

NEOGOV-PE Evaluator and Department Head Instructions

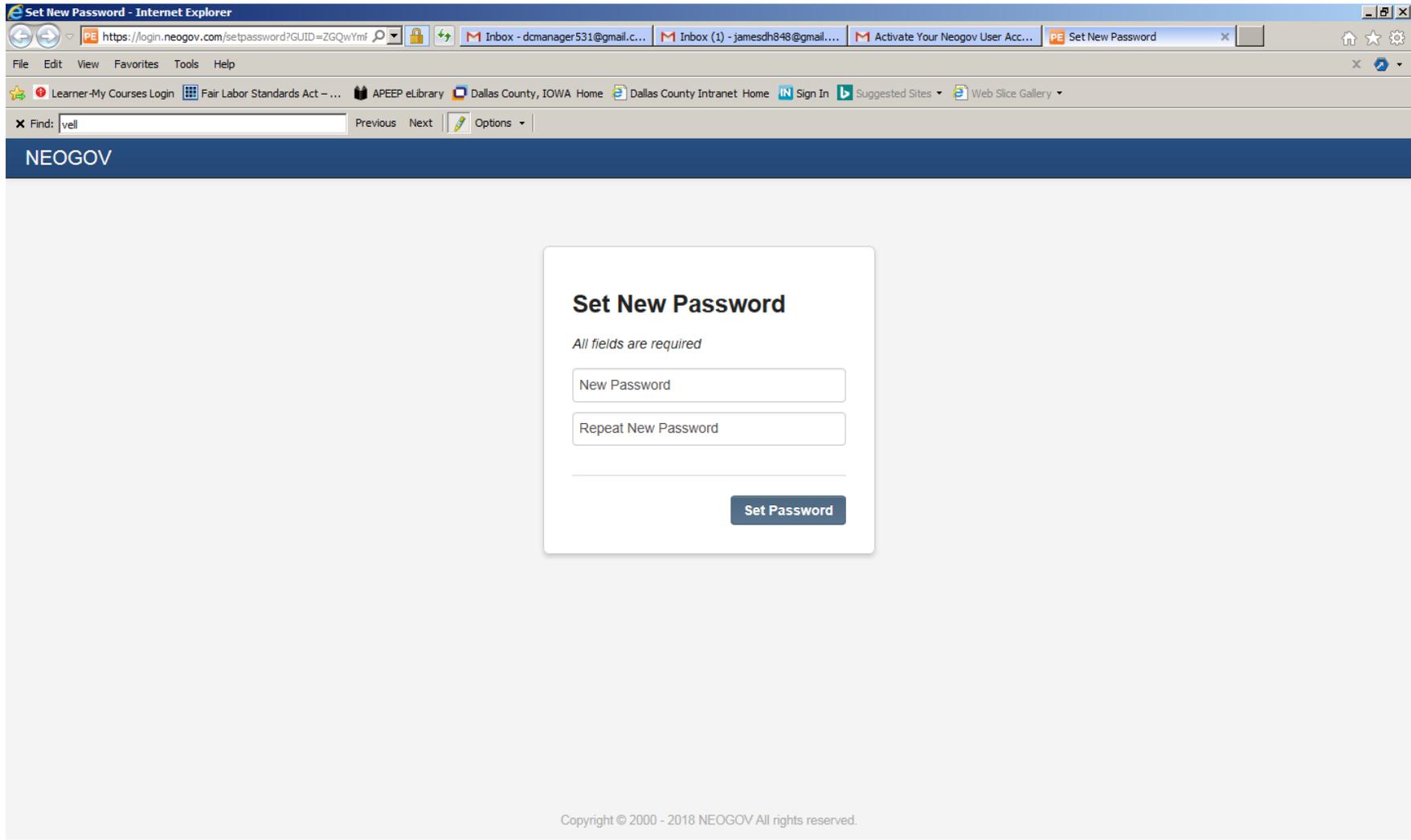
Table of Contents

| | |
|------------------------------------------|----|
| Activation | 2 |
| Logging in | 3 |
| Dashboard View | 4 |
| Evaluator Process | 5 |
| Rating an Employee Evaluation | 5 |
| Setting Goals | 9 |
| Reviewing the Overall Rating | 11 |
| Submitting the Evaluation | 12 |
| Department Head Process | 14 |
| The Approval and Signature Process | 14 |
| Printing the evaluation | 19 |
| Workflow & Timeline | 24 |

