

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

**Pre-Module Requirements:**

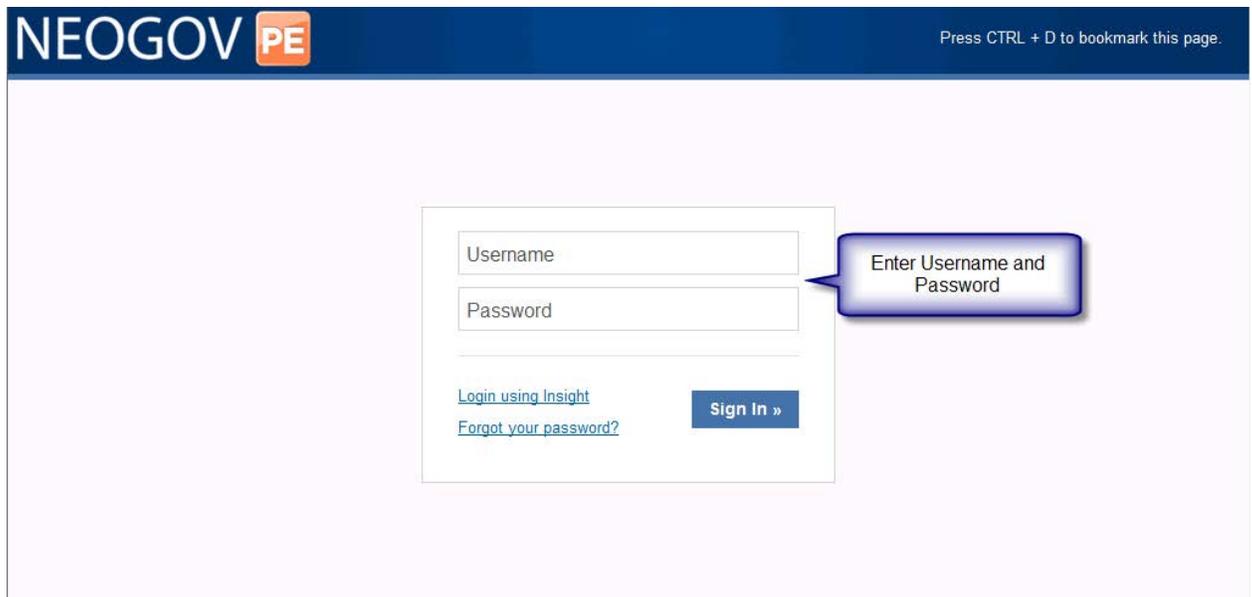
- Performance (plan) evaluation has been established by the manager and certified by the employee.
- Performance evaluation (review) is due.

**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.**

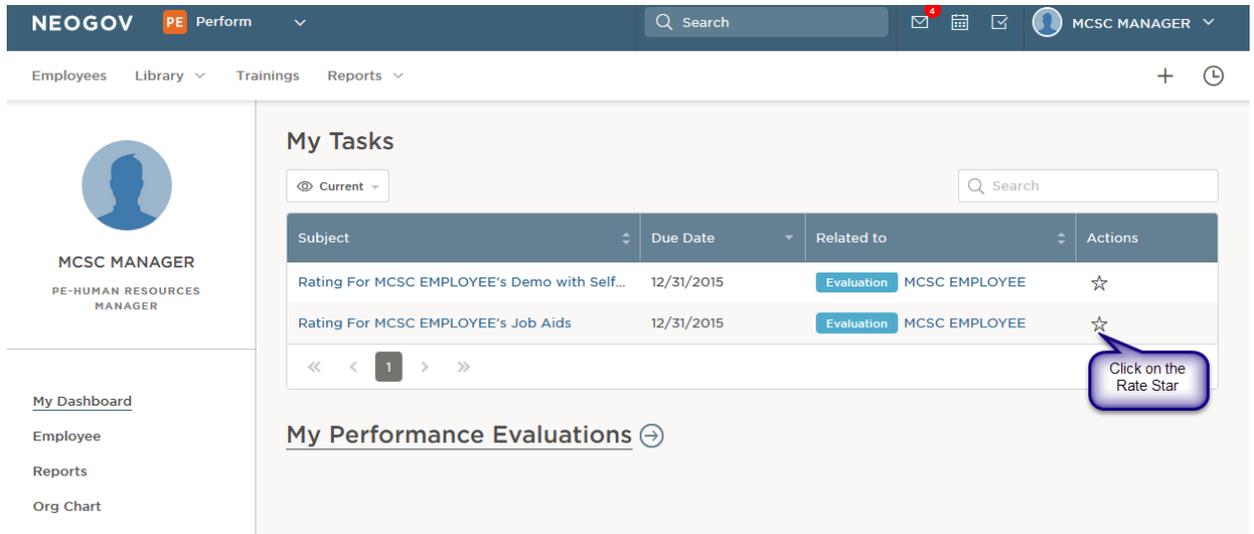


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2. There are two options to get to the Rate screen:

