

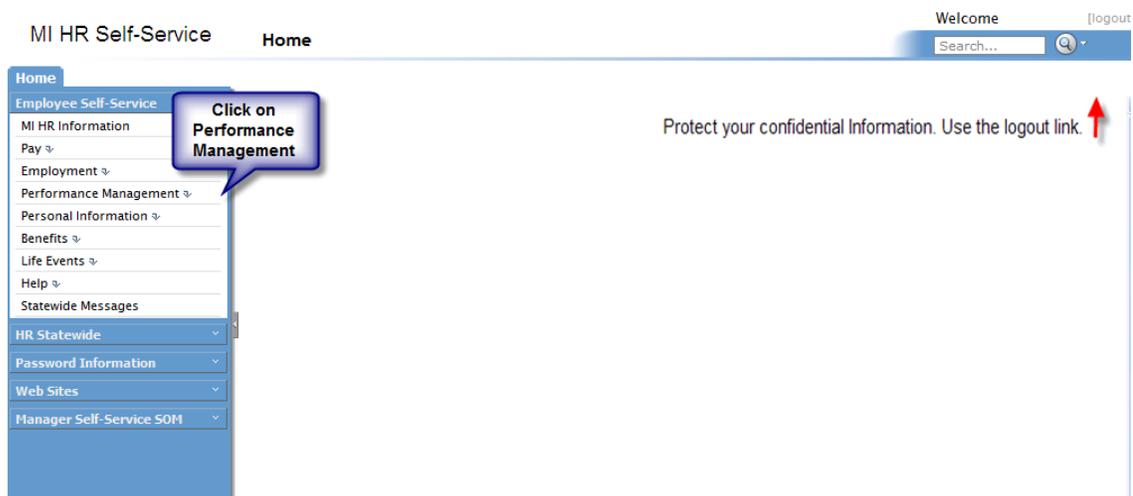
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|--------------------|---|
| Module #10: | Rating a Performance Evaluation-Employee |
| Objective: | This How To focuses on the employee completing a self-rating on their performance (plan) evaluation after receiving an email notification stating that their rating is due. A self-rating is available if an employee's work area has set up the performance evaluation with a self-rate option allowing the employee to enter their own comments and ratings for manager review. |

Pre-Module Requirements:

- Performance (plan) evaluation has been established by the manager and certified by the employee.
- Performance evaluation (review) is due.

Steps:

1. In MI HR Self Service, click **Performance Management** bookmark.



2. In the Performance Management bookmark are links to the following:

A. NEOGOV PE login

If you have been provided with an email to access NEOGOV PE, use this link.

B. NEOGOV PE instructions

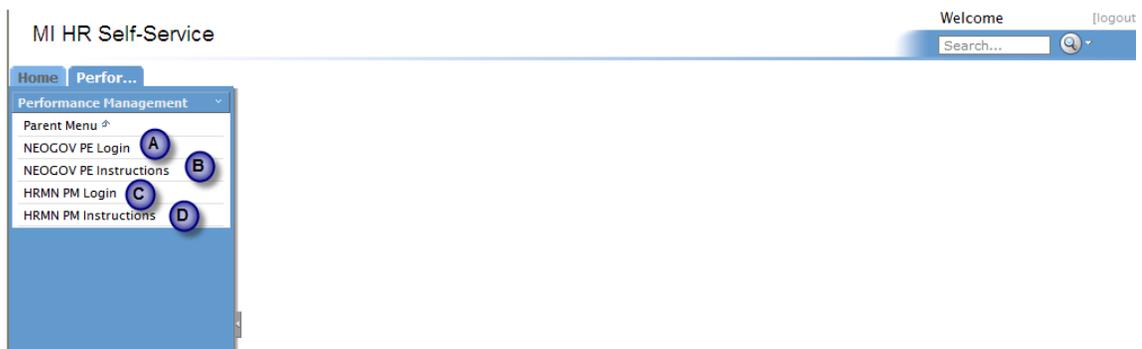
For information on how to use NEOGOV PE including an overview of the system, use this link.

