

NEOED

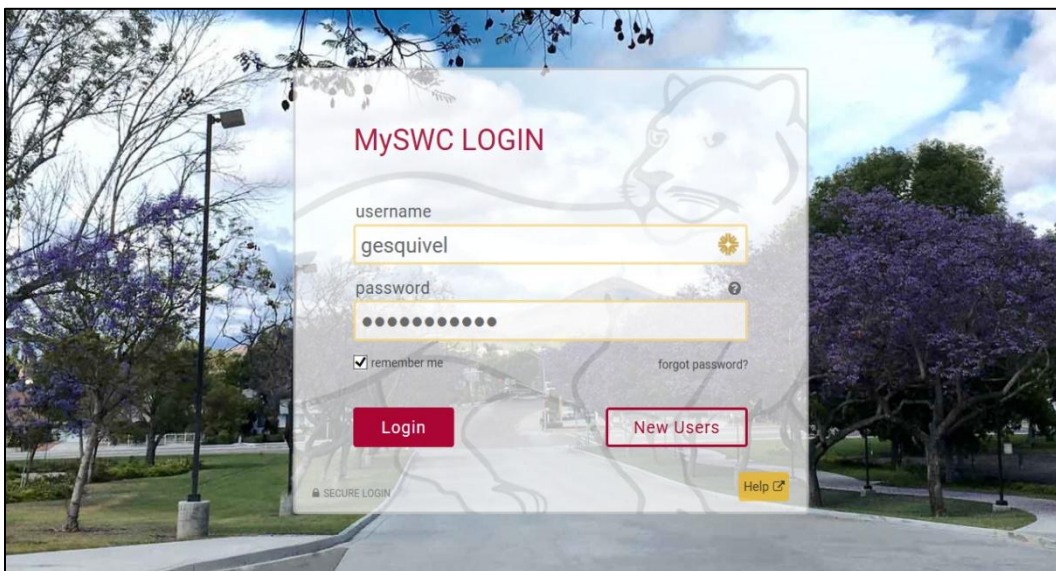
Performance Evaluations User Guide

To be used by SWC Employees

Accessing NEOED

Note: For optimal performance, use Chrome or Edge to access NEOED, and make sure that pop-ups are enabled before printing an evaluation.

Please log into **MySWC** and click on the **NEOED** card.



Unified Dashboard

The **Unified Dashboard** will list all the tasks that require immediate attention. Click **View All** link or select **Tasks** tab to view current and completed tasks as needed.

mc

DASHBOARD

Home

Tasks

People

Performance

Recruiting

Onboard

Forms

Reports

Southwestern College (CA)

Tasks

View All (1)

To-Do (0)

Overdue (1)

PERFORMANCE • EVALUATION

Due 08/14/25

E

Sign 5 month probationary evaluation for Elmo Employee (Support) (due 08 / 14 / 2025) for Elmo Employee (Support)

For you • 5 month probationary evaluation for Elmo Employee (Support) (due 08 / 14 / 2025)

Journal Entries

Journal Entries are essential for logging accomplishments, observations, and feedback throughout the year.

Create a Journal Entry

You can create a **Journal Entry** from your **Dashboard** or your **Journal Hub**.

Dashboard

To add an entry from your **Dashboard**, locate your **Quick Actions** and select **Write a Journal Entry**. This action takes you to the **Write a Journal Entry** fly-out, where you can begin writing your entry.

Journal Hub

You can also create an entry from your journal hub by navigating to **Performance** from your **Dashboard** and select the **Journal Hub** tab. Look for the **Journal Entry** button in the upper-right corner of your screen and the **Write a Journal Entry** fly-out opens.

Write Your Entry

Log your accomplishments and/or feedback throughout the year.

Note: Any past entries you've written can be found in the **Past Entries** tab.

Click into the text editor and start writing. You can format your text and include links, images, and one attachment up to 5MB.

Sharing

Once done, decide who you want to share this entry with. You can share it with your manager or your manager's manager. Select the check box next to the person you want to share the entry with.

