

Evaluation Workflow CSEA & Confidentialials

HUMAN RESOURCES

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CREATED 1.10.23

1

EVALUATION CREATED

- Process is auto-generated by NeoEd
- Initial notification email goes out 60 days prior to due date

2

SUPERVISOR DRAFTS EVALUATION

- System is set to have this due 30 days before evaluation period is over
- This gives the supervisor ample notice to begin the process

3

EVALUATION REVIEW

- Evaluation is discussed with employee
- Supervisor and employee can meet multiple times
- Confirmation that meeting was held
- Opportunity to deny evaluation in order to make any edits

4

FINALIZING EVALUATION

- Supervisor signs the final evaluation
- Employee signs final evaluation

5

COMPLETION

- After employee signs final evaluation NeoEd will mark the evaluation as Complete
- NeoEd will send emails to employee, supervisor and, HR
- Evaluation will be filed in employee's personnel file

