to add goals from. Since this is the first time using the system, we will select **'New Goal'**. Going forward you can select from the different options as well as creating a Goal Library to select from.
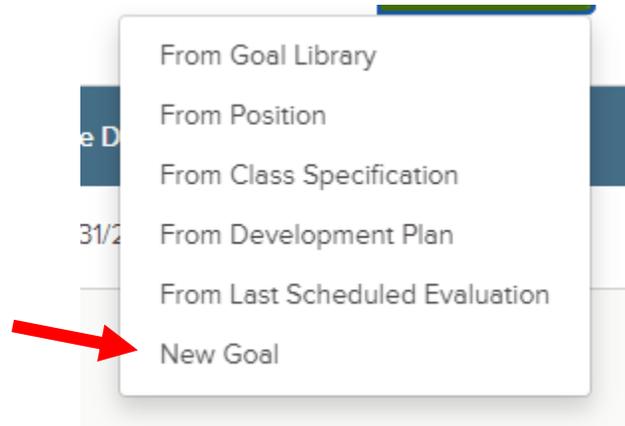
9. A flyout screen will appear to enter the Goal information.

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

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