Saving

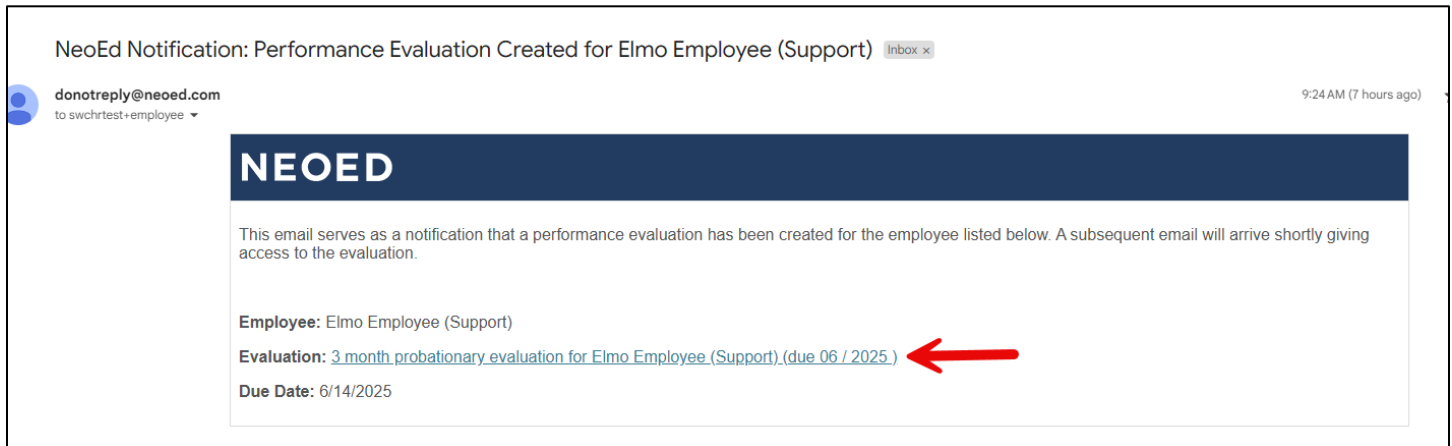
If you've changed your mind and don't want keep your draft, click **Discard Draft**. If you're not ready to post, click **Keep as Draft** to save your progress. You can also click **Close** to save your progress. When you're ready to post your entry, select **Submit Journal Entry**. You'll see a message at the top of your screen when your submission is successful.

To close the fly-out, click **Close**. Your journal entry is now located in your **Journal Hub**.

Employee Evaluation Process

Step 1. Evaluation Notification

Sixty days (60) before your evaluation is due, you will receive an email from **donotreply@neoed.com** indicating that an evaluation has been created.

