Rogue Community College
NEOED Perform Guide

RCC HUMAN RESOURCES

Employee Perform Guide

Welcome to Perform! This guide will illustrate how to complete any evaluations completed in Perform. Please feel free to contact the Human Resource office for help if needed.

NEOED Login & Dashboard

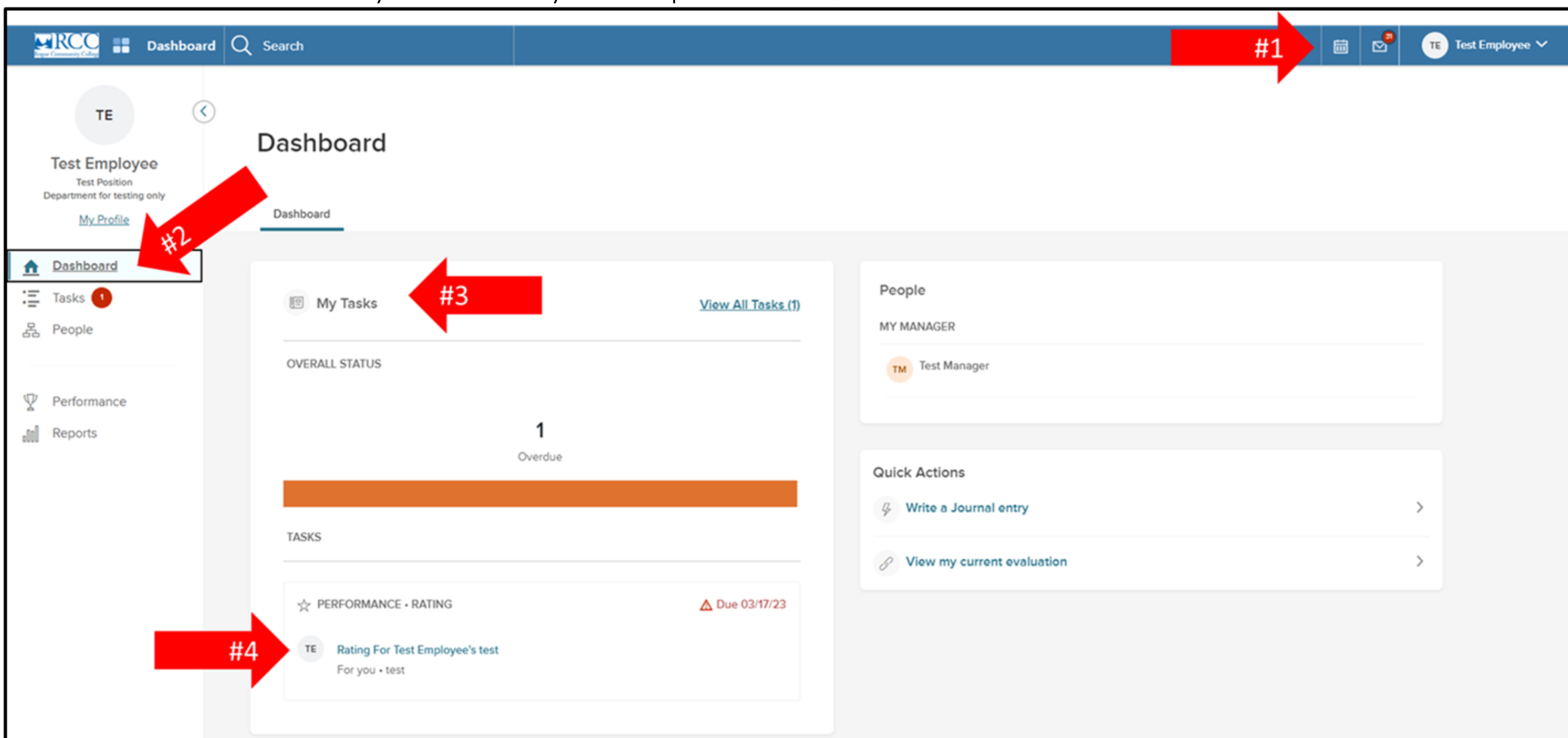
NEOED Login

RCC has SSO (Single Sign On) activated for NEOED.

1. Use the RCC SSO link (https://login.neoed.com/authentication/saml/login/roguecc).
    a. If you are already logged into the RCC network or intranet, you will automatically be logged into NEOED.
    b. If you are not on the network/intranet, using the SSO link will route you to log in to the RCC intranet using OKTA.

NEOED Dashboard

1. Verify you are the one logged in. Your Perform inbox (envelope image) is in the upper right corner. Check your messages for updates (all messages are also sent to your RCC email, so you will never miss updates).
2. The left navigation pane shows that you are currently in the "Dashboard" You can click on "Tasks" if you only want to see your task list.
3. My Tasks section: Gives you a snapshot of the tasks waiting for you to complete. The Dashboard includes tasks across all NEOED platforms. You may see tasks from hiring committees, new positions, and performance evaluations.
4. This is the list of tasks. When you are ready to complete a task, click it from here.



Types of Evaluations

Classified Employees

Evaluation Title: Annual Classified Evaluation (Due MM/DD/YY)
Evaluation Timeline: Populates once per year based on the employee's current position start date. Due in 45 days.
Evaluation contains the following question types:

- Narrative
- Rating
- Evaluate Previous Year Goals
- Request for Action

Management/Administrative/Confidential Employees

Evaluation Title: Annual Management/Administrative/Confidential Performance Evaluation (Due MM/DD/YY).
Evaluation Timeline: Populates every year in February, due on April 30th.
Evaluation contains the following question types:

- Narrative
- Rating
- Evaluate Previous Year Goals

Full-time Faculty Employees

Full-time Faculty have **two** evaluations that populate in the Perform system.

1 **Evaluation Title:** Annual Full-Time Faculty Goals & Development (Due MM/DD/YY) (Employee Name)
Evaluation contains the following question types:

- Narrative

Evaluation Timeline: Populates every year on July 1st, due on December 1st.

2 **Evaluation Title:** (Employee Name) Full-Time Faculty Intensive Evaluation
Evaluation contains the following question types:

- Narrative
- Rating
- Request for Action
  - Request to Upload Documents

Faculty evaluations are based on the employee's department; some departments do not have all question styles

Evaluation Timeline: Intensive faculty evaluations are completed annually for the first three years of employment (probationary period) and then every five years thereafter (Regular). Below is a detailed schedule of uploads and due dates.

Regular Faculty Evaluations

Every year on July 1st, all regular (non-probationary) faculty evaluations due within the academic year will be uploaded into the Perform system. All regular evaluations are to be completed before the end of the academic year (June 30th). Typically, Full-Time Evaluations will be completed in Winter term; however, some may be scheduled in Fall term and rarely in Spring term. Deans are responsible for reviewing all regular faculty evaluations at the start of each academic year and determining which term each employee will be evaluated. Before the first week of the term, Deans will "initiate" the evaluations they plan to complete. At the end of the first week of the term, HR will adjust the evaluation to be due on the last day of the term. The tasks outlined below are due by the end of the third week of the term.

Once a Dean has "initiated" an evaluation, the faculty employee will receive an email stating they have a new task. Within this task, you will be asked to complete:

1. Scheduling a classroom observation
2. Uploading required documents
    a. Course Evaluations from Blackboard
        i. Include the three most recent terms (if applicable)
        ii. Not sure how to access these? View the tutorial available within this guide HERE, or contact the T&LC
    b. Current Course Assessments (1-3 recent examples can be homework, tests, quizzes, etc.)
    c. Course Outcome Report
3. Complete your self-evaluation within the Perform system

July 1st

- All regular faculty evaluations uploaded to Perform

- Managers determine which term each faculty member will be evaluated

Summer Term

- Start of term: managers initiate all evaluations occurring in Summer Term.

- End of term: all evaluations initiated this term are completed.

Fall Term

- Start of term: managers initiate all evaluations occurring in Fall Term.

- End of term: all evaluations initiated this term are completed.

Winter Term

- Start of term: managers initiate all evaluations occurring in Winter Term.

- End of term: all evaluations initiated this term are completed.

Spring Term

- Start of term: managers initiate all evaluations occurring in Spring Term.

- End of term: all evaluations initiated this term are completed.

