

Module #12	Acknowledgement of Performance Evaluation Plan
Objective:	This How To focuses on how employees will acknowledge their performance evaluation plan in NEOGOV PE.

Pre-Module Requirements

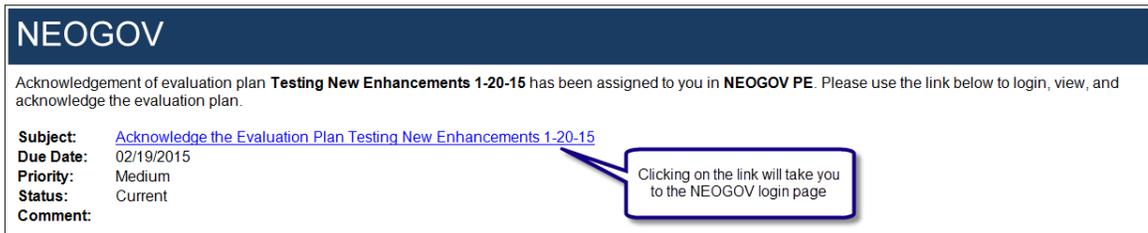
- Employee has received access to the system.
- Employee has an evaluation that is ready for review.

Glossary

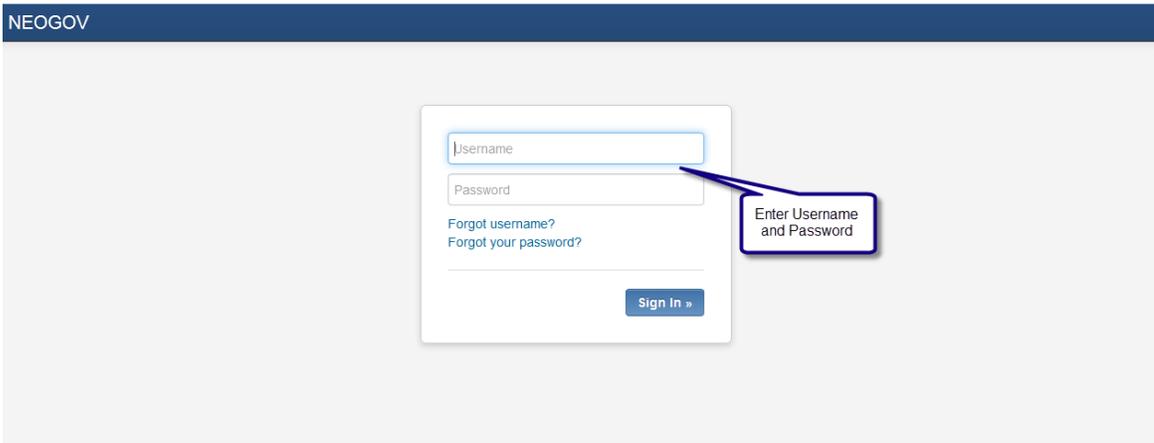
- Performance plans can also be called Evaluation Plans.

Steps:

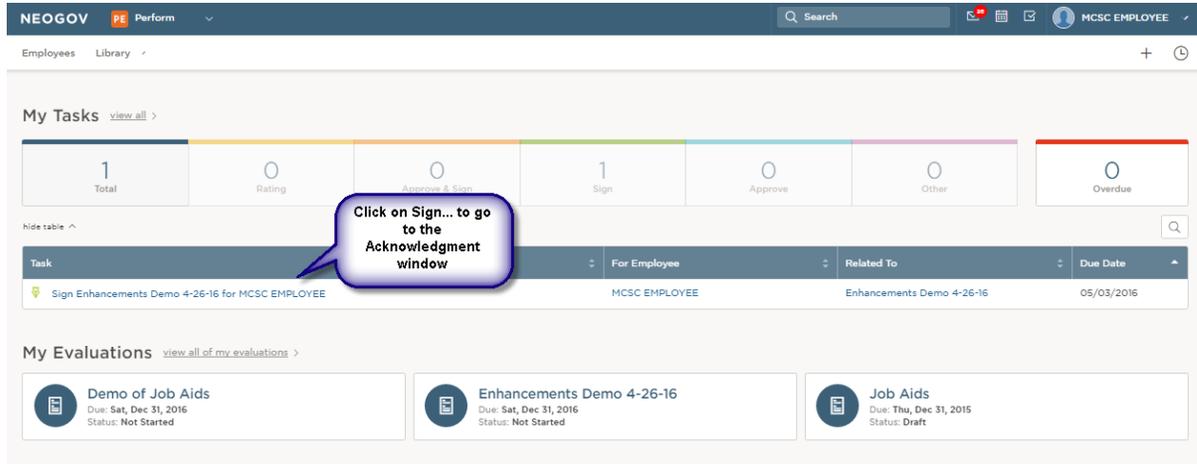
1. When you and your manager agree on the performance evaluation plan established for the review period, including objectives and competencies, your manager will make the evaluation ready for review. This locks the plan to additional changes. At that time, you will receive an email instructing you to login to NEOGOV PE to acknowledge the performance evaluation plan. The email will look similar to the one below.



