

NEOED

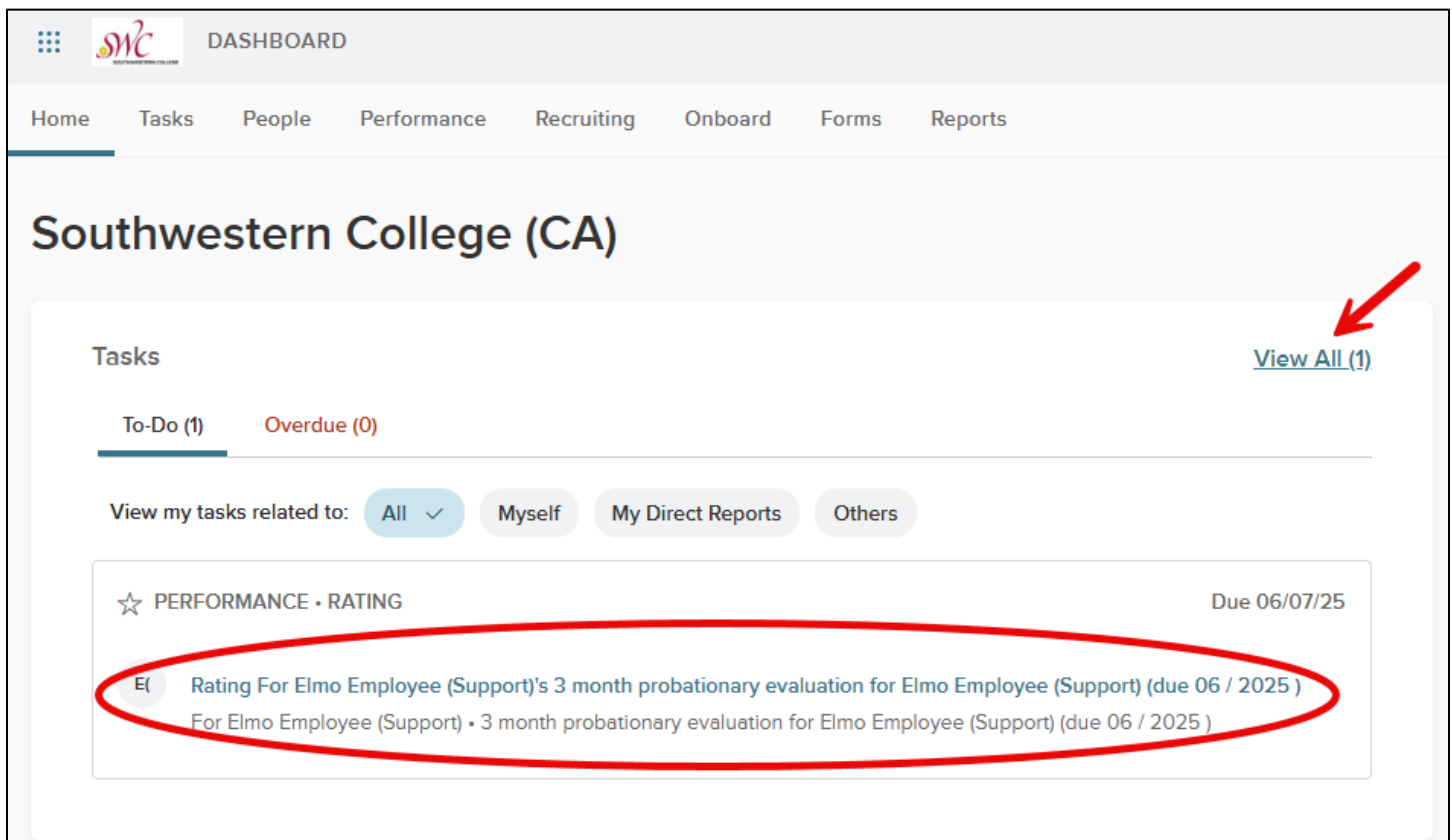
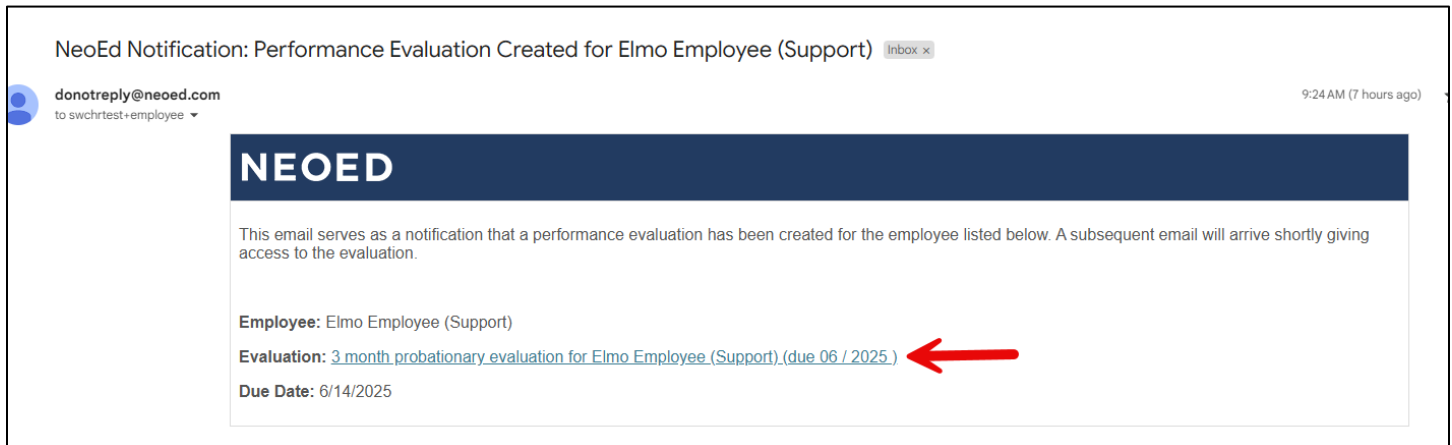
Performance Evaluations User Guide