NEGOV-PE Evaluator and Department Head Instructions

Activation

1. You will receive an email with instructions to log into NEGOV to set a new password which must be completed within 24 hours of receipt. If you do not set up a password within 24 hours or you forget your username or password, please contact the HR department for a reset. (Erin Freeman 993-1751)



Set New Password - Internet Explorer

https://login.neogov.com/setpassword?GUID=ZGQwYmf

File Edit View Favorites Tools Help

Find: vell Previous Next Options

NEGOV

Set New Password

All fields are required

New Password

Repeat New Password

Set Password

Copyright © 2000 - 2018 NEGOV All rights reserved.

NEOGOV-PE Evaluator and Department Head Instructions

Logging in

1. Go to <https://login.neogov.com/> using either chrome or internet explorer.



The screenshot shows a web browser window with the address bar displaying "Secure | https://login.neogov.com". The page features the NEOGOV logo at the top left. Below the logo, there is a login form with the following elements:

- Username:** A text input field containing "First.Last@dallascountyowa.gov".
- Password:** A password input field.
- Log In:** A prominent blue button.
- Links:** "Login using Azure", "Forgot username?", and "Forgot your password?".
- Footer:** "Copyright © 2000 - 2018 NEOGOV All rights reserved."

On the right side of the page, there is a large image of a diverse group of people smiling. Below the image is a section titled "NEOGOV Acquires LMS Provider" with the following text:

NEOGOV has purchased FirstNet Learning, a leading learning management system provider with a catalog of 300+ courses ready for use.

- Assign courses & track progress
- Improve employee performance & safety
- Reduce risk & liability claims

Below the list is a "LEARN MORE" button. At the bottom right, there is an illustration of a computer monitor displaying a dashboard with a pie chart and a bar chart, sitting on a desk with a small potted plant.

NEOGOV-PE Evaluator and Department Head Instructions

Dashboard View

1. If you have access to both modules of NEOGOV you will need to hover over the "OHC" (Online Hiring Center) module then click on "PE" (Perform).
2. Once into the PE module, you will be automatically directed to your dashboard view.

The screenshot shows the NEOGOV PE Perform dashboard. The browser address bar displays <https://performance.neogov.com/dashboard>. The user is identified as Erin Freeman. The dashboard features a navigation menu with options like Employees, Performance Evaluations, Library, Positions, Administrative, Reports, and Help. The main content area is titled "My Tasks" and includes a summary of tasks and a table of evaluations.

EVALUATOR ONLY
The number of ratings that the evaluator needs to complete.

DEPARTMENT HEAD ONLY
The number of reviews the DH needs to approve and sign.

These 3 steps in the process are not used.

The total number of tasks that you have assigned

| Task | For Employee | Related To | Due Date |
|-------------------------------------------------------------|--------------|----------------------------------|------------|
| ★ Rating For Zach Miller's 2018 Performance Evaluation Test | Zach Miller | 2018 Performance Evaluation Test | 04/01/2018 |
| ★ Rating For Leslie Cox's 2018 Performance Evaluation | Leslie Cox | 2018 Performance Evaluation | 04/15/2018 |

1 - 2 of 2 items

My Evaluations

Looks like you don't have any evaluations

FEEDBACK & HELP

NEOGOV-PE Evaluator and Department Head Instructions

Evaluator Process

Rating an Employee Evaluation

1. Follow the instructions on page 4 to log in.
2. From the dashboard click on the evaluation you want to begin from the Task section.

