NEOED PERFORM:
Supervisor Evaluation Guide

The intent of this guide is to assist supervisors in the process of carrying out the evaluation.

As you carry out the evaluation, please visit the [Perform webpage](#) on the HR website for additional information and resources or contact employment@andrews.edu if you have any questions.

Due Dates

Annual Evaluation: March 31st

- 35 days before Evaluation Due Date: Employee Evaluation
- 21 days before Evaluation Due Date: Supervisor (Manager) Evaluation
- 14 days before Evaluation Due Date: Next Level Supervisor (Manager's Manager) Approval & Signature
- 7 days before Evaluation Due Date: Supervisor (Manager) Approval & Signature
- Evaluation Due Date: Employee Signature

The exact dates can be viewed under the **Process** tab in the evaluation

Creation of the Evaluation

Once the system creates the evaluation, whether it is the initial review or the annual review, you as the supervisor will have received an email notifying you that the evaluation has been created. At the same time, the employee that will be evaluated will have received an email notifying them to complete their self-evaluation. This will be the first task of the evaluation.

Note: for the first year implementation, a pre-task for the employee will be to enter their prior year's goal, by accessing and copying from the [old evaluation system](#). For future years' evaluations, goals will flow over from one year to the next.

Accessing the Evaluation

To access the evaluation, either click on the link provided in the email notifying you of the created evaluation or log in to www.andrews.edu/go/perform.

On the main NEOED dashboard, once any prior tasks are complete, you will see a listing of your current tasks including what evaluations need to be completed. For purposes of this guide, we will focus only on the evaluations that read **Annual Evaluation.**


Supervisor Rating

1. The first section will be rating the employee, based on four Competencies: Leadership, Communication, Decision Making, and Employee Engagement. Your rating will be based on a 4-point rating scale:

   - 1 (Does not meet Expectation)
   - 2 (Needs Improvement)
   - 3 (Meets Expectations)
   - 4 (Exceeds Expectations)
   - Please note that any item that you rank as 1, 2, or 4 will require that you add something in the comment's section. You may utilize the **Writing Assistant** menu to choose pre-made text that you can edit for the comment section of each competency.

2. The next rating section will be on the prior year's goals; the rating scale is the same and the writing assistant will also be available.

3. The **Proposed Future Goals** section will have been completed by the employee. Review and consider their entries as you complete the next section.

4. Next, you will be asked to establish 3 goals for the next year. Click the **Add Item** button to develop a goal for the next year. This will open up three options to choose from: From Library, Roll over goals from Current Evaluation, and New Goal.
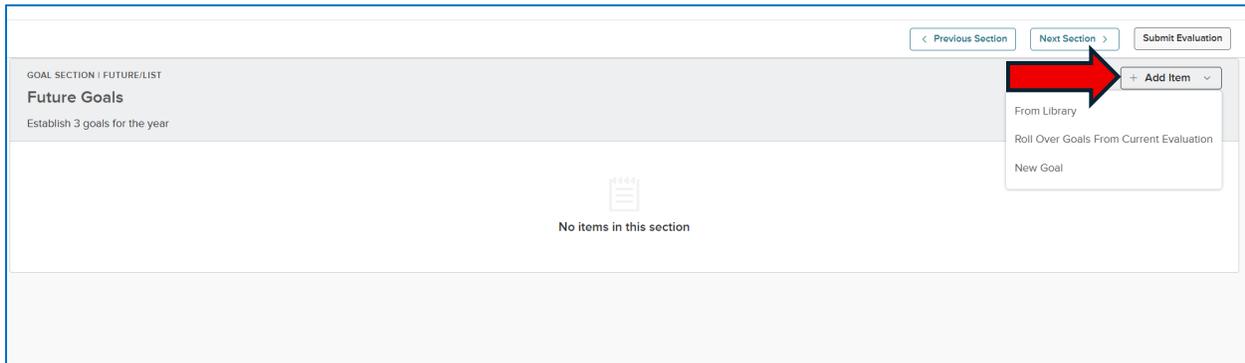
5. When choosing a New Goal you will indicate the goal name, a due date, and whether the goal is organizational, departmental, or individual. Describe what is expected in the goal. You can also under **Additional Settings**, establish the priority level for accomplishing the goal and under **Reminder Settings** identify if reminders should be sent out and if overdue notices should be sent out for that goal.

6. The next section of the evaluation is the training section. Here you can specify training for the employee's professional development or skill acquisition. To do so, click the **Add Training** button. Search the Learn Course Catalog and select desired courses.
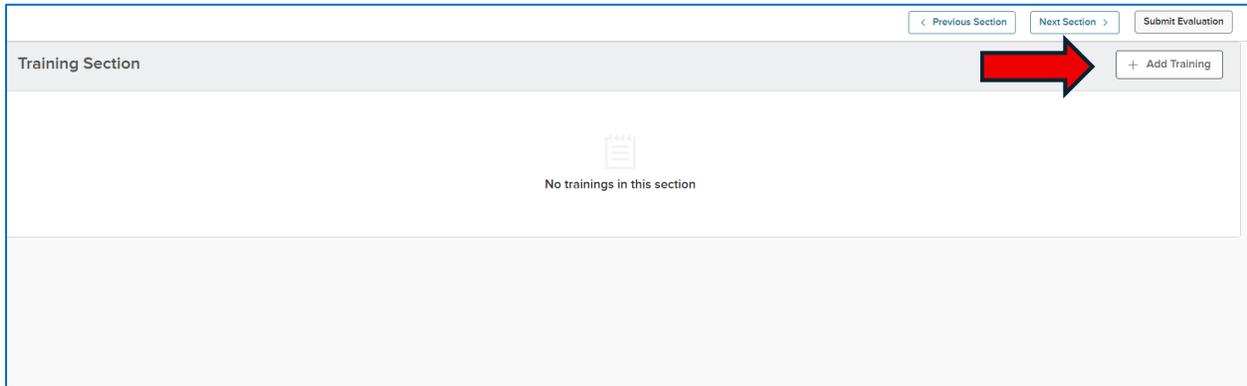
7. The overall rating is the last rating step. This is a final score that can be provided to the employee that consolidates all of the evaluation. Please remember to add comments if you rate the employee as 1 (Does not meet Expectation), 2 (Needs Improvement), or 4 (Exceeds Expectations).

8. Finally, you can submit the evaluation. The evaluation will first go to the Employee's Next Level Supervisor (Manager's Manager), then to yourself as the Supervisor (Manager), and finally to the employee being evaluated.