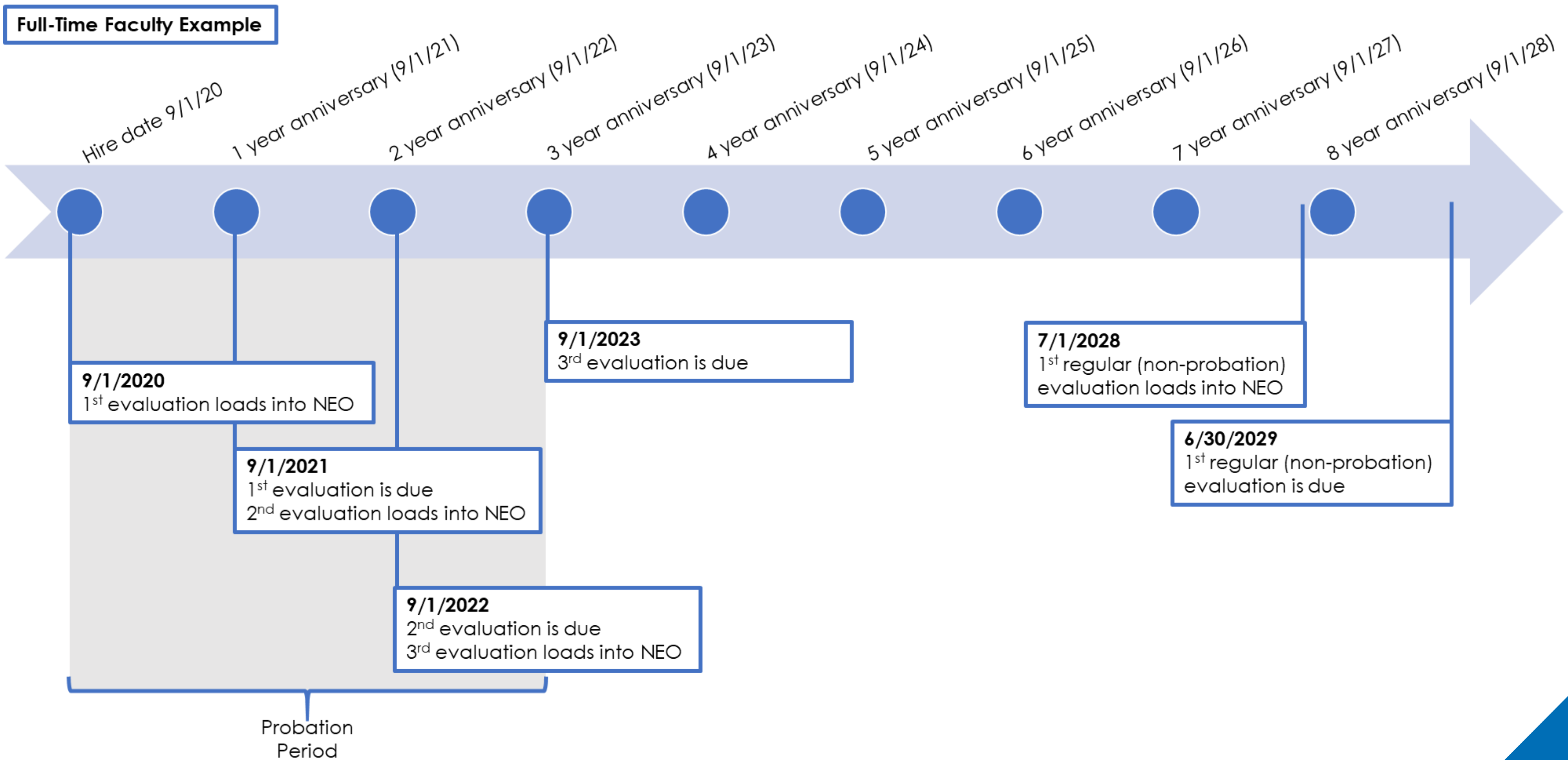
June 30th

- All faculty evaluations due

Probationary Faculty Evaluations

The probationary period for Full-Time Faculty employees is set forth by the [Collective Bargaining Agreement (CBA)](). The current standard is that Full-Time Faculty have a probationary period of 3 years. During the probationary period, faculty evaluations differ slightly. Probationary faculty employees are evaluated during each year of their probation, primarily occurring in Winter term. For an employee's first year, their evaluations will populate on their hire date and be due on their 1st anniversary.

Similarly, in years 2 and 3, their evaluations will be initiated on their anniversary date and due 1 year later. Deans will still need to determine in which term they plan to evaluate the probationary employee and initiate the evaluation at the start of that term. Unlike regular employees, evaluations will populate throughout the year depending on the probationary employee's hire date. Illustrated below is an example timeline for an employee hired on September 1st, 2020.



Adjunct Faculty Employees

Adjunct Faculty have two evaluations that populate in the Perform system.

1 **Evaluation Title:** Annual Adjunct Faculty Goals & Professional Development Form (Due MM/DD/YY) (Employee Name)

Evaluation contains the following question types:

- Narrative

Evaluation Timeline: Populates every year on July 1st, due on May 1st.

2 **Evaluation Title:** (Employee Name) Full-Time Faculty Intensive Evaluation

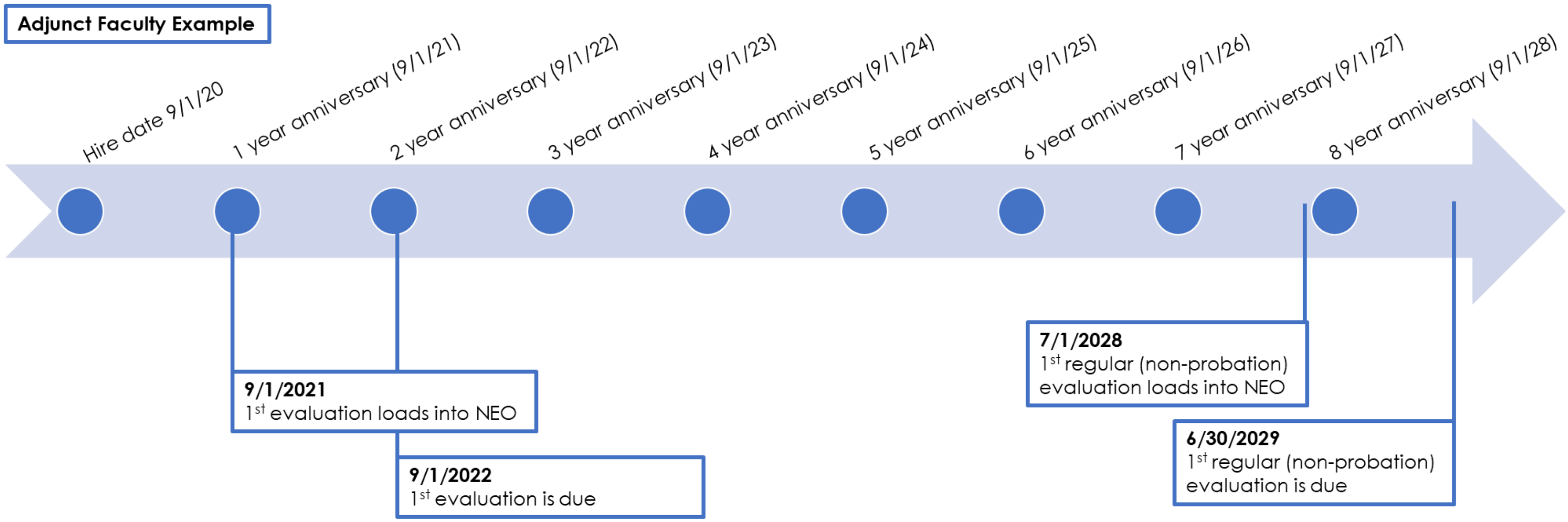
Evaluation contains the following question types:

- Narrative
- Rating
- Request for Action
  - Request to Upload Documents

Faculty evaluations are based on the employee's department; some departments do not have all question styles

Evaluation Timeline: Intensive adjunct faculty evaluations are completed once in the first three years of employment (Initial) and then every five years thereafter (Regular). Below is a detailed schedule of uploads and due dates.

The first evaluation will be uploaded into the Perform system on the adjunct Faculty's 1-year anniversary and due on their 2-year anniversary. The subsequent intensive evaluations will occur during the academic year their 8-year anniversary falls within. While the first evaluation is based on the employee hire date, all subsequent evaluations are based on the academic year.



The Dean's responsibility is to review all faculty evaluations at the start of each academic year and determine which term each employee will be evaluated. Before the first week of the term, Deans will "initiate" the evaluations they plan to complete that term. At the end of the first week of the term, HR will adjust the evaluation to be due on the last day of the term. The tasks outlined below are due by the end of the third week of the term.

Once a Dean has "initiated" an evaluation, the faculty employee will receive an email stating they have a new task. Within this task, you will be asked to complete:

1. Scheduling a classroom observation
2. Uploading required documents
    a. Course Evaluations from Blackboard
        i. Include the three most recent terms (if applicable)
        ii. Not sure how to access these? View the tutorial available within this guide HERE, or contact the T&LC
    a. Current Course Assessments (1-3 recent examples can be homework, tests, quizzes, etc.)
3. Complete your self-evaluation within the Perform system

Faculty Professional

Evaluation Title: Faculty Professional Evaluation (Due MM/DD/YY)
Evaluation Timeline: Intensive faculty professional evaluations are completed annually for the first three years of employment (probationary period) and then every three years thereafter (Regular). Evaluations will populate 90 days before they are due.
Evaluation contains the following question types:

- Narrative
- Rating

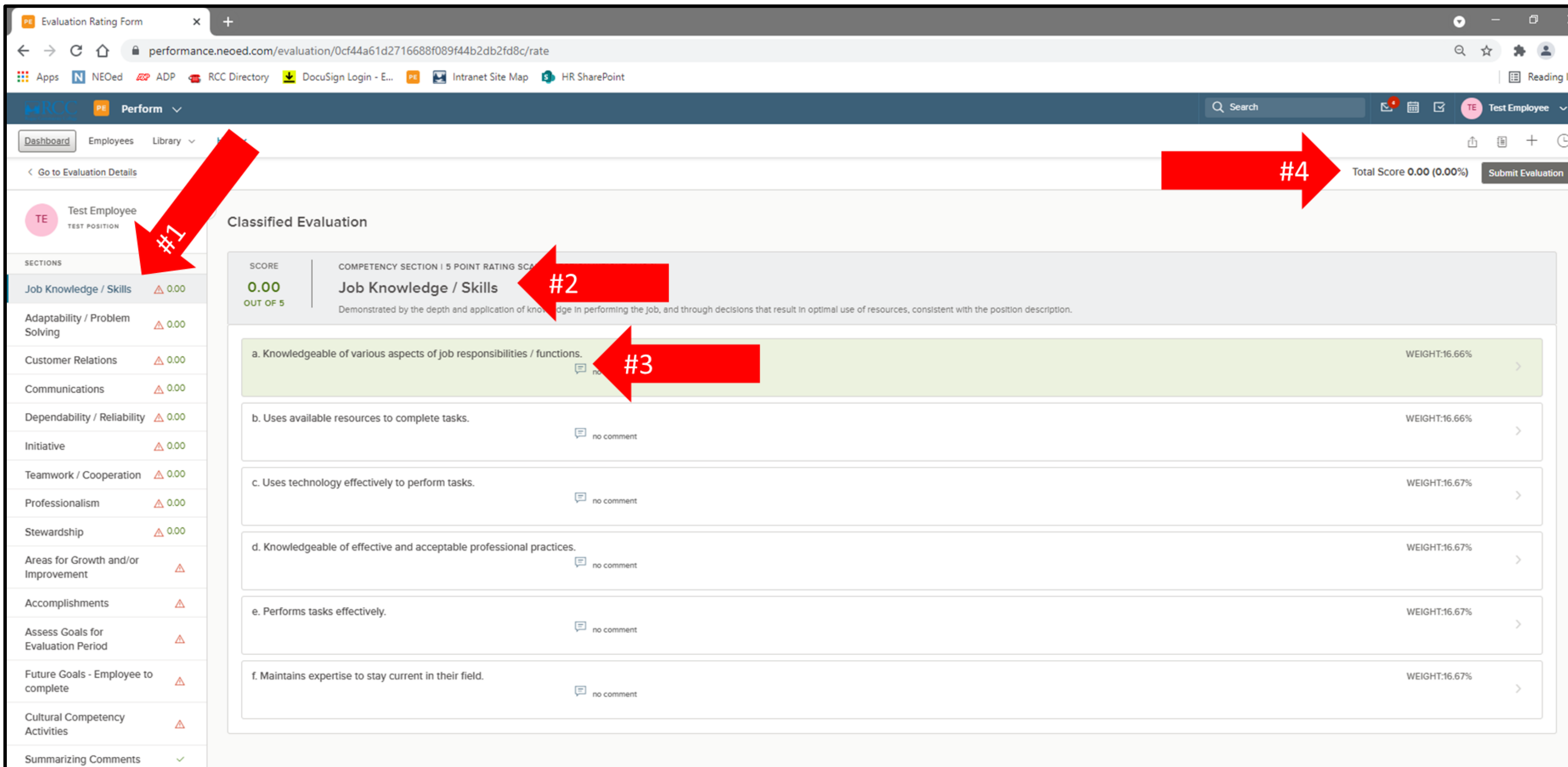
Department Chair/Coordinator

Evaluation Title: (Employee Name) Annual Department Chair/Coordinator Evaluation (Due MM/DD/YY)
Evaluation Timeline: Populates every year July 1st and due April 1st.
Evaluation contains the following question types:

- Narrative
- Rating

Evaluation Overview Page

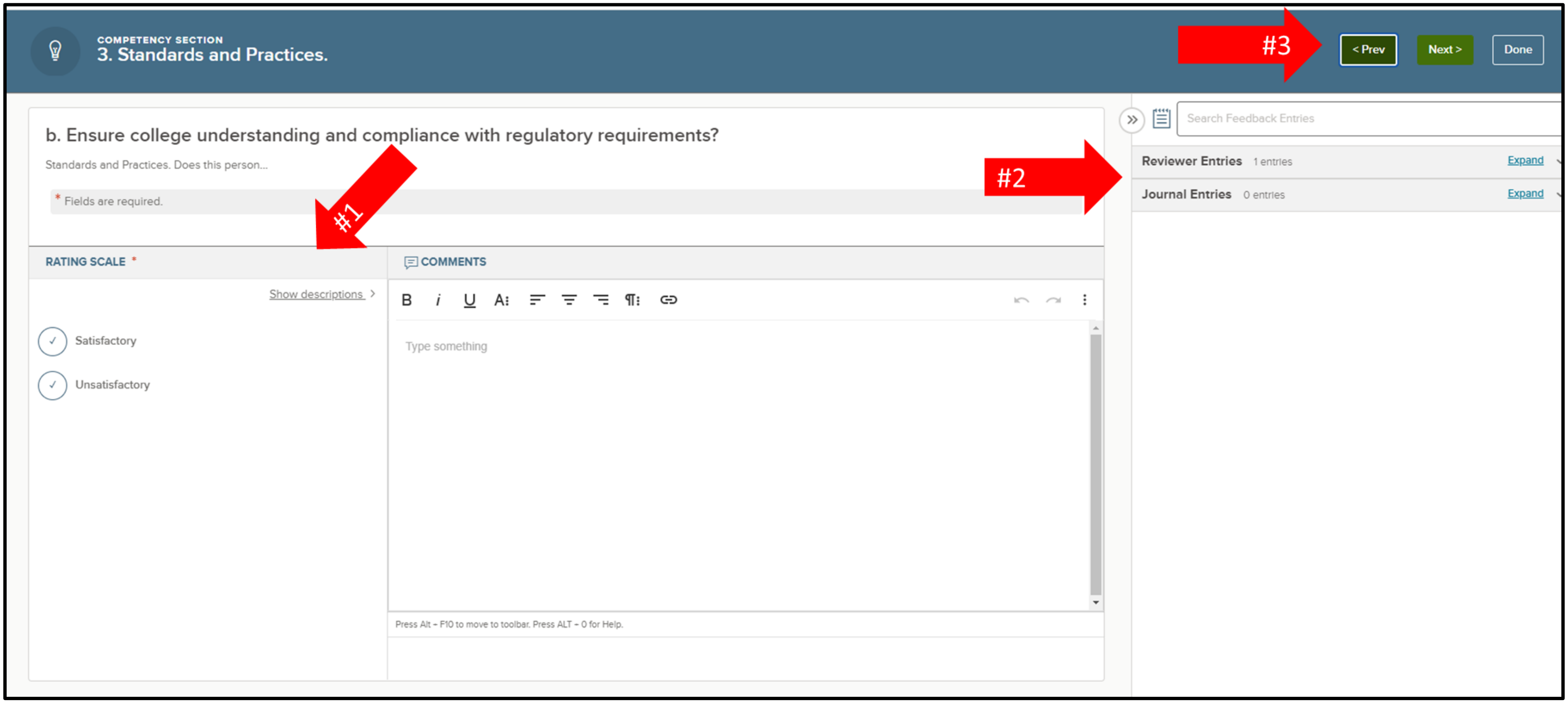
1. The left column is a view of all the sections in the evaluation. You can navigate to other sections as desired. You can complete your evaluation in any order you choose so long as all required sections get completed.
    a. Next to each section, you will see symbols:
        i. Red Triangle ⚠ - There is something required, and it has not yet been completed
        ii. Green Checkmark ✓ - All required questions have been completed
        iii. Green Numbers 0.00 - This is a "rated" section, and this number is the current aggregate score of the section. A score of 0.00 typically means that you have not started rating the questions in this section yet.
        iv. Eye Icon - This section is read-only
2. The section you are currently evaluating. A brief description is also included.
3. Each question within the section that you are evaluating.
4. As you move through the evaluation, a running Total Score will be generated here. Some evaluations do not have a numeric score associated with them. In that case, the score may remain 0.00. Once you have completed all required items in the evaluation, the grey "Submit Evaluation" button will turn green.



Types of Questions

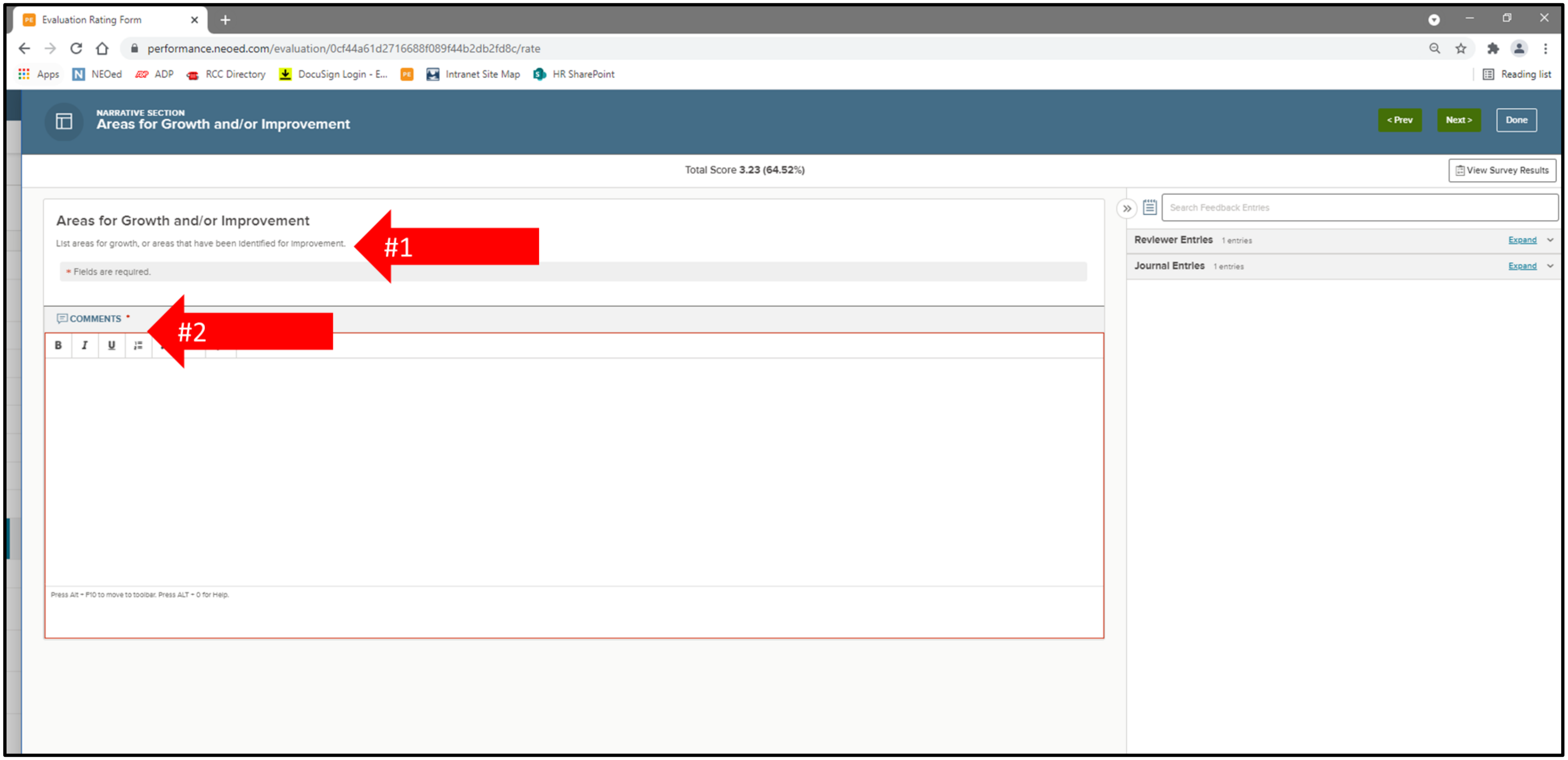
There are four types of questions you will encounter when completing your evaluation. The kind of question can be determined by clicking on the question and seeing what response options are given. In this example, you will see your response option is to give yourself a "rating," as such, this question is a "rating" question.

1. Area where the response type is shown.
2. This area houses "Reviewer Entries" and "Journal Entries":
    a. Review Entries – by expanding this section, you will see how you and your supervisor rated this question in past years.
    b. Journal Entries – Review the Journal Entries section of this guide for details.
3. Continue the evaluation in order by selecting "Next" if you prefer to complete the evaluation out of order, select "Done" and navigate using the Evaluation Overview Page.



