

<b>Module #10:</b>	Rating a Performance Evaluation-Employee
<b>Objective:</b>	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:**

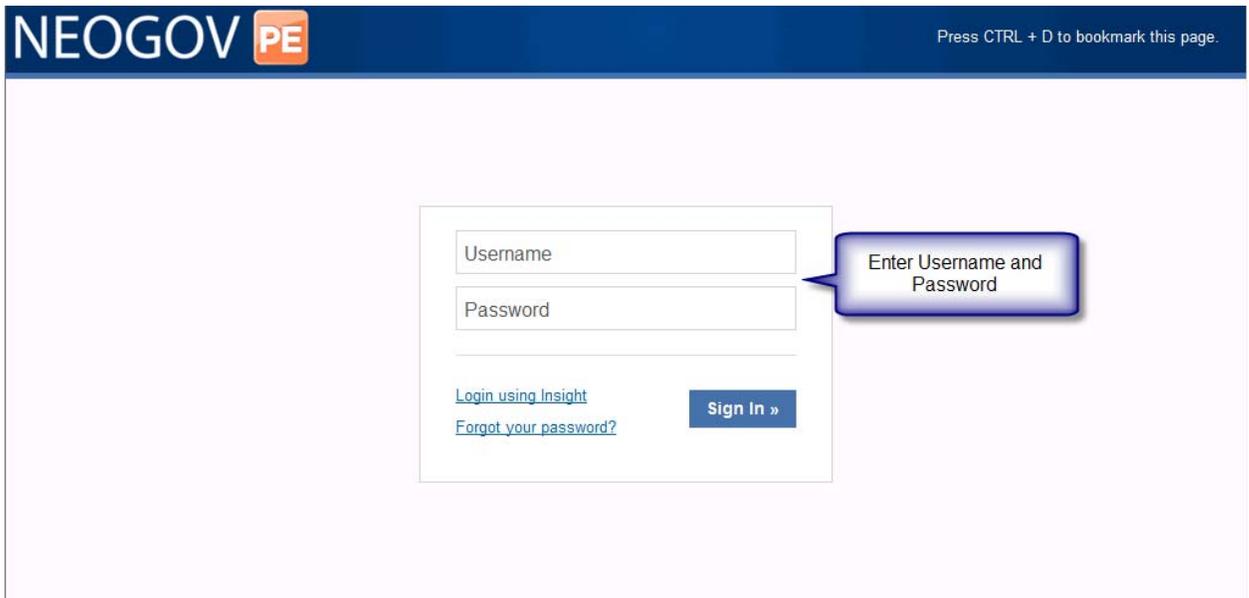
- Performance (plan) evaluation has been established by the manager and certified by the employee.
- Performance evaluation (review) is due.

