

Module #11:	Rating a Performance Evaluation-Manager
Objective:	This How To focuses on the manager completing a rating on their direct report's performance (plan) evaluation.

Pre-Module Requirements:

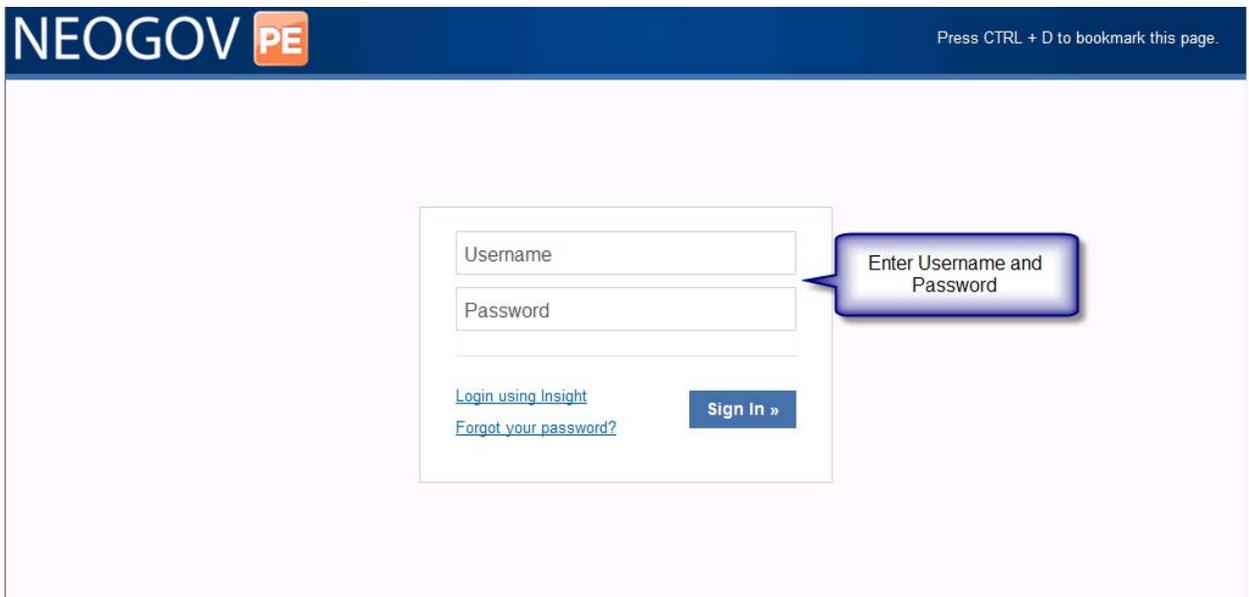
- Performance (plan) evaluation has been established by the manager and certified by the employee.
- Performance evaluation (review) is due.

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 the NEOGOV PE site using your **Username** and **Password**. Click on the **Sign In >>** button.

