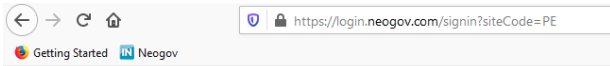


NEOGOV Perform Classified Evaluation

Step-by-Step Instructions

- Log in to NEOGOV at login.neogov.com
(use Chrome or Firefox; Internet Explorer is not supported)



NEOGOV

Username

victoriam@glendale.edu

Password

••••••••

All fields are required

Log In

[Forgot your username or password?](#)

- After logging in make sure you see **PE Perform**. If you see **OHC**, use the drop down menu to switch from NEOGOV OHC to Perform.



- Manager's Dashboard** First task is Rating the Employee's Performance Evaluation.

Task	For Employee	Related To	Due Date
★ Rating For Nicole Classified 's Probationary Classified Employee Performance Evaluation (Due 09 / 01 / 2021)	Nicole Classified	Probationary Classified Employee Performance Evaluation (...)	08/17/2021

- Another option to access the evaluation is to click on the link in the email notification received.

From: System - Evaluation Ready For Rating
To: Val Manager1
Subject: Evaluation Probationary Classified Employee Performance Evaluation (due 09 / 04 / 2021) for Nicole Classified is now ready for rating
Sent: 08/21/2021 04:02:01

Message Text:

NEO GOV

Dear Val Manager1,

Nicole Classified 's evaluation is ready for your rating.

Click [here](#) to rate.

Employee: Nicole Classified
Evaluation: Probationary Classified Employee Performance Evaluation (due 09 / 04 / 2021)
Due Date: 9/4/2021

GLENDALE
COMMUNITY COLLEGE

- Click on the first item of the Competency Section to begin rating and entering comments.

NEO GOV PE Perform Search Val Manager1

Dashboard Employees Performance Evaluations Library Reports Help

< Go to Evaluation Details Submit Evaluation

NC Nicole Classified TEST POSITION

Probationary Classified Employee Performance Evaluation (due 09 / 01 / 2021)

COMPETENCY SECTION | CLASSIFIED EVALUATION SCALE

Quality of work

Indicate the performance rating by selecting the appropriate box for each factor. Use comments to describe employee's strengths and weaknesses. A rating of "Unsatisfactory" requires a "Plan for Improvement."

Accurate, neat and thorough. no comment

Complies with applicable procedures. no comment

Quantity of work △
Quantity of work △
Work Habits △
Personal Relations △
Initiative △
Knowledge △
Communication △
Supervisory Ability △

- Select the rating from the Rating Scale and enter comments, click Next to continue evaluation

COMPETENCY SECTION
Quality of work

Next > Done

Fields are required.

RATING SCALE

Show descriptions >

Exceeds

Meets

Needs improvement

Unsatisfactory

Not applicable

COMMENTS

Nicole completes all assigned tasks with accuracy and turns in all projects on time.

Looks like there are no feedback entries.

- Continue entering rating and comments for each competency

COMPETENCY SECTION
Quality of work

< Prev Next > Done

Fields are required.

Complies with applicable procedures.

RATING SCALE

Show descriptions >

Exceeds

Meets

Needs improvement

Unsatisfactory

Not applicable

COMMENTS

Nicole adheres to all HR procedures.

Looks like there are no feedback entries.

- Enter the employee's accomplishments

NARRATIVE SECTION
Sections 1 & 2 and additional comments

< Prev Next > Done

Fields are required.

Section 1

Indicate the employee's accomplishments (i.e. special projects, assignments, and/or training) during this evaluation period.

COMMENTS

Participates on CPGU activities

Attended ACHRO and NEOGOV conferences

Onboarded new employees in a remote work environment

Continue to develop technology skills to enhance performance in the remote environment.

