

Full-Time NON-TEACHING Employee - Annual Performance Evaluation Steps

The actions/steps for the FY 2023 - 2024 performance evaluation process are outlined below:

PERFORMANCE EVALUATION PROCESS – TEACHING FACULTY			
Steps	Action/Steps to Complete	Person to Complete Step	Due Date
1.	Non-Teaching Employees complete Self-Evaluation Form electronically in NEOED	Non-Teaching Employee	6/15/2024
2.	Supervisors complete Supervisor Evaluation Form electronically in NEOED	Supervisor	7/26/2024
3.	Supervisors meet with Non-Teaching Employee to discuss job performance	Supervisor	7/26/2024
4.	Supervisors electronically sign evaluation in NEOED	Supervisor	7/26/2024
5.	Supervisors in the chain of command electronically review and acknowledge the evaluation in NEOED	Supervisors in Chain of Command	8/16/2024
6.	Non-Teaching Employee review and sign completed electronic evaluation documents in NEOED	Non-Teaching Employee	8/31/2024
7.	Non-Teaching Employee wishing to dispute the evaluation outcome must email concerns in writing to the Human Resources Office (hr@lee.edu) by the assigned deadline	Non-Teaching Employee	5 business days after receiving the completed evaluation in NEOED

NEOED Access

Log into NEOED using the College's [Single Sign On \(SSO\) website \(https://leecollege.onelogin.com/launch/1566527\)](https://leecollege.onelogin.com/launch/1566527). When logging in to the SSO site, use the username and password IT created for you. If you need assistance logging into SSO, contact the IT Help Desk – Email: helpdesk@lee.edu, Phone: (281) 425-6952.

Questions/Assistance

If you have questions about the steps listed above or need help using NEOED, please contact the Human Resources Staff – Email: hr@lee.edu, Phone: 281-425-6875.