To be used by SWC Managers

Complete evaluation in NEOED

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

Step 1. Access the evaluation by clicking the provided link in the notification email (sent 60 days before due date) the link directs you to log in with your MySWC credentials or by accessing the NEOED card and locating the tasks section on the left-hand side.



Step 2. The evaluation will open to the **Notes & Attachments** section, where you can review the rating rubric. To get started, click on **Evaluation Categories** or **Next Section**.


DASHBOARD






Oscar Man...

Home
Tasks
People
Performance
Recruiting
Onboard
Forms
Reports

< Back

Go to Evaluation Details
Overall Rating **Not Available**
Submit Evaluation

EE

Elmo
Employee
(Support)
TEST STAFF
POSITION
(TRAINING
ONLY)

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

< Previous Section

Next Section >

SECTIONS

Notes & Attachments

Evaluation Categories

Overall Evaluations and Goals

Employment Recommendation

Overall Rating

Notes & Attachments

 Print

PURPOSE

This appraisal is designed to assess the employee's past work performance and to establish future work objectives. The major benefits of this approach include:

- The employee receives individual feedback concerning work progress and accomplishments.
- Potential deficiencies and self-improvement needs are identified.
- The employee and supervisor regularly clarify the responsibilities and expectations of the position.

[CSEA Article IV: Evaluations](#)

[Classified Employee Evaluation Rubrics](#)

Step 3. The **Evaluation Categories** will appear in order; if you prefer to finish later, click **Back** to return and resume the evaluation at another time.

Go to Evaluation Details

EE Elmo Employee (Support)
TEST STAFF POSITION (TRAINING ONLY)

Annual Evaluation for Elmo Employee (Support) (due 05 / 01 / 2026)

Not Available

SECTIONS

Notes & Attachments

Evaluation Categories

Overall Evaluations and Goals

Employment Recommendation

Overall Rating

Summary

Evaluation Categories

COMPETENCY SECTION I CLASSIFIED 4 PT SCALE

* Fields are required.

ITEM 1 OF 12
WORK KNOWLEDGE-CLASS

Demonstrates understanding of work practices, procedures and methods, including equipment maintenance and operation; current knowledge of applicable laws, rules and regulations.