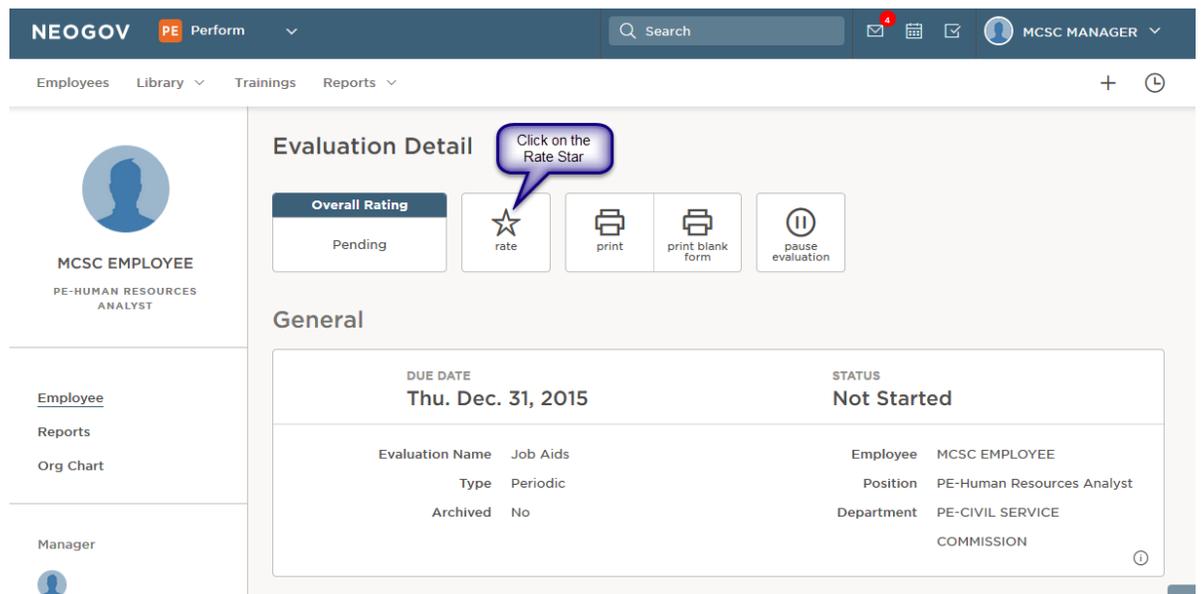
Option 1:

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



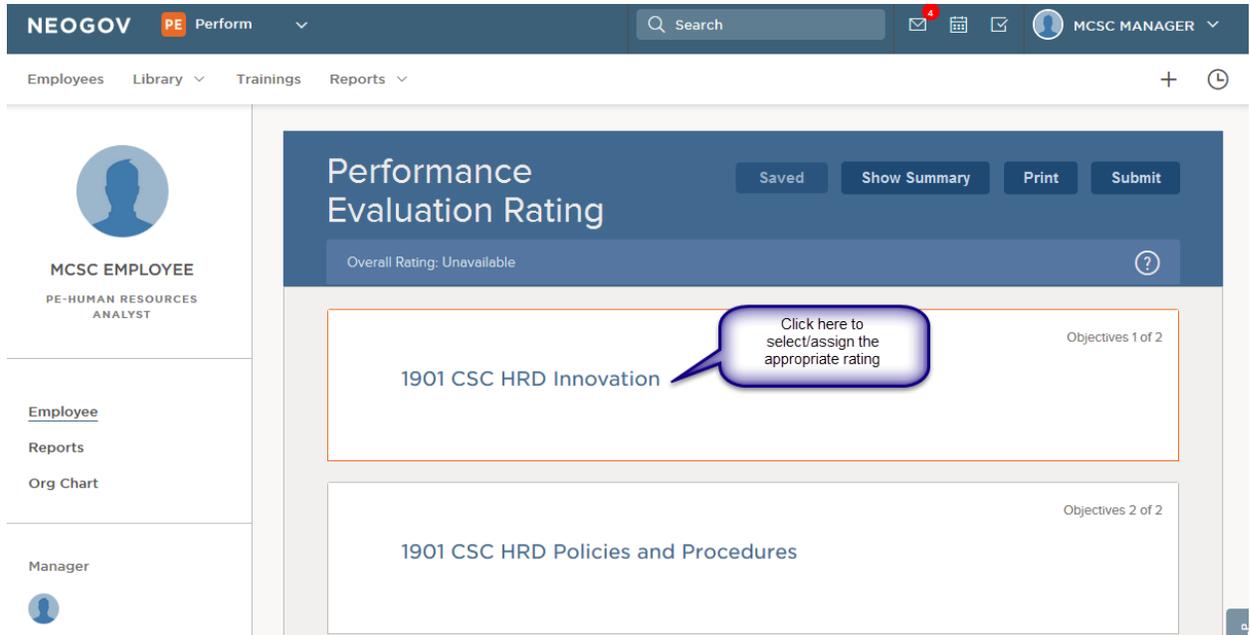
Option 2:

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.