The screenshot shows the NEOGOV PE Perform dashboard. At the top, there is a navigation bar with the NEOGOV logo, a search bar, and user information for Erin Freeman. Below the navigation bar, there are several tabs: Employees, Performance Evaluations, Library, Positions, Administrative, Reports, and Help. The main content area is titled "My Tasks" and features a summary row with seven task categories: Total (2), Rating (2), Approve And Sign (0), Sign (0), Approve (0), Other (0), and Overdue (0). The "Rating" category is circled in red, and a yellow callout box points to it with the text: "Since the employee has completed their self-eval, you will see the eval has now moved onto the evaluator's rating part of the workflow." Below the summary row is a table with the following data:

| Task | For Employee | Related To | Due Date |
|-------------------------------------------------------------|--------------|----------------------------------|------------|
| ★ Rating For Zach Miller's 2018 Performance Evaluation Test | Zach Miller | 2018 Performance Evaluation Test | 04/01/2018 |
| ★ Rating For Leslie Cox's 2018 Performance Evaluation | Leslie Cox | 2018 Performance Evaluation | 04/15/2018 |

At the bottom of the dashboard, there is a section titled "My Evaluations" which contains a message: "Looks like you don't have any evaluations". A vertical "FEEDBACK & HELP" button is located on the right side of the dashboard.

NEOGOV-PE Evaluator and Department Head Instructions

3. Once in the Evaluation, click on the first competency on the top of the list.

The screenshot displays the NEOGOV Performance Evaluation interface. At the top, the browser address bar shows the URL: <https://performance.neogov.com/evaluation/b020a303efcc816642a5a479fff78a5b/rate>. The page header includes the NEOGOV logo, a 'Perform' dropdown menu, a search bar, and user information for Zach Miller. Below the header, navigation tabs include 'Employees', 'Performance Evaluations', 'Library', 'Positions', 'Administrative', 'Reports', and 'Help'. A 'back to evaluation detail page' link is visible on the left, and a 'Total Score 0.00' and 'Submit Evaluation' button are on the right. The main content area is titled 'Test- Performance Evaluation' and shows a 'COMPETENCY SECTION | 5 POINT SCALE | SECTION WEIGHT 100.00 %'. Underneath, the section is labeled 'Agency Wide Competencies'. A list of five competencies is displayed, each with a 'no comment' icon and a weight percentage. A red arrow points to the 'Interpersonal Skills' competency, which is highlighted in green. The competencies listed are: Interpersonal Skills (8.34%), Integrity (8.34%), Professionalism (8.34%), Initiative (8.34%), and Dependability & Reliability (8.33%). A 'FEEDBACK & HELP' button is located on the right side of the page.

| Competency | Weight |
|-----------------------------|--------|
| Interpersonal Skills | 8.34% |
| Integrity | 8.34% |
| Professionalism | 8.34% |
| Initiative | 8.34% |
| Dependability & Reliability | 8.33% |

NEOGOV-PE Evaluator and Department Head Instructions

4. Click on a number rating then enter comments. Specific examples are required for any rating other than a 3. Click “Next” to move to the next competency.

PE Evaluation Rating Form

Secure | <https://performance.neogov.com/evaluation/b020a303efcc816642a5a479fff78a5b/rate>

COMPETENCY SECTION
Agency Wide Competencies

Done Next >

Total Score 0.00

ITEM WEIGHT: 8.34%
Interpersonal Skills

- Demonstrates concern for others
- Maintains open communication
- Works well with diverse groups

RATING SCALE * Rating is required

COMMENTS

Show descriptions >

1 Does not meet requirements

2 Partially Meets Requirements/ Needs Improvement:

3 Meets Requirements:

4 Exceeds Requirements:

5 Significantly Exceeds

Looks like there are no feedback entries.

NEOGOV-PE Evaluator and Department Head Instructions

Tip -> If you need a reminder of what each rating represents, click on "Show descriptions".