RATING SCALE *

Exceeds Expectations

Satisfactory

Needs Improvement

Unsatisfactory

N/A

Show descriptions >

Search Supplemental Resources

Reviewer Entries

Journal Entries (1 entries)

- i. If an evaluation was previously completed for the employee, you can view your previous evaluation comments by clicking on **Reviewer Entries**. A dropdown list will appear for each of the categories in the evaluation. Select the category you are working on, and it will display the comments.

Search Supplemental Resources

Reviewer Entries

Item: Select an Evaluation Item

ATTENDANCE-CLASS

ATTITUDE-CLASS

COMMUNICATION-CLASS

DEPENDABILITY-CLASS

INITIATIVE-CLASS

- ii. By clicking on **Journal Entries**, it will display journal entries submitted by you or shared by the employee.

Search Supplemental Resources

Reviewer Entries

Journal Entries (1 entries)

Filters: Author: All Date: Past 12 Months

OM FRI MAR 27, 2026 10:20 AM | OSCAR MANAGER

WORK KNOWLEDGE-CLASS

Completed the Web AIM training.

Add to comment box

Step 4. Once you have completed all sections of the evaluation, proceed to the **Next Section**. Screenshot highlighting Next Section when all ratings are completed.

The screenshot shows the 'Evaluation Categories' section of an evaluation form. On the left, a sidebar lists sections: 'Notes & Attachments', 'Evaluation Categories' (selected), 'Overall Evaluations and Goals', 'Employment Recommendation', 'Overall Rating', and 'Summary'. The main content area is titled 'Evaluation Categories' and 'COMPETENCY SECTION 1 CLASSIFIED 4 PT SCALE'. It displays 'ITEM 1 OF 12' and 'WORK KNOWLEDGE-CLASS' with a description: 'Demonstrates understanding of work practices, procedures and methods, including equipment maintenance and operation; current knowledge of applicable laws, rules and regulations.' Below this is a 'RATING SCALE' with five options: 'Exceeds Expectations', 'Satisfactory', 'Needs Improvement', 'Unsatisfactory', and 'N/A'. On the right, there are dropdowns for 'Reviewer Entries' and 'Journal Entries (1 entries)'. At the top right, navigation buttons include '< Previous Section', 'Next Section >' (highlighted with a red box), and 'Submit Evaluation'.

Step 5. For probationary employees only, if this does not apply skip to Step 6. **Employment Recommendation Section** - Recommend an employment action by selecting the appropriate rating. Then, click **Next Section** to proceed to **Overall Rating**.

The screenshot shows the 'Employment Recommendation' section of the evaluation form. The sidebar on the left now highlights 'Employment Recommendation'. The main content area is titled 'Employment Recommendation' and 'COMPETENCY SECTION 1 2022 EMPLOYMENT RECOMMENDATION'. It displays 'ITEM 1 OF 1' and the text: 'It is recommended that the following action be taken' followed by 'Check appropriate box'. Below this is a 'RATING SCALE' with four options: '3-Month: Continue Employment', '3-Month: Discontinue employment', '5-Month: Continue Employment', and '5-Month Evaluation: Discontinue Employment'. On the right, the same dropdowns for 'Reviewer Entries' and 'Journal Entries (1 entries)' are present. At the top right, the 'Next Section >' button is highlighted with a red box.

Satisfactory

Needs Improvement

Unsatisfactory

COMMENTS [Reviewer Entries \(f\)](#)

Last saved on 04/09/2026

B i U A: [font size] [text color] [background color] [bulleted list] [numbered list] [link]

- Go to Evaluation Details

EE

Elmo Employee (Support)
TEST STAFF POSITION (TRAINING ONLY)

Annual Evaluation for Elmo Employee (Support) (due 05 / 01 / 2026)

Exceeds Expectations

SECTIONS

Notes & Attachments

Evaluation Categories

Overall Evaluations and Goals

Employment Recommendation

Overall Rating

Summary

<<

>> Collapse Supplemental Resources

Overall Rating

EVALUATION OVERALL SECTION | CLASSIFIED 4 PT OVERALL RATING

* Fields are required.

Overall Rating

RATING SCALE *

✓ Exceeds Expectations

✓ Satisfactory

✓ Needs Improvement

✓ Unsatisfactory

< Previous Section

Next Section >

Submit Evaluation

Search Supplemental Resources

Reviewer Entries (1 entries)

Journal Entries (1 entries)

Page | 5

Step 7. Once you click **Submit Evaluation**, you will be prompted to certify that your rating is complete and accurate. Click **Continue**, then **Close** when you are ready to proceed.