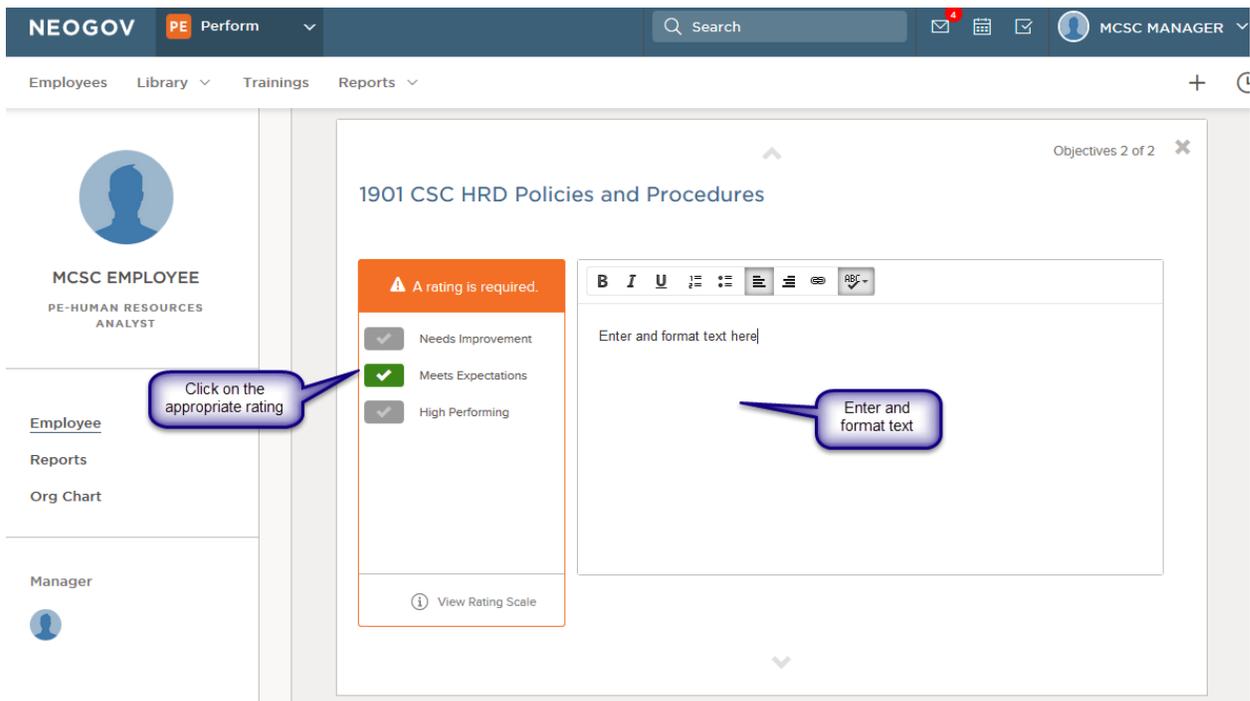


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- On the **Performance Evaluation Rating Form** screen, complete the **Objective Section** for each objective by clicking on the objective title.

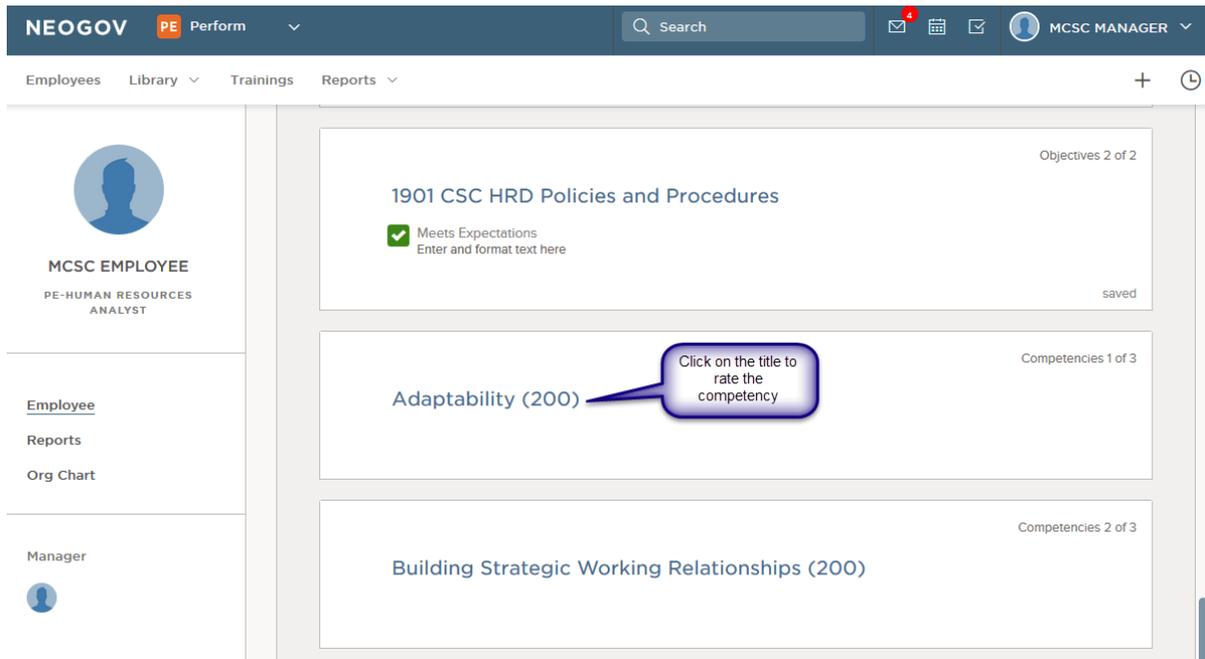


- Click on the check mark next to the appropriate rating (note: the selection turns a green color. To deselect a rating click on it again). Comments can be entered and formatted.