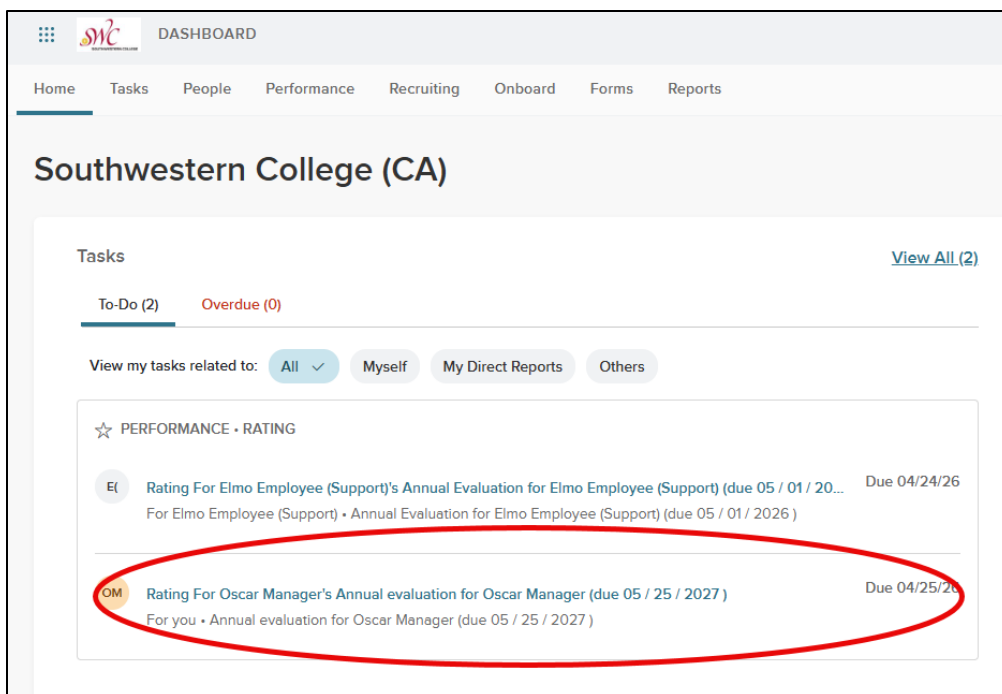


Step 2. Self-Evaluation

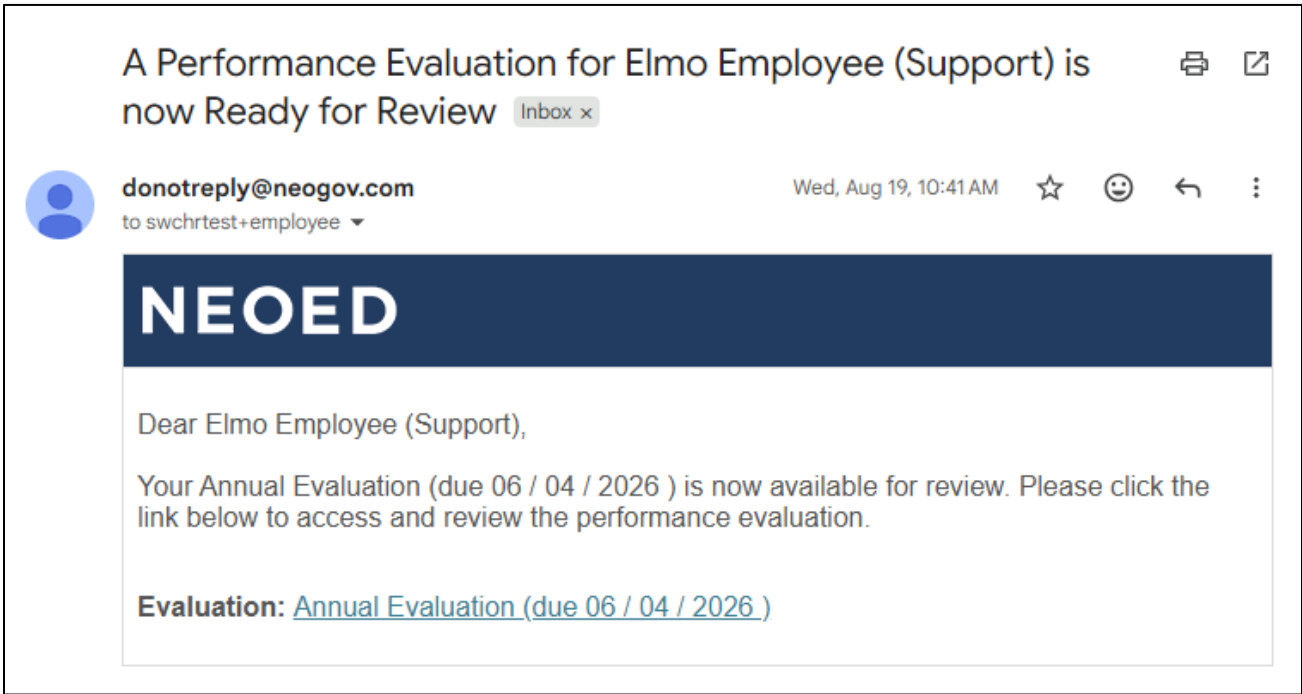
***This only applies SCCDAA and Unrepresented Academic Administrators, skip to Step 3 if this does not apply to your position.**

Once you receive email that evaluation has been created, you can begin your self-evaluation.

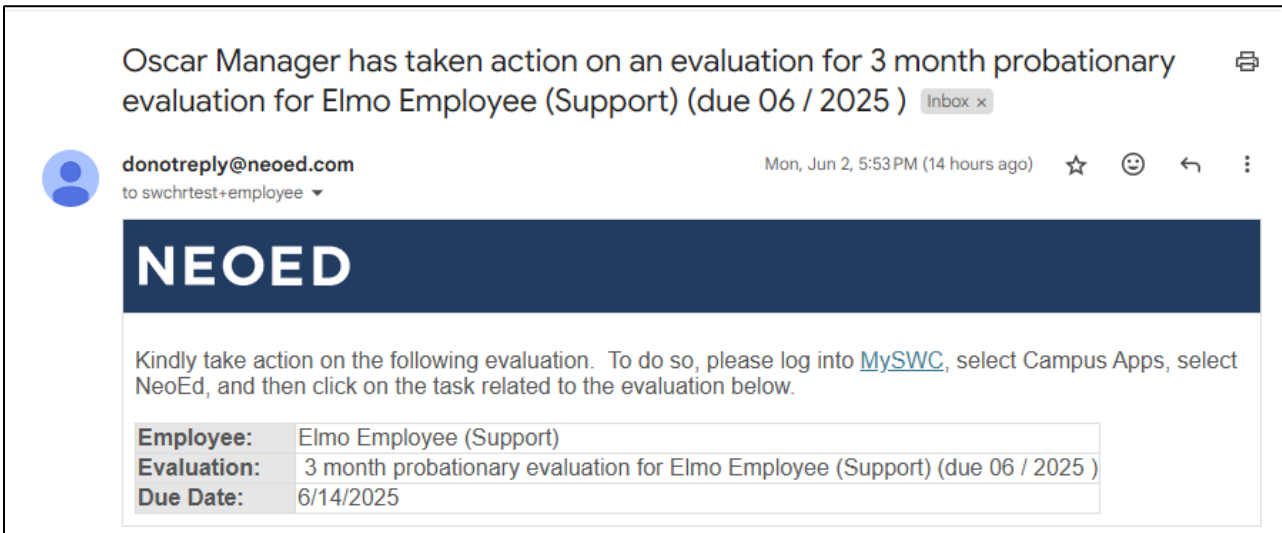
You will receive a reminder email from donotreply@neoed.com two weeks before your self-evaluation is due.