**Steps:**

1. 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.**

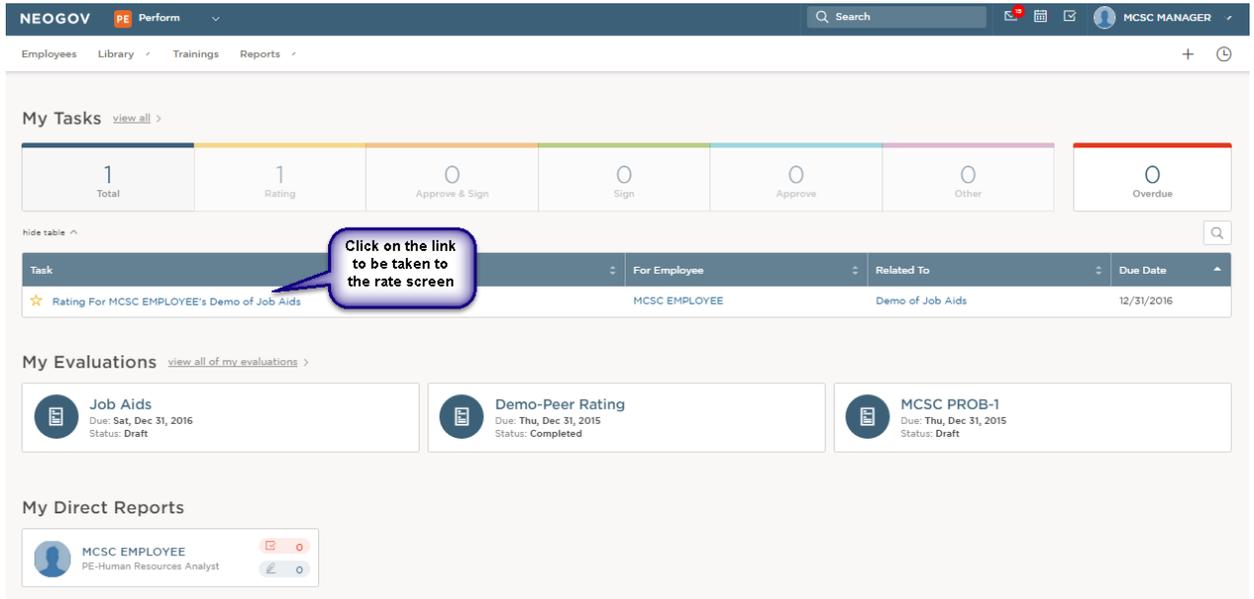


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2. There are two options to get to the Rate screen:

Option 1:

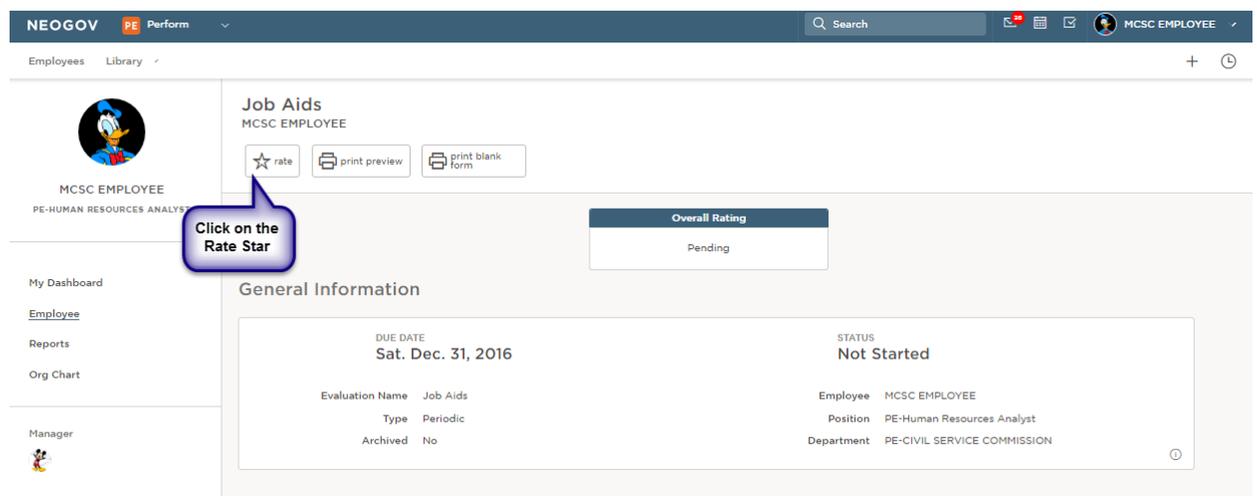
On the **My Dashboard** screen in the **My Tasks** section click the **Rate** link in the **Task** column.



Option 2:

On the **My Dashboard** screen click on the **Evaluation Card** that needs a self-rating.