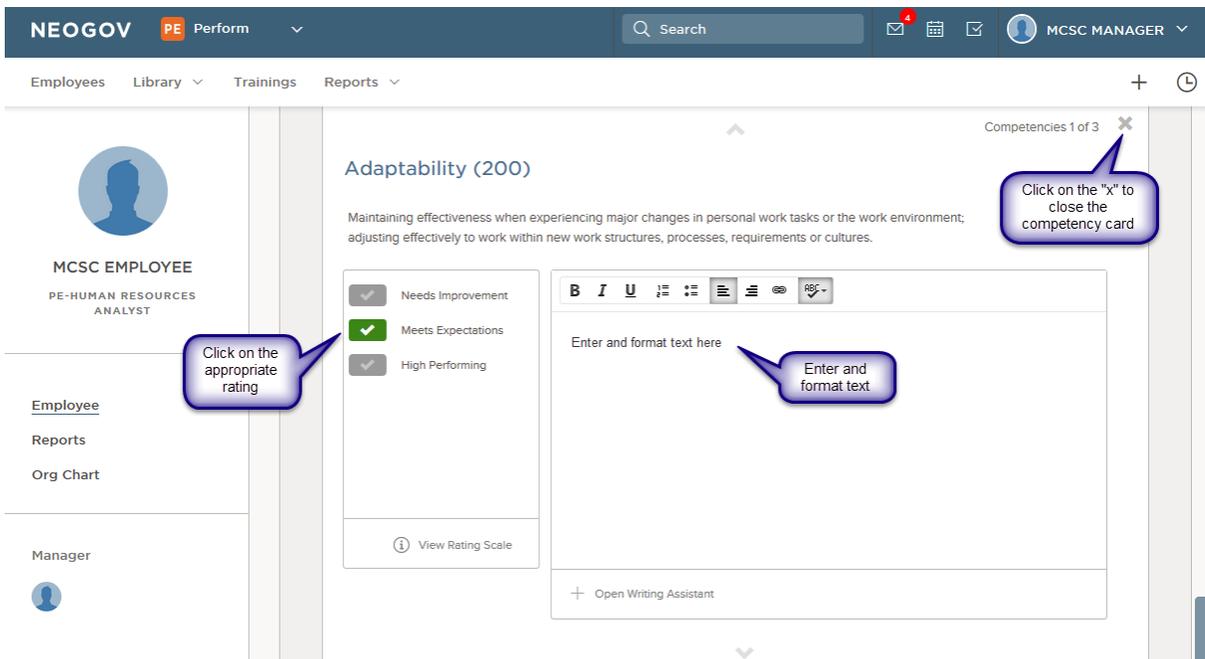


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- Complete the **Competency Section** for each competency by clicking on the competency title.

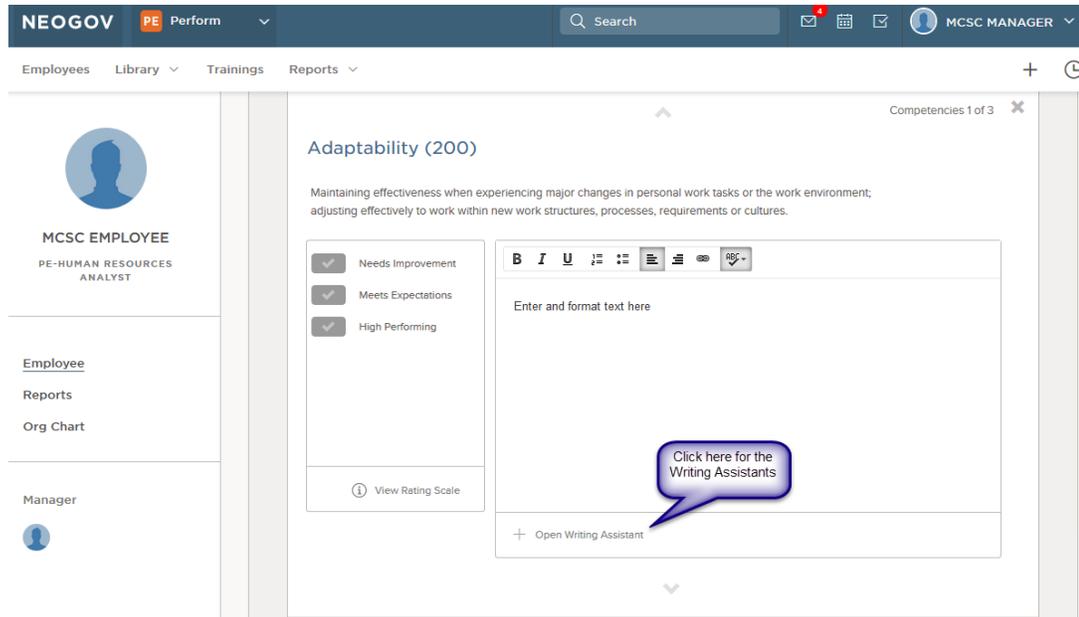


- Click on the check mark next to the appropriate rating (note: the selection turns a green color. To deselect a rating click on it again). Comments can be entered and formatted.

