

<b>Module #13</b>	Acknowledgement of Performance Evaluation Rating
<b>Objective:</b>	This How To focuses on how employees will acknowledge their performance evaluation rating in NEOGOV PE.

**Pre-Module Requirements**

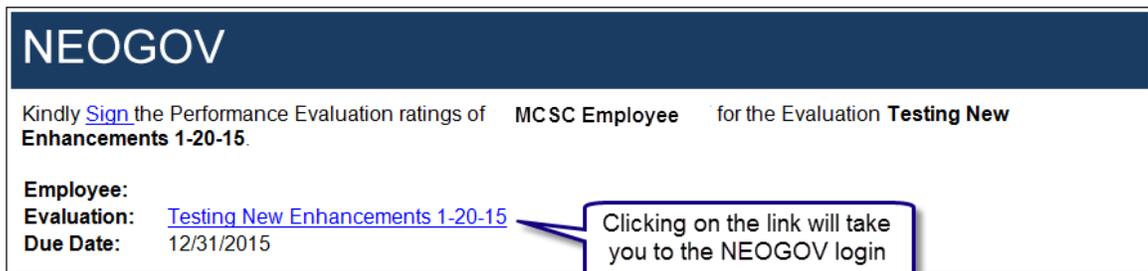
- Employee has received access to the system.
- Employee has an evaluation that is ready for review that the manager has rated.
- Employee has received an email stating that a rating is waiting for acknowledgement

**Glossary**

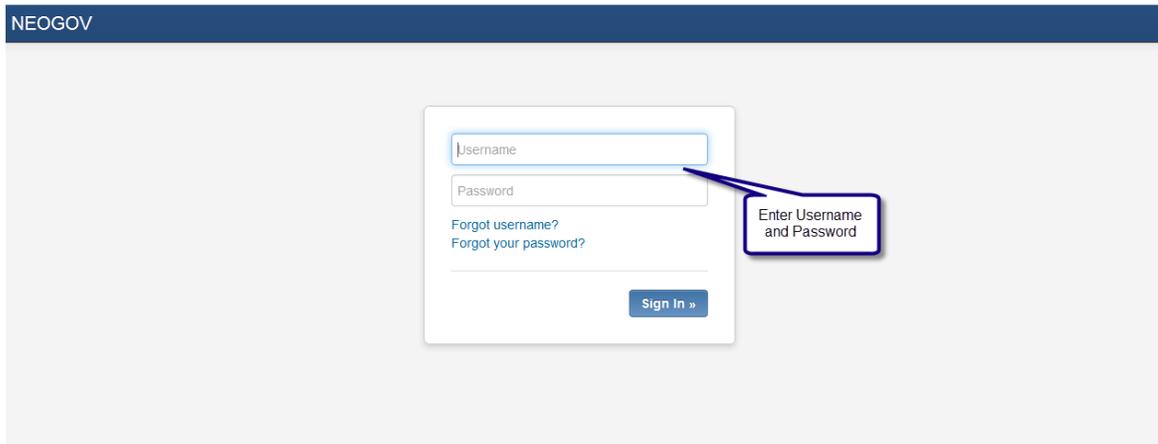
- Performance plans can also be called Evaluation Plans.

**Steps:**

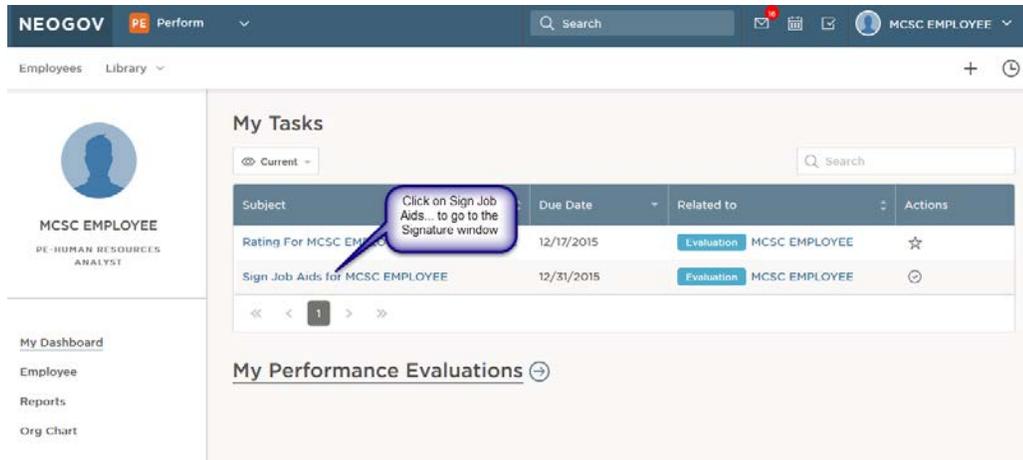
1. When your manager has finished rating your performance evaluation plan, you will receive an email asking you to sign the rating. The email will look similar to the one below.



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 rating that is ready for signature you will see a signature task listed in the **My Tasks** section. Click on the subject, **Sign Job Aids for...** to go to the Signature window.