The screenshot displays the 'Evaluation Rating Form' interface. At the top, it shows the 'COMPETENCY SECTION Agency Wide Competencies' and a 'Total Score 0.33'. The main content area is titled 'ITEM WEIGHT: 8.34% Interpersonal Skills' and lists three bullet points: '-Demonstrates concern for others', '-Maintains open communication', and '-Works well with diverse groups'. Below this, there is a 'RATING SCALE' section with a note '* Rating is required' and a 'COMMENTS' section with a rich text editor. A red arrow points from the 'Show descriptions' link in the 'RATING SCALE' section to a detailed 'Rating Scale' panel on the right. This panel lists five rating levels with their corresponding descriptions:

- 1 Does not meet requirements**
Has performance which needs improvement immediately. Performance consistently does not meet standards and expectations and would indicate that the employee does not have the ability to do the job.
- 2 Partially Meets Requirements/ Needs Improvement:**
Has performance which meets standards and expectations in some areas, but does not in others. Continues to need development in key areas.
- 3 Meets Requirements:**
Has solid performance which clearly meets all standards and expectations on a regular basis. Performance is effective in both achieving results and in demonstrating a competent skill level.
- 4 Exceeds Requirements:**
Exhibits excellence in several areas, while being fully successful. A very good employee who strives for excellence and has extremely rare breakdowns in performance. Contributes to department and company success beyond requirements.
- 5 Significantly Exceeds**
Has performance that consistently exceeds expectations. Accomplishments are superior to the standards for the position and sustained over the review period. Acts as a role model by consciously and positively influencing others.

NEOGOV-PE Evaluator and Department Head Instructions

Setting Goals

1. Once you have finished rating all competencies you will be automatically directed to the Goals section of the Evaluation. Click on “Add item” then select “New Goal”.

The screenshot displays the NEOGOV-PE Evaluator interface. At the top, there is a navigation bar with the NEOGOV logo and 'Perform' dropdown. Below this is a search bar and user profile for Erin Freeman. The main content area shows a performance evaluation for Zach Miller, Human Resources Recruiting & Training Coordinator. The 'Goals' section is highlighted in the left sidebar, and the main content area shows a 'Goals' section with a '+ Add Item' button. A red arrow points from the instruction text to the 'Add Item' button, which has a dropdown menu showing 'From Library' and 'New Goal'. The 'Overall Rating' is shown as a warning icon, and the 'Summary' section is also visible in the sidebar.

NEOGOV-PE Evaluator and Department Head Instructions

2. Enter Goal Name, Category and Description (due dates are optional). At least one goal is required but you can create as many as you'd like.

NEOGOV PE Performance

Employees Performance Evaluation

< back to evaluation detail page

Zach Miller
HUMAN RESOURCES RECRUITING
TRAINING COORDINATOR

SECTIONS

- Agency Wide Competencies
- User Define Goals**
- Overall Rating
- Summary

Add Goal

Cancel Save

* Fields are required.

Goal Name *

Goal Due Date select date (MM/DD/YYYY)

Category * Select one New

Description

ADDITIONAL SETTINGS

REMINDER SETTINGS

NEOGOV-PE Evaluator and Department Head Instructions

Reviewing the Overall Rating

1. You are asked to enter your final overall comments then click “Done”. NEOGOV will automatically average your scores and provide an overall rating.

The screenshot shows the 'Evaluation Rating Form' in Internet Explorer. The browser address bar displays the URL: <https://performance.neogov.com/evaluation/b020a303e>. The page header includes a star icon, the text 'EVALUATION OVERALL SECTION Overall Rating', and a 'Done' button. The main content area features a 'Total Score 3.25' circled in red. Below this is the 'Overall Rating' section with a 'COMMENTS' header and a rich text editor. On the right side, the 'Reviewer Entries' section shows one entry by 'Zach Miller' with the comment: 'Although I have a lot to learn, I have taken on a lot of responsibilities.' A yellow callout box points to this entry with the text: 'You can see the employee's self evaluation comments on the right side of the page throughout the evaluation'.

NEOGOV-PE Evaluator and Department Head Instructions

Submitting the Evaluation

1. Click on "Submit Evaluation" to finalize the evaluation and send it to the next step in the workflow process (the Department Head Signature & Approval).

