

EVALUATION WORKFLOW



UNREPRESENTED ADMINISTRATORS (CLASSIFIED)

HUMAN RESOURCES
CREATED 1.10.24

01



EVALUATION CREATED

- NeoEd system generates evaluation
- Initial notification goes out 60 days before due date

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

02

SUPERVISOR DRAFTS EVALUATION



- Everything in the evaluation should have already been discussed with the employee during the evaluation period
- Supervisor and employee can meet multiple times

03

EVALUATION REVIEW



- Supervisor signs final evaluation
- Employee signs final evaluation

04

FINALIZING EVALUATION

- After employee signs final evaluation, the system marks the evaluation as 'complete'
- System sends emails to supervisor, employee and HR
- Evaluation filed in employee personnel file

05

COMPLETE EVALUATION