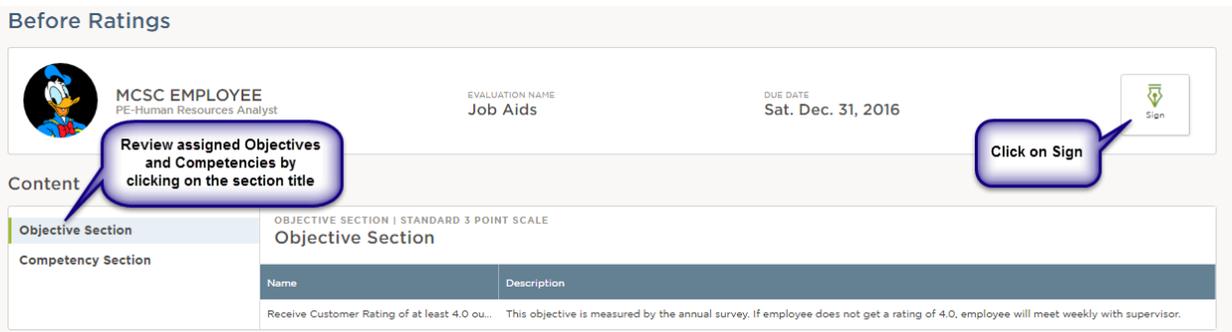
2. Log into the NEOGOV PE site using your **Username** and **Password**. Click on **Sign In >>** button.



- When you log in, you'll arrive at your **My Dashboard**. Because you have a performance evaluation plan that is ready for review you will see an Acknowledgement task listed in the **My Tasks** section. Click on the subject, **Sign...** to go to the Acknowledgement window.

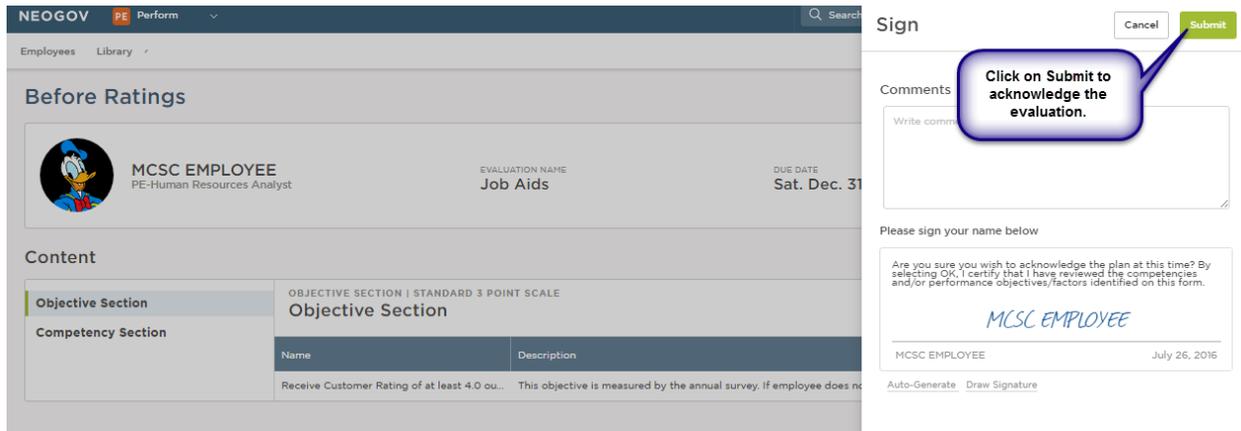


- In the **Evaluation Acknowledgement (Before Ratings)** window, review the assigned performance evaluation by clicking on each section title.



