

# NEOED

## A One-Stop HR Suite for Education

**Make work easier by streamlining everyday HR processes in one integrated system.** Built based on education best practice, NEOGOV's easy-to-use platform is customizable to your needs to enhance your operations and efficiency. With modern solutions to the most pressing issues you face each day, you can put more focus on the work that matters.

### What We Help You With



#### Recruitment

Get qualified education applicants for hard-to-fill jobs.



#### Hiring

Reduce time-to-hire and onboard new employees in less time.



#### Performance

Give ongoing feedback in one place for easy, fair evaluations.



#### Employee Development

Boost retention and empower employee career growth.



#### Documents & Workflows

Eliminate paper and automate contract signatures and delivery.



#### Policies & Compliance

Keep staff up-to-date on critical content like policies and procedures.

*“Before NEOED, we were using spreadsheets and manual processes to handle most of our HR processes. **Now, we have everything in one system.** It’s made us a far more effective HR department.”*

Vicki Hedges, HR Director, Clackamas Community College

NEOED

# Recruit

Reach - Engage - Screen - Hire - Onboard - Measure

## AT Attract | Candidate Sourcing

- **Experience the joy of getting 15% more applicants** without adding to your workload
- **Stop wasting time sending emails one by one** – instead reach hundreds of candidates at once
- **No more guessing which recruitment efforts result in the most applicants** – have the data to actually know the answer

## SJ SchoolJobs.com | Education Job Board

- **Stop worrying** no one will see your new job postings
- **Feel confident in finding qualified hires** with access to hundreds of thousands of education candidates
- **Stop wasting time reaching candidates who aren't interested** in education work

## IN Insight | Applicant Tracking & Screening

- **Be proud of how easy it is for candidates to apply for your jobs** with a user-friendly process
- **Stop forcing your processes to work** and instead use a solution that molds to your needs
- **Make applicant scoring a breeze** for hiring committees with a rating matrix for screening and interviews

## ON Onboard | New Hire Onboarding

- **Have peace of mind knowing you're always compliant** with education new hire requirements
- **Help new hires feel welcome from day one** with easy access to institution and role-specific resources
- **Give new hires a great first impression** by making it easy for them to complete new hire paperwork

*“NEOED is a great higher education tool that I use daily to hire the best possible faculty and staff for my institution.”*

Education Management Customer, G2 Online Review

# How We Help You at Each Step of the Recruitment Process

**AT** Attract   **IN** Insight   **SJ** SchoolJobs.com   **ON** Onboard

## Reach Candidates

- IN** Create standard and custom job applications with supplemental questions
- Post job openings** and qualifications online that are mobile-friendly
- SJ** Put your job openings in front of hundreds of thousands of education job seekers

## Engage Candidates

- AT** Automatically notify good-fit candidates of new job postings
- Contact past applicants** to apply for new roles
- Tell your story** with custom landing pages for each department or recruitment event
- Collect candidate information** at recruitment events and easily follow up afterwards
- Get the attention of candidates** in your area with automated email campaigns

## Screen Applicants

- IN** Assign points to qualifications and supplemental questions
- Set rating criteria** with numeric scale score calculations to easily score applications
- Enable applicants to self-schedule** interviews and assessments
- Assign your hiring committee** to review applicants and add notes at each stage
- Email and text applicants** with application status updates
- Track applicant progress** at every step

### Schedule Appointment

Application Developer

#### Choose an appointment date/time:

Grand City Community College  
100 State Street  
Grand City, CA 90927

Tuesday, October 24

10:00AM

11:00AM

2:00PM

### Committee Review

#### Casey Akers



Jane Harrison  
05/20/2023

4.25 ★★★★★

This candidate's research experience would add a lot of value to the department. Their recent publication is in alignment with our areas of focus. Scheduling an interview as the next step would be my recommendation.



Henry Jackson  
05/20/2023

4.5 ★★★★★

Strong candidate, proceed to interview.



4.0 ★★★★★

Casey is a good fit for agency.

