NEOGOV PE Ratings

Follow the 9 steps beginning on the next page to complete a rating in NEOGOV PE
To scroll through the slideshow, click on the keyboard arrows

Click on the right arrow to start the presentation

Click on the right arrow to move to the next slide

Click on the left arrow to move to previous slides

Info for Users of Windows XP or IE8

- If you are still using Windows XP or your default web browser is Internet Explorer version 8 (IE8), you must utilize Mozilla Firefox to access NEOGOV PE; this browser should already be loaded to your computer.
- Open your Firefox web browser (from your desktop) and type: www.performance.neogov.com in the URL box at the top of your screen.

If you are not using Windows XP or IE8, please follow instructions on next slide to access PE.

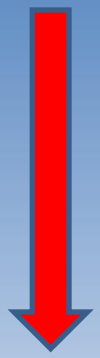
Step 1 of 9

To access the NEOGOV Performance Management System:

- Log in to you MiHR self-service account
- Click on Performance Management in the menu on the left side of the screen
- Click on NEOGOV PE Login

OR

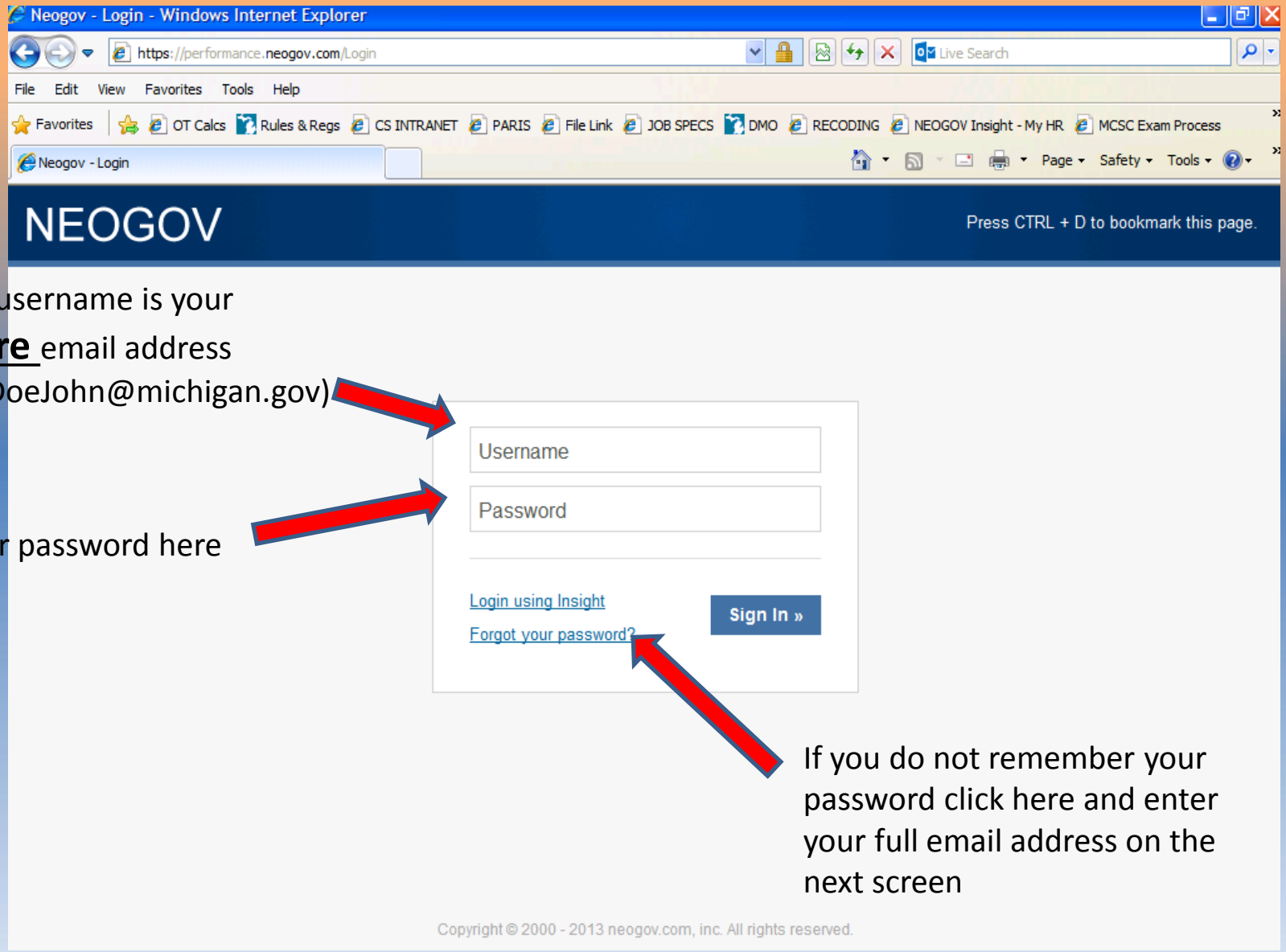
CLICK HERE



https://performance.neogov.com/Login

This will open the login screen in a new window

Step 2 of 9



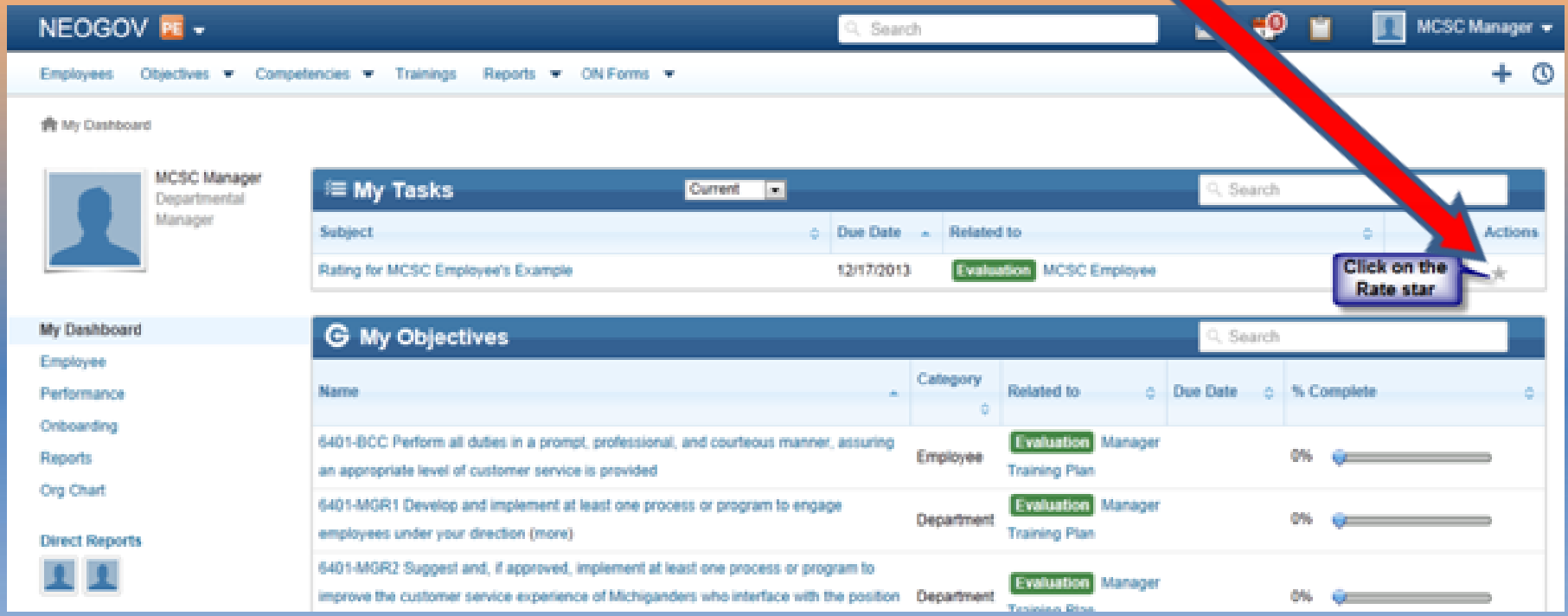
Your username is your **entire** email address (i.e. DoeJohn@michigan.gov)