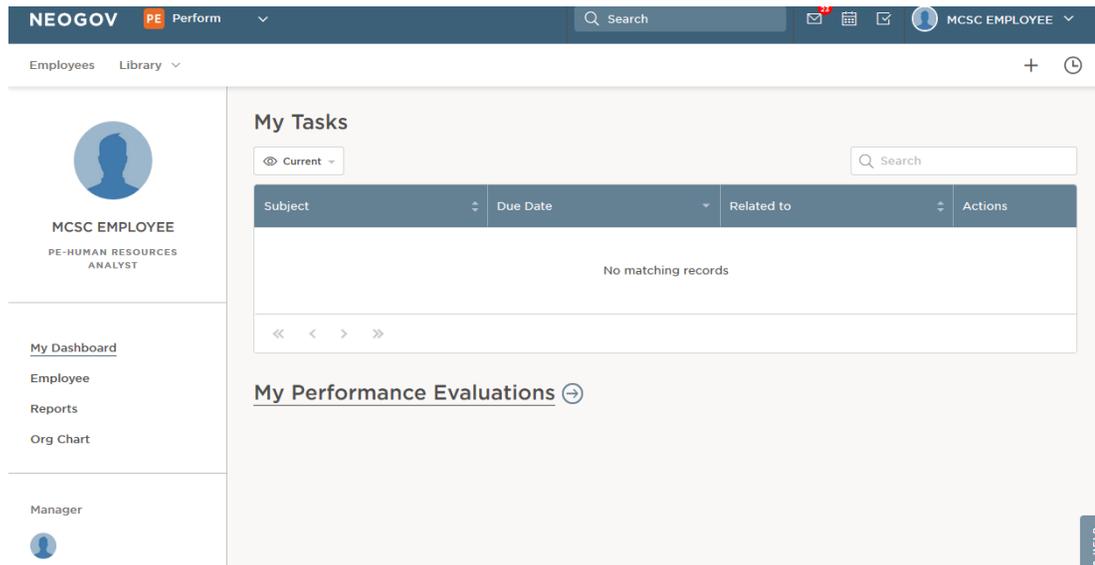
- Click on the **Sign** button to open the signature pane. Enter any comments and acknowledge/agree to the evaluation by clicking on Submit. The evaluation will now be available for rating by your manager.

NOTE: Clicking on the **Cancel** button will return you to your dashboard without acknowledging the evaluation plan. If you do not acknowledge your evaluation plan, please follow up with your manager.

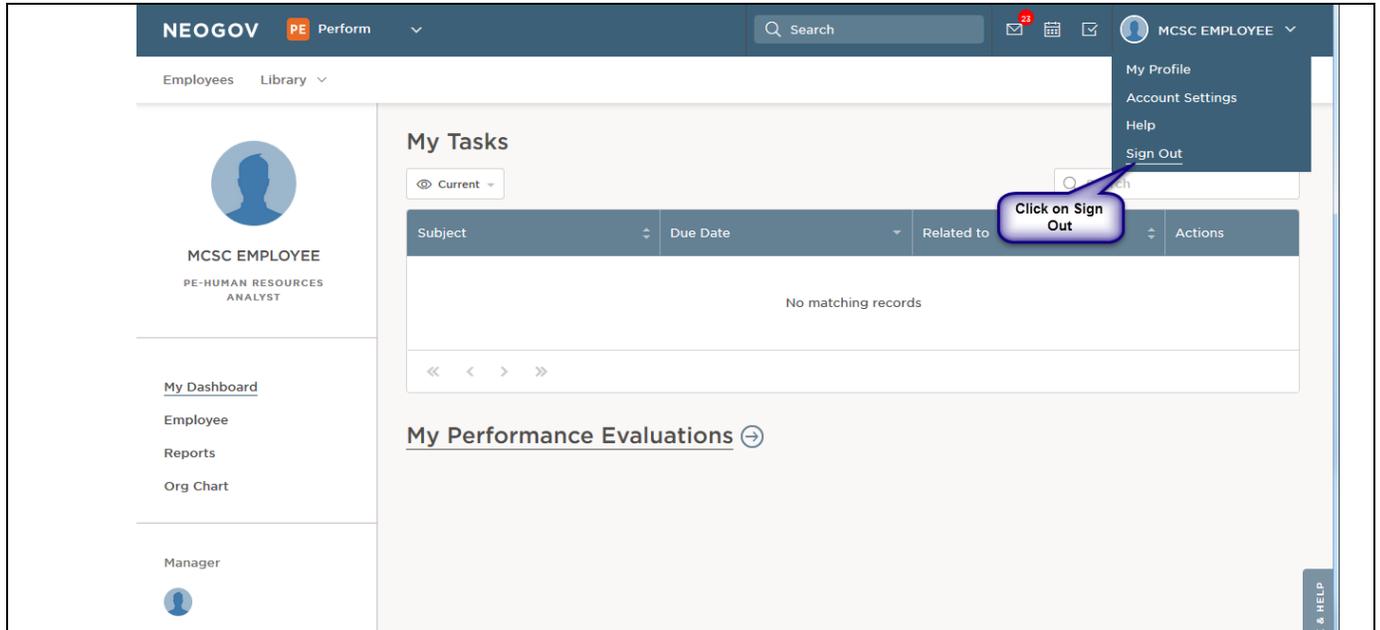


6. The **Acknowledgement** will no longer appear on your **My Dashboard**.

NOTE: If a performance evaluation plan is reverted to Draft Status, and a change is made to Objectives and/or Competencies, a new email will be generated asking for acknowledgement of the updated evaluation plan. Follow the steps above to re-acknowledge the modified performance evaluation plan.



7. 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

For questions on performance management plans, contact your HR Office