# How We Help You at Each Step of the Recruitment Process

**AT** Attract   **IN** Insight   **SJ** SchoolJobs.com   **ON** Onboard

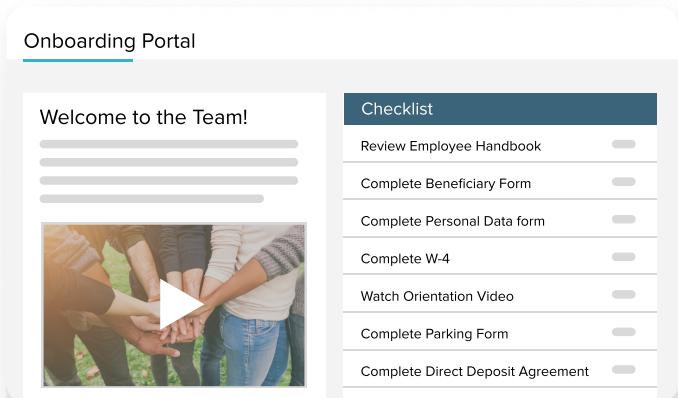
## Hire Employees

- IN** **Manage background checks**
  - Send digital offer letters** to candidates selected for hire
  - Collect compliant e-signatures** on digital offer letters



## Onboard Employees

- ON** **Set up custom onboarding portals** to make new employees feel welcome and showcase your culture
  - Send new hire paperwork** to be completed before they start
  - Auto-populate employee info** on new hire forms from their application in Insight
  - Assign and track** new employee tasks and due dates
  - Pull job descriptions from Insight** so new hires know exactly what's expected of them
  - View individual employee goals** from Perform

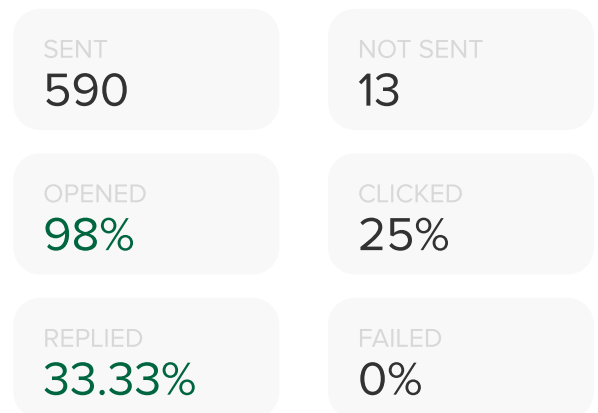


Checklist	
Review Employee Handbook	<input type="checkbox"/>
Complete Beneficiary Form	<input type="checkbox"/>
Complete Personal Data form	<input type="checkbox"/>
Complete W-4	<input type="checkbox"/>
Watch Orientation Video	<input type="checkbox"/>
Complete Parking Form	<input type="checkbox"/>
Complete Direct Deposit Agreement	<input type="checkbox"/>

## Measure Activities

- AT** **Track recruitment email campaign metrics** like opens, clicks, applications, and qualified candidates
  - Measure which recruitment efforts** result in the most hires
- IN** **Track time-to-hire** and compare job posting views to applications received
  - View and export reports** on EEO data and see progress on D&I initiatives
- ON** **Track progress of onboarding activities** by employee and across the organization

### Email Campaign Conversion



# Develop

Coach - Grow - Manage - Track



PE

## Perform | Centralizing and Tracking Evaluations

- **Feel confident that your process is fair** with ongoing employee feedback vs. just once a year
- **Cultivate a culture of engagement and growth** rather than just checking a box
- **Stop struggling with tools that don't fit** your school's unique evaluation processes

***“[NEOED] is easy for sharing performance reviews. The system allows for creating goals, outcomes, and for multiple managers/supervisors to access the system and make comments.”***

**Higher Education Adjunct Professor,**  
Gartner Online Review

LE

## Learn | Training Storage, Creation, and Tracking

- **Eliminate the hassle of managing your employee training** in multiple systems and places
- **Sleep easy knowing employees are up-to-date** on required compliance training
- **Be confident employees have a clear path to grow** and stay committed to your institution

***“The features and functionality of the LMS software have allowed our organization to drastically improve our compliance, engagement, and overall employee experience around training.”***

**Makayle L.,** Capterra Online Review

# How We Enable Your Staff to be Successful in Their Role

**PE** Perform **LE** Learn

## Coach Employees

- PE** **Schedule periodic check-ins** to provide timely feedback and track goal progress
- Give employees frequent feedback** on their performance throughout the year
- Collect feedback** from employees, managers, and others for a 360-view of performance
- Create Performance Improvement Plans (PIPs)** for employees based on their role
- LE** **Group training courses** together to create clear learning plans for employees

### Faculty Promotion Survey

SURVEY DETAILS

QUESTION BUILDER

Question 1: Please rate the faculty member's teaching performance:



Excellent



Average



Poor

Question 2: What are the faculty member's strengths?