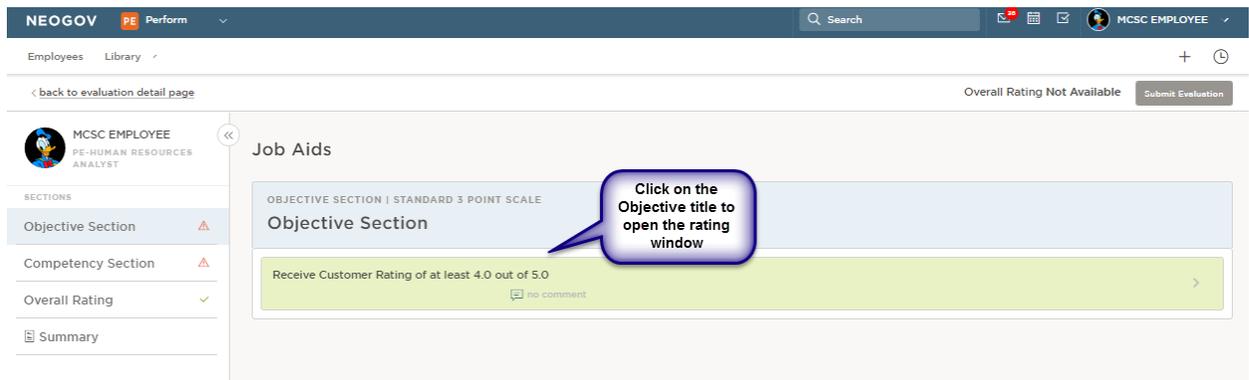
On the Evaluation Detail page, Click on the **Rate** star.



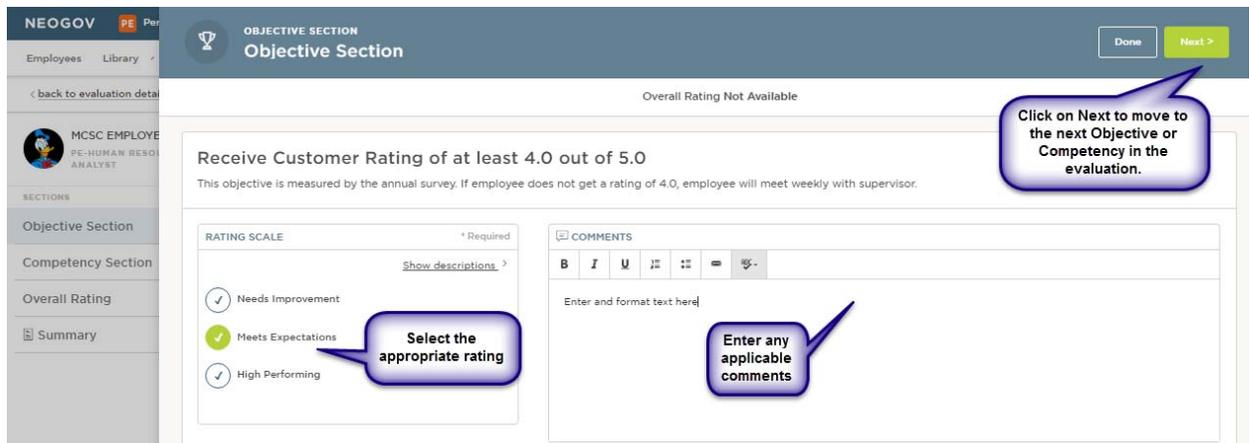
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- On the **Performance Evaluation Rating Form** screen, complete the **Objective and Competency Sections** by clicking on each Objective/Competency title to open the associated rating window.

**Note:** You can also navigate through the objectives and competencies by clicking **Next**, **Prev**, or **Done** as you complete the self-rating.

