



Management, Supervisory and Confidential Performance Evaluation User Guide

Human Resources Department

General Overview

Management, Supervisory and Confidential employees will be evaluated annually or more frequently at the discretion of the District.

Evaluations shall be thorough, fair and objective, and shall be designed to

- a) improve the overall operation of the organization;
- b) assist the employee in the growth and development of professional abilities;
- c) recognize excellence in performance; and, to
- d) identify areas of performance that need improvement.

The performance evaluation process promotes and supports appropriate leadership and behavioral skills, and assures that employees have established goals and objectives which support and enhance the quality of education, services, programs and activities of Marin Community College District. Furthermore, the performance evaluation process shall fully comply with the spirit of, and all applicable statutes and regulations pertaining to, Equal Employment Opportunity.

The evaluation discussion shall be comprised of a review and discussion of information included in the completed Self-Assessment Forms, evaluator feedback, and a review and formalization of specific performance issues and notations that have been discussed with the employee during the rating year. An effective and fair evaluation discussion does not include new information not previously discussed with the employee.

This document provides the following information related to performance evaluations for management, supervisory and confidential employees: 1. The performance evaluation process steps 2. Information of setting performance goals 3. Instructions on how to complete your evaluation in NEOGOV Perform

Section 1: Annual MSC Performance Evaluation Process

MSC Performance Evaluation Process



Performance Evaluation Self-Assessment Released – April 1st



Employee must complete the following sections and submit to manager:

1. Describe Your Work Year
2. Create Future Goals
3. Complete Performance Factor Rating for Leadership and Interpersonal Skills
4. List Professional Development
5. Submit Evaluation



Manager completes evaluation and overall rating, and submit to employee.



Manager and Employee set evaluation meeting to discuss performance evaluation, performance goals, and professional development for next year.
Employee sign and submit to Manager.



Manager sign evaluation and submit.

Section 2: Supervisory and Confidential Probationary Evaluation Process

60 days after new employee hire date, the employee will need to begin a self-evaluation. Go to the MyCOM portal to access the Probationary Evaluation Form. The self-evaluation must be completed within 30 days. The employee completes the self-evaluation and submits to their manager.

The manager has 30 days to complete the new employee's probationary evaluation.

The manager and employee must meet to discuss the evaluation and establish goals for the upcoming year.

The final evaluation must be completed by 120 days after the new employee's hire date.

0-10 days	Set New Hire Goals for Probationary Period
60 days	New Employee begins self-evaluation
90 days	New Employee submits self-evaluation to manager
120 days	Manager completes employee evaluation
120-130 days	Manager and employee meet to discuss evaluation and evaluation is submitted for signature
130 days	Evaluation Complete and final copy submitted to Human Resources

Section 3: Setting Performance Goals

Setting goals and objectives is the first and most critical step in the organization's planning process. Goals are forward-facing and provide the organization with the direction in which it will move. Objectives can be mile markers along the road indicating progress and maintaining motivation. The Difference Between Goals and Objectives:

Goals define what should be accomplished while objectives define the actions needed to achieve the goal.

<u>Goals</u>	<u>Objectives</u>
<ul style="list-style-type: none">• General• Intangible• Broad• Abstract• Strategic—long-range direction, set by senior management	<ul style="list-style-type: none">• Specific• Measurable• Narrow• Tactical—short-range, set by managers to support the accomplishment of goals

When setting goals and objectives, use SMART criteria:

- **S**pecific, clear and understandable.
- **M**easurable, verifiable and results-oriented.
- **A**chievable or Attainable.
- **R**elevant/Realistic
- **T**ime-bound with a schedule and milestones.

What are SMART goals?

- Statements of the important results you are working to accomplish
- Designed in a way to foster clear and mutual understanding of what constitutes expected levels of performance and successful professional development
- Each element of the SMART framework works together to create a goal that is carefully planned, clear and trackable.

To learn more about SMART goals, please click on the links below.

[How To Turn Your SMART Goals Into Habits and Actually ACHIEVE Them](#)

[SMART Goals Quick Overview with 21 SMART Goals Examples](#)

[Smart Goals with Examples - Smart Goals Template](#)

[SMART Goals](#)

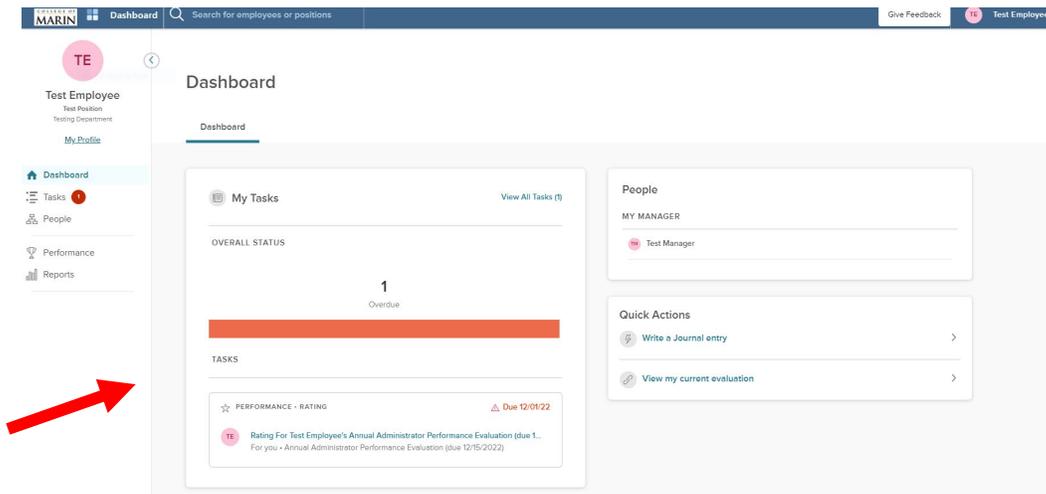
[Achieve More by Setting Smart Goals](#)