C. HRMN PM login (HRMN Performance Management system)

If you have current plans in the HRMN PM, you will finish your plan there before using NEOGOV PE. Therefore, use this link.

D. HRMN PM instructions

For information on how to use HRMN PM, use this link.



3. You should have received an **Activate Your NEOGOV PE User Account** email with a link to create your account **Password** using your email address as your **Username**.

Log into NEOGOV PE using your **Username** and **Password**. Click **Sign In >>** button.

PLEASE NOTE: Current NEOGOV Insight HR Users will use their Insight username and password.

NEOGOV PE Press CTRL + D to bookmark this page.

Username
Password

[Login using Insight](#) [Forgot your password?](#) **Sign In »**

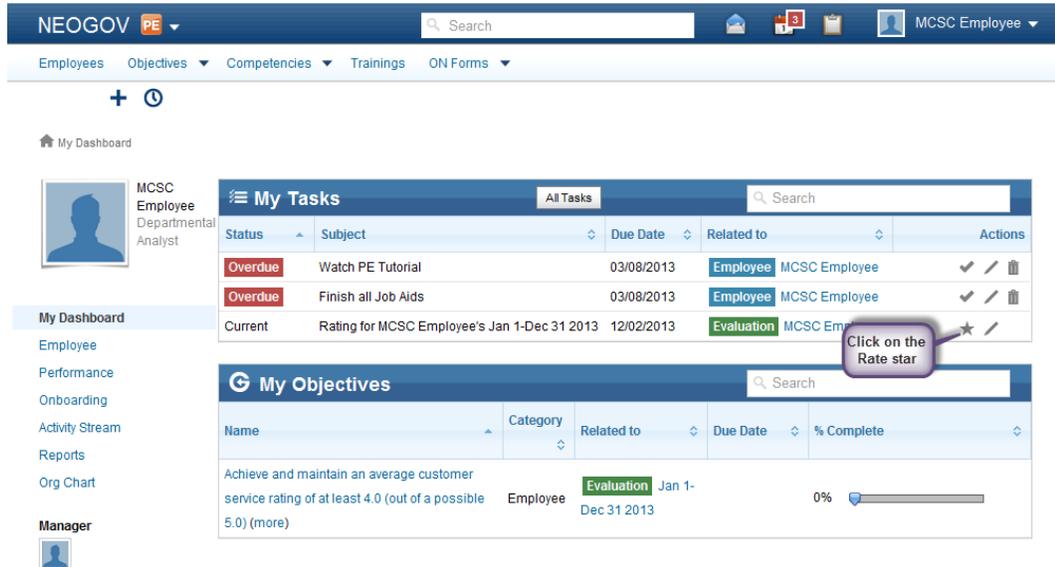
Enter Username and Password

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4. There are two options to get to the Rate screen:

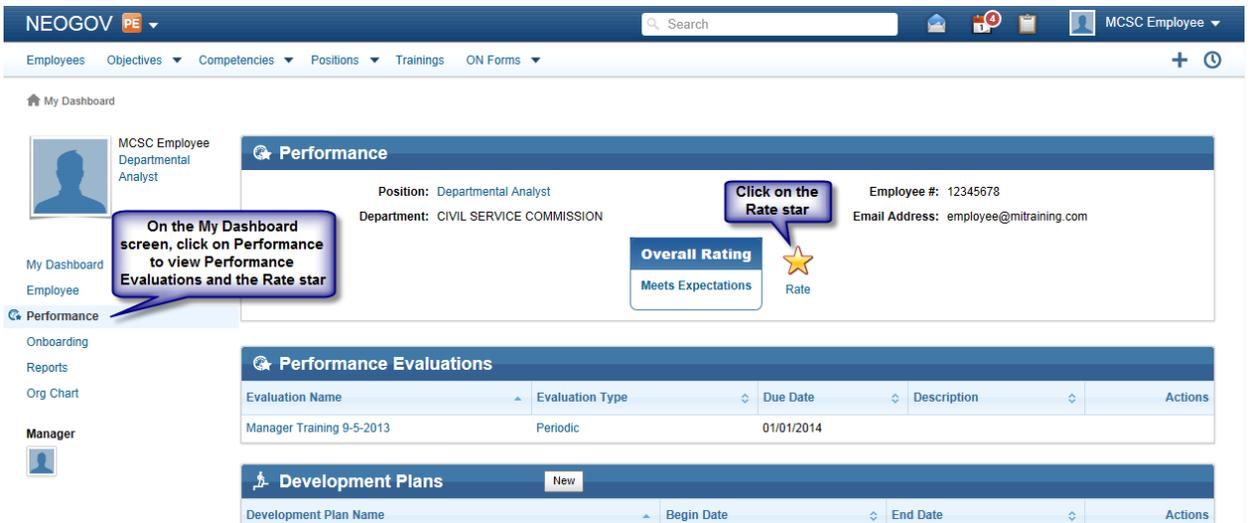
Option 1:

On the **My Dashboard** screen in the **My Tasks** section click the **Rate** star in the **Actions** column.



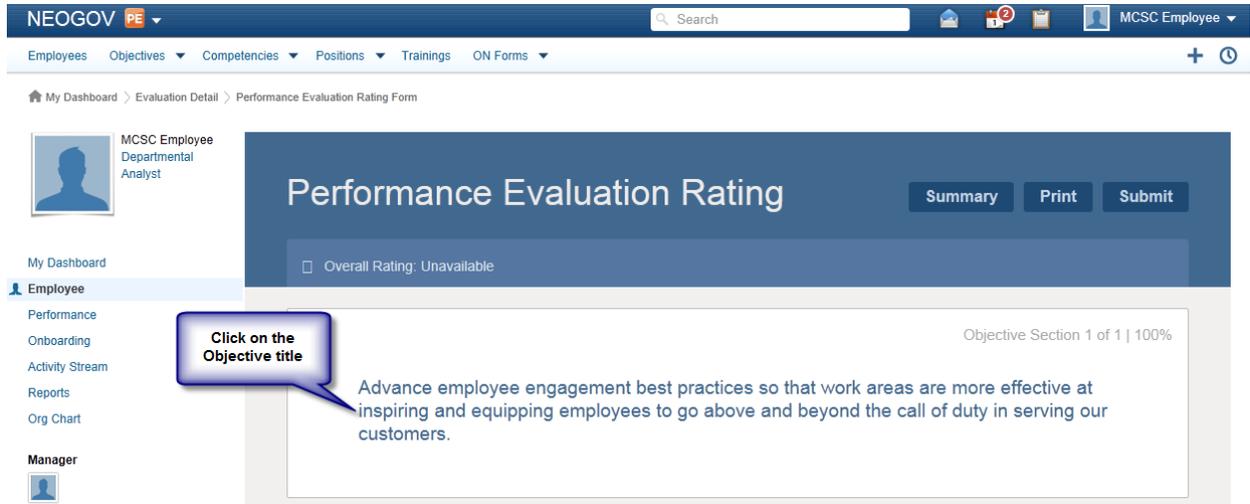
Option 2:

On the **My Dashboard** screen click on **Performance**. On the **Performance** screen you can click the **Rate** star next to the **Overall Rating** box.