Enter password here

If you do not remember your password click here and enter your full email address on the next screen

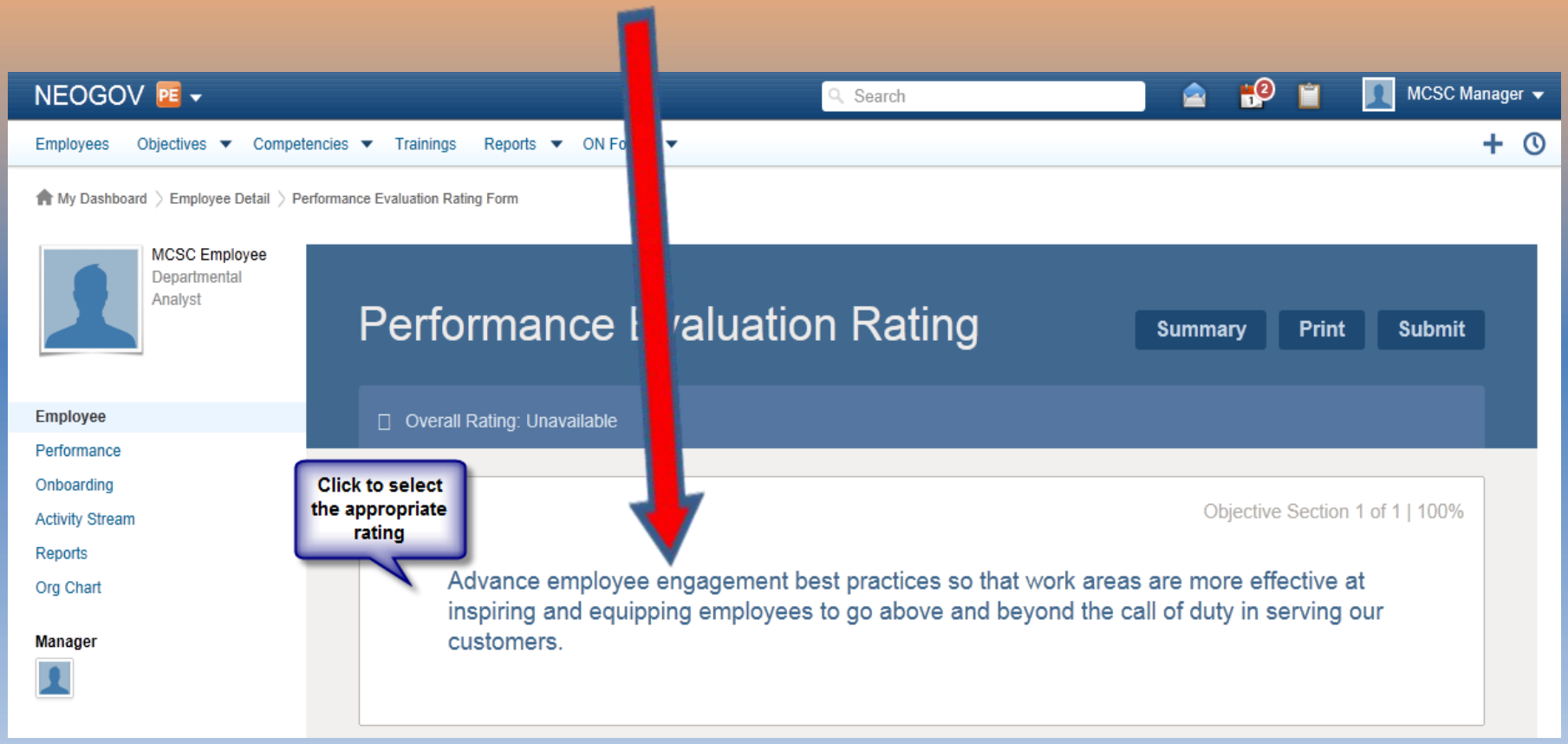
Step 3 of 9