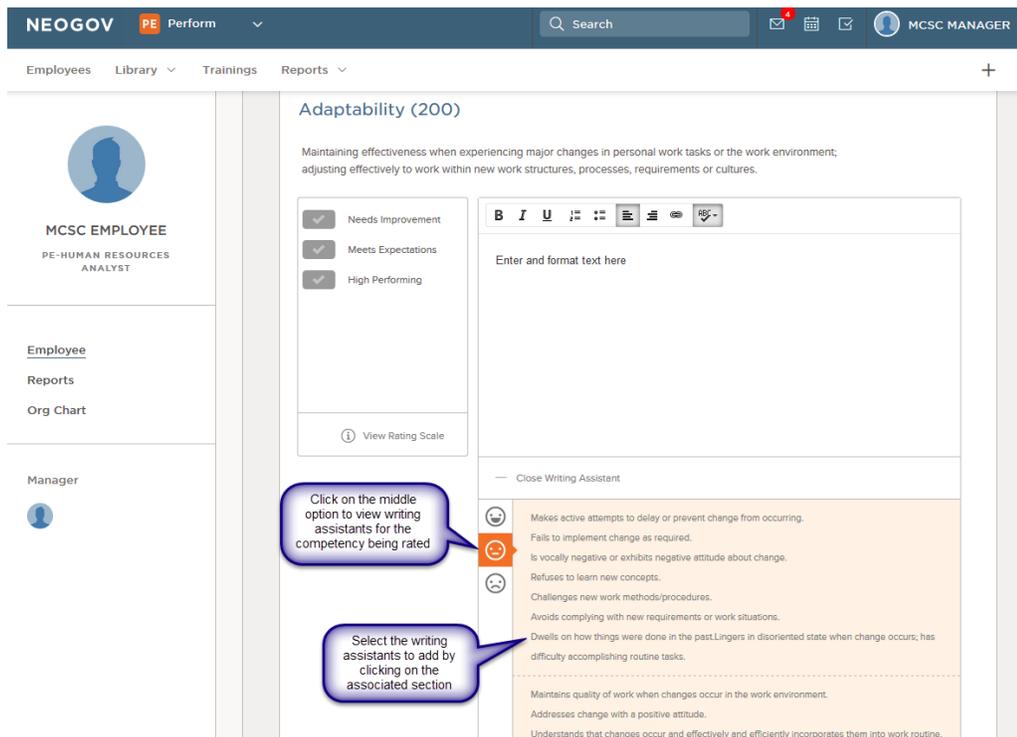


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- Writing Assistants** are available for competencies. Writing Assistants contain the Behaviorally-Anchored Rating Scales (BARS) for the competency and provide examples of behaviors that can be used to determine the appropriate rating.



- 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.



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- 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

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[View Rating Scale](#)

B *I* U | | | | | |

- 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.

[Close Writing Assistant](#)

- 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.

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[View Rating Scale](#)

B *I* U | | | | | |

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[Close Writing Assistant](#)

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

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

The screenshot shows the NEOGOV PE Perform interface. The top navigation bar includes the NEOGOV logo, a 'Perform' dropdown, a search bar, and user information for 'MCS MANAGER'. Below the navigation bar are tabs for 'Employees', 'Library', 'Trainings', and 'Reports'. The main content area is divided into a left sidebar and a main panel. The sidebar shows the user's profile as 'MCS EMPLOYEE PE-HUMAN RESOURCES ANALYST' and navigation options for 'Employee', 'Reports', 'Org Chart', and 'Manager'. The main panel displays three competency sections, each with a 'Meets Expectations' status and a 'saved' indicator. The 'Overall Ratings' section is highlighted with a callout bubble that says 'Click on Overall Ratings to select/assign the appropriate rating'.

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- 12. 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.

NEOGOV PE Perform

Search

MCSM MANAGER

Employees Library Trainings Reports

MCSM EMPLOYEE  
PE-HUMAN RESOURCES ANALYST

Employee  
Reports  
Org Chart

Manager

Overall Ratings

A rating is required.