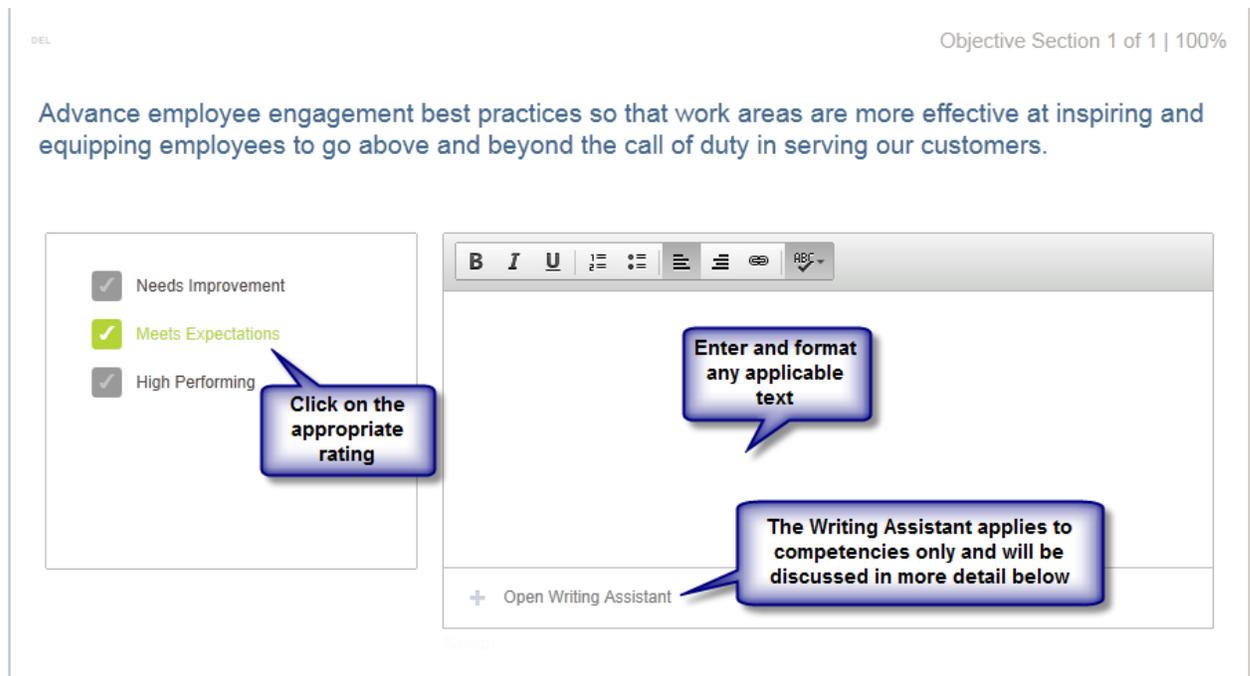


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- On the **Performance Evaluation Rating Form** screen, complete the **Objective Section** for each objective by clicking on the objective title.



- Click on the check mark next to the appropriate rating (note: the selection turns a green color. To deselect a rating click on it again). Comments can be entered and formatted. The manager will see the rating and comments.



7. Complete the **Competency Section** for each competency by clicking the competency title.

8. Click the check mark next to the appropriate rating (note: the selection turns a green color. To deselect a rating click it again). Comments can be entered and formatted. The manager will see the rating and comments.

9. **Writing Assistants** are available for competencies. Writing Assistants contain the Behaviorally-Anchored Rating Scales (BARS) for the competency and provide examples of behaviors that can be used to determine the appropriate rating.

DEL Competency Section 1 of 3 | 33.33%

Adaptability (200)

Maintaining effectiveness when experiencing major changes in personal work tasks or the work environment; adjusting effectively to work within new work structures, processes, requirements or cultures.

- Needs Improvement
- Meets Expectations
- High Performing

B *I* U ☰ ☰ ☰ ☰ ☰ ABC

|

Click here for the Writing Assistants

+ Open Writing Assistant

10. Click on the **middle face option** to view the writing assistants for the competency being rated. To add a writing assistant section to the rating, click on the applicable section.

DEL
Competency Section 1 of 3 | 33.33%

Adaptability (200)

Maintaining effectiveness when experiencing major changes in personal work tasks or the work environment; adjusting effectively to work within new work structures, processes, requirements or cultures.

Needs Improvement
 Meets Expectations
 High Performing

B *I* U

Close Writing Assistant

 Enjoys change and continually seeks better methods of accomplishing desired results. Develops innovative solutions to problems that might arise due to change. Consistently motivates others to accept and seek change. Promotes acceptance of change by showing empathy, giving positive examples, and providing explanation. Anticipates change and plans accordingly. Excels in an environment of frequently changing work structures and processes.

