Supervisor - Accessing the Evaluation and Adding Journal Entries

1. Go to the NEOED Dashboard and click on ‘Performance’ from the left-hand side menu.

2. Select the appropriate tab: Overview, My Evaluations, My Team’s Evaluations, Journal Hub

   - **Overview**: contains the current, upcoming, or overdue tasks for active evaluations.
   - **My Evaluations**: contains your own evaluations
   - **My Team’s Evaluations**: contains your direct employees’ evaluations
   - **Journal Hub**: contains any journal entries that you created or were shared with you.

3. From **My Team’s Evaluations**, click on the evaluation you would like to view. This will contain the process including deadlines and evaluation content.
NEOED Terms:

Draft- when paused, evaluations go into DRAFT status, allowing for edits to the Content or Process as well as any changes to an evaluation’s settings.

Before Ratings- Complete various tasks, set up content in employee’s evaluations, and review evaluation goals with employees.

Rating- Supervisor give their direct report(s) an evaluation rating, and employees have the option to complete a self-rating.

Approval- Print and review the evaluation with your direct report(s). Approve the evaluation and have the direct report sign the evaluation to complete the evaluation process.
4. To document events for an employee or for yourself, select Journal Entry in the right-hand corner.

5. Enter the employee(s) name from the drop-down menu.

Write a Journal Entry

Who is this entry about?

Debbie Barber  Y00544045  Legal Affairs & HR  Human Resources
6. Click on the employee name and enter information about the employee.  
**Note:** If you add Journal Entries throughout the year, they will be visible to you as you complete the evaluation and you can simply add the content to the evaluation if you choose.
7. Click ‘Submit Journal Entry’ to log your comments/notes.

Who do you want to share this entry with?

- Employee
- Manager(s)
- Manager’s Manager

[Discard Draft] [Keep as Draft] [Submit Journal Entry]

8. To access entries after they are submitted, go to the Journal Hub in the Performance section and select the employee(s) name from the drop-down list.