- Needs Improvement
- Meets Expectations
- High Performing

View Rating Scale

Enter and format text here

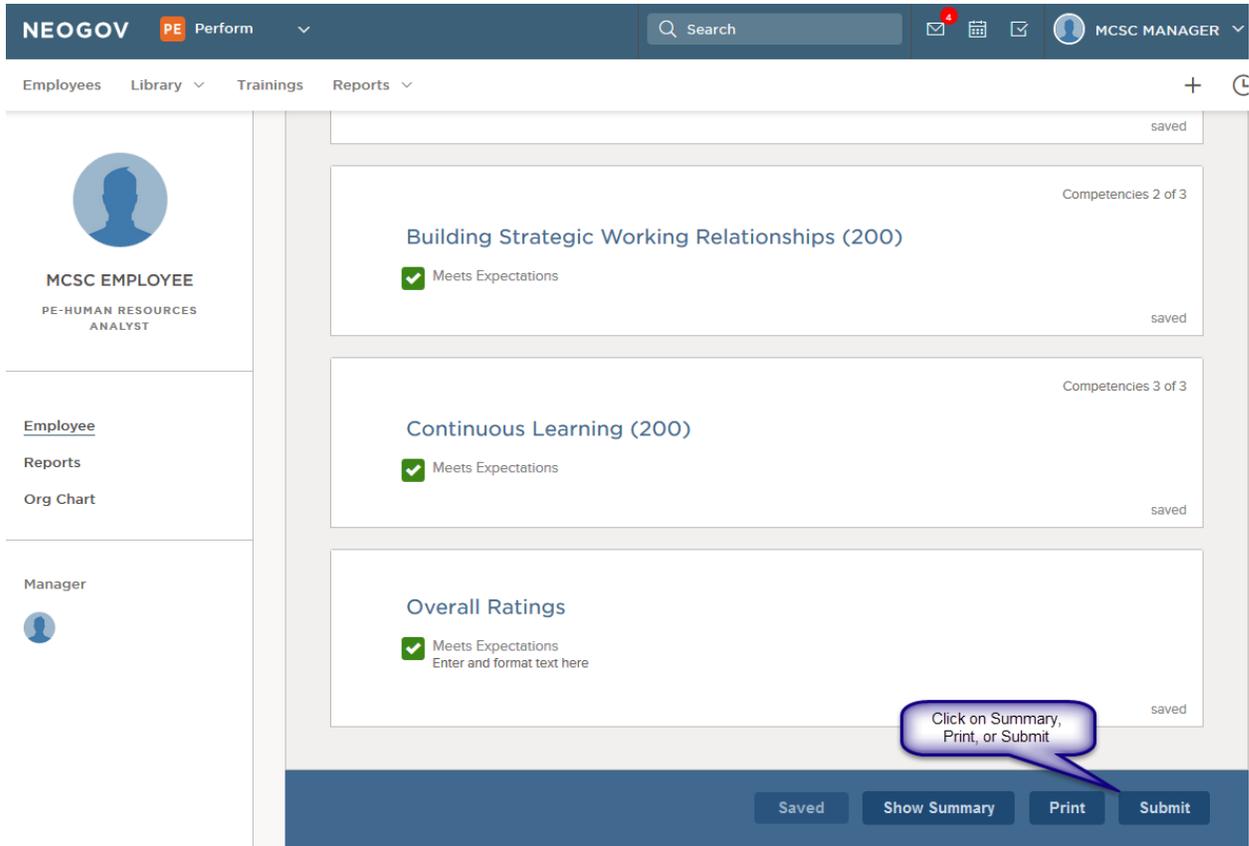
Enter and format text

Click on the "X" to close the card

Saved Show Summary Print Submit

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13. The system automatically saves the work. Click on **Submit** when you are done. Click on **Print** to print your complete evaluation. Click on **Summary** to open up the summary of the evaluation with the option to view reports.

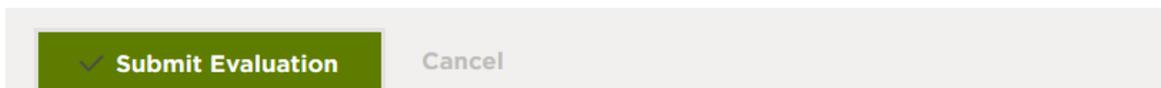


14. If **Submit** is selected, the system will provide a certification statement for review. If you feel changes are necessary, click on **Cancel**. If no changes are necessary, click on **Submit Evaluation**.

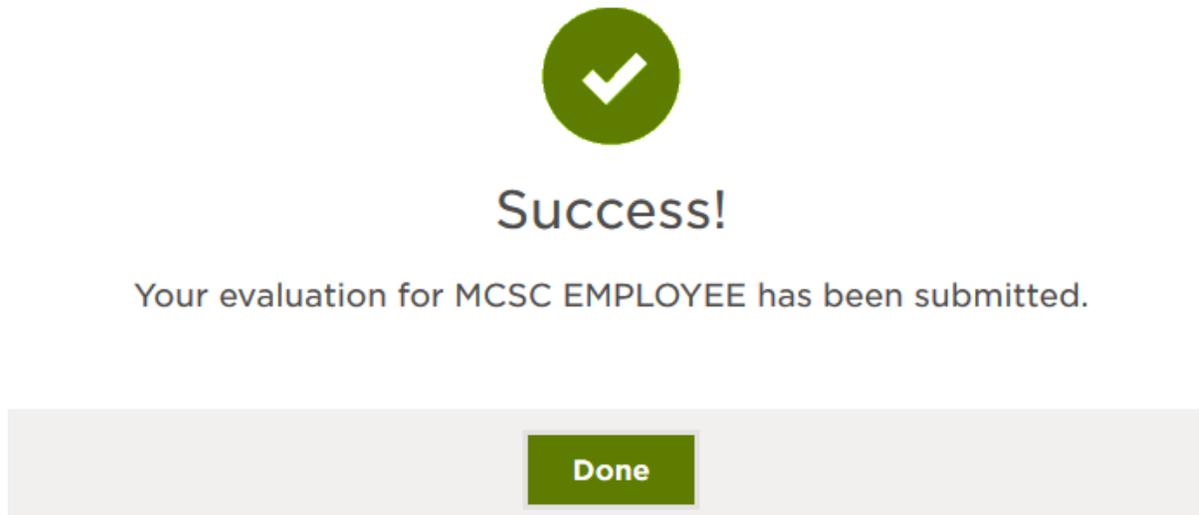
You're almost done!