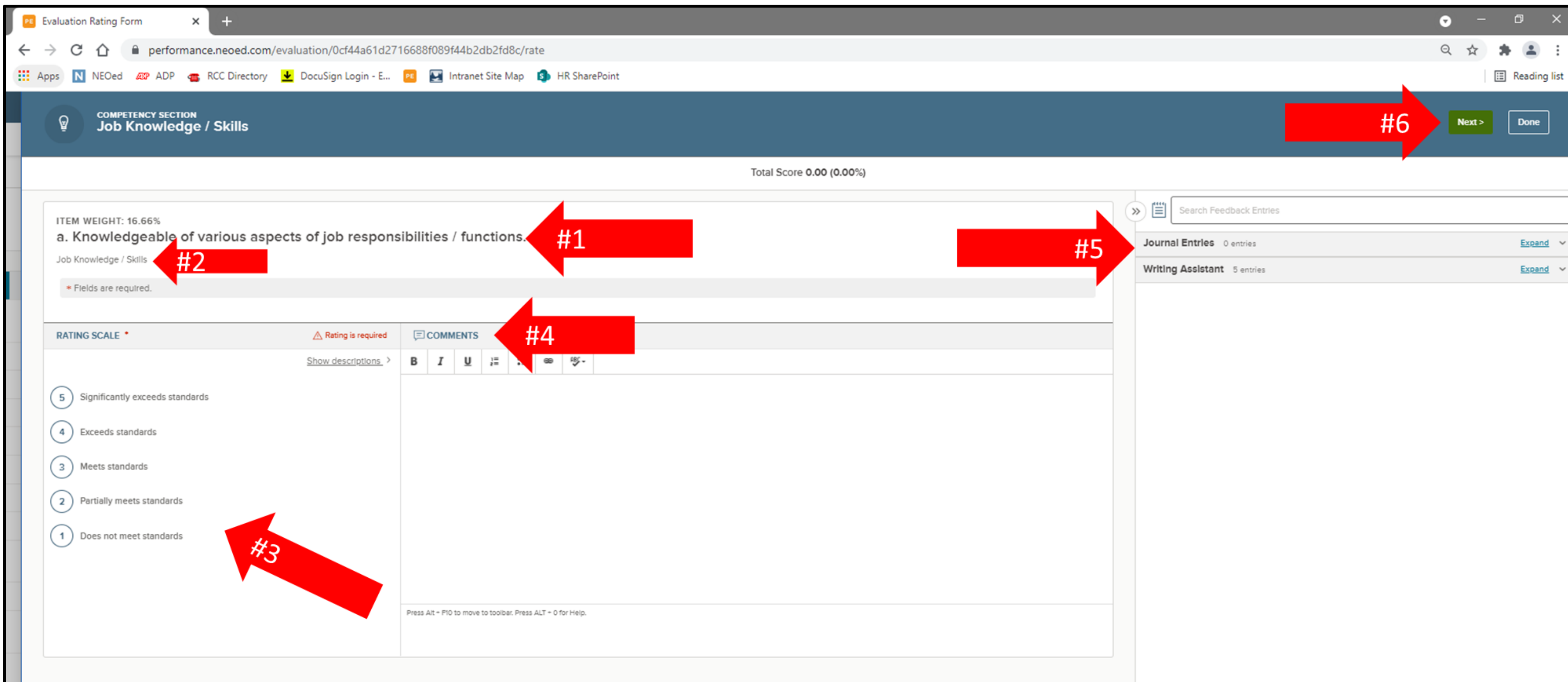
Narrative

1. The narrative section title and description are located here.
2. Notice how comments are required for all narrative sections (signified by the red asterisk). If you forget to include your comments, you will not be able to submit the evaluation.



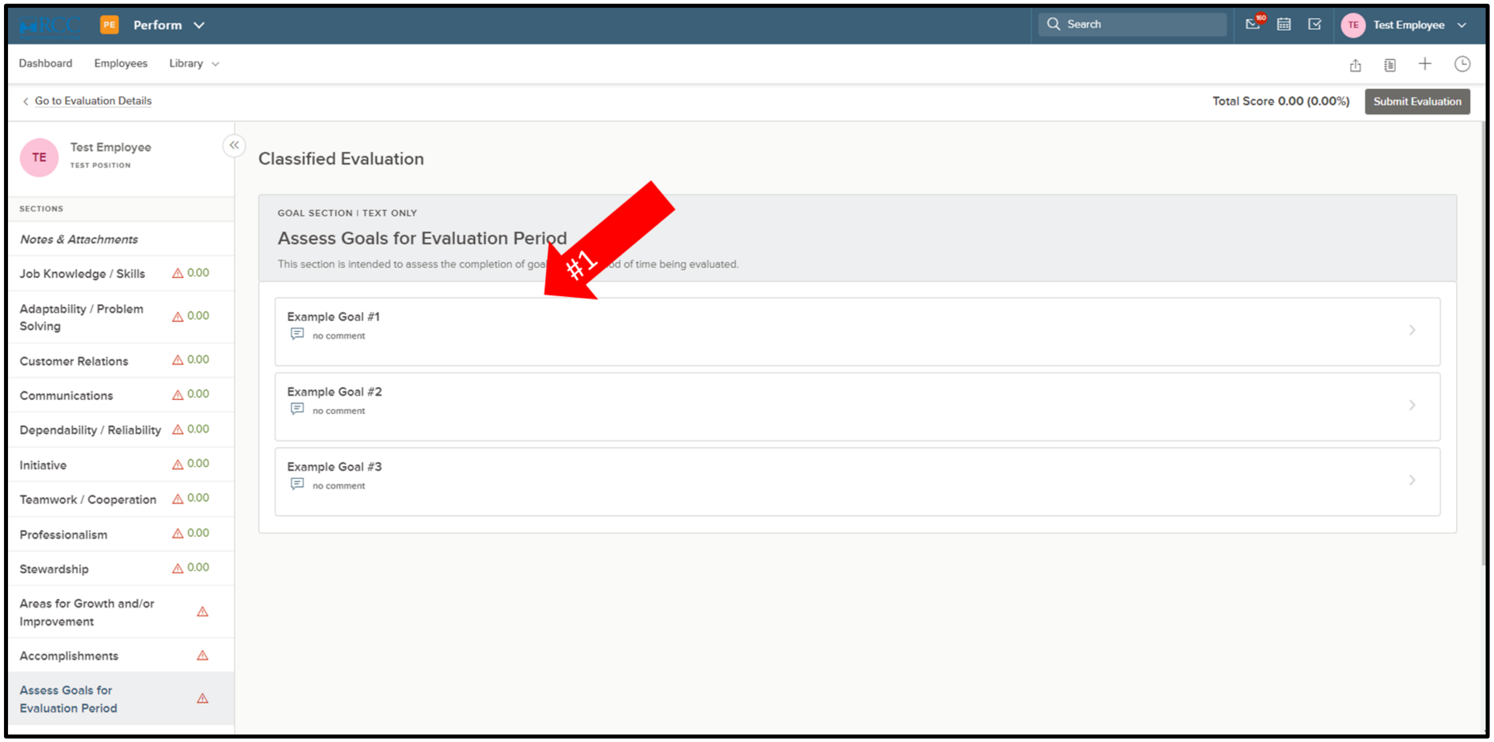
Rating

4. The rating section title and description are located here.
5. Additional details are listed here (some questions do not have additional details).
6. Select a score of 1-5 here. Different classifications have different scoring rubrics. If you are unsure how to score yourself, please partner with your supervisor or Dean.
7. Comments section – you are welcome and encouraged to comment on your evaluation. Sometimes comments are required based on the question or the score you have selected. If comments are required, a red asterisk will appear.
8. This area houses "Reviewer Entries" and "Journal Entries":
    c. Review Entries – by expanding this section, you will see how you and your supervisor rated this question in past years.
    d. Journal Entries – Review the [Journal Entries section](#) of this guide for details.
9. Once you have entered a score (#3) and written any required comments (#4), you can move on to the next question. You can automatically move to the next question by selecting "Next." Selecting "Done" will take you back to the overview page, allowing you to jump to other evaluation sections.



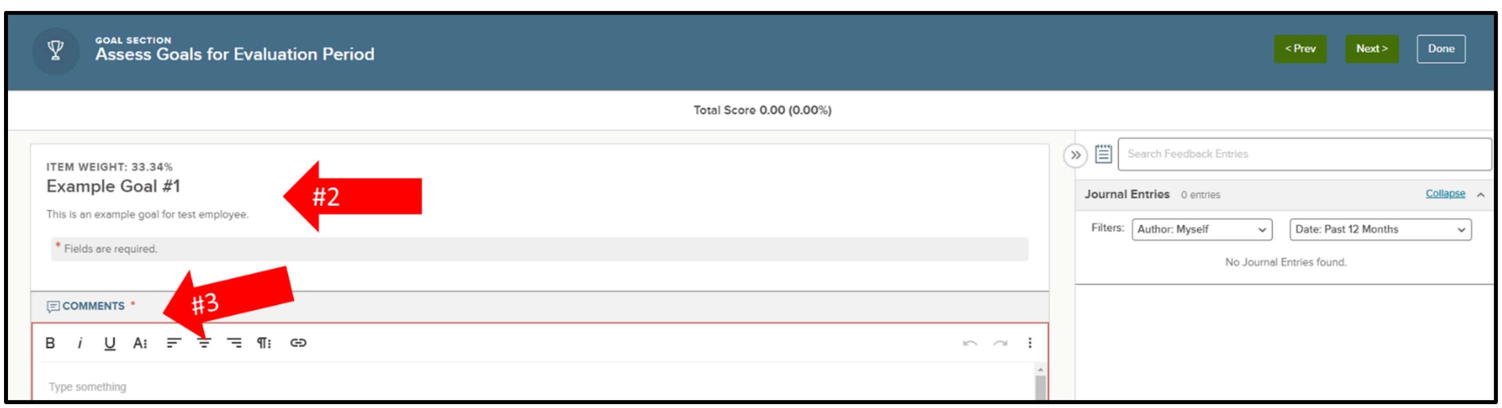
Evaluate Previous Year Goals

1. Each item listed in this section is a goal that you must evaluate. These goals were uploaded either by your supervisor manually adding them to the evaluation, or the system automatically pulled these goals from your last evaluation the prior year.