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

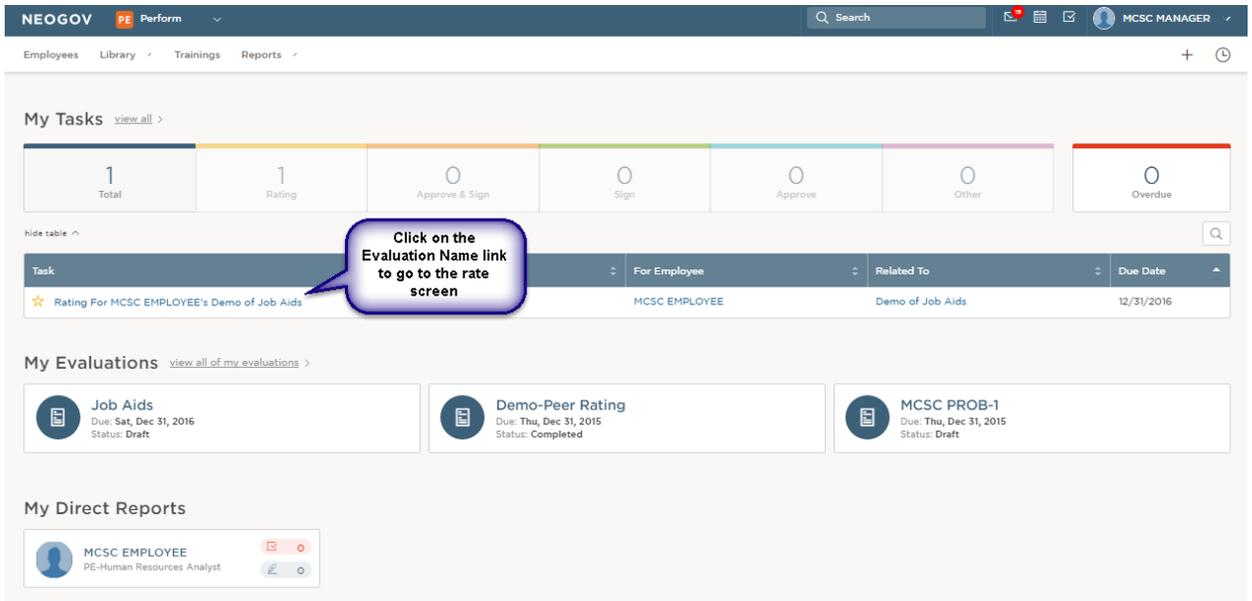


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2. There are two options to get to the Rate screen:

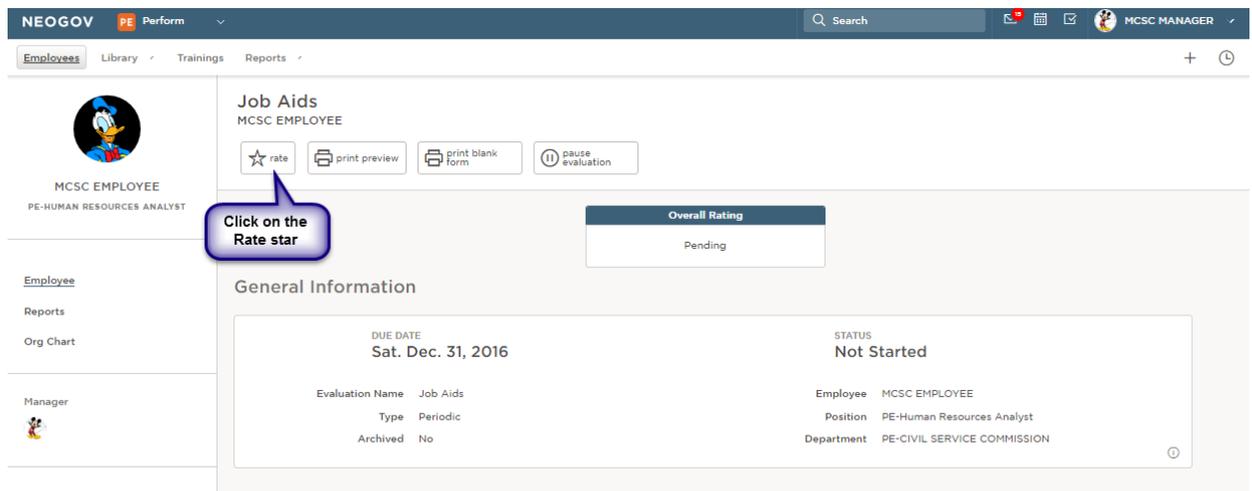
Option 1:

On the **My Dashboard** screen in the **My Tasks** section click on the **link** in the **Task** column for the direct report you want to rate.



Option 2:

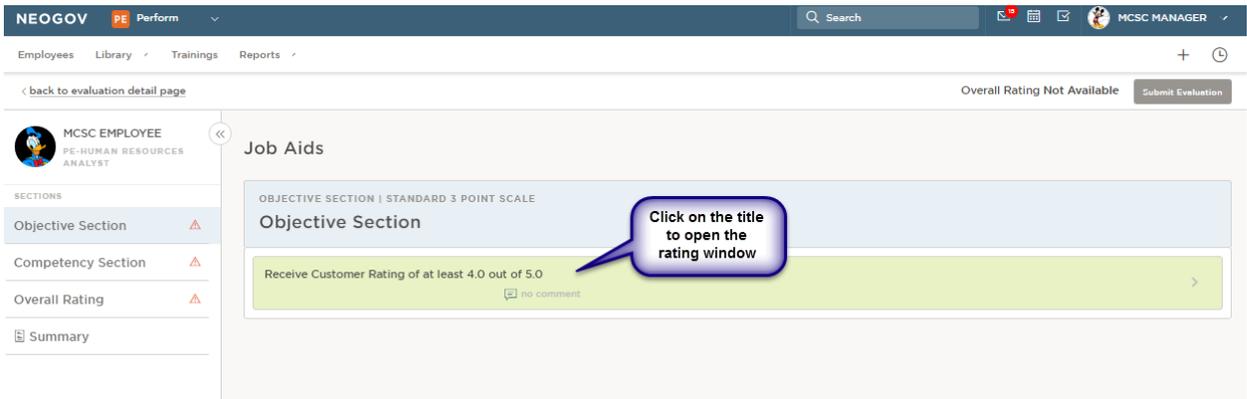
On the **My Dashboard** screen select the **Direct Report** you want to rate. On the **Employee Detail** screen select the Performance Evaluation to rate. Click on the **Rate** star next to the **Overall Rating** box.



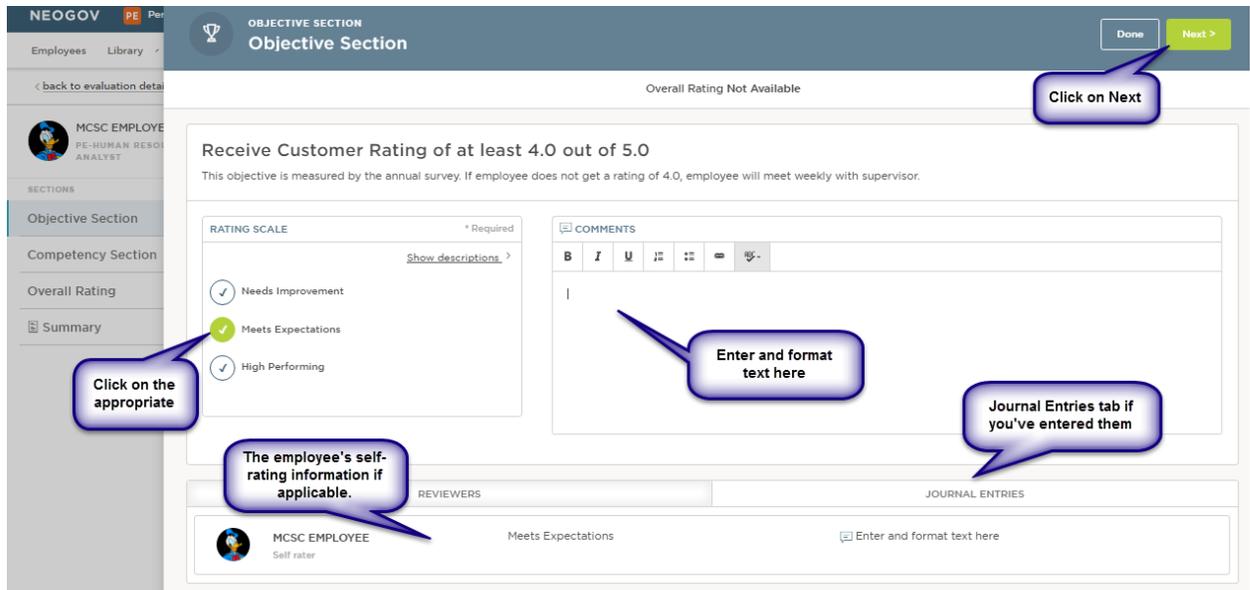
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- On the **Performance Evaluation Rating Form** screen, complete the **Objective and Competency Sections** by clicking on each Objective/Competency title to open the associated rating window.

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 can see th employee’s self-rating and comments (if applicable). Click on **Next**.