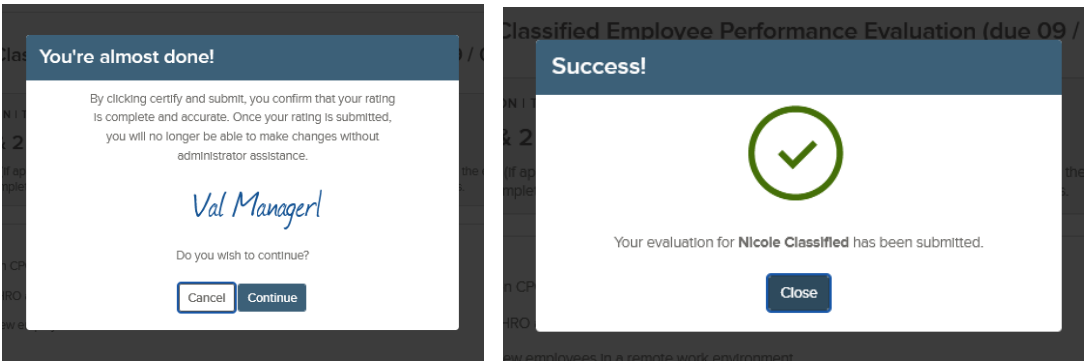
Looks like there are no feedback entries.

- Enter additional comments (if applicable). Click To Overall to assign the overall rating.

- Select Overall Rating (Exceeds, Meets, Needs Improvement, Unsatisfactory). Comments are optional. Click Done.

- Once the evaluation is completed, you have the option to Print Current State to discuss with employee before submitting the evaluation, otherwise select Submit Evaluation.

- Confirmation of manager's signature



- Next task to complete for the manager is the Evaluation Review Meeting with the employee. From this summary page you can select Go to Task or go back to the Dashboard

NEOGOV PE Perform

Dashboard Employees Performance Evaluations Library Reports Help

NC
NICOLE CLASSIFIED
Position: Test Position
Department: DNU-Human Resources
View Org Chart

Manager(s)
VM

Probationary Classified Employee Performance Evaluation (due 09 / 01 / 2021)
Due Date: Wed. Sep. 01, 2021

Go to Task Print Pause Launch Survey

EVALUATION DETAILS
Current Status: Approval
Type: Evaluation

SCORES
OVERALL RATING
Pending

EMPLOYEE DETAILS
Position: Test Position
Department: DNU-Human Resources

Content Process

COMPETENCY SECTION | CLASSIFIED EVALUATION SCALE
Quality of work
Indicate the performance rating by selecting the appropriate box for each factor. Use comments to describe employee's strengths and weaknesses. A rating of "Unsatisfactory" requires a "Plan for Improvement."

Items	Description	Rating
-------	-------------	--------

- Select task Evaluation Review Meeting

NEOGOV PE Perform

Dashboard Employees Performance Evaluations Library Reports Help

My Tasks view all

1 Total	0 Rating	0 Approve And Sign	0 Sign/Refuse to Sign	0 Approve	1 Other	0 Overdue
------------	-------------	-----------------------	--------------------------	--------------	------------	--------------

Task	For Employee	Related To	Due Date
<input checked="" type="checkbox"/> Evaluation Review Meeting	Nicole Classified	Probationary Classified Employee Performance Evaluation (...)	08/22/2021

Showing 1 - 1 of 1 items

- Enter comments if applicable, then select Complete Task

The screenshot shows the 'Task Detail' modal in the NEOGOV system. At the top right, there are two buttons: 'Cancel' and 'Complete Task'. The 'Complete Task' button is circled in red. Below the buttons, the 'Title' is 'Evaluation Review Meeting'. The 'Related to' field shows 'Probationary Classified Employee Performance Evaluation (due 09 / 01 / 2021)'. The 'Due Date' is '08/22/2021'. The 'Comments' section has a text area containing the text 'Meeting scheduled for 8/15/2021'.

