

<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.
<b>Pre-Module Requirements:</b>	
<ul style="list-style-type: none"> <li>• Performance (plan) evaluation has been established by the manager and certified by the employee.</li> <li>• Performance evaluation (review) is due.</li> </ul>	
<b>Steps:</b>	
<ol style="list-style-type: none"> <li>1. You should have received an <b>Activate Your NEOGOV PE User Account</b> email with a link to create your account <b>Password</b> using your email address as your <b>Username</b>.  Log into the NEOGOV PE site using your <b>Username</b> and <b>Password</b>. Click on the <b><u>Sign In &gt;&gt;</u></b> button.  <b>PLEASE NOTE: Current NEOGOV Insight HR Users will use their Insight username and password.</b></li> <li>2. There are two options to get to the Rate screen:  Option 1:  On the <b>My Dashboard</b> screen in the <b>My Tasks</b> section click on the <b>link</b> in the <b>Task</b> column for the direct report you want to rate.  Option 2:  On the <b>My Dashboard</b> screen select the <b>Direct Report</b> you want to rate. On the <b>Employee Detail</b> screen select the Performance Evaluation to rate. Click on the <b>Rate</b> star next to the <b>Overall Rating</b> box.</li> <li>3. On the <b>Performance Evaluation Rating Form</b> screen, complete the <b>Objective and Competency Sections</b> by clicking on each Objective/Competency title to open the associated rating window.  <b>Note:</b> You can also navigate through the objectives and competencies by clicking <b>Next</b>, <b>Prev</b>, or <b>Done</b> as you complete the self-rating.</li> <li>4. 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 <b>Next</b>.</li> <li>5. <b>Writing Assistants</b> 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.</li> <li>6. Once the BARS statements have been entered into the evaluation, they can be formatted and deleted completely or partially.</li> </ol>	

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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.
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.
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**.
11. After selecting **Continue** a confirmation will appear stating that it has been submitted.
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.
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:  
  
Click on **Employees** and search/select the employee to be rated. This takes you to the **Employee Detail** screen. Repeat steps 2-11.
14. 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