EVALUATION WORKFLOW
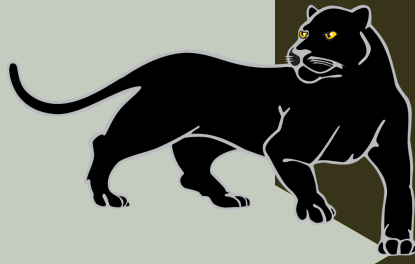# SCCDAA

01
EVALUATION CREATED

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

02
SELF-EVALUATION & SUPERVISOR DRAFT

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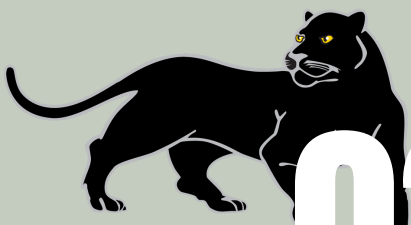- Ensures that employee and supervisor have ample notice to begin the process

03
EVALUATION REVIEW

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

04
FINALIZING EVALUATION

- Supervisor signs final evaluation
- Employee signs final evaluation
- Next level supervisor reviews the evaluation

05
COMPLETE EVALUATION

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