Click on the star next to the plan that you want to rate



Step 4 of 9

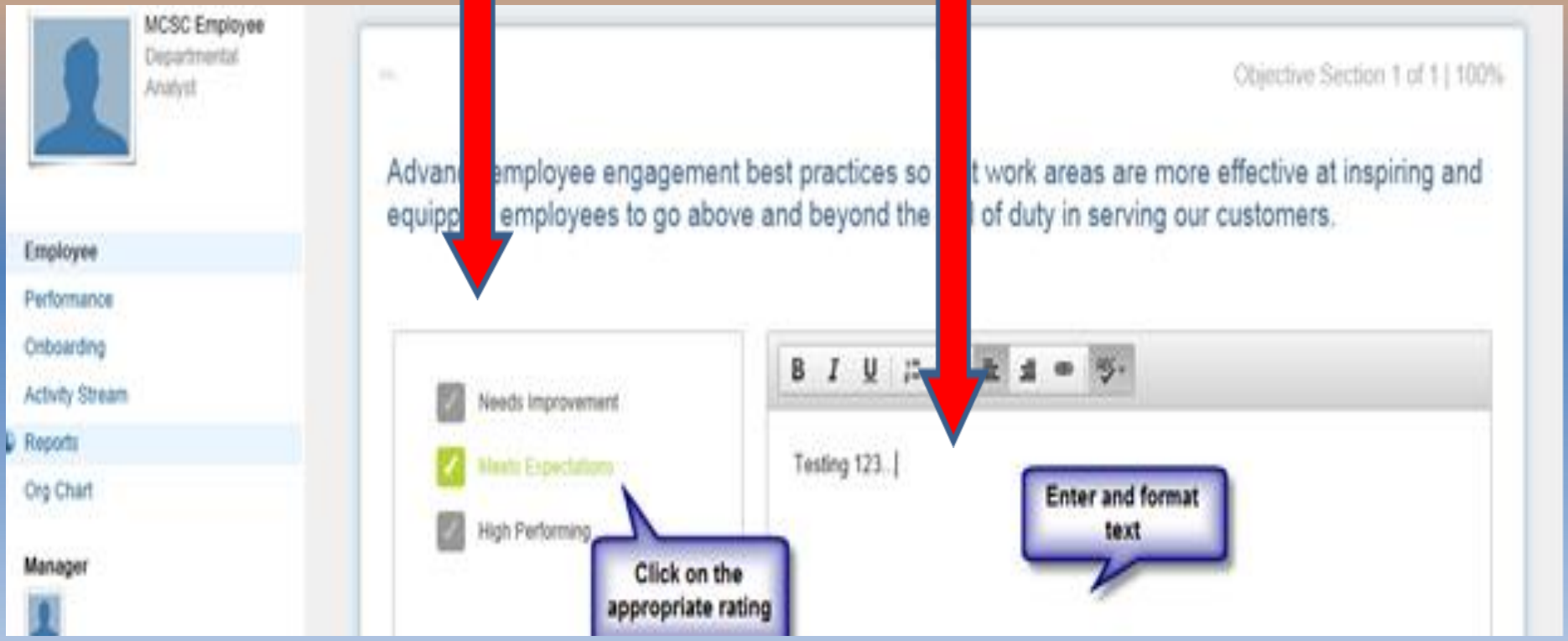
Click anywhere in the text of the objective or competency to open it for rating