- In the **Evaluation Review** signature window, review the ratings assigned to each objective and competency in the performance evaluation. You can enter any comments in the Comments box. Acknowledge your review of the rating by clicking on **Submit**.

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

Acknowledge MCSC EMPLOYEE's evaluation
✕

### Evaluation Summary

Employee Name MCSC EMPLOYEE	Position PE-Human Resources Analyst	Direct Manager MCSC MANAGER
Department PE-CIVIL SERVICE COMMISSION	Division	Class Spec PE-HUMAN RESOURCES ANALYST
Performance Evaluation Job Aids	Type Periodic	Due Date 12/31/2015
Overall Rating Meets Expectations		

### Rater Summary

Rater Name MCSC MANAGER	Overall Rating Meets Expectations
----------------------------	--------------------------------------

### Rating summary by MCSC MANAGER

Objectives

Needs Improvement	Meets Expectations	High Performing
-------------------	--------------------	-----------------

Name	Description
1901 CSC HRD Innovation	

Signature

MCSC EMPLOYEE

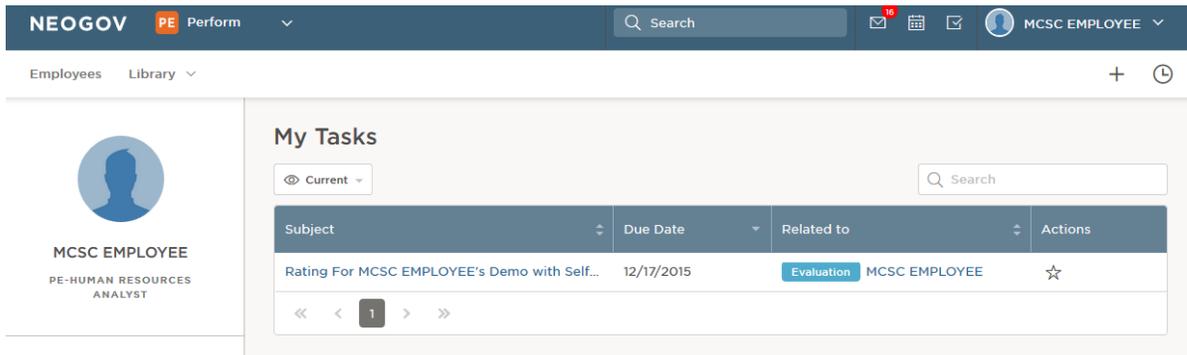
draw signature / use name

Comments

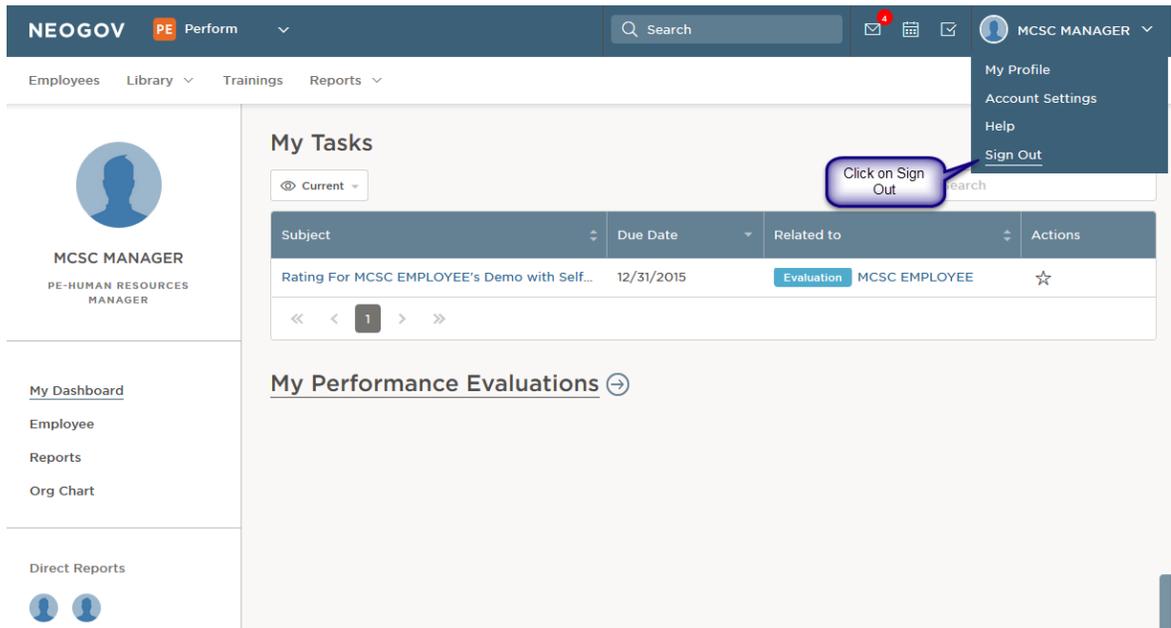
Submit

Review the performance evaluation ratings.  
Click on Submit to acknowledge the ratings and sign the performance evaluation.

5. The **Request for Signature** will no longer appear on your **My Dashboard**.



6. 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