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.

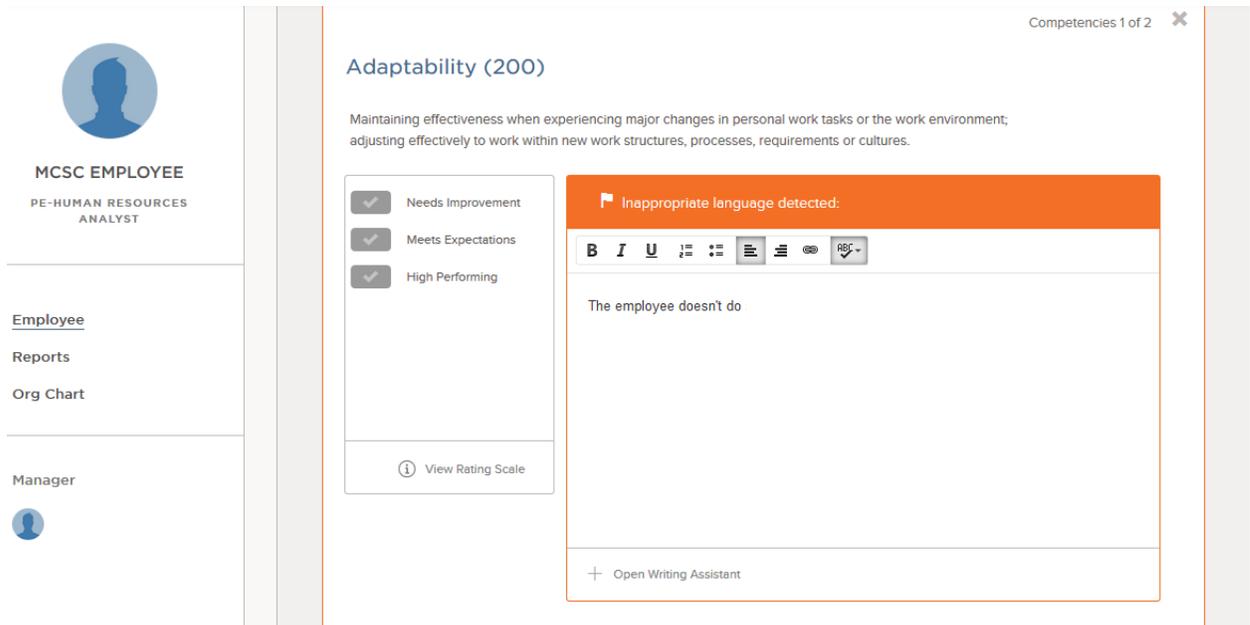
*MCSG MANAGER*



15. After selecting **Submit Evaluation** a confirmation will appear stating that it has been submitted.



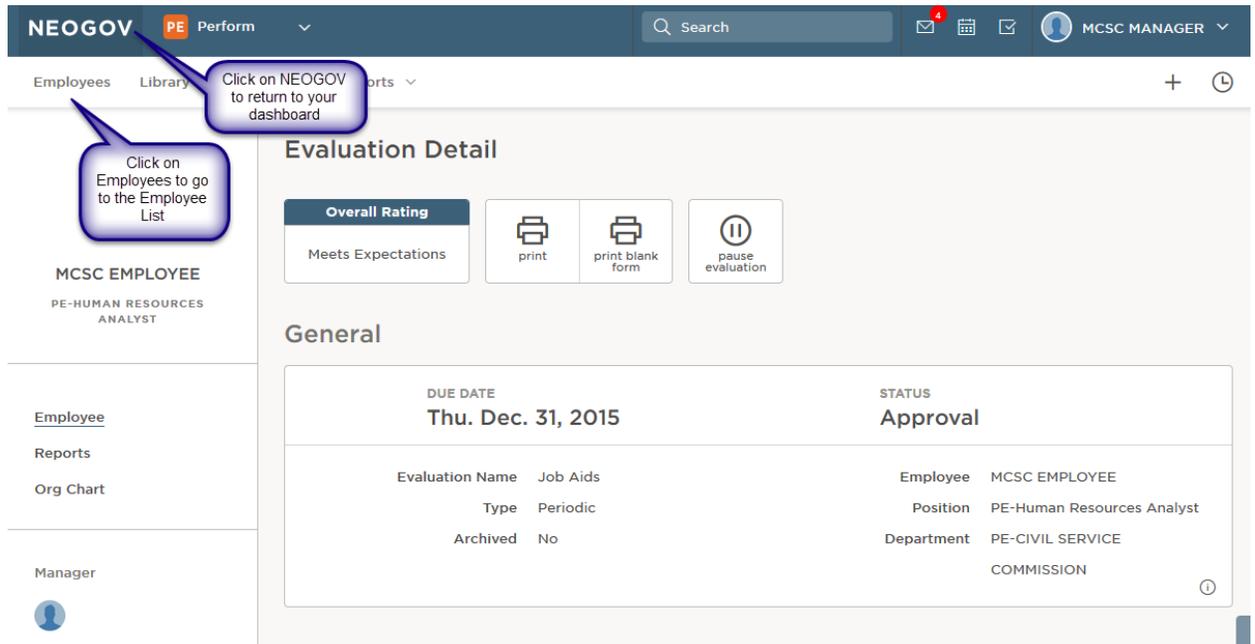
16. Please note that the system has a language checker in it, and if a rating is entered that contains inappropriate language, the system will alert you and provide you with an opportunity to make a change before certifying and submitting.