 Maintains quality of work when changes occur in the work environment. Addresses change with a positive attitude. Understands that changes occur and effectively and efficiently incorporates them into work routine. Exhibits willingness to comply with change. Quickly modifies behavior to deal with change. Focuses on beneficial aspects of change. Actively seeks information about new work situations.

Click on the middle option to view writing assistants for the competency being rated.

Select the writing assistants you'd like to add by clicking on the associated section.

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11. Once the BARS statements have been entered into the evaluation, they can be formatted and deleted completely or partially.

Adaptability (200)

Maintaining effectiveness when experiencing major changes in personal work tasks or the work environment; adjusting effectively to work within new work structures, processes, requirements or cultures.

Needs Improvement

Meets Expectations

High Performing

Needs Improvement
 Meets Expectations
 High Performing

- Enjoys change and continually seeks better methods of accomplishing desired results.
- Develops innovative solutions to problems that might arise due to change.
- Consistently motivates others to accept and seek change.
- Promotes acceptance of change by showing empathy, giving positive examples, and providing explanation.
- Anticipates change and plans accordingly.
- Excels in an environment of frequently changing work structures and

Close Writing Assistant

12. Click on **Close Writing Assistant** to close the Writing Assistant window.

Adaptability (200)

Maintaining effectiveness when experiencing major changes in personal work tasks or the work environment; adjusting effectively to work within new work structures, processes, requirements or cultures.

Needs Improvement

Meets Expectations

High Performing

Needs Improvement
 Meets Expectations
 High Performing

desired results.

- Develops innovative solutions to problems that might arise due to change.
- Consistently motivates others to accept and seek change.
- Promotes acceptance of change by showing empathy, giving positive examples, and providing explanation.
- Anticipates change and plans accordingly.
- Excels in an environment of frequently changing work structures and processes

Close Writing Assistant

To close the writing assistant click on "Close Writing Assistant"

13. An **Overall** rating is required for the evaluation. Complete the **Overall Rating** by clicking the Overall Ratings title.



MCSC Employee
Departmental
Analyst

My Dashboard

Employee

Performance

Onboarding

Activity Stream

Reports

Org Chart

Manager



Competency Section 1 of 3 | 33.33%

Building Trust (200)

Meets Expectations
Testing 123...

Competency Section 2 of 3 | 33.33%

Continuous Learning (200)

Meets Expectations

Competency Section 3 of 3 | 33.33%

Adaptability (200)