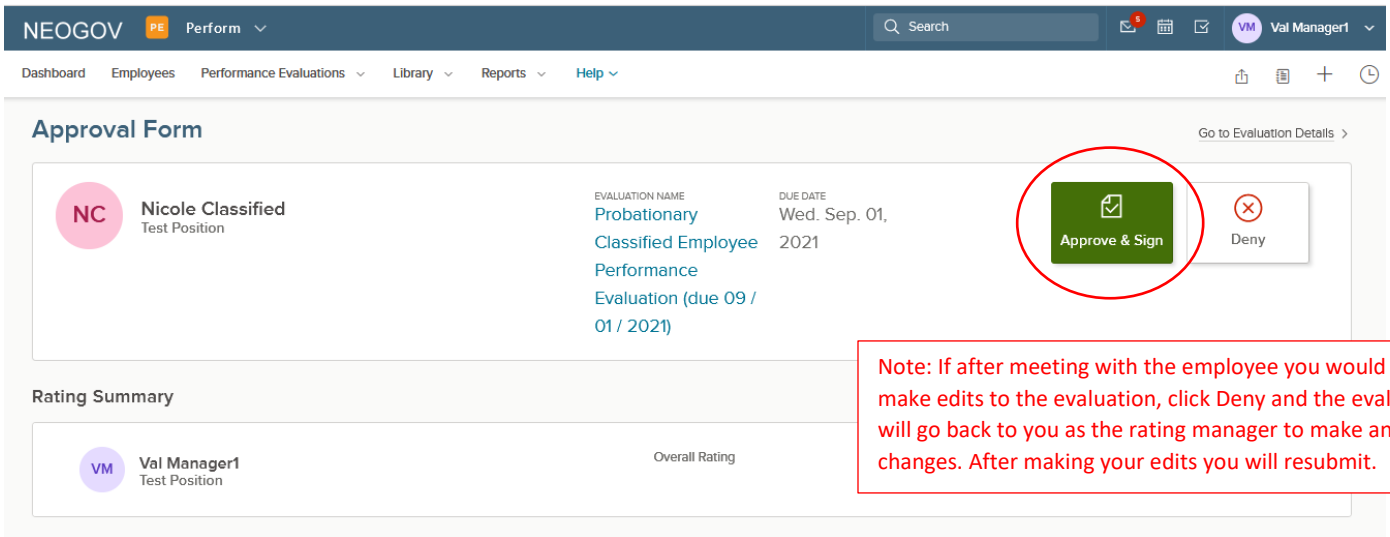
- Confirmation that Task has been completed.

The screenshot shows the 'My Tasks' dashboard. At the top, a green notification bar with a checkmark icon says 'Step is completed!'. Below this, the dashboard shows a summary of tasks: Total (1), Rating (0), Approve And Sign (1), Sign/Refuse to Sign (0), Approve (0), Other (0), and Overdue (0). A table below lists the tasks. The first task, 'Approve and Sign Probationary Classified Employee Performance Evaluation (due 09 / 01 / 2021) for Nicole ...', is checked and circled in red. The 'Due Date' for this task is '08/27/2021'.

- Next step is for the manager to Approve and Sign the evaluation

The screenshot shows the 'My Tasks' dashboard. The 'Approve and Sign Probationary Classified Employee Performance Evaluation (due 09 / 01 / 2021) for Nicole ...' task is circled in red. The dashboard shows a summary of tasks: Total (1), Rating (0), Approve And Sign (1), Sign/Refuse to Sign (0), Approve (0), Other (0), and Overdue (0). The table below lists the tasks, with the first task circled in red. The 'Due Date' for this task is '08/27/2021'.

- Select Approve & Sign



Approval Form

Go to Evaluation Details >

NC Nicole Classified
Test Position

EVALUATION NAME: Probationary Classified Employee Performance Evaluation (due 09 / 01 / 2021)