Section 4: NEOED Perform Instructions

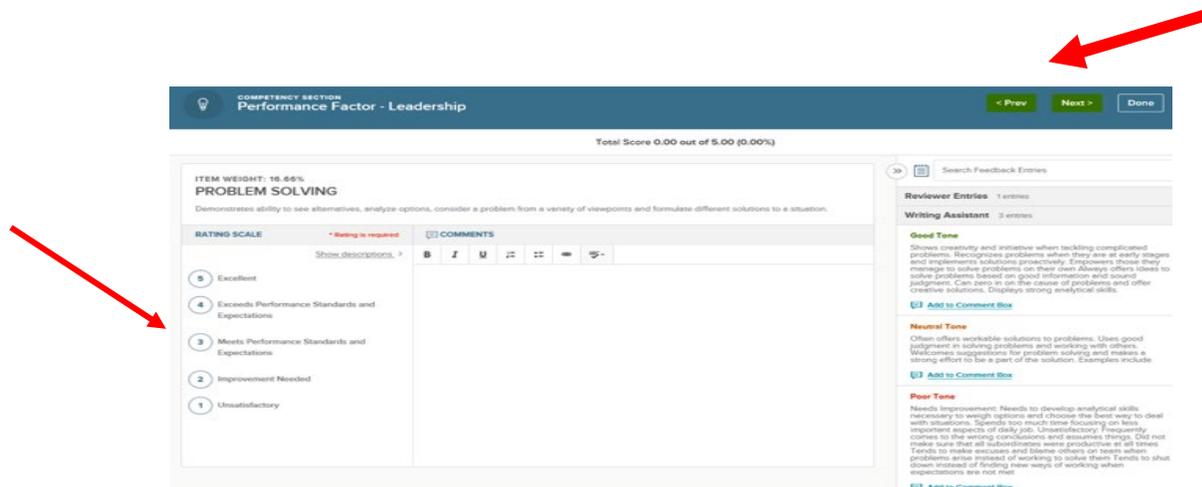
Instructions on how to complete Performance Evaluation: NEOED Perform Employee Self-Assessment Instructions

STEP 1

- Go to: <https://performance.neoed.com>. Enter your marin.edu email address and your NEOED password.
- Upon login you will land on the dashboard. Under the “My Tasks” area, open your self-assessment.



- Use the “Next” and “Previous” buttons in the upper right corner to navigate through the sections.
- You do not need to complete your self-assessment in one session and your progress will save automatically.
- You do not need to complete the sections in order, but you cannot submit the self-assessment until all of the required fields have been completed.
- The Performance Factor sections for Leadership and Interpersonal Skills require a numerical rating for your self-evaluation. The scale is 5 – Excellent descending to 1 – Unsatisfactory. Comments are required for each section. If needed, writing assistance is available for each performance factor.



STEP 1 continued

- When you have finished all of the sections, a summary will be available for your review and to make any additional changes. You will submit your completed self-assessment to your manager electronically by clicking the green submit button in the upper right side of the screen. You will be asked in a pop-up box to confirm your submission. No further edits to your self-evaluation can be made after you submit.

NEO GOV Perform

Dashboard Employees Library Help

Test Employee

Feedback

back to evaluation detail page Total Score 3.96 out of 5.00 (79.17%) Submit Evaluation

Test Employee

Annual Administrator Performance Evaluation (due 12 / 01 / 2020) Print Current State

SECTIONS

- Describe Your Work Year
- Performance Factor - Leadership
- Performance Factor - Interpersonal Skills
- Summary

RATING DETAILS RATING CHART

NARRATIVE SECTION | TEXT ONLY

Describe Your Work Year

Describe your work year, your greatest accomplish... Work year was highly successful. Greatest accomplishment, biggest challenge

COMPETENCY SECTION | 5-POINT RATING SCALE - MSC | SECTION WEIGHT: 50.00 %

Performance Factor - Leadership

DECISION MAKING	5 Excellent	Outstanding decision making	16.66%
PROBLEM SOLVING	4 Exceeds Performance Standards and Ex...	Shows creativity and initiative w	16.66%
INNOVATION & INITIATIVE	3 Meets Performance Standards and Expe...	Is fully committed to meeting th	16.67%
COMMITMENT & CONTRIBUTION TO GOALS	4 Exceeds Performance Standards and Ex...	Contribution exceeds expectat	16.67%

STEP 2

Your manager will receive a notification email that your self-assessment is complete and that your evaluation is available for rating. After your manager has completed your evaluation, they will schedule a meeting with you to review and discuss your evaluation. You will receive an email notification that your evaluation is available in Perform. You will only be able to view your evaluation in NEOED after your manager approves and electronically signs your evaluation.