Step 5 of 9

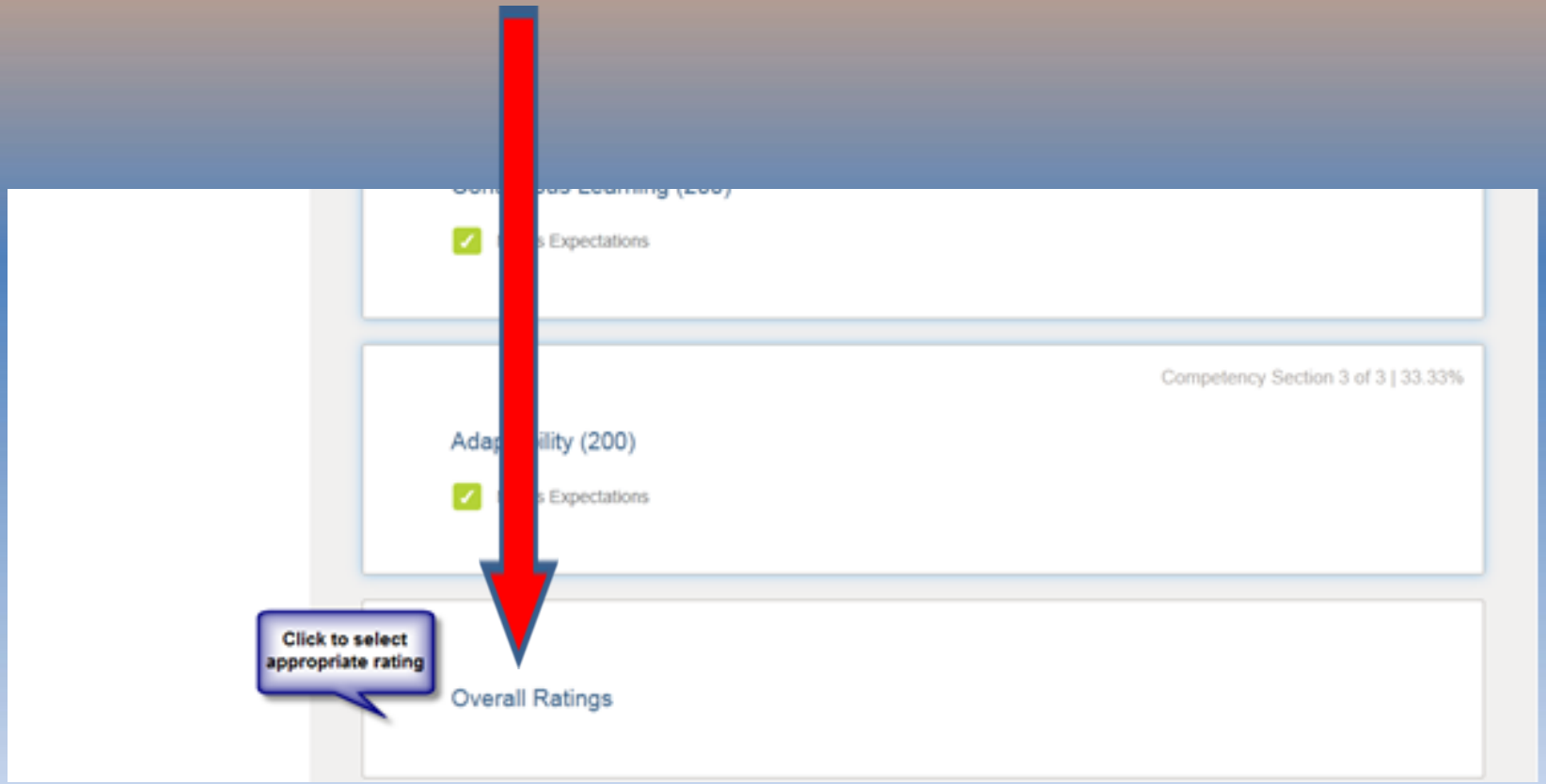
Select Rating: **Needs Improvement**, **Meets Expectations**, or **High Performing**

