

Module #13	Acknowledgement of Performance Evaluation Rating
Objective:	This How To focuses on how employees will acknowledge their performance evaluation rating in NEOGOV PE.
Pre-Module Requirements	
<ul style="list-style-type: none"> 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	
<ul style="list-style-type: none"> Performance plans can also be called Evaluation Plans. 	
Steps:	
<ol style="list-style-type: none"> 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. Log into the NEOGOV PE site using your Username and Password. Click on <u>Sign In >></u> 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. <p>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.</p> <ol style="list-style-type: none"> The Request for Signature will no longer appear on your My Dashboard. To exit NEOGOV PE, click on Sign Out. 	
Additional Resources:	
<p>NEOGOV PE Tutorial Help & Training available in PE in the drop-down under your name (top right corner) PE Glossary PE FAQs</p> <p>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</p>	