Meets Expectations

Click on the Overall Ratings title

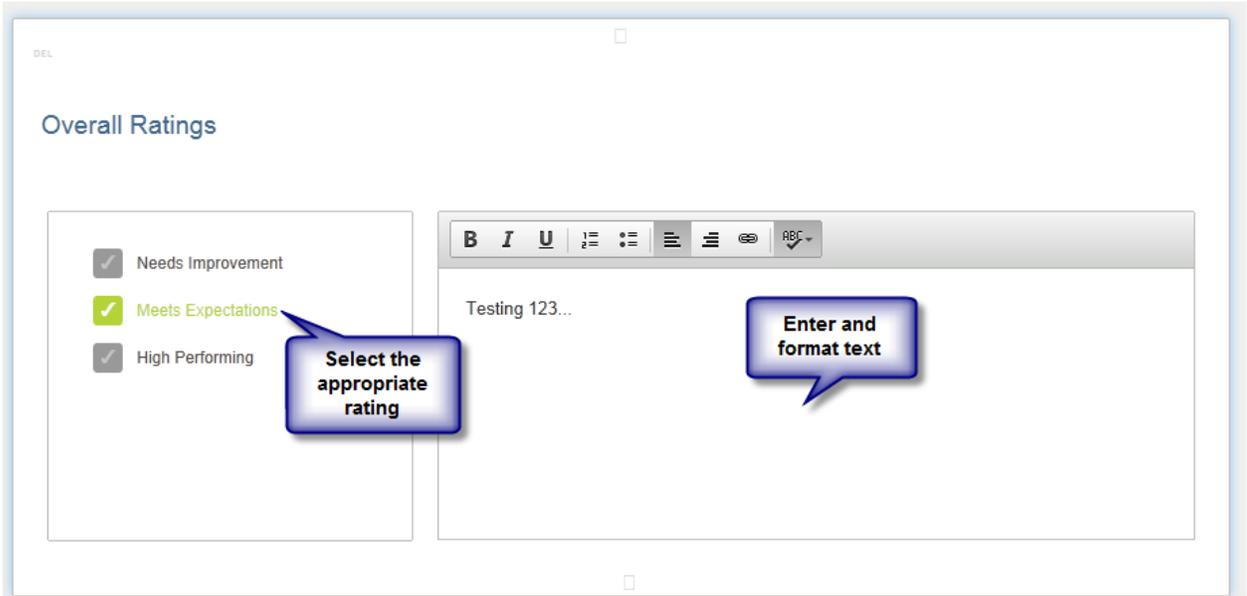
Overall Ratings

Summary

Print

Submit

14. Click the check mark next to the appropriate rating (note: the selection turns a green color. To deselect a rating click it again). Comments can be entered and formatted. The manager will see the rating and comments.



15. The system automatically saves the work. Click **Submit** when you are done with your self-evaluation and ready for your manager to be notified of the same. Click **Print** if you would like to maintain a hard copy. Click **Summary** to see a summary of the completed review. You will also be able to print reports from the review.

The screenshot displays a performance review interface. On the left, a sidebar shows the user's profile as 'MCSC Employee Departmental Analyst' and a navigation menu with options like 'My Dashboard', 'Employee', 'Performance', 'Onboarding', 'Activity Stream', 'Reports', 'Org Chart', and 'Manager'. The main content area is divided into sections: 'Continuous Learning (200)' with a green checkmark for 'Meets Expectations', and 'Adaptability (200)' also with a green checkmark for 'Meets Expectations'. Below these is an 'Overall Ratings' section with three radio button options: 'Needs Improvement', 'Meets Expectations' (which is selected), and 'High Performing'. To the right of these ratings is a rich text editor with a toolbar and the text 'Testing 123...'. A blue callout box with a white border points to the 'Summary', 'Print', and 'Submit' buttons located at the bottom right of the interface.

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16. If **Submit** is selected, the system will provide a certification statement for review. If you feel changes are necessary, click **Cancel**. If no changes are necessary, click **Submit Evaluation**. The Rater of Record will be notified that your self-review is complete.

You're almost done!

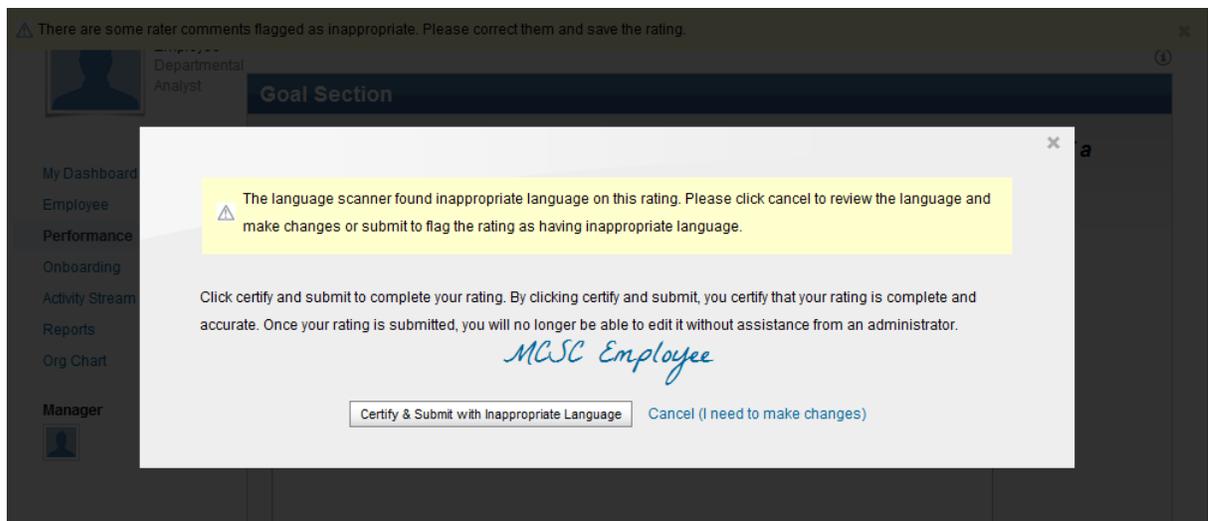
By clicking certify and submit, you confirm that your rating is complete and accurate. Once your rating is submitted, you will no longer be able to make changes without administrator assistance.