Enter comments for each objective and each competency



Step 6 of 9

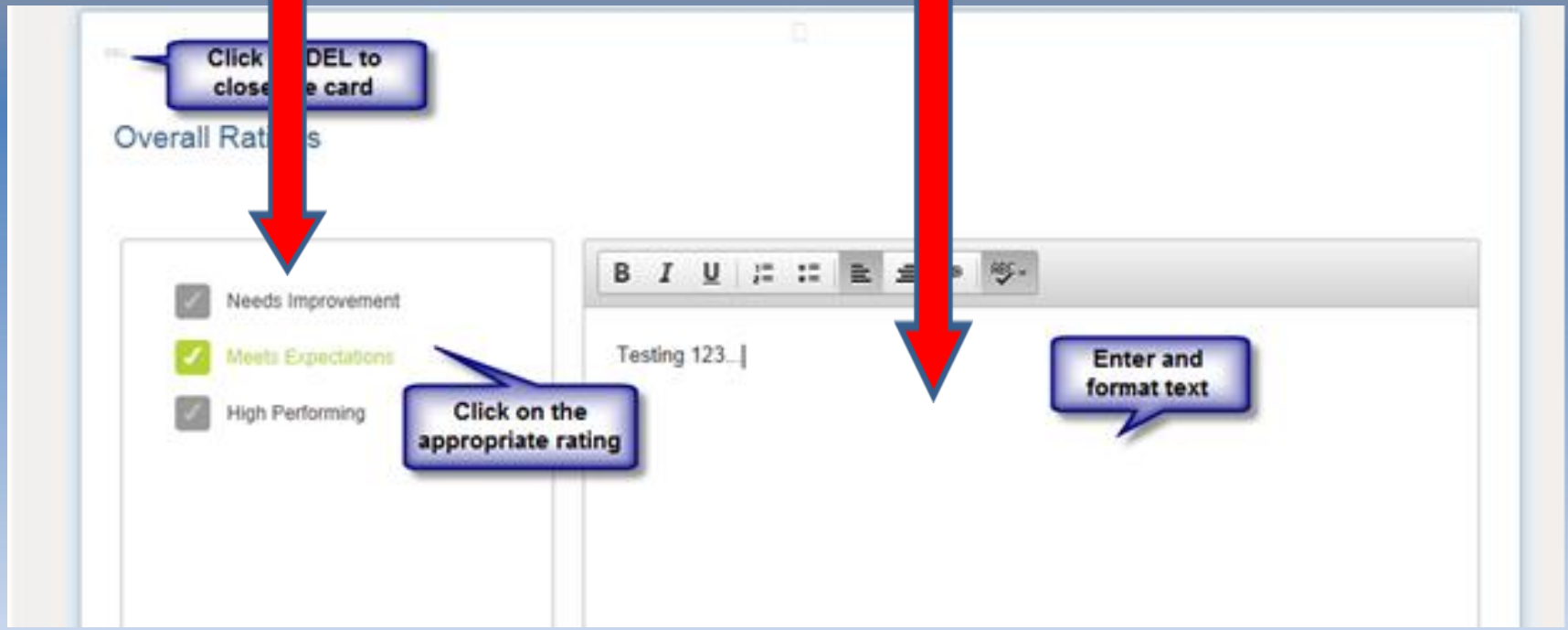
After rating all objectives and all competencies click on Overall Ratings (Under the final competency at the bottom of the page)