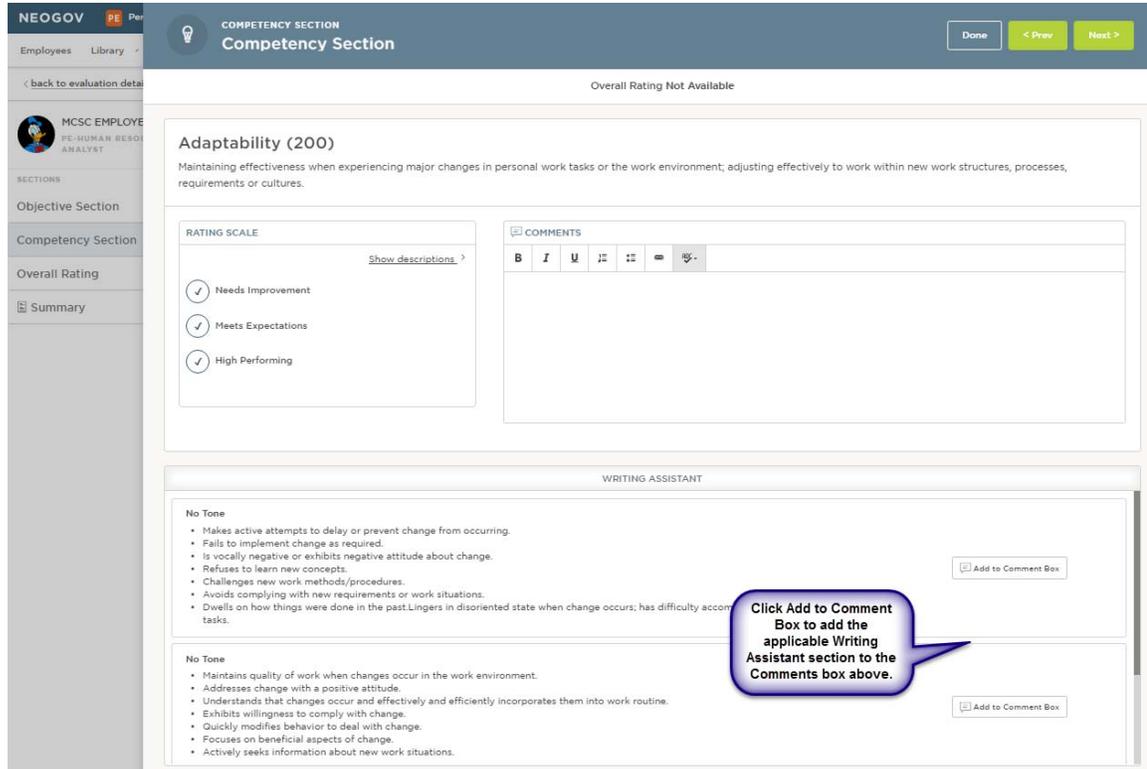


- Click on the check mark next to the appropriate rating (note: the selection turns a green color. To deselect a rating click on it again). Comments can be entered and formatted. The manager will see the rating and comments. Click on **Next**.

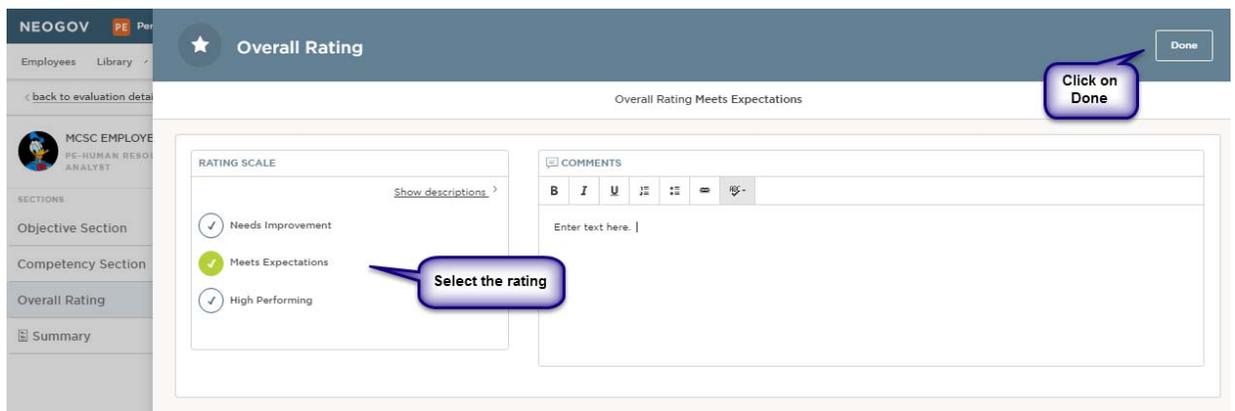


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5. **Writing Assistants** are available for **competencies** only. Writing Assistants contain the Behaviorally-Anchored Rating Scales (BARS) for the competency and provide examples of behaviors that can be used to determine the appropriate rating.