DUE DATE: Wed. Sep. 01, 2021

Approve & Sign **Deny**

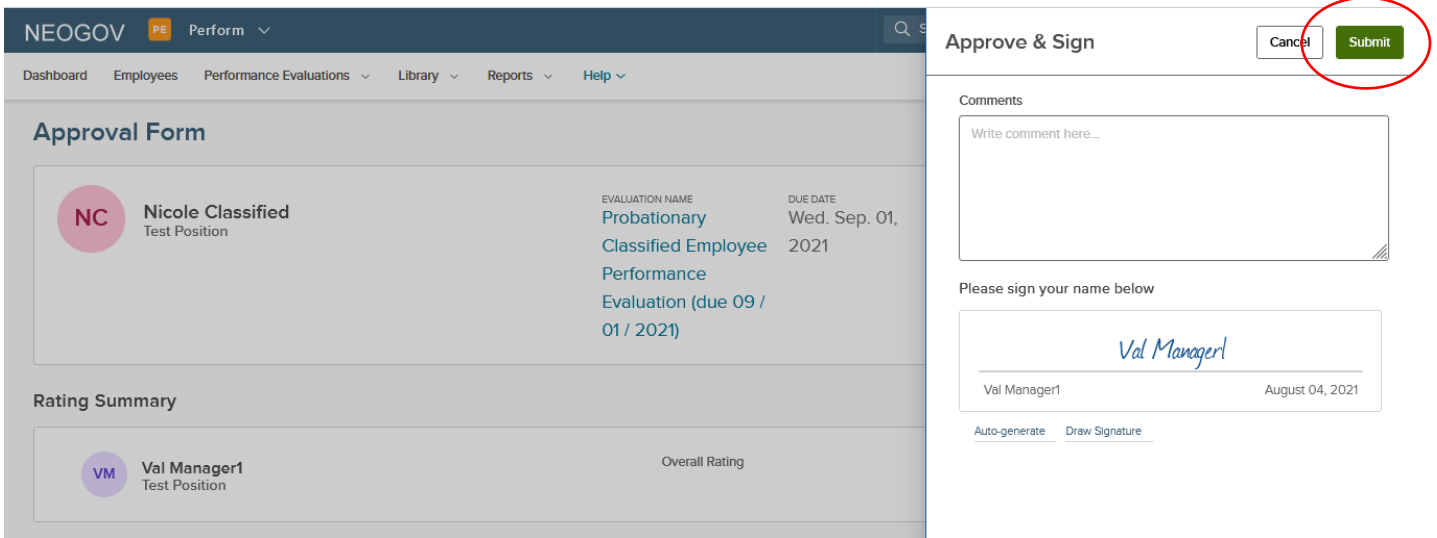
Rating Summary

VM Val Manager1
Test Position

Overall Rating

Note: If after meeting with the employee you would like to make edits to the evaluation, click Deny and the evaluation will go back to you as the rating manager to make any changes. After making your edits you will resubmit.

- Click Submit



Approve & Sign **Cancel** **Submit**

Comments

Write comment here...

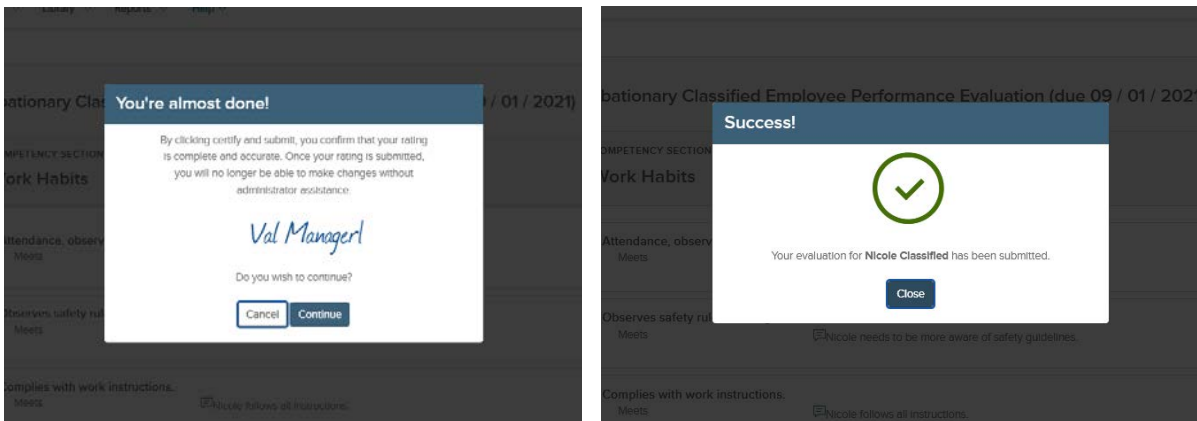
Please sign your name below

Val Manager1

Val Manager1 August 04, 2021

[Auto-generate](#) [Draw Signature](#)

- Confirmation evaluation was signed and submitted



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.