Step 7 of 9

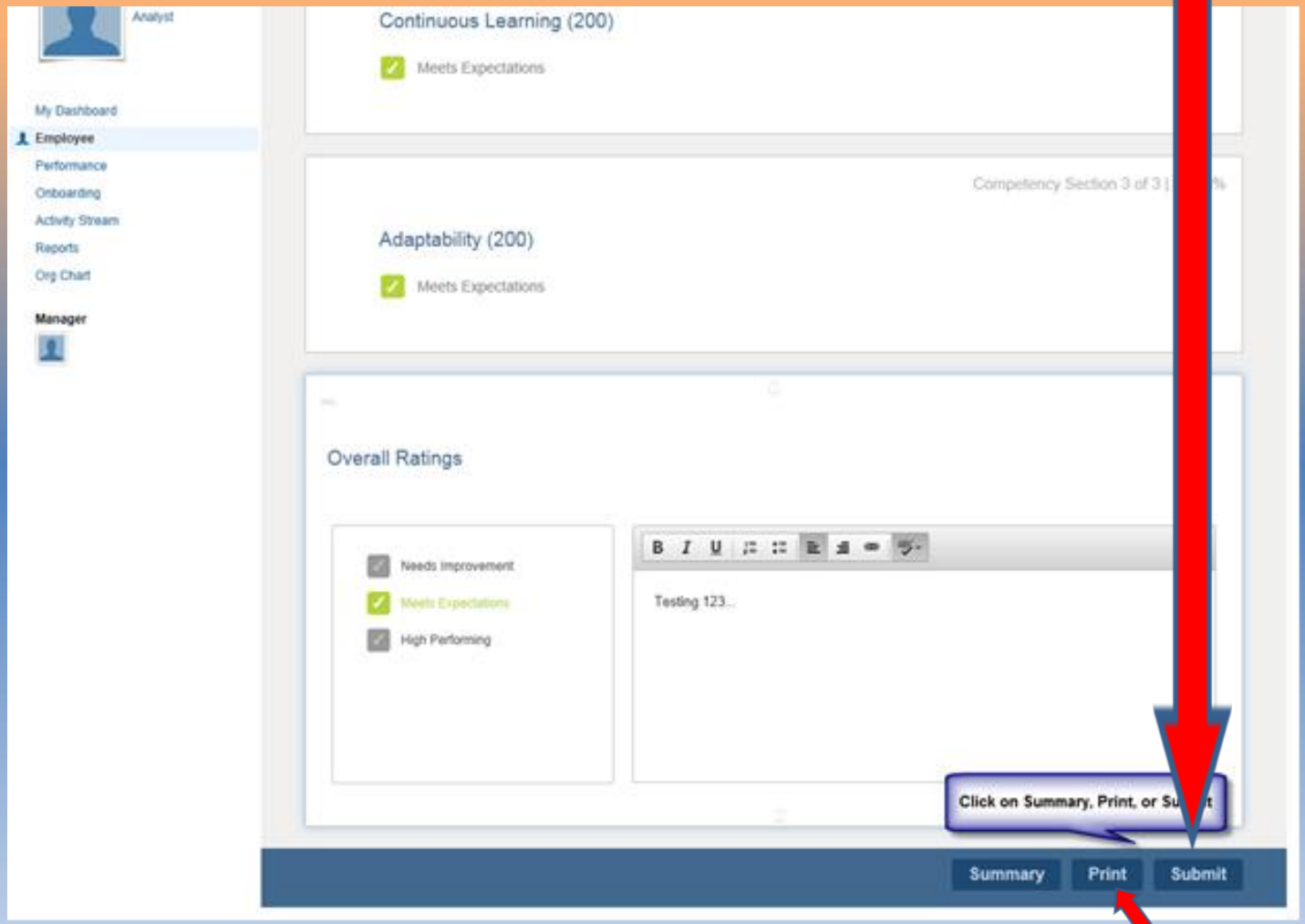
Select Rating: **Needs Improvement**, **Meets Expectations**, or **High Performing**

