

The deadline to complete your annual Performance Management through NeoEd Perform has been pushed back to **January 31st, 2022**.

This performance management should cover all of the *calendar year 2021*.

Step 1

Log in to NeoEd via MySMC - navigate to All Apps and find NeoEd and sign in via SSO

Step 2

NeoEd contains multiple applications, to navigate to Perform please use the toggle in the upper left corner

Step 3

Look at your Dashboard and click on the "Rating for ... 2021 / 2022" link

Step 4

Click on the green **★ Rate** button to unlock the program

Step 5

Enter your self evaluation details wherever you see a comments icon similar to this

 (click highlighted section)

Step 6

When you have completed your self evaluation, and there are only green checkmarks on the left, please submit the evaluation.

Step 7

After the evaluation section there are "signature" steps for both employee and supervisor. The eval will be released to the employee once they have signed.

FAQ:

Q: I am a manager, where do I see the employee's comment/rating?

A: After you click to leave your own comments (step 5), you'll see the employee's comment/rating in the "Feedback Sidebar"

Q: I know my manager added their comments, how come I cannot see them?

A: The feedback is released to you after you sign your evaluation.

Q: What does a 0% or 0/0 rating(s) mean?

A: Please disregard the "rating" language. It is not pertinent.

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