The screenshot displays the NEOGOV Performance Evaluation interface. At the top, the browser address bar shows the URL: <https://performance.neogov.com/evaluation/b020a303e>. The page header includes the NEOGOV logo, a search bar, and the user profile for Erin Freeman. The main navigation menu contains links for Employees, Performance Evaluations, Library, Positions, Administrative, Reports, and Help. A breadcrumb trail shows the path: < back to evaluation detail page. On the right side of the page, the Total Score is 3.25, and a green 'Submit Evaluation' button is prominently displayed. A red arrow points from the text in the instructions to this button.

Test- Performance Evaluation

Print Current State

SECTIONS

- Agency Wide Competencies ✓
- User Define Goals ✓
- Overall Rating ✓
- Summary

RATING DETAILS | RATING CHART

COMPETENCY SECTION | 5 POINT SCALE | SECTION WEIGHT 100.00 %

Agency Wide Competencies

| Competency | Meets Requirements | Feedback | Score | Action |
|-----------------------------|-------------------------|----------|-------|--------|
| Interpersonal Skills | 3 Meets Requirements: | N/A | 8.34% | > |
| Integrity | 3 Meets Requirements: | N/A | 8.34% | > |
| Professionalism | 4 Exceeds Requirements: | N/A | 8.34% | > |
| Initiative | 3 Meets Requirements: | N/A | 8.34% | > |
| Dependability & Reliability | 3 Meets Requirements: | N/A | 8.33% | > |

FEEDBACK & HELP

NEOGOV-PE Evaluator and Department Head Instructions

2. This will populate your electronic signature on the form. Click on "Continue".

The screenshot shows the NEOGOV PE Evaluator interface in Internet Explorer. The browser address bar shows the URL: <https://performance.neogov.com/evaluation/b020a303e>. The page title is "Evaluation Rating Form". The user is logged in as Erin Freeman. The interface displays a "Test- Performance Evaluation" for Zach Miller, Human Resources Recruiting & Training Coordinator. The overall rating is 3.25. A confirmation dialog box is overlaid on the page, titled "You're almost done!". The dialog box contains the following text: "By clicking certify and submit, you confirm that your rating is complete and accurate. Once your rating is submitted, you will no longer be able to make changes without administrator assistance." Below the text is a signature of Erin Freeman. The dialog box asks "Do you wish to continue?" and has "Cancel" and "Continue" buttons.

You're almost done!

By clicking certify and submit, you confirm that your rating is complete and accurate. Once your rating is submitted, you will no longer be able to make changes without administrator assistance.

Erin Freeman

Do you wish to continue?

Cancel Continue

NEOGOV-PE Evaluator and Department Head Instructions

Department Head Process

The Approval and Signature Process

1. Follow the instructions on page 4 to log in.
2. From the dashboard click on the evaluation you want to approve from the Task section.

The screenshot shows the NEOGOV PE Perform dashboard. At the top, there is a navigation bar with the NEOGOV logo, a search bar, and user information for Erin Freeman. Below the navigation bar, there are several tabs: Employees, Performance Evaluations, Library, Positions, Administrative, Reports, and Help. The main content area is titled "My Tasks" and features a summary row with six colored boxes representing different task counts: Total (2), Rating (1), Approve And Sign (1), Sign (0), Approve (0), and Other (0). A red circle highlights the "Approve And Sign" box, which has a callout box pointing to it with the text: "Since the first level Evaluator has completed their review, you will see the eval has now moved onto the DH's Approve & Sign part of the workflow." Below the summary row is a table with the following columns: Task, For Employee, Related To, and Due Date. The table contains two rows of tasks:

| Task | For Employee | Related To | Due Date |
|-----------------------------------------------------------------|--------------|------------------------------|------------|
| ★ Rating For Leslie Cox's 2018 Performance Evaluation | Leslie Cox | 2018 Performance Evaluation | 04/15/2018 |
| 📄 Approve and Sign Test- Performance Evaluation for Zach Miller | Zach Miller | Test- Performance Evaluation | 04/15/2018 |

At the bottom of the dashboard, there is a "My Evaluations" section and a "FEEDBACK & HELP" button on the right side.