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

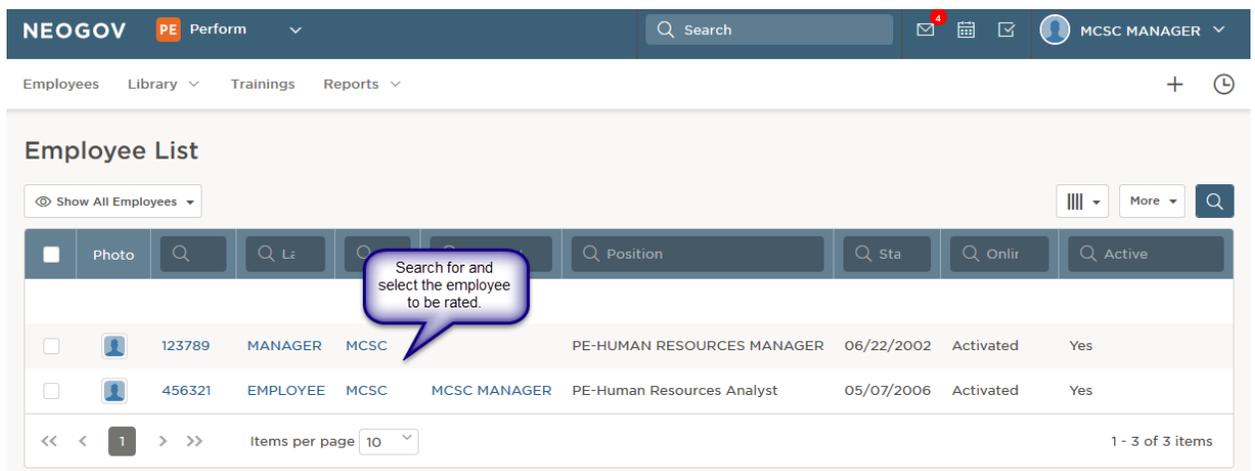
Option 1:

Click on **NEOGOV** to return to your dashboard and repeat steps 3-15.

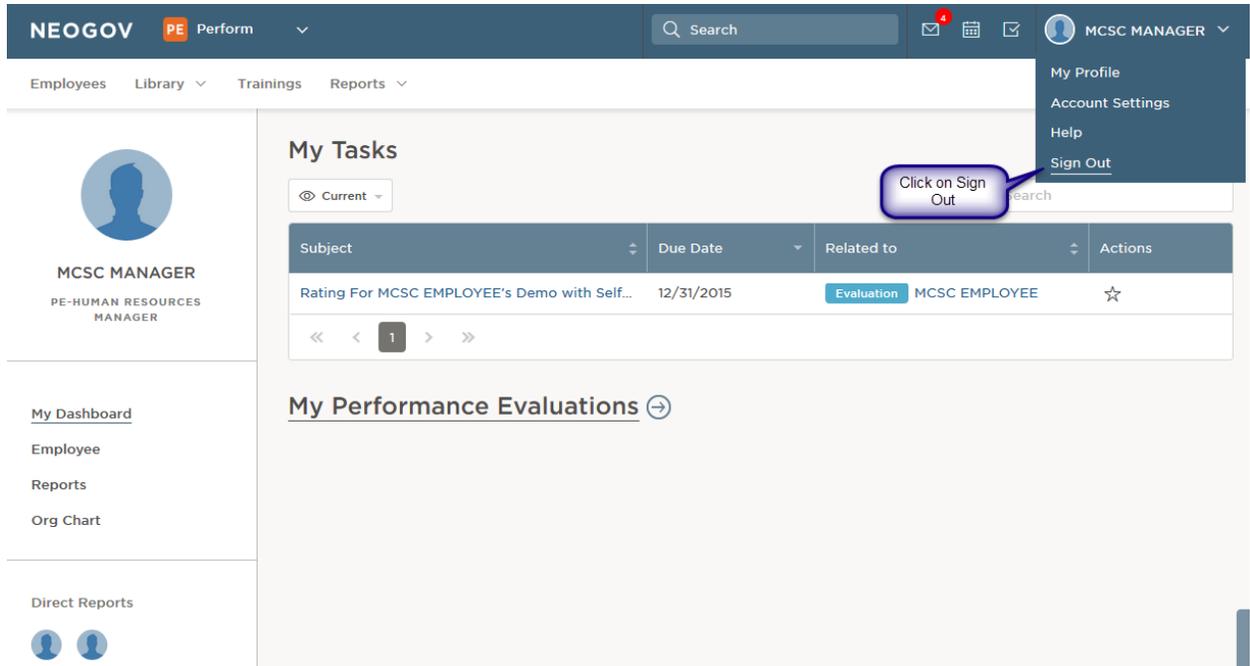


Option 2:

Click on **Employees** and search/select the employee to be rated. This takes you to the **Employee Detail** screen. Repeat steps 3-15.



18. To exit NEOGOV PE, click on 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