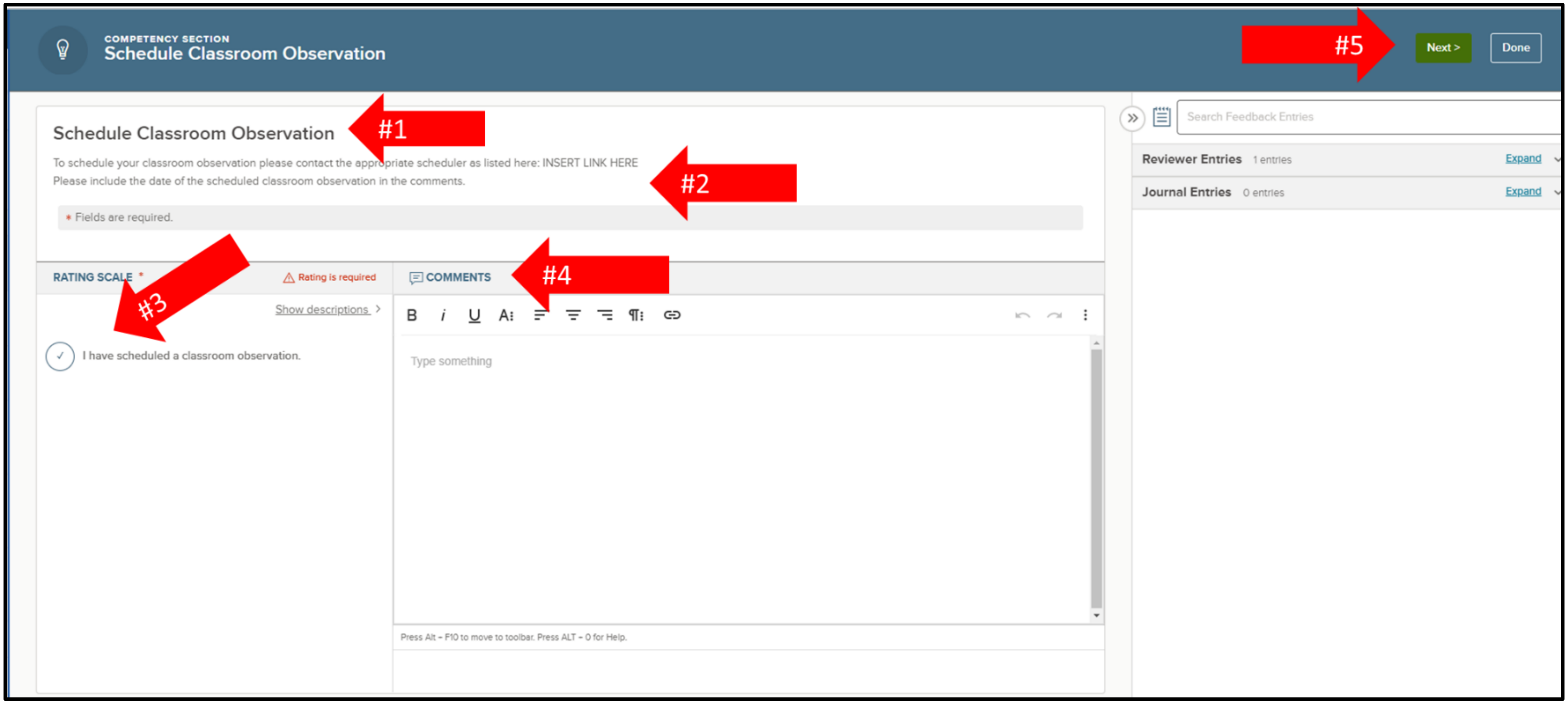
Once you click on one of the goals, this flyout window will open. Remember you must complete this step for each goal listed.

2. Goal title and description.
3. Acts the same as a narrative question, you must include comments.



Request for Action

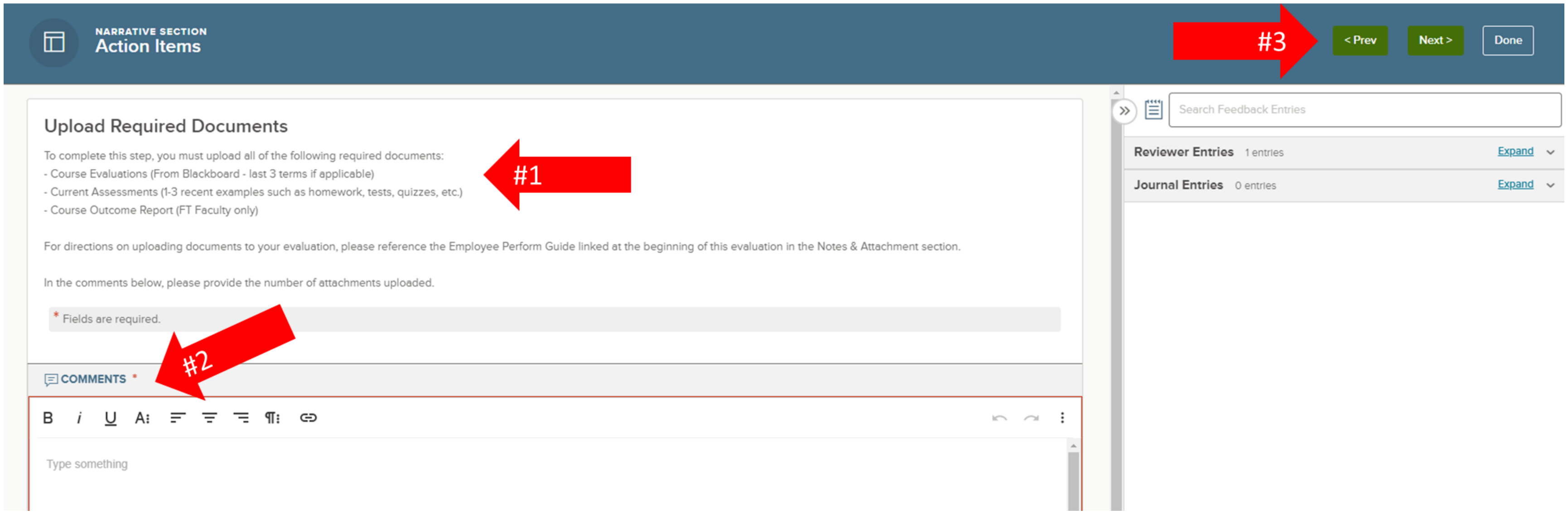
1. The action title is located here.
2. Instructions on how to complete the required action are described here.
3. Signifying you have completed the action. Sometimes you are asked to confirm you have completed the action. Ensure you have completed all steps discussed in the description (#2) before confirming you have completed the action. If there is no option to select, most likely, comments are required; see step #4.
4. A red asterisk will appear here if you are required to add a comment. What to include in the comment section is included in the description (#2).
5. You can select "Next" to continue working through the evaluation in order or select "Done" to be brought back to the overview page



Request to Upload Documents

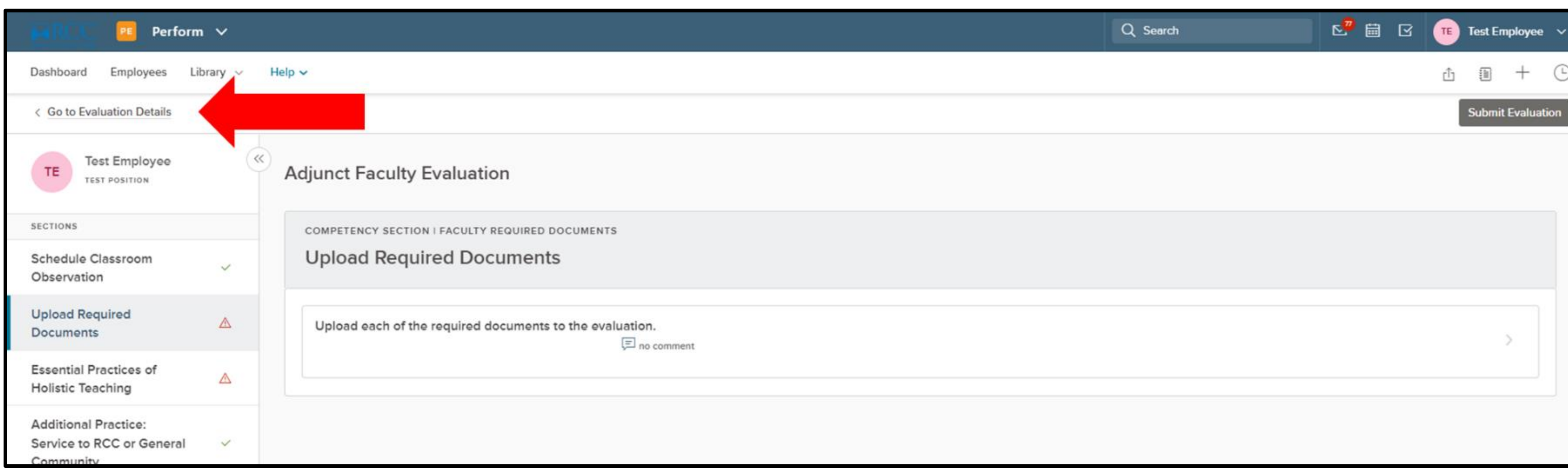
Step 1

1. Lists out all the required documents to be uploaded, and a description of what is requested in the comments section.
2. Comments are typically required in this step. A red asterisk will appear next to "comments" if comments are required. Review the description in #1 for what you should write in the commetns section.
3. Select "Done" before moving on to step 2



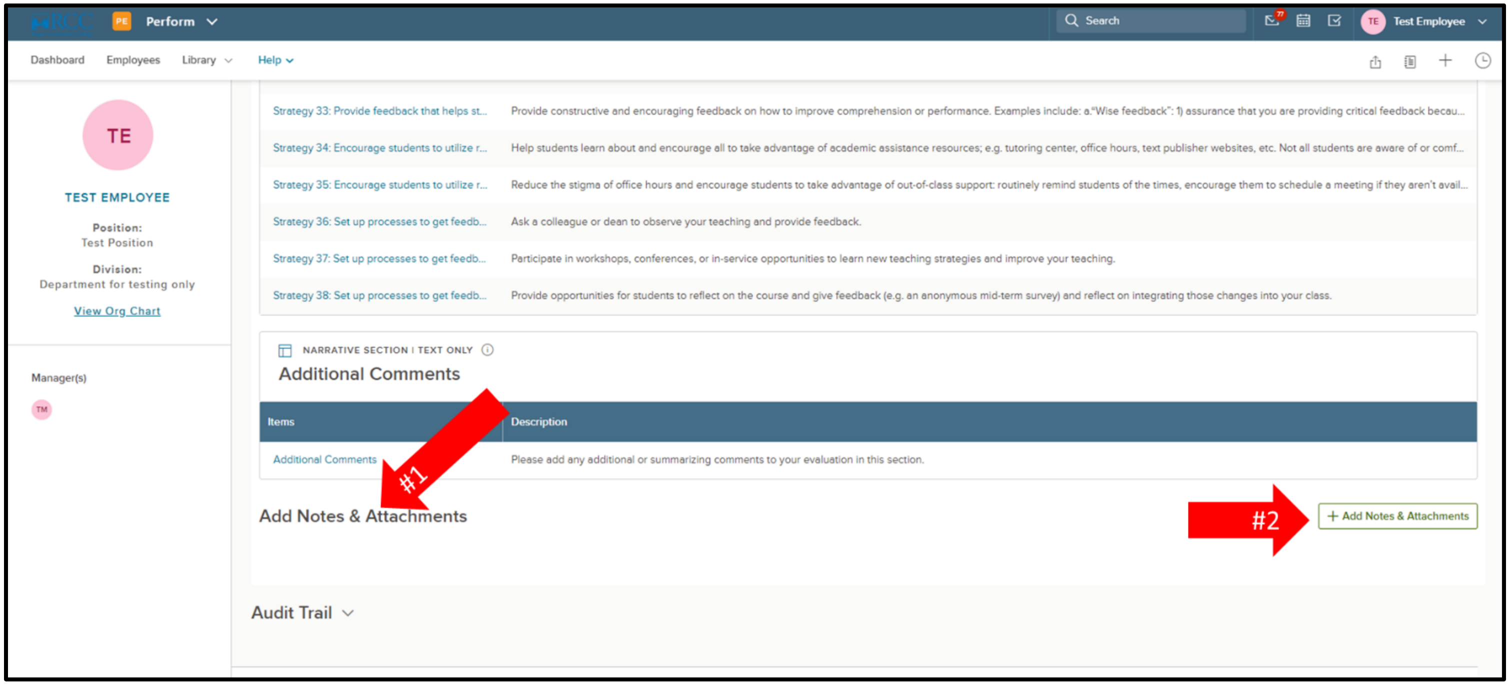
Step 2

From the evaluation overview page, select the "Go to Evaluation Details" button on the top left corner