Note: The employee gains immediate access to the evaluation as soon as you click **Continue**.

You're almost done!

By clicking 'Continue', you confirm that your rating is complete and accurate. Once submitted, the evaluation will be released to the employee for their review.

Oscar Manager

Do you wish to continue?

CancelContinue

Success!

Your evaluation for **ELMO EMPLOYEE (SUPPORT)** has been submitted.

Close

DASHBOARD

Q Search...

HomeTasksPeoplePerformanceRecruitingOnboardFormsReports

< Back

EE

ELMO EMPLOYEE (SUPPORT)

Position:
Test Staff Position (Training Only)

Division:
Test Division (Training Only)

View Org Chart

Manager(s)

OM

ProcessContent

*Steps are required.

Ratings

Rating *	Due	Status	Weight
Oscar Manager	Sat, Jun 07, 2025	Completed on 06/02/2025	100 %

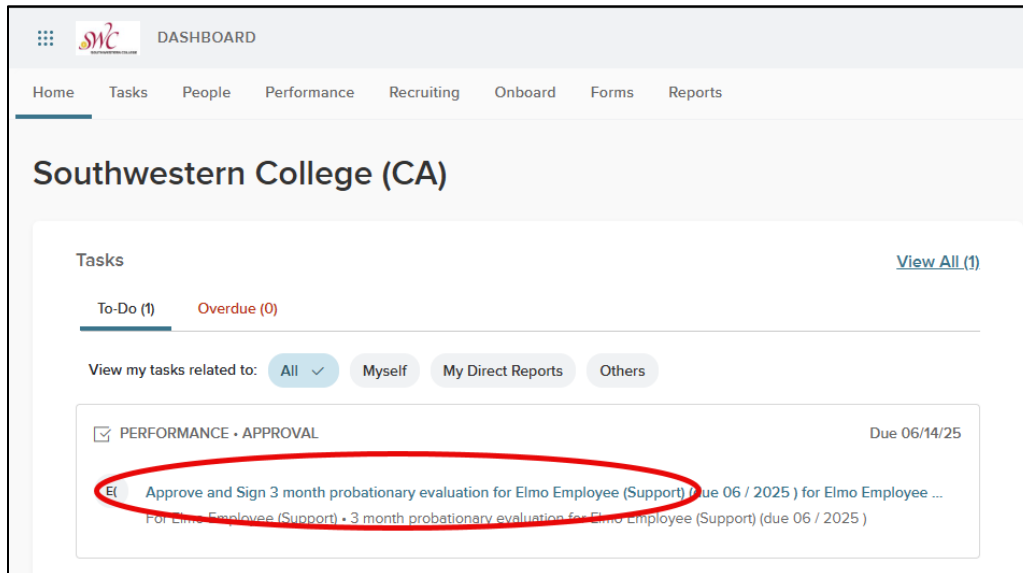
Release to Employee

After Ratings

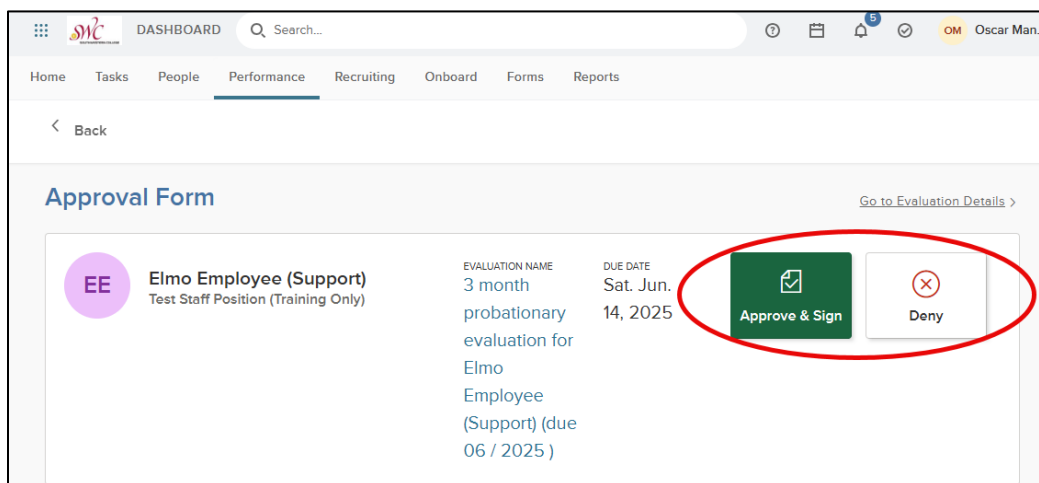
Review the evaluation with the employee and... *	Due Sat, Jun 14, 2025	Status Current
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Step 8. After you have met with the employee and reviewed the evaluation, log into NEOED (using MySWC) and locate the **Approve & Sign** task for the employee finalize the evaluation.

