



# NEOED Perform Management Evaluation Quick Guide



## Add goals/objectives to your evaluation

Employee



The manager being evaluated is tasked with adding goals/objectives to their evaluation. The goal/objectives are a result from meeting held by October 1<sup>st</sup> per AP 7150.

The manager being evaluated is tasked with entering their ratings and comments into the self-evaluation form.



## Self-Rating

Employee



## Rating

Manager(s)



The evaluator is tasked with submitting their ratings. (Note: This step follows after additional processes outlined in AP 7150 such as surveys, committees, etc.)

The evaluator schedules and holds evaluation meeting with their direct report. Acknowledges task is complete at conclusion of meeting.



## Meet with employee to review evaluation

Manager



## Approval & Signature

Manager



The evaluator approves and signs evaluation after delivered to direct report.

The manager being evaluated enters any final comments and submits final signature.



## Signature

Employee