NEOGOV-PE Evaluator and Department Head Instructions

3. You can now review a side-by-side comparison of the employee self-evaluation and the manager evaluation.

The screenshot displays the NEOGOV Performance Evaluation (PE) interface in Internet Explorer. The browser address bar shows the URL: <https://performance.neogov.com/evaluation/a4fa4bccb/>. The page title is "Evaluation Approval Form". The user is logged in as Erin Freeman.

The interface shows a navigation menu with options: Employees, Performance Evaluations, Library, Positions, Administrative, Reports, and Help. The main content area is titled "COMPETENCY SECTION | 5 POINT SCALE | SECTION WEIGHT 100 %" and "Agency Wide Competencies".

The evaluation is broken down into three sections, each with an item weight of 8.34%:

- Interpersonal Skills**
 - Demonstrates concern for others -Maintains open communication -Works well with diverse groups
 - Zach Miller**: 4 Exceeds Requirements. Comment: "I am a very personable and can relate to people."
 - Erin Freeman**: 4 Exceeds Requirements. Comment: "Zach is great!"
- Integrity**
 - Behaves ethically -Acts fairly -Takes responsibility
 - Zach Miller**: 3 Meets Requirements. Comment: "N/A"
 - Erin Freeman**: 3 Meets Requirements. Comment: "N/A"
- Professionalism**
 - Demonstrates self-control -Professional appearance -Maintains a positive attitude
 - Zach Miller**: 3 Meets Requirements. Comment: "N/A"
 - Erin Freeman**: 3 Meets Requirements. Comment: "N/A"

A vertical "FEEDBACK & HELP" button is located on the right side of the page.

NEOGOV-PE Evaluator and Department Head Instructions

4. Once you have reviewed the employee's and evaluator's side by side comparison, click on either "Approve and Sign" or "Deny".

After Ratings


Zach Miller
Human Resources Recruiting & Training Coordi...

EVALUATION NAME: Test- Performance Evaluation
DUE DATE: Fri. Jun. 01, 2018

Rating Summary

| | Score |
|--|-------|
| | 3.25 |

| | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|------------------------|
|  Zach Miller Human Resources Recruiting & Training Coordinator | Total Score 3.33 | Weight 0 % |
|  Erin Freeman Director Human Resources | Total Score 3.25 | Weight 100 % |

[Rating Details](#) [Rating Chart](#)

FEEDBACK & HELP

NEOGOV-PE Evaluator and Department Head Instructions

- At this point you can add your comments. Clicking on "Submit" will populate your electronic signature on the form and send it to the next step in the workflow process (HR Approval).

The screenshot shows the NEOGOV PE Evaluator interface. The main content area is titled "After Ratings" and features a profile card for Zach Miller, Human Resources Recruiting & Training Coordinator. Below this is a "Rating Summary" table with the following data:

| | | Score |
|--|------------------------------------------------------------------|---------------------|
| | | 3.25 |
| | Zach Miller Human Resources Recruiting & Training Coordinator | Total Score 3.33 |
| | Erin Freeman Director Human Resources | Total Score 3.25 |

The right-hand side of the interface is the "Approve & Sign" section. It includes a "Cancel" button and a green "Submit" button. Below these is a "Comments" text area with the placeholder "Write comment here...". Underneath is a signature area with the text "Please sign your name below" and a signature of "Erin Freeman" dated "February 09, 2018". At the bottom of the signature area are links for "Auto-Generate" and "Draw Signature". A red arrow points from the text in the first list item to the "Submit" button.

NEOGOV-PE Evaluator and Department Head Instructions

Tips -> If you deny the evaluation, you will be able to enter comments before clicking "Save". At this point the evaluation is sent back to the original evaluator for them to edit and re-submit.