## Grow Employees

- PE** **Set goals** for individual employees, including milestones and deadlines
- LE** **Connect training to performance plans** to support skill development
- Leverage online and classroom courses** and third-party training
- Create your own courses**, bring in existing ones, or choose from a library of 1,000+
- Attach custom quizzes** to learning materials to verify employee understanding

### My Goal Tasks

8

Total

2

On-Time

1

Behind

5

Not Started



# How We Enable Your Staff to be Successful in Their Role

**PE** Perform

**LE** Learn

## Manage Processes

- LE** **Keep employees up-to-date** on required training with automated reminders
- PE** **Assign tasks** to employees and automate notifications to remind them of due dates
- Configure performance review** processes by department or position
- Build evaluation templates and rubrics** to score all employees on the same criteria
- Set custom rating scales** and weighted tasks for performance evaluations
- Use the best practice writing assistant** to avoid poorly worded feedback
- Collect e-signatures and automate routing** of changes, approvals, and reviews
- Allow employees to complete and view** their personal and direct report evaluations

### Journal Entries for Casey Akers

Casey is on top of her projects and never misses a deadline. She balances a heavy workload, yet is still willing to help out others in the department when needed.

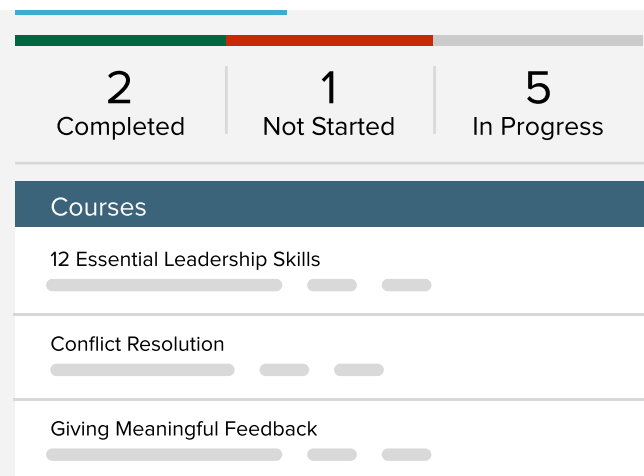
Share with...

- Employee
- Manager(s)
- Direct Manager's Manager

## Track Information

- PE** **Track performance review status** and completion across managers and departments
- See historical information** on goals, journal entries, and evaluations
- Measure what can improve** with goal progress for staff, departments, and the institution
- LE** **Monitor and report on training** and drill into specific courses, custom fields, and more
- Export reports** on attendance, quiz scores, and completion rates to prove compliance

### Supervisor Learning Plan



# Comply

Manage - Organize - Update - Distribute - Track



## **eF** eForms | Document Storage & Routing

- **Reduce stress** by having all your documents organized and easy to find
- **Rest easy** knowing your personnel files and forms are securely stored
- **Give employees comfort** that their requests are moving through the approval process

*“From filling out the form, to redaction, to routing, as well as varied workflows depending on the type of employee – **eForms enabled us to do everything online.**”*

**Travis Rosenberg**, Executive Director of HR,  
Utah Tech University

## **PO** Policy | Policy Management & Compliance

- **Feel at ease knowing only one version** of every document exists
- **Don't lie awake at night worrying** if your employees signed off on critical policies and procedures
- **Stop dreading regular policy updates** with tools for easy collaboration

*“[Policy] helps our **employees feel confident in what they're doing day-to-day**, and it helps management feel confident that everything is being done consistently.”*

**Jessica Erickson**, Campus Safety, Milton Hershey School



# How We Help You Manage & Maintain Your Documents

**eF** eForms

**PO** Policy

## Manage Documents

**eF** **Convert any existing PDF** into a digital form or create your own from scratch

**Set user roles and control permissions** to protect sensitive HR data

**PO** **Import documents** with a simple drag-and-drop interface

**Store and manage** Microsoft Word, Excel, PowerPoint, PDF, JPEG, HTML, Google Docs, and video files

**Control who can view, audit, and edit** specific folders, documents, or users

### Documents

Casey Akers

Folders > Onboard



I-9



Reverification



W-4



Copy of DL



Copy of SSN



W-2

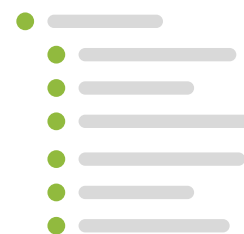
## Organize Documents

**eF** **Store all completed forms** in individual employee personnel files, including new hire paperwork from Onboard

**PO** **Organize and tag policies** based on your preferred organizational structure

**Easily find policies and procedures** with full-text search, folder structures, tagging, and bookmarks

Find Anything



● Policies

● Organization Policies

● Department One Policies

● Department Two Policies

● Department Three Policies

● Finance Policies

● HR Policies



## Update Documents

**eF** **Automate forms and approval processes** for faculty contract renewals

**PO** **Edit documents using tools you know** with Microsoft Word, Excel, PowerPoint, OneDrive, and Google Drive integrations

