NEOED

Transform Your Education HR with
One Easy-To-Use Platform

Make work easier by streamlining everyday HR processes in one integrated system.
Built based on education best practice, NEOED's easy-to-use, configurable platform is designed to enhance your operations and improve 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 Relationship Management

- **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

SJ SchoolJobs.com | Education Job Board

- **Stop wasting time reaching candidates who aren't interested** in education work
- **Feel confident in finding qualified hires** with access to hundreds of thousands of education candidates

IN Insight | Recruiting & Applicant Tracking

- **Be proud of how easy it is for candidates to apply for your jobs** with a user-friendly process
- **Make screening applicants a breeze** with automation – and fill new positions without breaking a sweat

Vetted | Background Investigation Software

- **Manage public safety hiring in one system** with an integrated background investigation software
- **Gain a competitive edge and hire public safety roles faster** by completing investigations in less time

ON Onboard | Employee Onboarding

- **Have peace of mind knowing you're always compliant** with education new hire requirements
- **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

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

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

⊘ **Securely manage the background investigation process** for public safety hires

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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
fit for
agen

AT Attract **IN** Insight **GJ** SchoolJobs.com **ON** Onboard **⚇** Vetted

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

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

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Signature *

Please sign your name below.   Clear

Casey Akers

Casey Akers

Cancel   Save

Onboarding Portal

Welcome to the Team!

Checklist

Review Employee Handbook

Complete Beneficiary Form

Complete Personal Data form

Complete W-4

Watch Orientation Video

Complete Parking Form

Complete Direct Deposit Agreement

Email Campaign Conversion

SENT	NOT SENT
590	13

OPENED	CLICKED
98%	25%

REPLIED	FAILED
33.33%	0%

Develop

Coach - Grow - Manage - Track

PE Perform | Performance Management

- **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 | Learning & Training Management

- **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

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 1,300+

Attach custom quizzes to learning materials to verify employee understanding

My Goal Tasks

8	2	1	5
Total	On-Time	Behind	Not Started
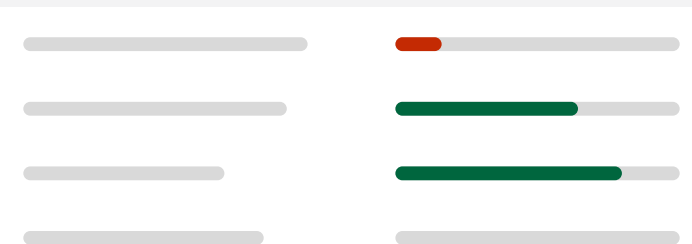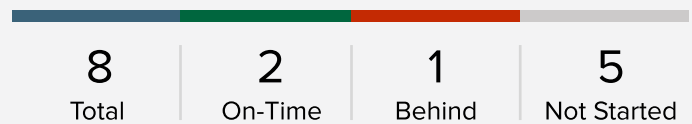
PE Perform   **LE** Learn

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.
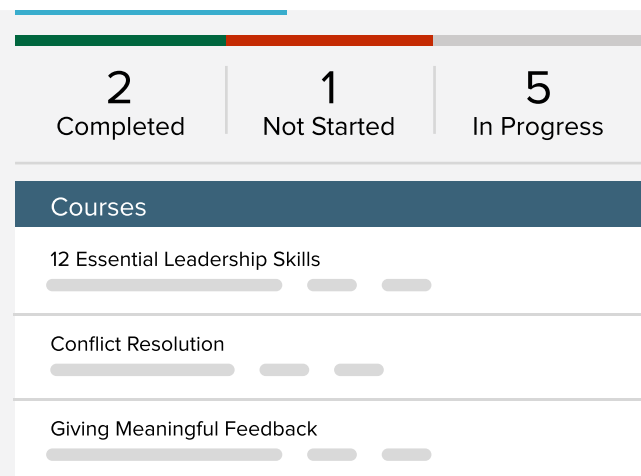
Share with...
- ☑ Employee
- ☑ Manager(s)
- ☐ Direct Manager's Manager

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

2	1	5
Completed	Not Started	In Progress

Courses

12 Essential Leadership Skills

Conflict Resolution

Giving Meaningful Feedback

NEOED

Comply

Manage - Organize - Update - Distribute - Track

eF eForms | Employee Documents & Forms

- **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

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
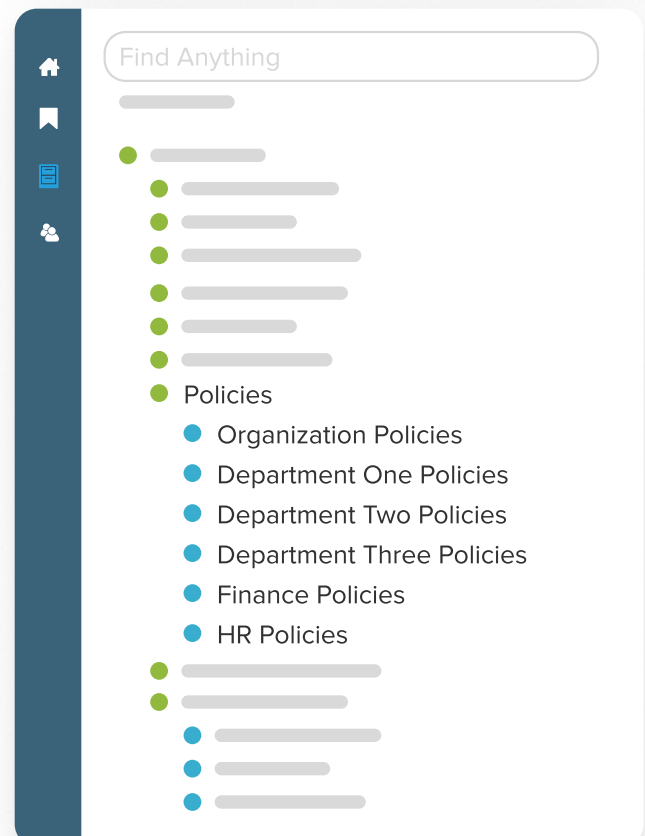
Update Documents

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

Documents
Casey Akers

Folders > Onboard

I-9	Reverification	W-4
Copy of DL	Copy of SSN	W-2

Find Anything

Policies
- Organization Policies
- Department One Policies
- Department Two Policies
- Department Three Policies
- Finance Policies
- HR Policies

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

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

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 ›

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®   MCCi

Consulting

accenture   Deloitte.

ERP

CGI   ellucian.   OPENGOV

HRIS

CMITIME management   KRONOS

Employment Screening

accurate.   AccuSource   Alliance 2020 Vision through Insight   assurehire   Checkr

ChoiceScreening   ESR EMPLOYMENT SCREENING RESOURCES®   FIRSTCHECK APPLICANT SCREENING   InfoMart   OPEN online

QUICKSEARCH A WORKFORCE LOGIQ COMPANY   ScreeningOne®   Sterling   Universal BACKGROUND SCREENING   Verified First

Employment Testing

biddle opportunity. for all   eSkill   SKILLCHECK. A Symphony Talent Solution   TestGenius

Services

CyberSource® A Visa Solution   OUTSAIL   shi   SPARK HIRE   textio

Don't see what you're looking for?
To see all our integrations, visit 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

DSU DIXIE STATE UNIVERSITY · ST. GEORGE, UTAH

SAN DIEGO UNIFIED SCHOOL DISTRICT

Clackamas Community College

MADERA 1966 UNIFIED SCHOOL DISTRICT

Black Hawk College

CENTRAL CONNECTICUT STATE UNIVERSITY 1849

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.