MCSC Employee

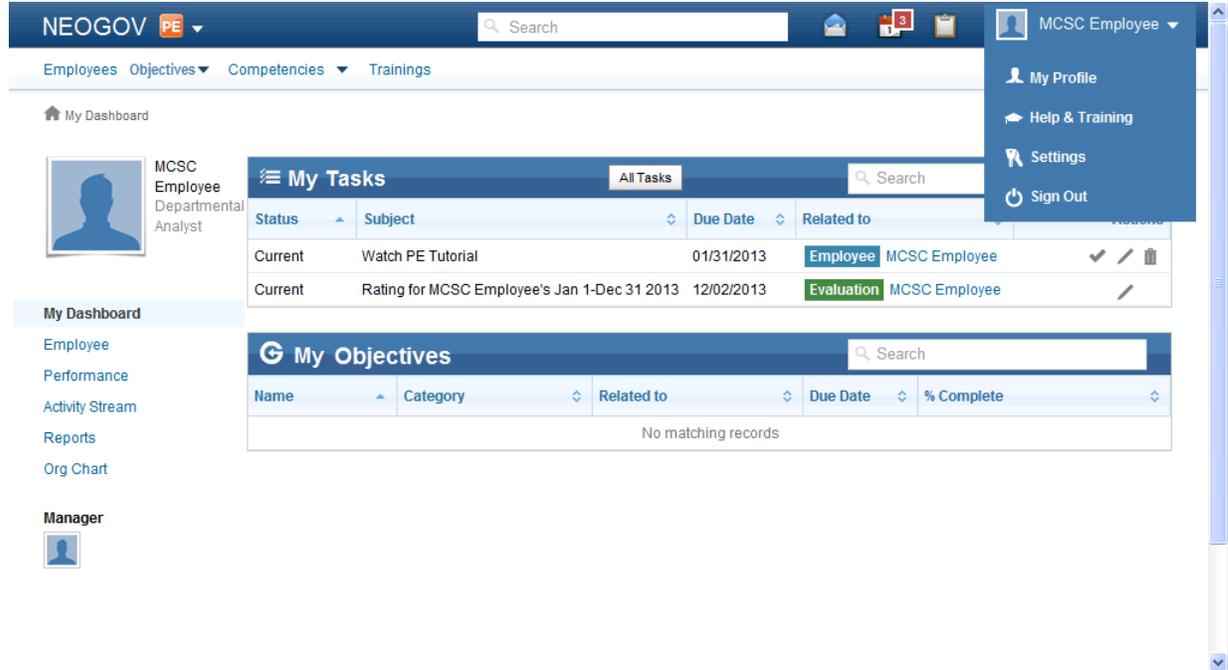
✓ **Submit Evaluation**

Cancel

17. Please note that the system has a language checker in it, and if you try and submit a self-rating that contains inappropriate language, the system will alert you and provide you with an opportunity to make a change before certifying and submitting.



18. To exit NEOGOV PE, click Sign-Out.



Additional Resources:

NEOGOV PE Tutorial

Help & Training available in PE in the drop-down under your name (top right corner)

PE Glossary

PE FAQs

For questions on the new system or this job aid, email MCSC-NEOGOV@michigan.gov

For questions on performance management plans, contact your HR Office