The screenshot shows the NEOGOV Performance Evaluation system interface. The main content area displays the 'After Ratings' section for a 'Test- Performance Evaluation' by Zach Miller, Human Resources Recruiting & Training Coordinator. The evaluation name is 'Test- Performance Evaluation' and the due date is 'Fri.'. The 'Rating Summary' table shows the following data:

| | | Score |
|--|------------------------------------------------------------------|---------------------|
| | | 3.25 |
| | Zach Miller Human Resources Recruiting & Training Coordinator | Total Score 3.33 |
| | Erin Freeman Director Human Resources | Total Score 3.25 |

The 'Deny' modal is open, showing a 'Comments' field with the placeholder text 'Write comment here...'. The modal also includes 'Cancel' and 'Save' buttons. A red arrow points from the tip text to the 'Comments' field.

NEOGOV-PE Evaluator and Department Head Instructions

Printing the evaluation



Before you can print the evaluation in order to discuss it face-to-face with your employee, HR must first review the evaluation. Both the evaluator and department head will receive an email notification from NEOGOV-PE once HR has reviewed the evaluation - which should happen within 1-2 days from the time you submitted the evaluation.

1. From the dashboard click on the Employees.

The screenshot shows the NEOGOV-PE dashboard interface. At the top, there is a navigation bar with the NEOGOV logo, a 'Perform' dropdown menu, a search bar, and user information for Erin Freeman. Below the navigation bar, there are several menu items: Employees, Performance Evaluations, Library, Positions, Administrative, Reports, and Help. The main content area is divided into two sections: 'My Tasks' and 'My Evaluations'. The 'My Tasks' section features a summary of tasks with counts: 2 Total, 2 Rating, 0 Approve And Sign, 0 Sign, 0 Approve, 0 Other, and 0 Overdue. Below this is a table with columns for Task, For Employee, Related To, and Due Date. The table contains two rows of tasks. The 'My Evaluations' section is currently empty, displaying a message: 'Looks like you don't have any evaluations'. A 'FEEDBACK & HELP' button is visible on the right side of the dashboard.

| Task | For Employee | Related To | Due Date |
|-------------------------------------------------------------|--------------|----------------------------------|------------|
| ★ Rating For Zach Miller's Test 2018 Performance Evaluation | Zach Miller | Test 2018 Performance Evaluation | 04/01/2018 |
| ★ Rating For Leslie Cox's 2018 Performance Evaluation | Leslie Cox | 2018 Performance Evaluation | 04/15/2018 |

NEOGOV-PE Evaluator and Department Head Instructions

2. Click on the employee's last name.

The screenshot shows the NEOGOV PE Perform interface. The browser address bar displays <https://performance.neogov.com/employeeList>. The page header includes the NEOGOV logo, a search bar, and the user profile for Erin Freeman. The main navigation menu contains: Employees, Performance Evaluations, Library, Positions, Administrative, Reports, and Help. The page title is "Employee List".

Below the title, there are controls for "Show Active Employees" and "Bulk Actions". A search bar contains the text "miller". Below this is a table with one row of data:

| Photo | Employ | miller | za | Direct M | Position | ε | Ϸ | ! | Actions | | |
|--------------------------|--------|--------|--------|----------|--------------|---------------------------------------------|------------|-----------|---------|--|--|
| <input type="checkbox"/> | | 1571 | Miller | Zach | Erin Freeman | Human Resources Recruiting & Training Co... | 03/21/2017 | Activated | Yes | | |

At the bottom right of the page, there is a vertical "FEEDBACK & HELP" button and a circular chat icon.

