

<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**

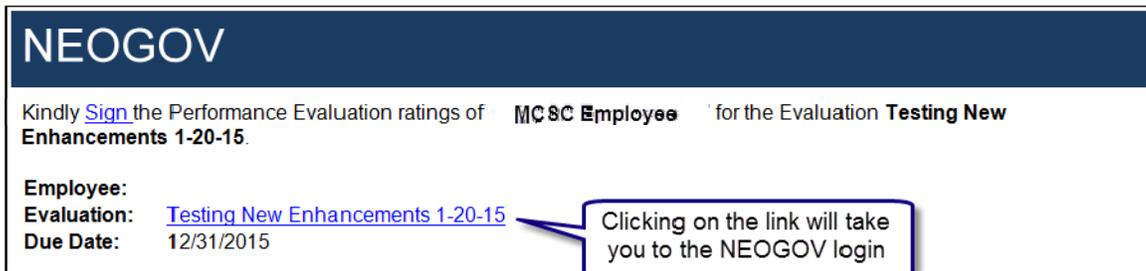
- Employee has received access to the system.
- Employee has an evaluation that is ready for review that the manager has rated.
- Employee has received an email stating that a rating is waiting for acknowledgement

**Glossary**

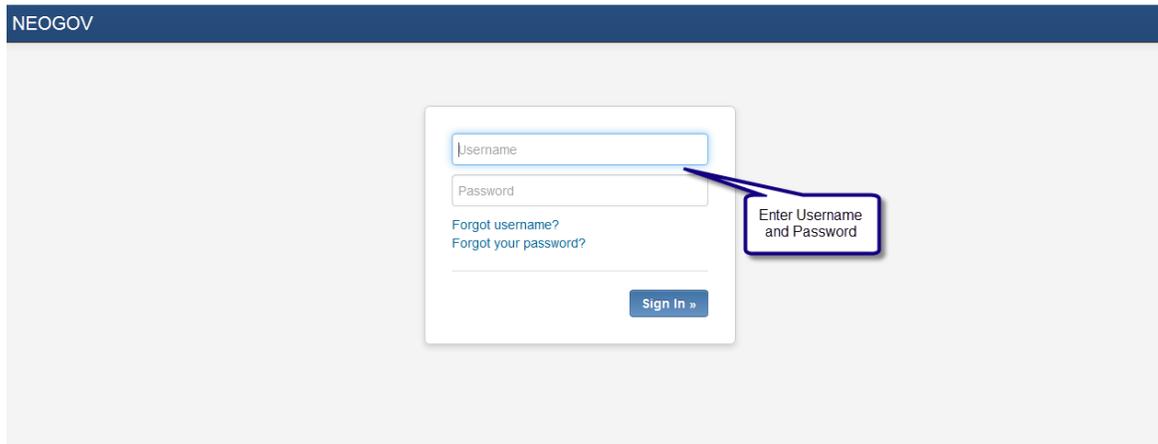
- Performance plans can also be called Evaluation Plans.

**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...** to go to the Signature window.

The screenshot shows the 'My Tasks' section of the NEOGOV PE dashboard. At the top, there are several task categories: Total (1), Rating (0), Approve & Sign (0), Sign (1), Approve (0), Other (0), and Overdue (0). Below this is a table with columns for Task, For Employee, Related To, and Due Date. A task titled 'Sign Demo of Job Aids for MCSC EMPLOYEE' is listed, with 'MCSC EMPLOYEE' as the employee and 'Demo of Job Aids' as the related item, due on 12/31/2016. A callout bubble points to the 'Sign' task with the text: 'Click on Sign... link to go to the signature window'.

- In the **Evaluation Review (After Ratings)** window, review the ratings assigned to each objective and competency in the performance evaluation by clicking on the associated section.

The screenshot shows the 'After Ratings' window in the NEOGOV PE dashboard. At the top, it displays the employee's name 'MCSC EMPLOYEE', the evaluation name 'Job Aids', and the due date 'Sat. Dec. 31, 2016'. A 'Sign' button is visible with a callout bubble that says 'Click on Sign'. Below this is a 'Rating Summary' section showing 'Overall Rating: Meets Expectations'. The main content area is divided into 'Objective Section' and 'Competency Section'. The 'Competency Section' is selected, and a callout bubble points to it with the text: 'Select the section to view'. The 'Competency Section' displays two competencies: 'Adaptability (200)' and 'Building Strategic Working Relationships (200)'. Each competency has a table of ratings for 'MCSC EMPLOYEE' and 'MCSC MANAGER', both of whom are rated 'Meets Expectations'.