Step 3

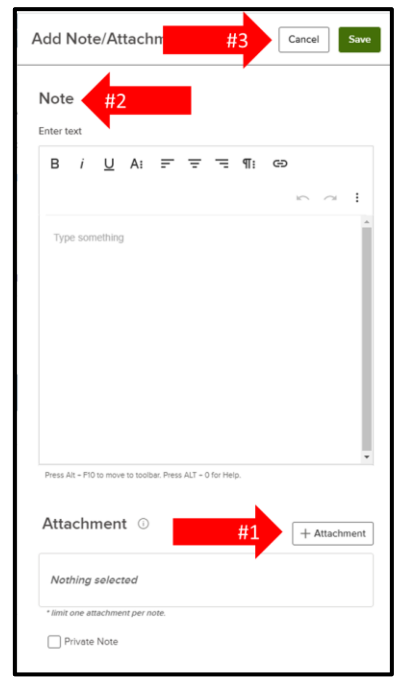
1. Scroll to the bottom of the evaluation details page until you see the "Add Notes & Attachments" section
2. Select Add Notes & Attachments



Step 4

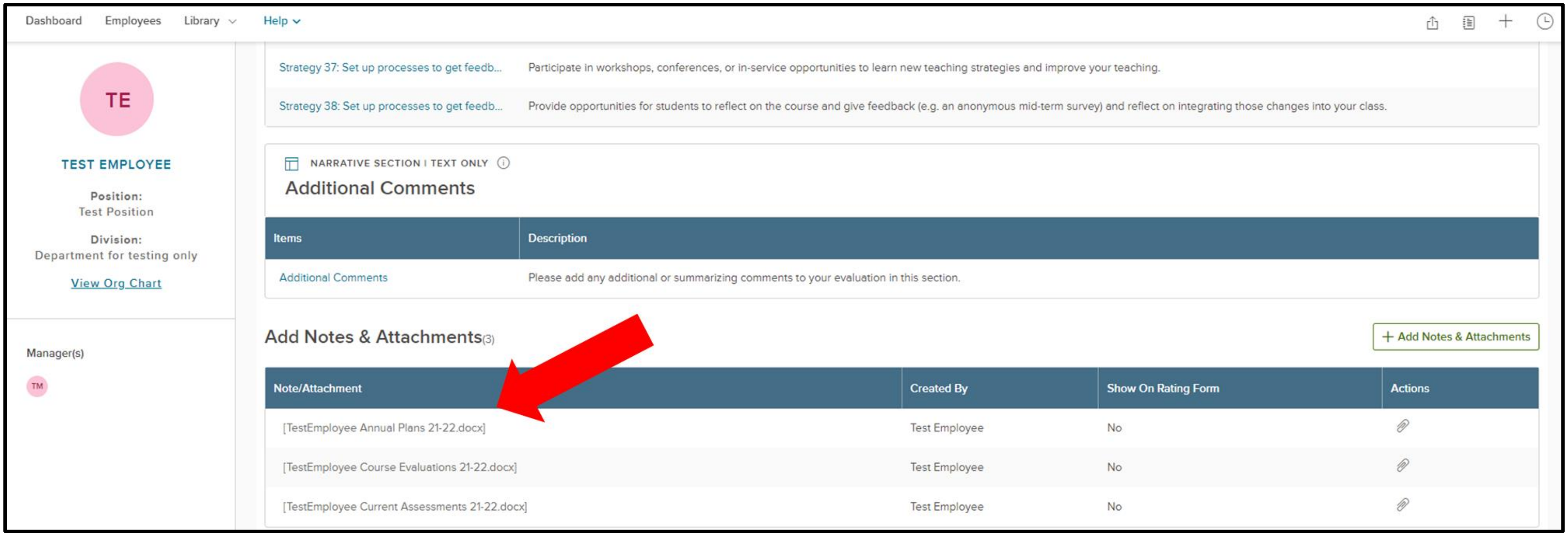
Before attaching the documents, please ensure that the document titles allow your supervisor to quickly identify what the file will contain. The system only allows one attachment at a time, so you must complete this step for each required document.

1. Use this button to select the attachment from your computer
2. Notes are optional
3. Save



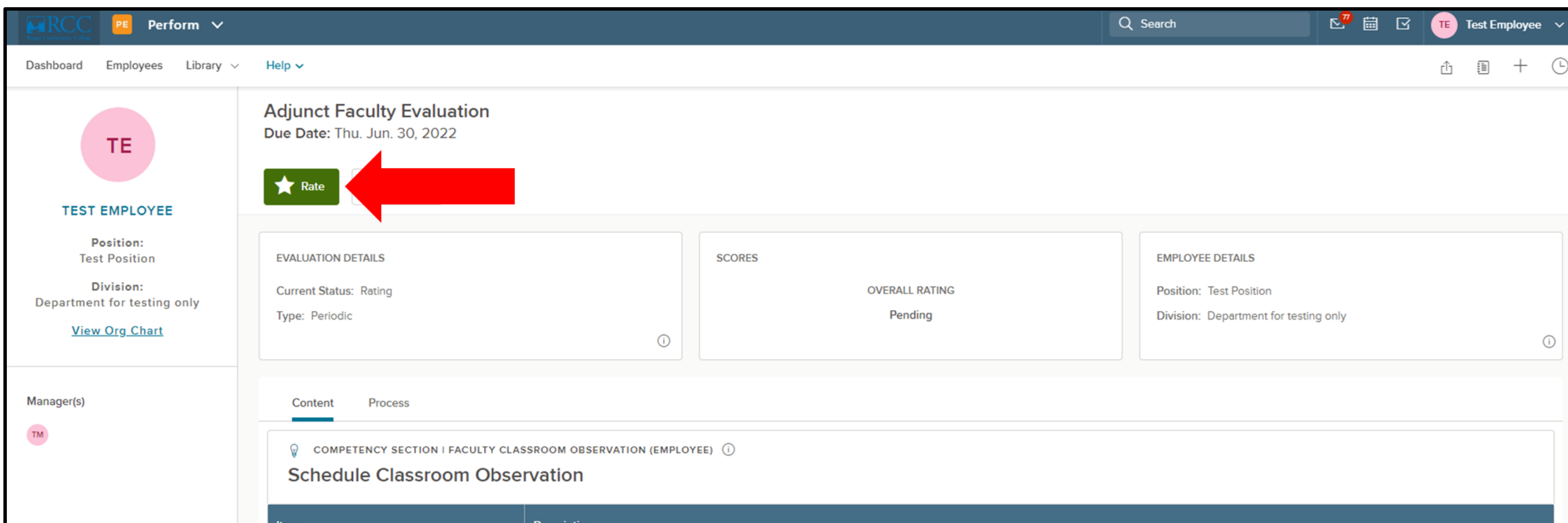
Step 5

Verify that all your intended attachments have been uploaded



Step 6

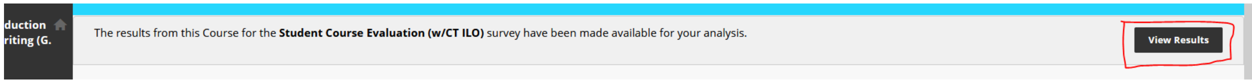
Scroll back to the top of the evaluations details page and click the green "RATE" button to return to your self-evaluation, returning you to the evaluation overview page.



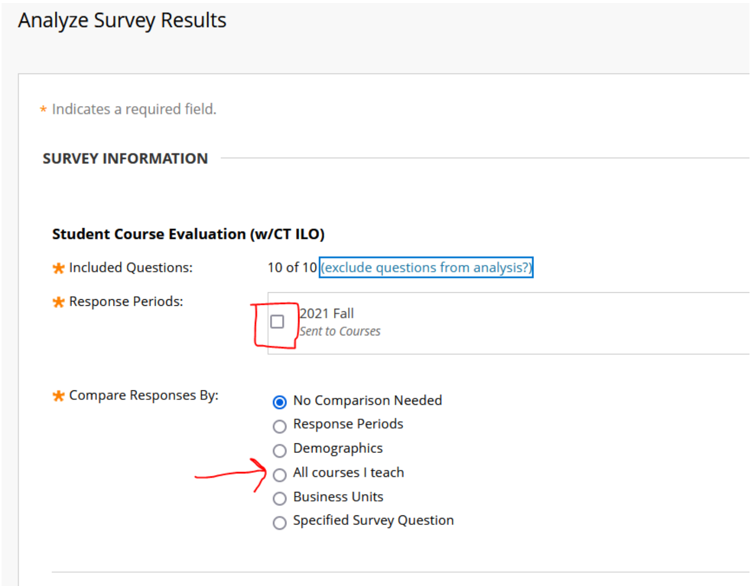
Finding Course Evaluations (using Blackboard)

To access Course Evaluations, look for a button at the top of every Blackboard course that says View Results. If you have a parent shell, you won't be able to see the results from the parent. Instead, you'll need to click View Results in the individual children shells.