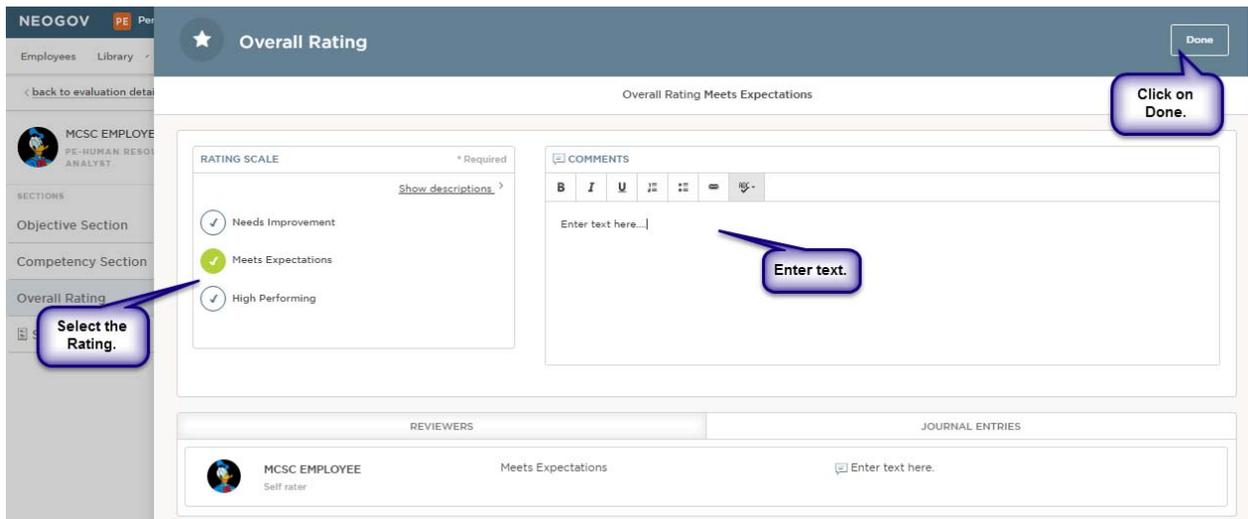


5. **Writing Assistants** are available for competencies. Writing Assistants contain the Behaviorally-Anchored Rating Scales (BARS) for the competency and provide examples of behaviors that can be used to determine the appropriate rating.

The screenshot displays the 'Competency Section' for 'Adaptability (200)'. The 'RATING SCALE' section shows three options: 'Needs Improvement', 'Meets Expectations', and 'High Performing', each with a checkmark. Below this is a 'COMMENTS' section with a rich text editor. At the bottom, there are 'WRITING ASSISTANT' and 'REVIEWERS' tabs. The 'WRITING ASSISTANT' tab is active, showing two 'No Tone' sections with bulleted lists of behaviors. A blue callout box points to an 'Add to Comment Box' button, with the text: 'Click Add to Comment Box to add the applicable Writing Assistant section to the Comments box above.'

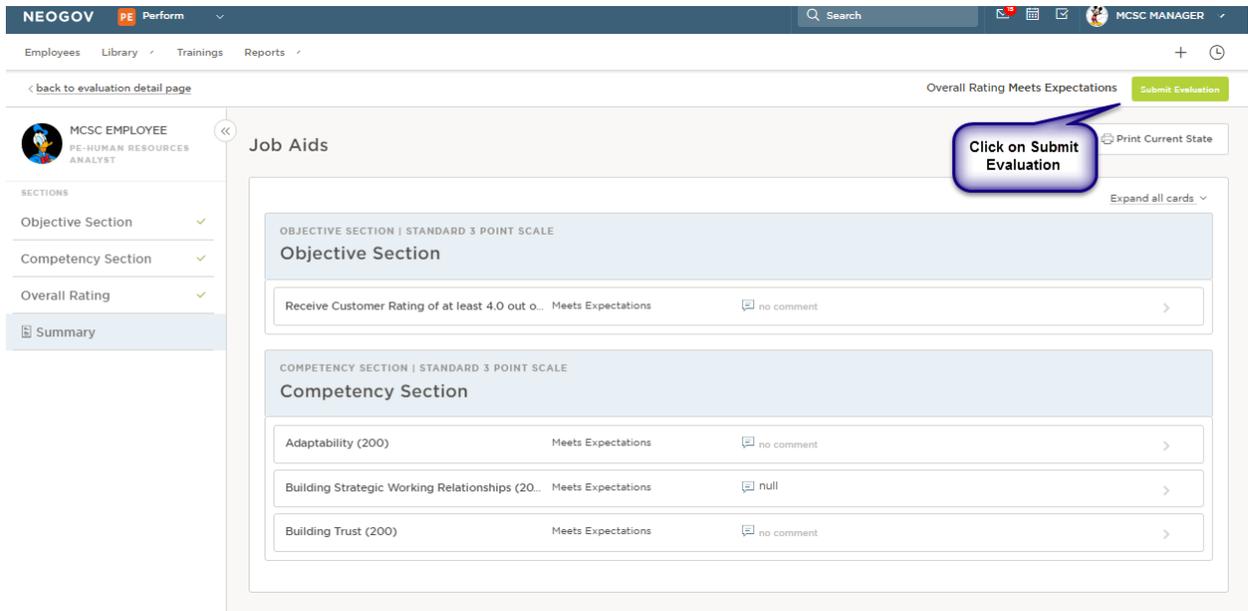
6. Once the BARS statements have been entered into the evaluation, they can be formatted and deleted completely or partially.
7. An **Overall** rating is required for the evaluation. To complete the **Overall Rating**, click on the check mark next to the appropriate rating (note: the selection turns a green color. To deselect a rating click it again). Comments can be entered and formatted. The manager can see the employee's self-rating and comments (if applicable). 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 the rating. Click **Print Current State** if you would like to maintain a hard copy.