Val Manager1

Do you wish to continue?

Cancel **Continue**

Success!

Your evaluation for Nicole Classified has been submitted.

Close

Employee Steps

- Sample email employee will receive when their evaluation is ready for their review and signature

Val Manager1 has taken action on evaluation Probationary Classified Employee Performance Evaluation (due 09 / 01 / 2021)

Some content in this message has been blocked because the sender isn't in your Safe senders list. [I trust content from donotreply@neogov.com.](#) | [Show blocked content](#)

donotreply@neogov.com
Wed 8/4/2021 12:27 PM
To: HRVOE

Val Manager1 has ta
Performance Evalua

NEOGOV

Kindly [Sign](#) the Performance Evaluation ratings of **Nicole Classified** for the Evaluation **Probationary Classified Employee Performance Evaluation (due 09 / 01 / 2021)**.

Employee: Nicole Classified
Evaluation: [Probationary Classified Employee Performance Evaluation \(due 09 / 01 / 2021\)](#)
Due Date: 9/1/2021

[Reply](#) | [Forward](#)

- Employee will log-in to Neogov Perform and select task [Sign Employee Performance Evaluation](#)

NEOGOV PE Perform

Dashboard Employees Library Reports Help

My Tasks [view all](#)

1 Total	0 Rating	0 Approve And Sign	1 Sign/Refuse to Sign	0 Approve	0 Other	0 Overdue
------------	-------------	-----------------------	--------------------------	--------------	------------	--------------

hide table

Task	For Employee	Related To	Due Date
Sign Probationary Classified Employee Performance Evaluation (due 09 / 01 / 2021) for Nicole Classified	Nicole Classified	Probationary Classified Employee Performance Evaluation (...)	08/30/2021

Showing 1 - 1 of 1 items

- Select sign

NEOGOV PE Perform

Search

Dashboard Employees Library Reports Help

Acknowledgment Form

Go to Evaluation Details >

NC Nicole Classified
Test Position

EVALUATION NAME
Probationary
Classified Employee
Performance
Evaluation (due 09 / 01 / 2021)

DUE DATE
Wed. Sep. 01, 2021

Sign

Rating Summary View Other Approvers >

VM Val Manager1
Test Position

Overall Rating

- Summary of the evaluation

NEOGOV PE Perform

Search

Dashboard Employees Library Reports Help

Quality of work	<p>COMPETENCY SECTION CLASSIFIED EVALUATION SCALE</p> <p>Quality of work</p> <p>Indicate the performance rating by selecting the appropriate box for each factor. Use comments to describe employee's strengths and weaknesses. A rating of "Unsatisfactory" requires a "Plan for Improvement."</p> <p style="text-align: right;">Collapse Section</p>	
Quantity of work		
Work Habits		
Personal Relations	Accurate, neat and thorough.	
Initiative	<p>VM Val Manager1 <input checked="" type="checkbox"/> Meets</p>	<p>Nicole completes all assigned tasks with accuracy and turns in all projects on time.</p>
Knowledge	Complies with applicable procedures.	
Communication		
Supervisory Ability	<p>VM Val Manager1 <input checked="" type="checkbox"/> Meets</p>	<p>Nicole adheres to all HR procedures.</p>
Sections 1 & 2 and additional comments	<p>COMPETENCY SECTION CLASSIFIED EVALUATION SCALE</p> <p>Quantity of work</p> <p style="text-align: right;">Collapse Section</p>	
Overall Performance Rating	Completes work as scheduled.	
ALL SECTIONS	<p>VM Val Manager1 <input checked="" type="checkbox"/> Exceeds</p>	<p>Nicole completes all work in a timely manner.</p>

	<p>NARRATIVE SECTION TEXT ONLY</p> <p>Sections 1 & 2 and additional comments</p> <p>Complete Section 1 (if applicable) by indicating any special projects, assignments, and/or training related to the employee's job and/or Institutional/programatic goals. Section 2 is required to be completed and include a Plan for Improvement for all "Unsatisfactory" performance ratings.</p> <p style="text-align: right;">Collapse Section</p>	
	<p>Section 1</p> <p>Indicate the employee's accomplishments (i.e. special projects, assignments, and/or training) during this evaluation period.</p>	
	<p>VM Val Manager1</p>	<p>Participates on CPGU activities</p> <p>Attended ACHRO and NEOGOV conferences</p> <p>Onboarded new employees in a remote work environment</p>

Section 2
Plan for Improvement, if applicable (required for all "unsatisfactory" ratings).