Step 3. Once the evaluation is ready for review, you will receive an email from **donotreply@neoed.com**.



Step 4. After meeting with your manager, you will receive another email from **donotreply@neoed.com** confirming that the evaluation is ready for your signature. Follow the directions in the email: log in to MySWC and click the **NEOED card**.



Step 5. On the Unified Dashboard, **click** the task labeled **"Sign"** in the Tasks section or switch to the **Performance tab** to view only Performance tasks.

Dashboard navigation: Home, Tasks, People, Performance, Recruiting, Onboard, Forms, Reports. A red arrow points to the **Performance** tab.

Southwestern College (CA)

Tasks [View All \(2\)](#)

To-Do (1) **Overdue (1)**

PERFORMANCE • EVALUATION Due 06/14/25

Sign 3 month probationary evaluation for Elmo Employee (Support) (due 06 / 2025) for Elmo Employee (Support)

For your 3 month probationary evaluation for Elmo Employee (Support) (due 06 / 2025)

Step 6. You will see two options on the right side of the screen, **Sign** and **Refuse to Sign**.

Navigation: Home, Tasks, People, Performance, Recruiting, Onboard, Forms, Reports. Search bar: Search... User: Elmo Employee (Support)

Acknowledgment Form

[Go to Evaluation Details >](#)

EE **Elmo Employee (Support)**
Test Staff Position (Training Only)

EVALUATION NAME
3 month probationary evaluation for Elmo Employee (Support) (due 06 / 2025)

DUE DATE
Sat. Jun. 14, 2025

Sign **Refuse to Sign**

i) **To Sign:** Click **Sign**, optionally leave a comment, and then click **Submit**.

Sign Cancel Submit

Comments

Write comment here...

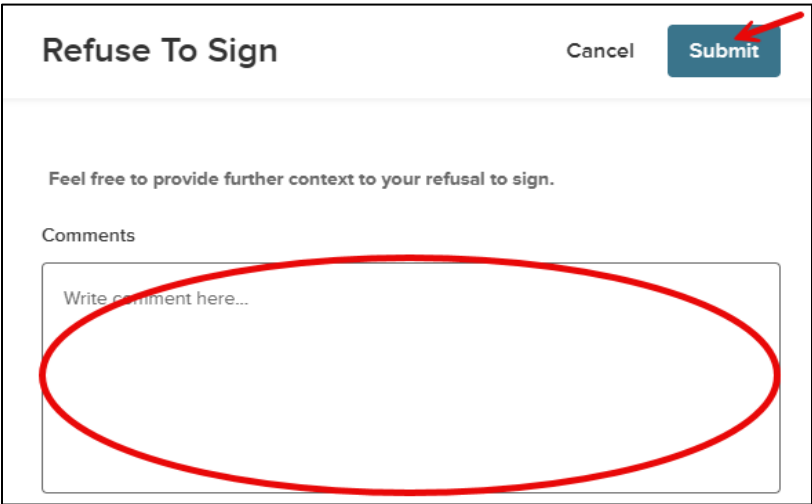
Please sign your name below

Elmo Employee (Support)

Elmo Employee (Support) June 03, 2025

[Auto-generate](#) [Draw signature](#)

ii) **To Refuse to Sign:** Click **Refuse to Sign**, provide further context for your refusal, then click **Submit**.



Step 7. Completion of Evaluation - Once you have signed or refused to sign, your evaluation is complete.

Step 8. The Print Preview of the evaluation will appear, and you can click **Print** to create a physical copy, if needed.



General Information		
Position	Department	Evaluation Type
Test Staff Position (Training Only)	TestDept	Probation
Division	Class Spec	
Test Division (Training Only)		

Step 9. An email from **donotreply@neoed.com** will be sent to your manager, Human Resources, and you confirming that the evaluation is complete.

NeoEd Notification: Performance Evaluation Complete for Elmo Employee (Support)



Inbox x

donotreply@neoed.com
to swchrtest+mgr ▾

9:30 AM (6 minutes ago)



NEOED

Dear Oscar Manager,

The performance evaluation for Elmo Employee (Support) is now complete. Please click the link below to view the performance evaluation.

Employee: Elmo Employee (Support)

Evaluation: [3 month probationary evaluation for Elmo Employee \(Support\) \(due 06 / 2025 \)](#)

Due Date: 6/14/2025

View Past Performance Evaluations

Step 1. Login into **MySWC** and select the **NEOED** card.

Step 2. On the Unified Dashboard, select the **Performance** tab.

Step 3. Select the **My Evaluations** tab, then the **Completed** tab.

Step 4. Click on the evaluation you wish to view or print.

Step 5. Click the **Print** button at the top right if you would like a physical copy.