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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**.

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 MANAGER

Do you wish to continue?

Cancel Continue

Click on
Continue

11. After selecting **Continue** a confirmation will appear stating that it has been submitted.

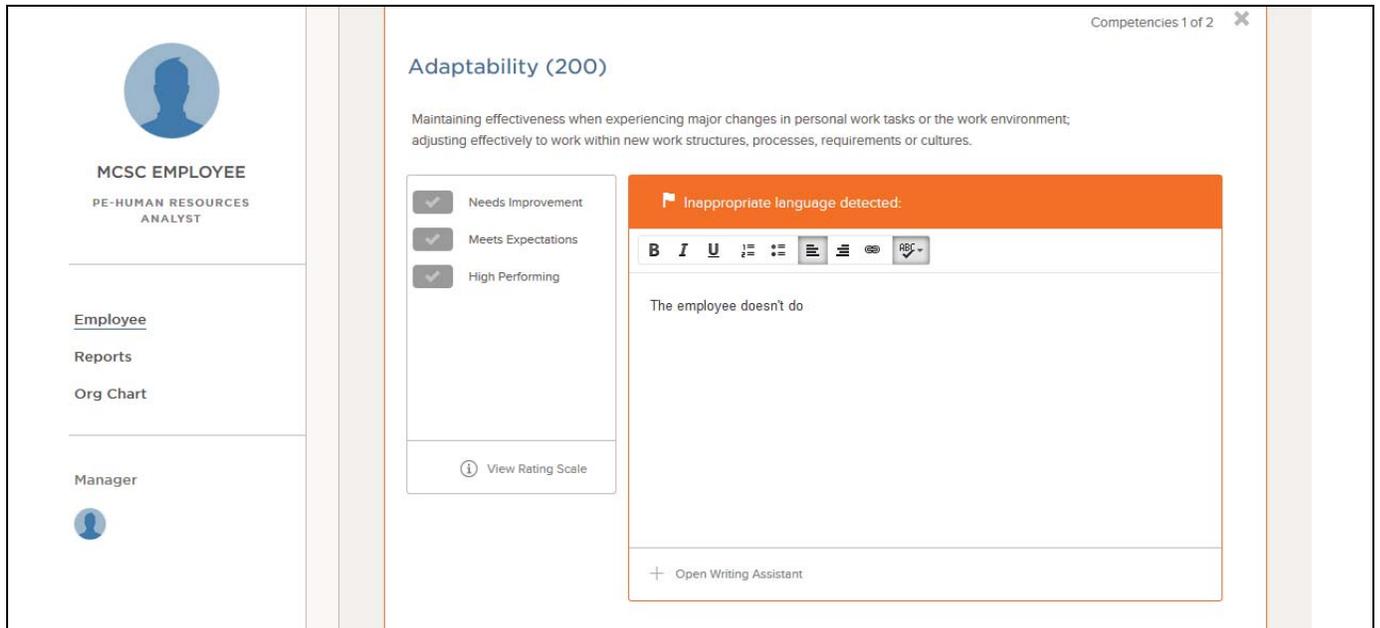
Success!