1. Click View Results



2. You will then have to select the response period. (If you do all the courses I teach, it will lump them together.)

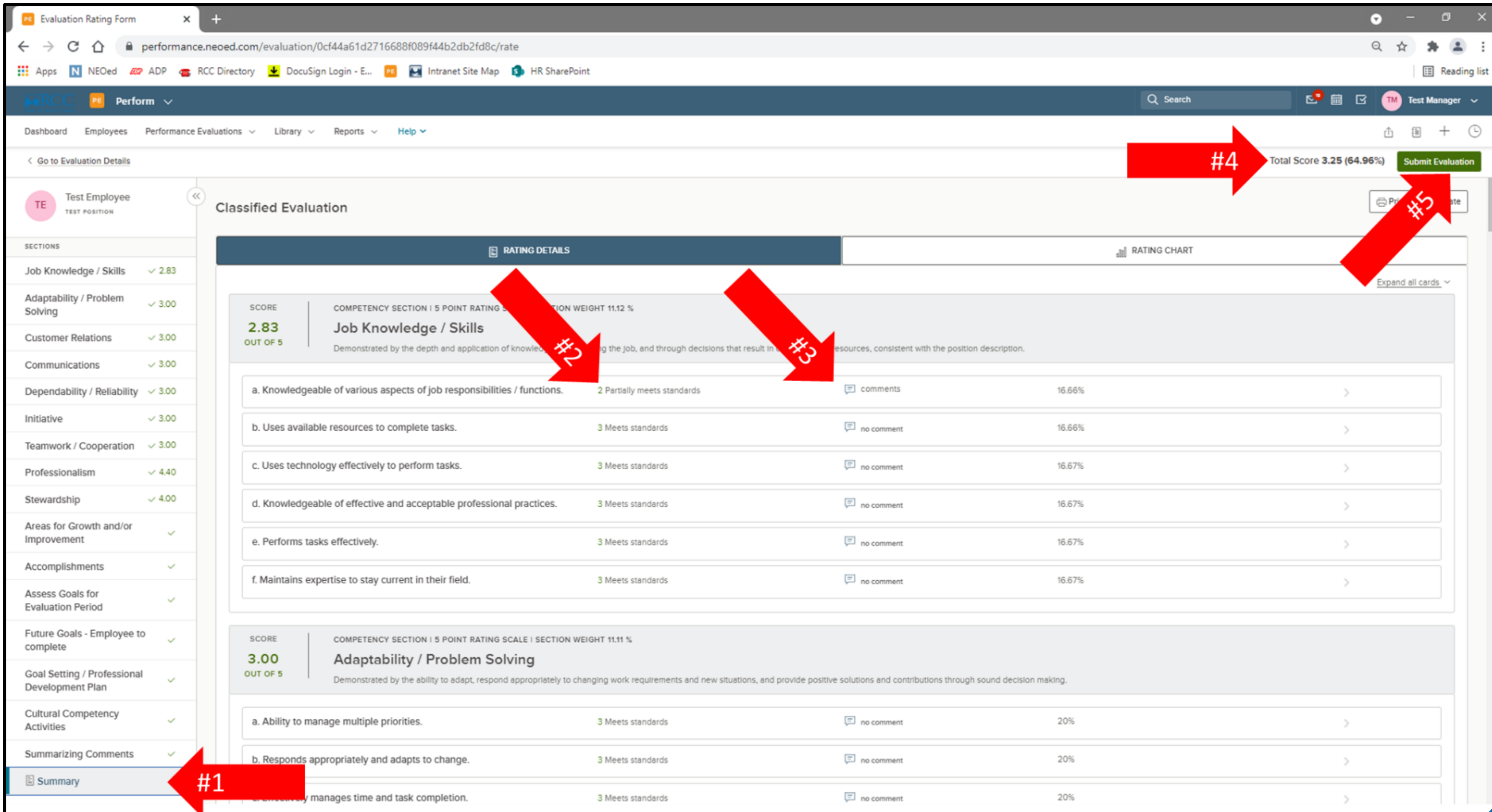


3. Select View Results at the bottom.
4. You will have to be patient. It sometimes takes a while to generate. This is a pdf that you can save to your drive.

Finishing Your Evaluation

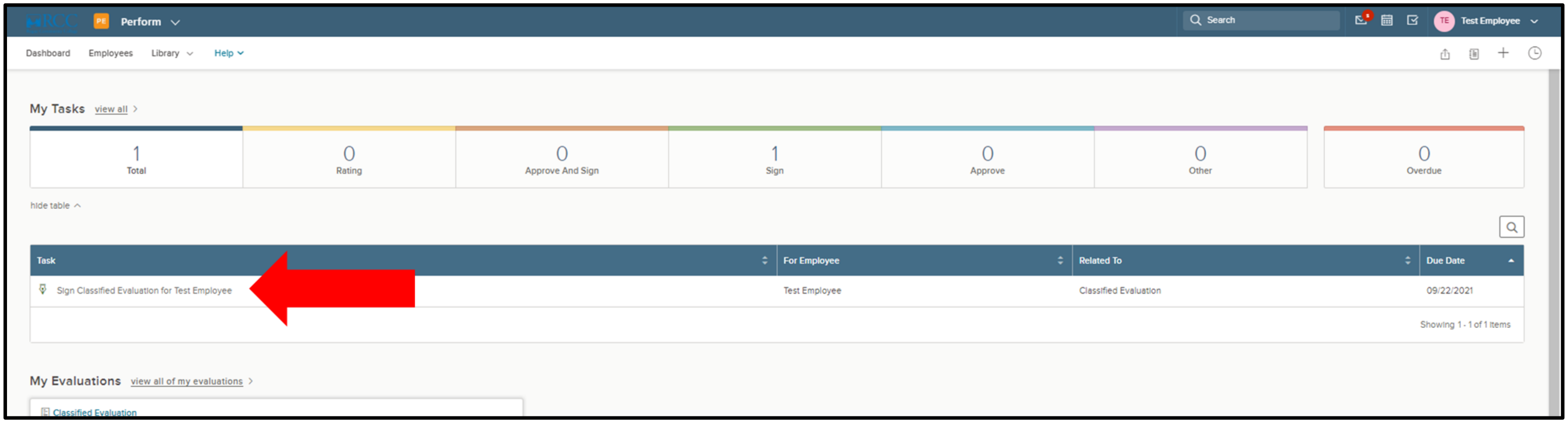
Review the Summary

1. From the Evaluation Overview Page, select "Summary" to review the complete evaluation.
2. This column shows you each score you entered for each question.
3. This column shows you each comment you entered for each question.
4. Verify the total score is accurate. Some evaluations do not have a numeric score. In that case, the score will be 0.00.
5. When you are confident that everything is accurate, submit the evaluation.
   a. If the "Submit Evaluation" button is grey and not working, you have not completed a required item for the evaluation. Please review the left column and ensure that no sections have a red triangle (⚠).