- 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.

The screenshot shows the 'After Ratings' section of the NEOGOV PE Perform interface. It displays an evaluation for 'MCSC EMPLOYEE' (PE-Human Resources Analyst) with the title 'Job Aids' and a due date of 'Sat. Dec. 31'. Below this is a 'Rating Summary' table:

Overall Rating	
MCSC EMPLOYEE PE-Human Resources Analyst	Meets Expectations
MCSC EMPLOYEE PE-Human Resources Analyst	Meets Expectations
MCSC MANAGER PE-HUMAN RESOURCES MANAGER	Meets Expectations

To the right, the 'Sign' pane is open, showing a 'Comments' field with a callout bubble pointing to the 'Submit' button. Below the comments is a signature area with a disclaimer: 'Are you sure you wish to sign the review at this time? By selecting OK, I certify that I have had the opportunity to review this rating. I understand that my certification does not necessarily mean that I agree with the rating.' The signature 'MCSC EMPLOYEE' is visible, along with the date 'July 26, 2016' and options for 'Auto-Generate' and 'Draw Signature'.

NOTE: Clicking on **Cancel** 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.

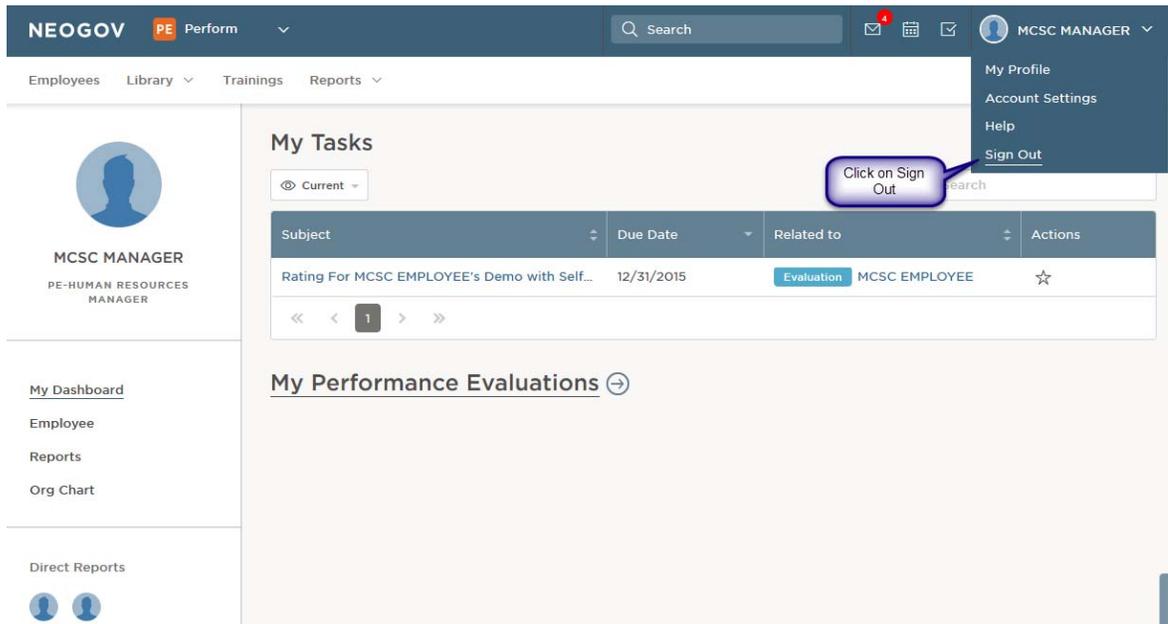
- The **Request for Signature** will no longer appear on your **My Dashboard**.

The screenshot shows the 'My Tasks' section of the NEOGOV PE Perform interface. The user is identified as 'MCSC EMPLOYEE' (PE-HUMAN RESOURCES ANALYST). The 'My Tasks' table is as follows:

Subject	Due Date	Related to	Actions
Rating For MCSC EMPLOYEE's Demo with Self...	12/17/2015	Evaluation MCSC EMPLOYEE	☆

The interface includes a search bar, a 'Current' filter, and pagination controls at the bottom of the task list.

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](mailto:MCSC-NEOGOV@michigan.gov)

For questions on performance management plans, contact your HR Office