Your evaluation for MCSC EMPLOYEE has been submitted.

Close

12. Please note that the system has a language checker in it, and if a rating is entered that contains inappropriate language, the system will alert you and provide you with an opportunity to make a change before certifying and submitting.

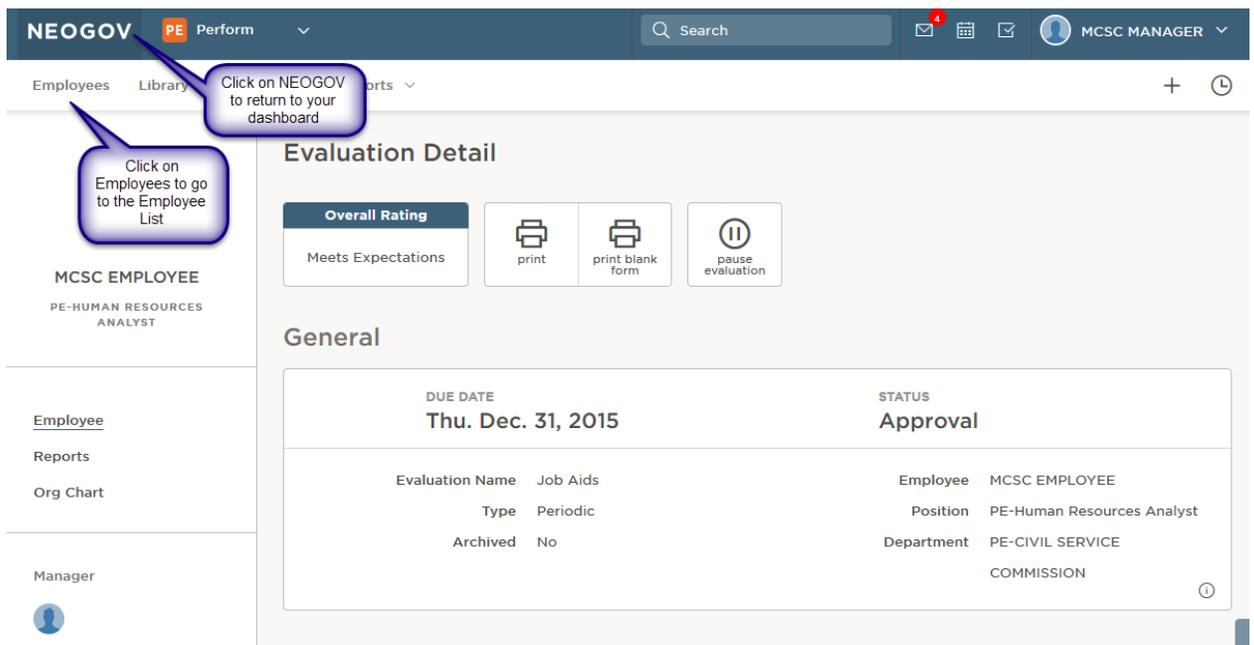
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13. Once finished with a rating there are two options to rate another employee:

Option 1:

Click on **NEOGOV** to return to your dashboard and repeat steps 2-11.



Option 2:

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Click on **Employees** and search/select the employee to be rated. This takes you to the **Employee Detail** screen. Repeat steps 2-11.

Employee List

Show All Employees

Photo	Id	Position	Sta	Onlr	Active
<input type="checkbox"/>	123789	MANAGER MCSC	PE-HUMAN RESOURCES MANAGER	06/22/2002	Activated Yes
<input type="checkbox"/>	456321	EMPLOYEE MCSC MCSC MANAGER	PE-Human Resources Analyst	05/07/2006	Activated Yes

Items per page 10 1 - 3 of 3 items

14. To exit NEOGOV PE, click on Sign-Out.

NEOGOV PE Perform

MCSC MANAGER

My Profile
Account Settings
Help
Sign Out

My Tasks

Subject	Due Date	Related to	Actions
Rating For MCSC EMPLOYEE's Demo with Self...	12/31/2015	Evaluation MCSC EMPLOYEE	☆

My Performance Evaluations

My Dashboard
Employee
Reports
Org Chart

Direct Reports

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