NEOGOV-PE Evaluator and Department Head Instructions

3. Click on the evaluation you want to print from within the Evaluations section.

The screenshot displays the NEOGOV PE Perform interface. At the top, the user is logged in as Erin Freeman. The navigation menu includes Employees, Performance Evaluations, Library, Positions, Administrative, Reports, and Help. The main content area shows the profile for Zach Miller, a Human Resources Recruiting & Training Coordinator. Below the profile, there are sections for Employee Information and Hierarchy. The Evaluations section is active, showing a list of evaluations. A red arrow points from the instruction text to the 'Test 2018 Performance Evaluation' entry.

| POSITION TITLE | DEPARTMENT | DIVISION |
|---------------------------------------------------|-----------------|----------|
| Human Resources Recruiting & Training Coordinator | Human Resources | |

| JOB DESCRIPTION | ACTIVE | ONLINE ACCESS |
|-----------------|--------|---------------|
| - | Yes | Activated |

| EMPLOYEE NUMBER | START DATE | |
|-----------------|------------|--|
| 1571 | 03/21/2017 | |

| EMAIL | PHONE NUMBER | ADDRESS |
|----------------------------------|--------------|---------|
| zach.miller@dallascountyiowa.gov | 515-993-5829 | - |

Hierarchy

- Bradley Golightly (Supervisor)
- You (Director Human Resources)
- Zach Miller (Human Resources Rec...)

[View Company](#)

Evaluations

Preview Timeline + Add Evaluation

Test 2018 Performance Evaluation

Due: Fri. Jun 01, 2018 Type: Periodic
Completed: - Archived: No

NEOGOV-PE Evaluator and Department Head Instructions

4. Click on Print Preview.

The screenshot shows the NEOGOV PE Evaluator interface. The browser address bar displays the URL: <https://performance.neogov.com/evaluation/a4fa4bccb9c3b7ab1753078154115cb3>. The user is logged in as Erin Freeman. The main content area displays the 'Test 2018 Performance Evaluation' for Zach Miller. A red arrow points to the 'print preview' button. The 'Total Score' is 'Pending'. The 'General Information' section includes the following details:

| DUE DATE | | STATUS | |
|-------------------------|----------------------------------|------------|---------------------------------------------------|
| Fri. Jun. 01, 2018 | | Rating | |
| Evaluation Name | Test 2018 Performance Evaluation | Employee | Zach Miller |
| Type | Periodic | Position | Human Resources Recruiting & Training Coordinator |
| Archived | No | Department | Human Resources |
| Evaluation Program Name | Performance Evaluation- General | | |

The 'Content' section shows the start of 'COMPETENCY SECTION | 5 POINT SCALE'. A 'FEEDBACK & HELP' button is visible on the right side of the interface.

NEOGOV-PE Evaluator and Department Head Instructions

5. Click on Print.

Evaluation created successfully

Employees Performance Evaluations Library Positions Administrative Reports Help

Zach Miller
Human Resources Recruti...

Settings

- General Information
- Raters
 - Zach Miller
 - Erin Freeman
- Content
 - Agency Wide Competencies
 - Goals
 - Rating Scales
 - Process

Print Preview Close Print

Zach Miller
Test 2018 Performance Evaluation

Due Date Fri, Jun 1, 2018
Direct Manager
Erin Freeman

General Information

| | | |
|-------------------------------------------------------------------------|------------------------|------------------------------------|
| Position Human Resources Recruiting & Training Coordinator | Division | Evaluation Type Periodic |
| Department Human Resources | Job Description | |

Ratings Summary

| Total Score | | | |
|--------------|------------|------------------------|--------|
| Rater | Type | Total Calculated Score | Weight |
| Zach Miller | Self Rater | | 0 % |
| Erin Freeman | Rater | | 100 % |

FEEDBACK & HELP

Do not change the default print settings.

CONGRATULATIONS! You are now ready to have a face-to-face performance discussion with your employee!

Please remember to send a signed copy of the evaluation to HR for the employee's personnel record. Once all evaluations have been received, HR will prepare July 1st payroll change forms for your review.

NEOGOV-PE Evaluator and Department Head Instructions

Workflow & Timeline



These are general guidelines in order to ensure no delay in processing the July 1st merit salary adjustments. If a step in the workflow process is finished early, you may move onto the next step before the date on the above timeline.

The NEOGOV-PE system is customizable so please contact the HR Director if you would like to add/remove/change steps or adjust the competencies to meet your departments' needs.

Questions?

Erin Freeman
HR Director
993-1751

Leslie Cox
Payroll & Benefit Administrator
993-6800