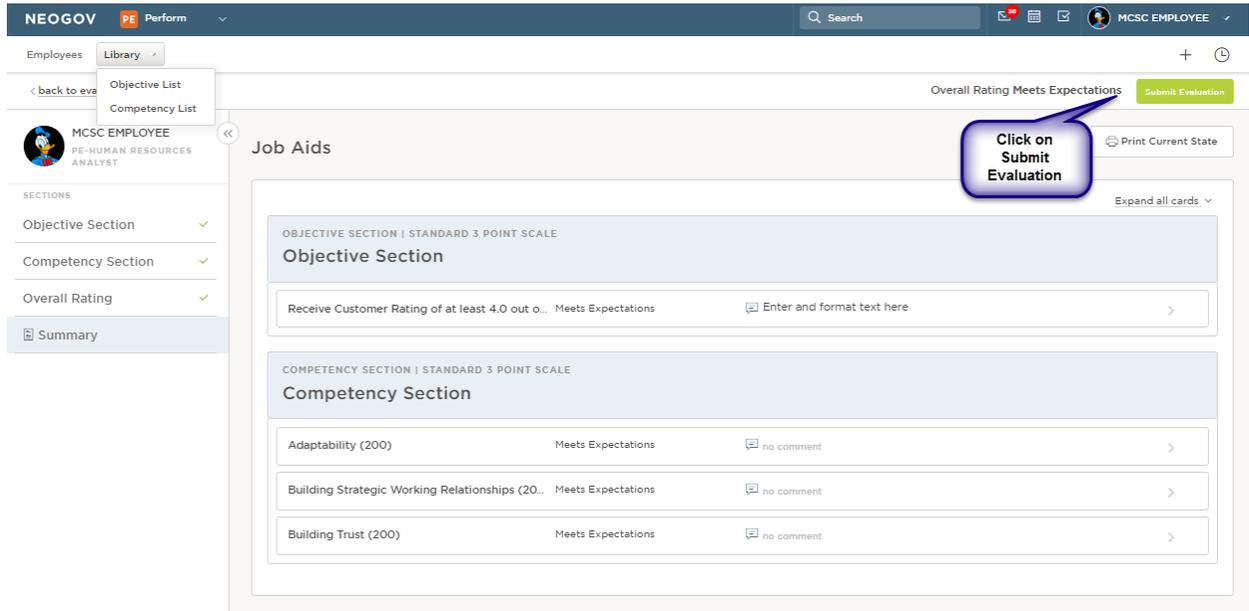


6. Once the BARS statements have been entered into the evaluation, they can be formatted and deleted completely or partially.
7. An **Overall** rating is required for the evaluation. To complete the **Overall Rating**, click on the check mark next to the appropriate rating (note: the selection turns a green color. To deselect a rating click it again). Comments can be entered and formatted. The manager will see the rating and comments. Click on **Done** when finished.



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8. The system automatically saves the work.
9. Review the Summary page. Click **Submit Evaluation** when you are done with your self-evaluation and ready for your manager to be notified of the same. Click **Print Current State** if you would like to maintain a hard copy.



10. 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 **Continue**. The Rater of Record will be notified that your self-review is complete.

**You're almost done!**

Are you sure you wish to submit the review at this time? Selecting OK will prevent any further changes by you or the employee. By selecting OK, I certify that this rating form constitutes my evaluation of the performance of this employee for the period covered.