**Automatically archive old versions** of documents so employees can't view outdated information

**Schedule recurring reviews** for policies and get automatic email reminders of review dates

# How We Help You Manage & Maintain Your Documents

**eF** eForms

**PO** Policy

## Distribute Documents

**eF** **Allow employees to self-initiate** processes and track status to completion

**Set up custom routing paths** for the review and approval of HR forms

**Automatically send HR forms** to employees for review

**Issue faculty contracts** ad-hoc or in bulk

**PO** **Route documents** for collaboration, review, or approval

**Automatically notify employees** when a policy is revised and requires their signature

**Compare versions** of a document side-by-side with color-coded highlighting

**Allow employees to search, view, and sign** policies from any device

### Self Service Portal

Casey Akers

Life Events Update >

Overnight Parking >

Update Contact Info >

Direct Deposit >

Update Beneficiary >

Emergency Contact >

Update W-4 >

Update I-9 >

## Track Activities

**eF** **Automate the submission, tracking, and approval** of HR forms

**Collect e-signatures** on HR forms

**PO** **Collect e-signatures** on critical policies and procedures

**See outstanding items** like missing signatures to keep employees accountable

**View a complete audit trail** of changes throughout a document's lifecycle

### Sexual Harassment Policy

Enter your Username and Password to sign this document.

**Username**

**Password**

Sign

Cancel

# Integrations

Our flexible API makes it **easy to integrate the NEOED platform with any software** so you can enhance the capabilities of the NEOED platform and boost the productivity of your institution.

Below are just a few of the most commonly used integrations available to you.

## Document Management

Laserfiche® 

## Consulting

accenture 

## ERP

CGI  ellucian.  OPENGOV

## HRIS

 CMTIME management  KRONOS

## Employment Screening

accurate.  AccuSource  Alliance 2020  assurehire  Checkr

 ChoiceScreening  ESR  FIRSTCHECK  InfoMart  OPEN

 QUICKSEARCH  ScreeningOne®  Sterling  Universal  verified First

## Employment Testing

 biddle  eSkill  SKILLCHECK  TestGenius

## Services

 CyberSource®  OUTSAIL  shi  SPARK HIRE  textio

*Don't see what you're looking for?  
To see all our integrations, visit [neogov.com/marketplace](https://neogov.com/marketplace).*

# Product Implementation Process

*Implementation typically takes 90–120 days per product. Depending on the organization, concurrent implementations for multiple products are available.*

## Pre-Implementation

### 1 WEEK

- Assign Project Lead and assemble Project Team
- Business process and document review
- Guide CX Access
- Complete pre-kick-off call questionnaire
- Schedule kick-off call

## System Configuration

### 8 - 10 WEEKS

- Self-paced online training and setup
- Hold kickoff call
- Review scope and responsibilities
- User configuration training
- Community overview
- Get training resources and project assignments
- Complete self-paced training and workbook exercises
- System configuration
- Establish security and admin settings
- Build forms, workflows, tables, checklists (specifics vary based on product)

## Go Live Preparation

### 2 - 4 WEEKS

- Train internal users
- System validation
- Import employee data (depending on product)
- Internal workflow and process training for end users based on configuration and setup
- Final production review
- Sign off and go live
- Introduction to Customer Support process

**Weekly check-in meetings to provide support and guidance**

## Post-Implementation

### ONGOING

- Transition to Customer Support
- Implementation Consultant available for 30 days for a smooth transition

## Why NEOED?



### Built for Education

Made for the complexities of the education sector – and trusted for over 20 years.



### Easy-to-Use

A modern interface and simple software your employees actually want to – and can – use.



### One Login

A single login to access all your products in one integrated system, plus a mobile app.



### Analytics and Reporting

View preloaded or custom dashboards and reports with data on your entire employee lifecycle.



### Global Resource Library

Share job descriptions, forms, and processes from other education institutions.



### Great Customer Service

Guidance and support from implementation and beyond, with 4.3/5 stars on Capterra.

*“Being able to integrate other divisions (IT, payroll, facilities, executives, etc.) who also need access to some of our processes has been critical. [NEOED] has made it possible for our HR team to be successful.”*

Samatha G., Higher Education HR Professional, Capterra Online Review

## Trusted By



Ready to make processes easier for HR and your employees?

[Book an appointment](#) on our website to see how NEOED puts all your HR needs in one place.