Enter Comments for overall rating

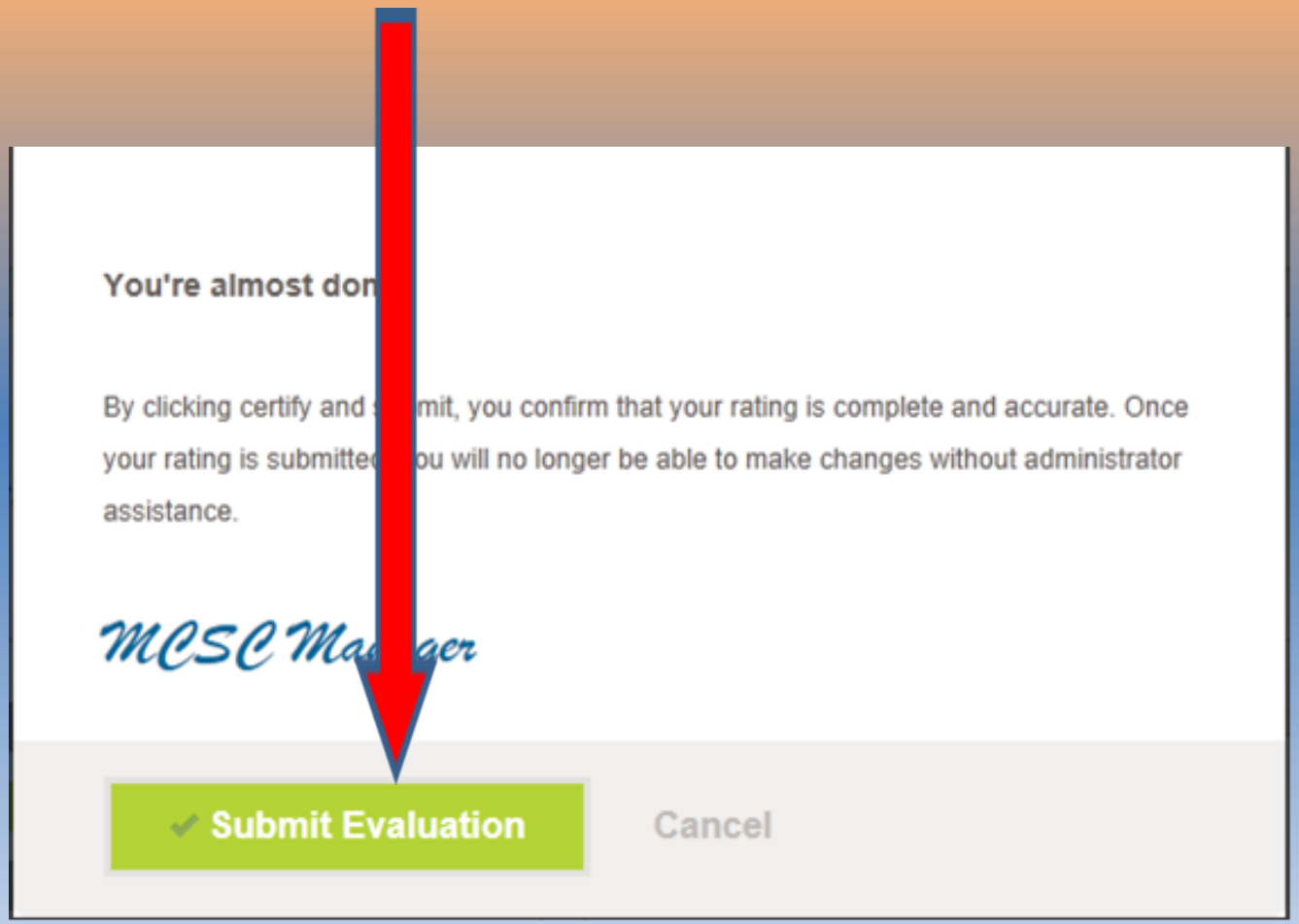


Step 8 of 9

Click submit



Optional: Click Print to open a printer friendly version for your records

Step 9 of 9

Click **Submit Evaluation** to finalize