*MCSC EMPLOYEE*

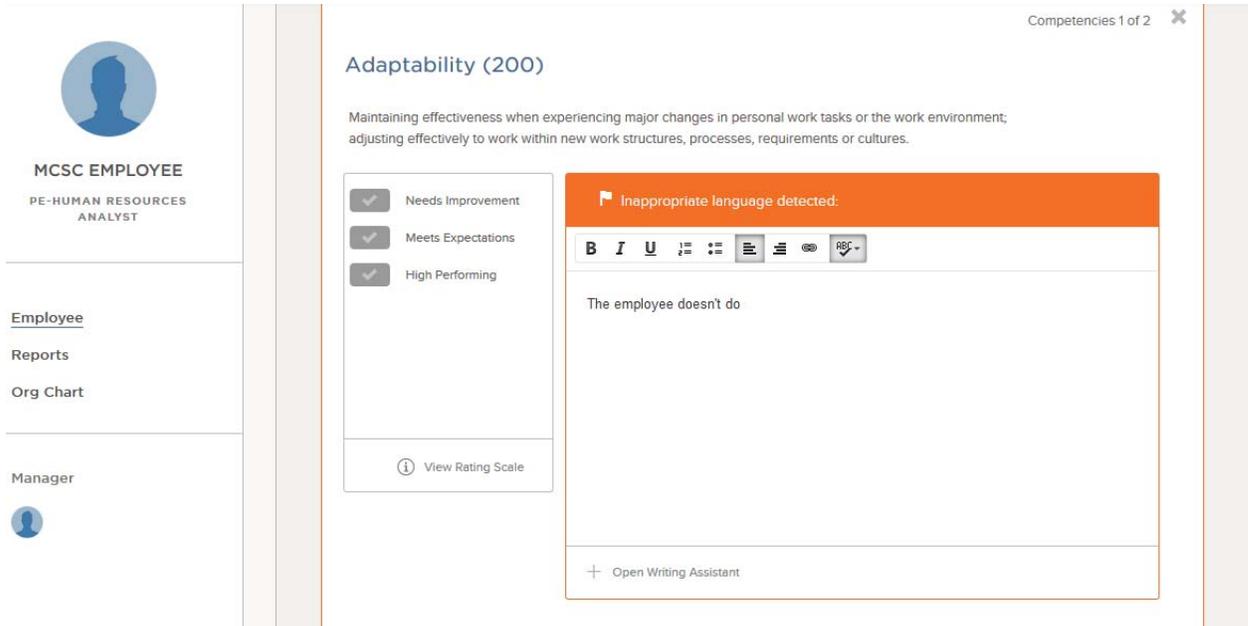
Do you wish to continue?

Cancel Continue

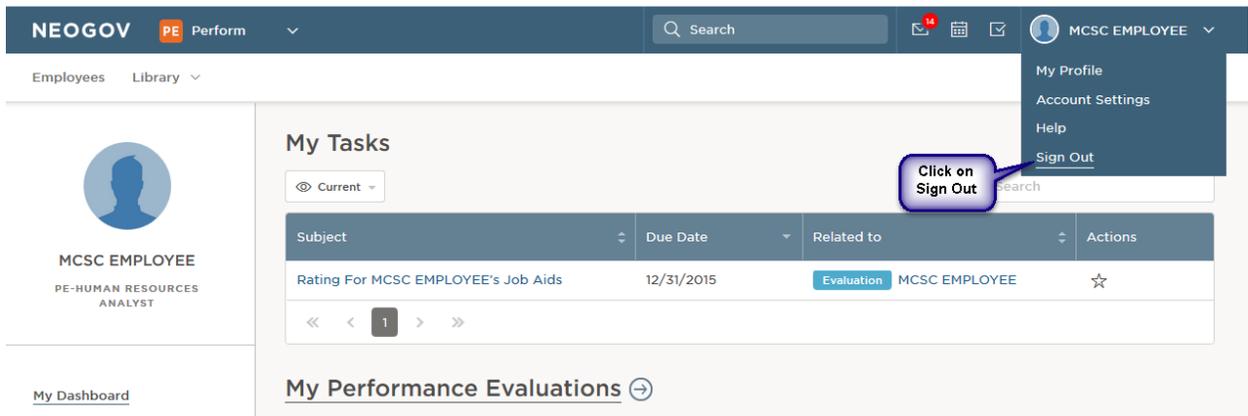
Click on Continue

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11. 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.



12. 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](mailto:MCSC-NEOGOV@michigan.gov)

For questions on performance management plans, contact your HR Office