- i. The **Approve and Sign** task will be displayed on the dashboard in the To-Do section. This task allows you to Approve and Sign or **modify** the evaluation, if needed.



- ii. If no changes are needed, click the **Approve and Sign** button and proceed to **Step 9**.



- iii. If changes are required, click the **Deny** button.
- iv. You will then be prompted to add a comment before the **Submit** button becomes active (green).

Deny
Cancel
Submit

* Fields are required.

OM

Oscar Manager
Test Manager Position
(Training Only)

* Comments

Write comment here...

- v. After clicking **Submit**, you will be returned to the evaluation to make necessary changes. Click the **Rate** button, adjust the ratings as needed.

EE

ELMO EMPLOYEE (SUPPORT)

Position:
Test Staff Position (Training Only)

Division:
Test Division (Training Only)

[View Org Chart](#)

3 month probationary evaluation for Elmo Employee (Support) (due 06 / 2025)
Due Date: Sat. Jun. 14, 2025

★ Rate

Print

Launch Survey

EVALUATION DETAILS

Current Status: Rating
Type: Probation

SCORES

OVERALL RATING
Pending

EMPLOYEE DETAILS

Position: Test Staff Position (Training Only)
Division: Test Division (Training Only)
Department: TestDept

- vi. Once changes are completed, click the **Submit Evaluation** button.

DASHBOARD Search...

Home Tasks People **Performance** Recruiting Onboard Forms Reports

< Back

Go to Evaluation Details

Overall Rating **Satisfactory** **Submit Evaluation**

EE Elmo Employee (Support)
TEST STAFF POSITION (TRAINING ONLY)

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

< Previous Section Next Section >

SECTIONS

Notes & Attachments

Evaluation Categories ✓

Overall Evaluations ✓

COMPETENCY SECTION | 2022 EMPLOYMENT RECOMMENDATION

Employment Recommendation

It is recommended that the following action be taken

3-Month: Continue no comment

- vii. Once you click **Submit Evaluation**, you will be prompted to certify that your rating is complete and accurate. Click **Continue** when you are ready to proceed and **Close** to exit the task.

You're almost done!

By clicking certify and submit, you confirm that your rating is complete and accurate. Once your rating is submitted, you will no longer be able to make changes without administrator assistance.

Oscar Manager

Do you wish to continue?

Cancel **Continue**

Success!

✓

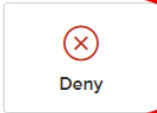
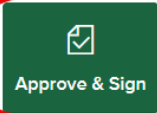
Your evaluation for **ELMO EMPLOYEE (SUPPORT)** has been submitted.

Close

Step 9. An email from **donotreply@NEOED.com** will indicate to take action on the evaluation. Log into NEOED (using MySWC) and locate the task for the employee, then click the **Approve & Sign** button to finalize the evaluation.

The screenshot shows the NEOED DASHBOARD for Southwestern College (CA). The navigation bar includes Home, Tasks, People, Performance, Recruiting, Onboard, Forms, and Reports. The 'Tasks' section is active, showing 'To-Do (1)' and 'Overdue (0)'. A filter bar allows viewing tasks related to 'All', 'Myself', 'My Direct Reports', or 'Others'. A task card is displayed with a checkbox, 'PERFORMANCE • APPROVAL', and a due date of 'Due 06/14/25'. The task description is 'Approve and Sign 3 month probationary evaluation for Elmo Employee (Support) (due 06 / 2025) for Elmo Employee ...'. The task is circled in red.