VM Val Manager1 Attend Keenan Safe Colleges workshops provided by HR

Additional comments

VM Val Manager1 Nicole has done a great job in transitioning to a remote work environment.
Continue to develop technology skills to enhance performance.

EVALUATION OVERALL SECTION | CLASSIFIED EVALUATION SCALE Collapse Section

Overall Performance Rating

VM Val Manager1 Nicole continues to be a valuable HR team member and meets overall performance standards.

- Option to Print

✓ Evaluation was acknowledged!

Dashboard Employees Library Reports Help

NC Nicole Classified Test Position

Settings

- ✓ General Information
- ✓ Raters
- ✓ Val Manager1
- ✓ Content
 - ✓ Quality of work
 - ✓ Quantity of work
 - ✓ Work Habits
 - ✓ Personal Relations
 - ✓ Initiative
 - ✓ Knowledge
 - ✓ Communication
 - ✓ Supervisory Ability
 - ✓ Sections 1 & 2 and additional comments
 - ✓ Overall Performance
 - ✓ Rating
 - ✓ Process

Print Preview

Go To Evaluation Details **Print**

Nicole Classified **Direct Manager:**
Val Manager1

Probationary Classified Employee Performance Evaluation (due 09 / 01 / 2021)
Due Date: Wed, Sep 1, 2021

General Information

Position Test Position	Division	Evaluation Type Evaluation
Department DNU-Human Resources	Class Spec	

Ratings Summary : Val Manager1

Overall Rating

- Employee will click Submit, to sign evaluation. If the employee would like to submit a written response they must email Nicole Hise, HR Generalist nhise@glendale.edu.

NEOGOV PE Perform

Dashboard Employees Library Reports Help

Acknowledgment Form

NC Nicole Classified Test Position

EVALUATION NAME Probationary Classified Employee Performance Evaluation (due 09 / 01 / 2021)

DUE DATE Wed. Sep. 01, 2021

Rating Summary

VM Val Manager1 Test Position Overall Rating

Sign Cancel **Submit**

Comments

Write comment here...

Please sign your name below

Note: Signing this form does not imply agreement with the content of the evaluation. The employee may submit a written response to this evaluation

Nicole Classified

Nicole Classified August 04, 2021

Auto-generate Draw Signature

- After signing you can see the signed evaluation.

- Evaluation status will indicate Completed

Probationary Classified Employee Performance Evaluation (due
09 / 04 / 2021)
Due Date: Sat, Sep 4, 2021

General Information

Position Test Position	Division	Evaluation Type Evaluation
Department DNU-Human Resources	Class Spec	

Ratings Summary : Val Manager1

Overall Rating
Meets

Content

Competency Section I Classified Evaluation Scale

Quality of work

Indicate the performance rating by selecting the appropriate box for each factor. Use comments to describe employee's strengths and weaknesses. A rating of "Unsatisfactory" requires a "Plan for Improvement."

Accurate, neat and thorough.

Rater & Rating	Comment
Val Manager1 Meets	Accurate, neat and thorough.

Complies with applicable procedures.

Rater & Rating	Comment
Val Manager1 Meets	Complies with applicable procedures.

Quantity of work

Completes work as scheduled.

Rater & Rating	Comment
Val Manager1 Meets	Completes work as scheduled.

Handles a variety of tasks/projects.

Rater & Rating	Comment
Val Manager1 Meets	Handles a variety of tasks/projects.

Work Habits

Attendance, observes work hours.

Rater & Rating	Comment
Val Manager1 Exceeds	Attendance, observes work hours.

Observes safety rules and regulations.

Rater & Rating	Comment
Val Manager1 Exceeds	Nicole is part of the safety committee.

Complies with work instructions.

Rater & Rating	Comment
Val Manager1 Meets	Complies with work instructions.