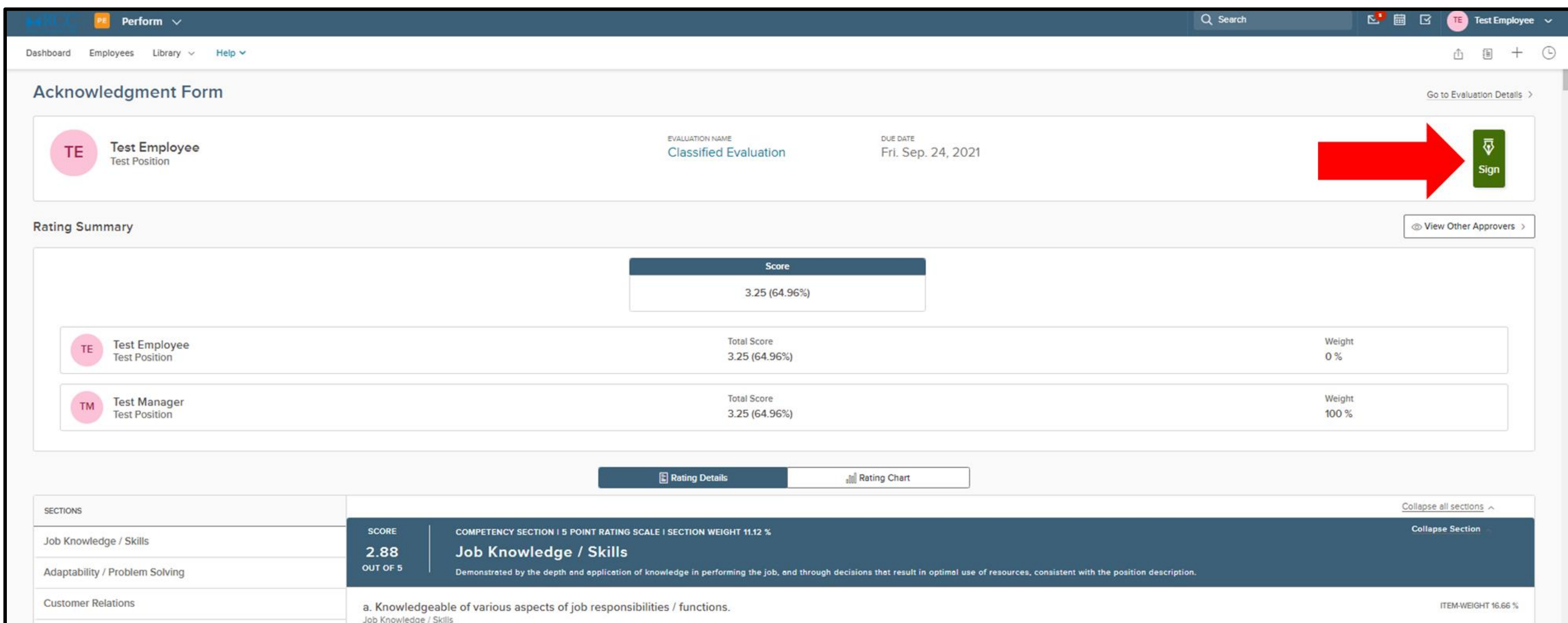


Signing the Evaluation

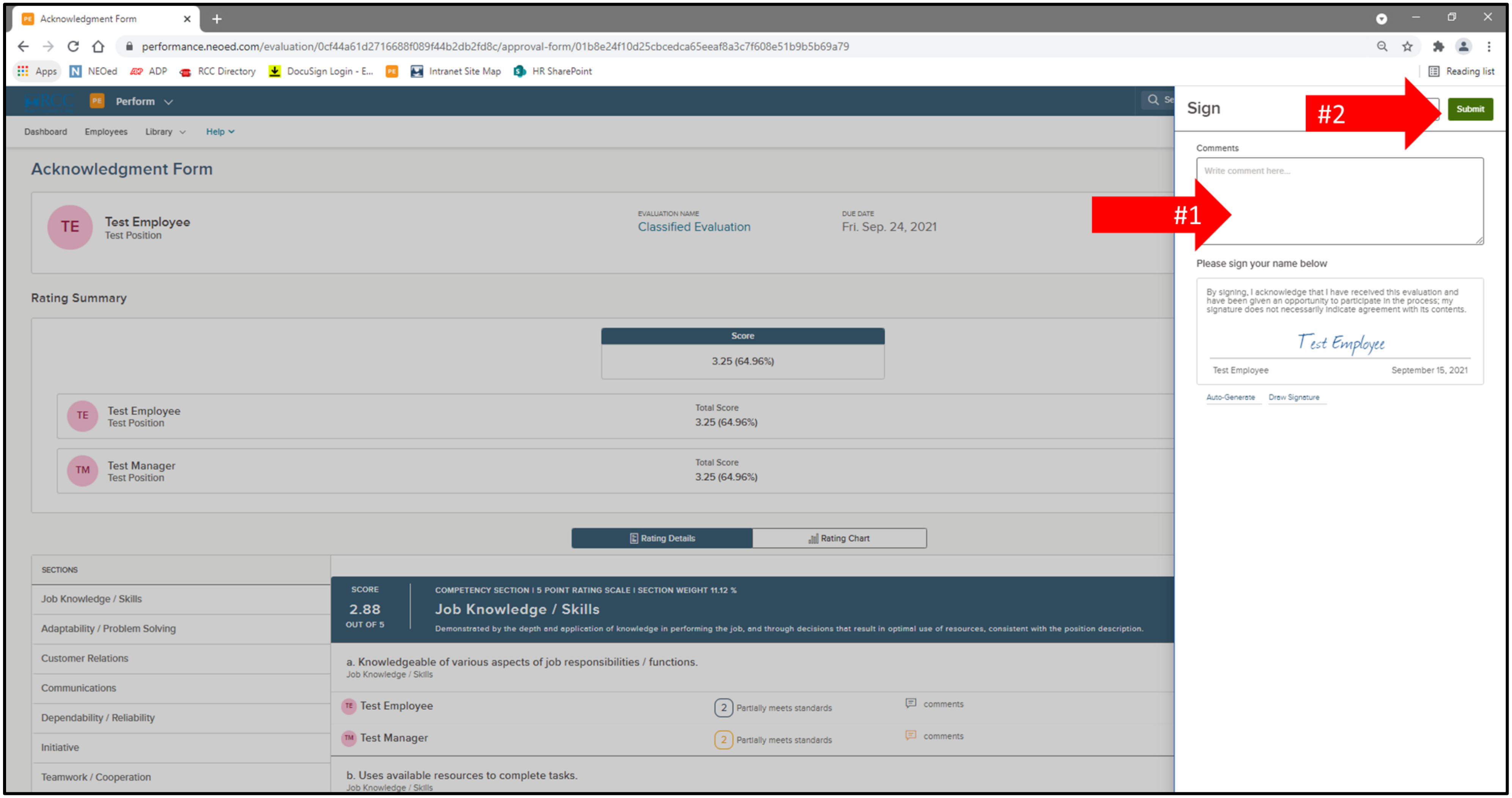
Some evaluations require a final signature after the supervisor has made their comments. This step ensures that you have reviewed and understood the result of your evaluation. Once this step is ready to be completed, a task will populate on your Dashboard for you to review.



You will be directed to an overview page to double-check that all scores and comments are correct. If everything looks accurate, select the green "Sign" button.

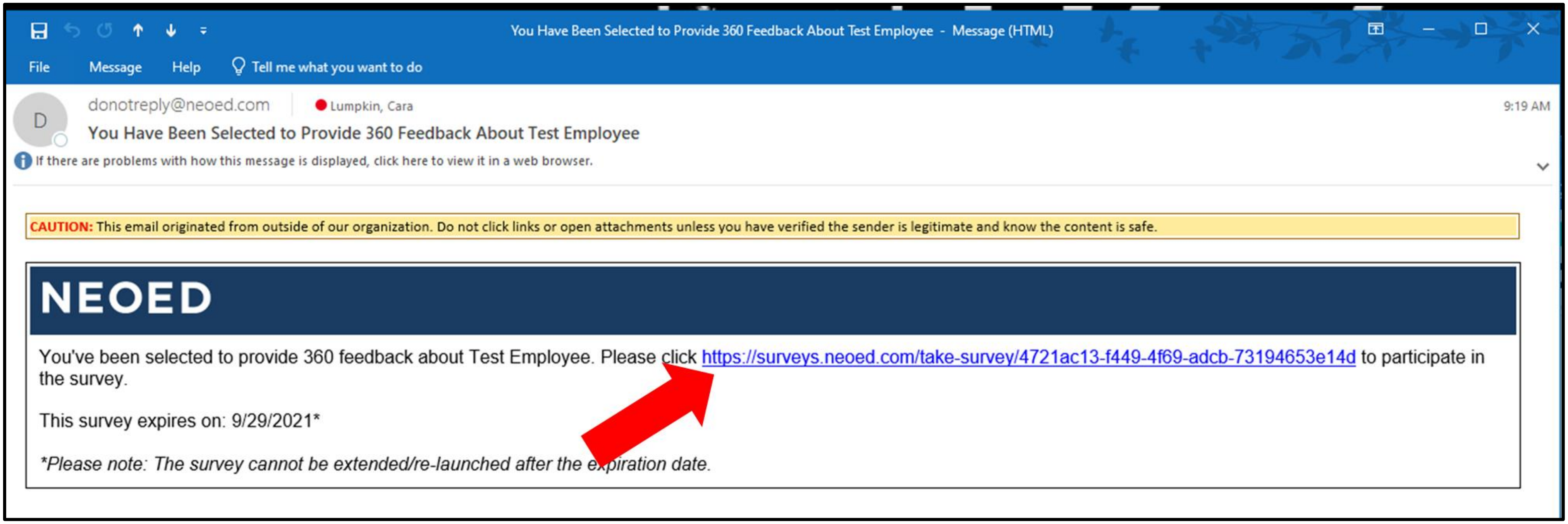


You can then add any additional comments and finally select the green "Submit" button.



Peer 360 Evaluations

Managers can request feedback from the peers of their direct reports when writing an evaluation. If you have received a request to provide feedback, it is entirely optional but does help the supervisor give better feedback during the review process. You will receive the request in your RCC email as well as the mail system within the Perform platform. To complete, select the link in either message. Follow the prompts to complete the 360 feedback form.



Utilizing Journal Entries

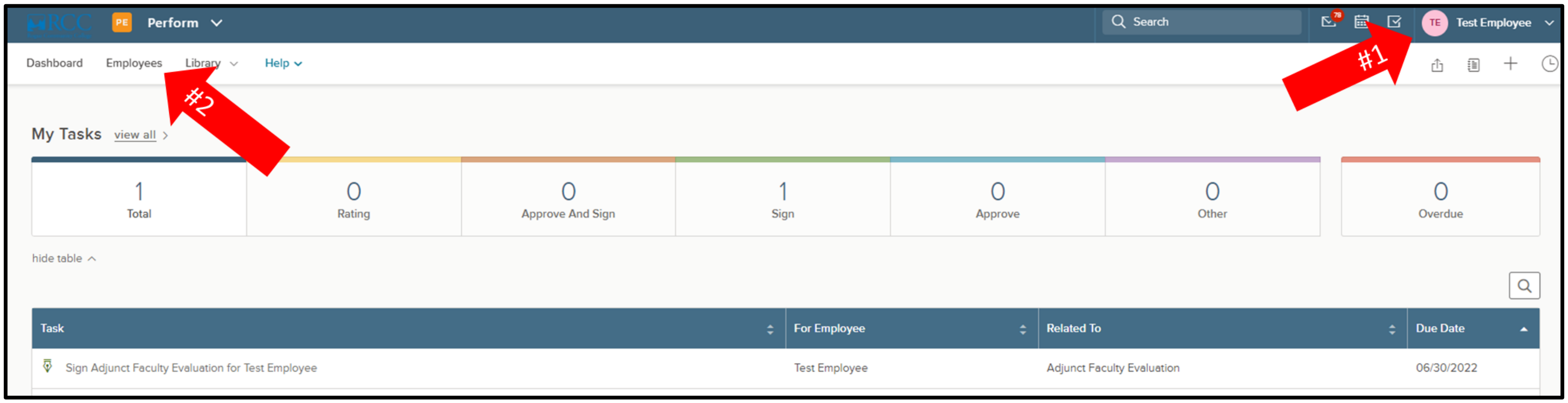
Journal Entries are quick notes that supervisors and employees can log in real time throughout the year to track accomplishments, improvement opportunities, or anything notable they want to refer to while completing evaluations. They are easily accessible while rating evaluations, which help provide concrete examples to justify ratings and speed up the rating process significantly.

There are two ways to access Journal entries from the Dashboard:

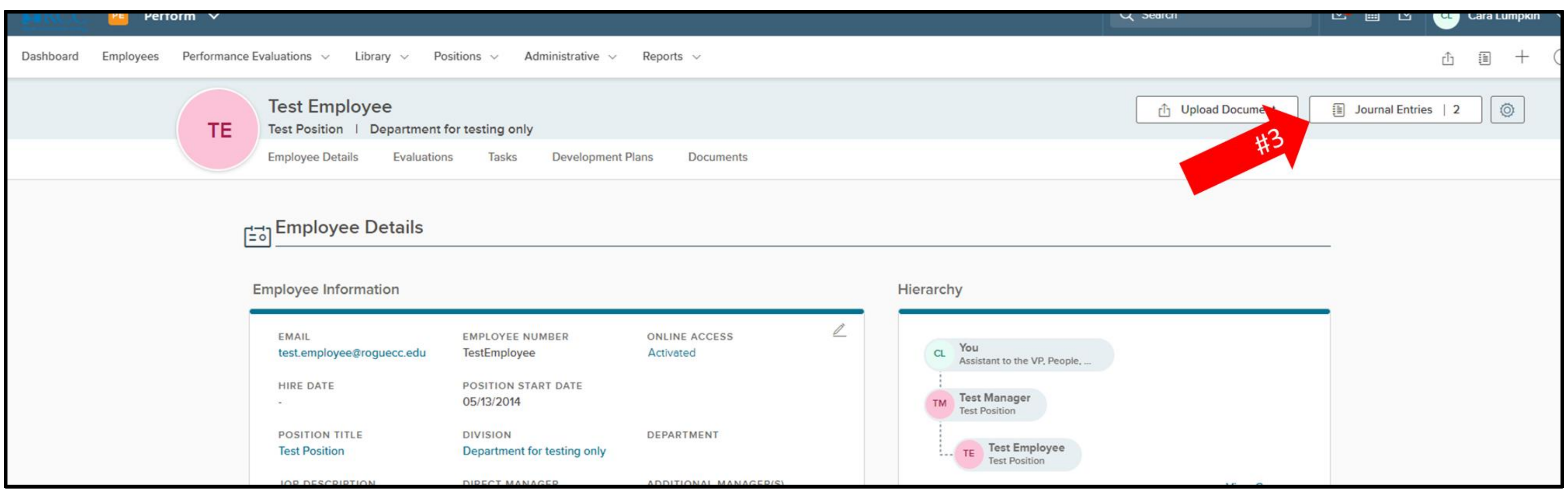
1. Select your name in the upper right corner and then select "My Profile."

OR

2. Select "Employees," then select the person you are trying to view from the list of employees. This option is best if you need to access another employee's profile. You will only be able to see employees that report to you.



3. Once you have selected an employee, you will see their "Employee Profile," from here, select "Journal Entries."



4. Once you have selected "Journal Entries," a flyout will open. This flyout allows you to read any journal entries in the employee's profile (#4) and add new journal entries (#5).