The screenshot shows the 'Approval Form' for 'Elmo Employee (Support)' in the 'Performance' section. The form displays the employee's name, position, evaluation name, and due date. The 'Approve & Sign' button is circled in red.

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
			

Step 10. Then click the **Submit** button.

Approve & Sign

CancelSubmit

Comments

Write comment here...

Please sign your name below

Oscar Manager

Oscar Manager

June 02, 2025

Auto-generate

Draw signature

Step 11. The evaluation is finalized and awaiting the employee's signature. To review the evaluation exactly as the employee will see it before they sign, select the **Print Preview** option on the **Print** button.

The screenshot shows a web application interface for managing employee evaluations. The top navigation bar includes a logo, a search bar, and several icons. Below the navigation bar, there are tabs for Home, Tasks, People, Performance (selected), Recruiting, Onboard, Forms, and Reports. The main content area displays a '3 month probationary evaluation for Elmo Employee (Support) (due 06 / 2025)' with a due date of 'Sat. Jun. 14, 2025'. A red circle highlights the 'Print' button, which has a dropdown arrow. Next to it is a 'Launch Survey' button. The left sidebar shows the employee's name 'ELMO EMPLOYEE (SUPPORT)' and their position 'Test Staff Position (Training Only)'. The main content area is divided into three columns: 'EVALUATION DETAILS' showing 'Current Status: Approval' and 'Type: Probation'; 'SCORES' showing 'OVERALL RATING: Satisfactory'; and 'EMPLOYEE DETAILS' showing 'Position: Test Staff Position (Training Only)', 'Division: Test Division (Training Only)', and 'Department: TestDept'.

3 month probationary evaluation for Elmo Employee (Support) (due 06 / 2025)
Due Date: Sat. Jun. 14, 2025

Print **Launch Survey**

EVALUATION DETAILS
Current Status: Approval
Type: Probation

SCORES
OVERALL RATING
Satisfactory

EMPLOYEE DETAILS
Position: Test Staff Position (Training Only)
Division: Test Division (Training Only)
Department: TestDept

***This step only applies to SCCDAA and Unrepresented Academic Administrators, skip to Step 13 if this does not apply to employee's position.**

Step 12. After the employee signs the evaluation, an email from **donotreply@NEOED.com** is sent to the next level manager to complete the next task. Next level manager Logs into NEOED (using MySWC) and locates the task for the employee, the manager can **Approve or Deny** the evaluation.

The screenshot shows the NEOED DASHBOARD for Southwestern College (CA). The navigation bar includes Home, Tasks, People, Performance, Recruiting, Onboard, Forms, and Reports. The main heading is "Southwestern College (CA)". Under the "Tasks" section, there is a "To-Do (1)" tab and an "Overdue (0)" tab. Below the tabs, there are filters for "View my tasks related to:" with options: All (selected), Myself, Others, and My Direct Reports. A task card is displayed with a checkbox icon, the text "PERFORMANCE • APPROVAL", and a due date of "Due 05/25/26". The task description is "OM Approve Annual evaluation for Oscar Manager (due 05 / 25 / 2027) for Oscar Manager For Oscar Manager • Annual evaluation for Oscar Manager (due 05 / 25 / 2027)". The task card is circled in red.

The screenshot shows the "Approval Form" for Oscar Manager. The form includes the user's name "Oscar Manager" and position "Test Manager Position (Training Only)". The evaluation name is "Annual evaluation for Oscar Manager (due 05 / 25 / 2027)" and the due date is "Mon. May. 25, 2026". At the bottom right, there are two buttons: "Approve" (green with a checkmark) and "Deny" (white with a red X). Both buttons are circled in red.

- If no changes are needed, click the **Approve** button and proceed to Step 13.
- If changes are required, click the **Deny** button.
- You will then be prompted to add a comment before the **Submit** button becomes active (green).

Deny

CancelSubmit

* Fields are required.

EM

Elly Manager's Manager

* Comments

⚠ Field is required

Write comment here...

- iv. After clicking **Submit**, the evaluation will be returned to manager to make necessary changes.
Repeat **Steps 8-12**.

Step 13. After the employee signs the evaluation, an email from **donotreply@NEOED.com** is sent to you, the employee, and Human Resources, confirming completion.