STEP 3

Once you've met with your manager, log-in to Perform to electronically sign your evaluation from the task area of your dashboard. Click on the green "Sign" button.

Acknowledgment Form

Test Employee
 Test Position

EVALUATION NAME: Annual Administrator Performance Evaluation
 DUE DATE: Wed. Jan. 01, 2020
 (due 12 / 01 / 2020)

[Sign](#)

Rating Summary [View Other Approvers >](#)

	Score	Overall Rating
	4.25 out of 5 (85%)	Retain Regular Status and Recommend Step Advancement, if applicable
Test Employee Test Position	Total Score 3.96 out of 5 (79.17%)	Overall Rating Retain Regular Status and Recommend Step Advancement, if a...
Test Manager Test Position	Total Score 4.25 out of 5 (85%)	Overall Rating Retain Regular Status and Recommend Step Advancement, if a... Weight 100 %

STEP 3 continued

You will be able to include any comments. Your evaluation will then be electronically routed to your next level manager and then to Human Resources.

Sign [Cancel](#) [Submit](#)

Comments

Write comment here...

Please sign your name below

Test Employee

Test Employee November 26, 2019

[Auto-Generate](#) [Draw Signature](#)

HOW TO VIEW YOUR FINAL EVALUATION

You may view the status and access a copy of your recent evaluation from your dashboard. Please note: Your completed evaluation may include comments made by your Assistant Superintendent/Vice-President or Superintendent/President. To view your completed evaluation in its entirety, click “Print Preview” under “My Evaluations.” In addition, you may also review previous evaluations from your dashboard by clicking on “view all my evaluations” under the “My Evaluations.”

NEOED Perform Frequently Asked Questions

Q: Can I edit my self-evaluation after it has been submitted?

A: No. Your self-evaluation cannot be edited after submission. If you have additional documentation to add, use the “Upload a Document” or Journal Entry feature.

Q: Where do I enter my goals for the coming year?

A: You will have the opportunity to propose goals while you are completing your self-evaluation. After discussion with your manager, your goals for the coming year will be finalized within your manager’s evaluation.

Q: I am confused by the Perform navigation.

A: If you have clicked on a link within an email notification, NEOED will navigate you to the pending task. If you are logging into Perform directly, first be sure that you are logged in to Perform, not one of the other NEOED tools (such as Insight, which College of Marin uses for recruitment). The Perform Dashboard will highlight pending tasks.

Q: How can I view my completed evaluation?

A: Once an evaluation is released to an employee, you can view the evaluation from the Performance Evaluation Detail page. You can view your ratings and comments by clicking on the Print icon. Or, click “Sign”, which will bring up your full evaluation for viewing before submitting your signature.

Q: Where can I see my past evaluations?

A: Under “My Evaluations”, click on the “Show More” button. On the next screen, select “Archived Evaluations” from the drop-down menu. This will display past evaluations that were completed in the NEOED Perform system.

Q: How do I print my evaluation?

A: Within your evaluation, click on the “Print” button. Then select “Print Preview”. When you click “Print” again, it will generate a PDF for printing. If you do not see the PDF, disable your pop-up blocker.

Q: How do I reset my password?

A: From the NEOED login screen, click on “Forgot your username or password” to reset your password.

Q: How do I attach reference documents?

A: If you would like to attach reference documentation, use the “Upload a Document” or Journal Entry feature.

Q: I am a manager. How can I run status reports for my MSC employees in NEOED?

A: Managers can select Reports from the menu bar on their Dashboard. There are a number of reports available to view. The Evaluation Status Detail report will show detailed status information for all active evaluations.

Status Descriptions

Before Ratings: Evaluation not yet available for Rating

Rating: Either employee or manager is at the Evaluation Rating step*

Approval: Either employee or manager is at the Evaluation Approval step*

Completed: Evaluation submitted to HR; completed

*If either the employee or manager are overdue/late for completing their current step, it will be noted in orange on the graph.

Q: Are NEOGOV and NEOED the same thing?

A: Yes. NEOGOV is in the process of rebranding with the new name, NEOED. The company is otherwise unchanged. The Perform tool has not changed. Going forward, you will receive system-generated email notifications from donotreply@neoed.com.

Q: What is the performance evaluation timeline for MSC employees?

A:

ACTION	DATE
Self-Evaluations available in NEOED	April 1
Self-Evaluations Due	April 30
Manager's Evaluations Due for Direct Reports	June 15
Discussion and Signatures Due	June 18
Administrative Review	June 30
Evaluation Cycle Complete	July 1