Applies knowledge of applicable policies and procedures.

Rater & Rating	Comment
Val Manager1 Meets	Applies knowledge of applicable policies and procedures.

Organizes and completes work within established deadlines.

Rater & Rating	Comment
Val Manager1 Meets	Organizes and completes work within established deadlines.

Competency Section I Classified Evaluation Scale

Personal Relations

Interacts professionally and effectively with others.

Rater & Rating	Comment
Val Manager1 Meets	Organizes and completes work within established deadlines.

Professional Presentation.

Rater & Rating	Comment
Val Manager1 Meets	

Manages difficult situations/people.

Rater & Rating	Comment
Val Manager1 Meets	Manages difficult situations/people.

Competency Section I Classified Evaluation Scale

Initiative

Adapts to new situations or new work methods.

Rater & Rating	Comment
Val Manager1 Meets	Adapts to new situations or new work methods.

Performs duties with minimal instruction.

Rater & Rating	Comment
Val Manager1 Meets	Performs duties with minimal instruction.

Performs duties with minimal supervision.

Rater & Rating	Comment
Val Manager1 Meets	Performs duties with minimal supervision.

Informs supervisor of work status.

Rater & Rating	Comment
Val Manager1 Meets	Informs supervisor of work status.

Competency Section I Classified Evaluation Scale

Knowledge

Knowledge of job related laws, policies, procedures and principles.

Rater & Rating	Comment
Val Manager1 Meets	

Understands related job tasks.

Rater & Rating	Comment
Val Manager1 Meets	Understands related job tasks.

Provides accurate and appropriate information to inquiries.

Rater & Rating	Comment
Val Manager1 Meets	Provides accurate and appropriate information to inquiries.

Competency Section I Classified Evaluation Scale

Communication

Clear and concise verbal and written communication.

Rater & Rating	Comment
Val Manager1 Meets	Clear and concise verbal and written communication.

Uses appropriate tone and non verbal cues when communicating with others.

Rater & Rating	Comment
Val Manager1 Meets	Uses appropriate tone and non verbal cues when communicating with others.

Respectfully listens to others.

Rater & Rating	Comment
Val Manager1 Exceeds	

Competency Section I Classified Evaluation Scale

Supervisory Ability

Provides effective work direction and appropriate feedback.

Rater & Rating	Comment
Val Manager1 Exceeds	

Supervises student workers.

Rater & Rating	Comment
Val Manager1 Not applicable	

Narrative Section I Text Only

Sections 1 & 2 and additional comments

Complete Section 1 (if applicable) by indicating any special projects, assignments, and/or training related to the employee's job and/or institutional/programatic goals. Section 2 is required to be completed and include a Plan for Improvement for all "Unsatisfactory" performance ratings.

Section 1

Indicate the employee's accomplishments (i.e. special projects, assignments, and/or training) during this evaluation period.

Rater	Comment
Val Manager1	Participates on CPGU activities Attended ACHRO and NEOGOV conferences Onboarded new employees in a remote work environment

Section 2

Plan for Improvement, if applicable (required for all "unsatisfactory" ratings).

Rater	Comment
Val Manager1	Attend Keenan Safe Colleges workshops provided by HR

Additional comments

Rater	Comment
Val Manager1	Nicole has done a great job in transitioning to a remote work environment. Continue to develop technology skills to enhance performance.

Evaluation Overall Section I Overall Performance Rating

Overall Performance Rating

Rater	Comment
Val Manager1	Nicole continues to be a valuable HR team member and meets overall performance standards.
Meets	

Process

1	Rater Val Manager1	Completed On Thu, Sep 2, 2021	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.
2	Evaluation Review Meeting Val Manager1	Completed On Thu, Sep 2, 2021	x <u>Val Manager1</u>
3	Approval & Signature Val Manager1	Completed On Thu, Sep 2, 2021	x <u>Val Manager1</u>
4	Signature Nicole Classified	Completed On Thu, Sep 2, 2021	Note: Signing this form does not imply agreement with the content of the evaluation. The employee may submit a written response to this evaluation within 30 days of receipt. x <u>Nicole Classified</u>