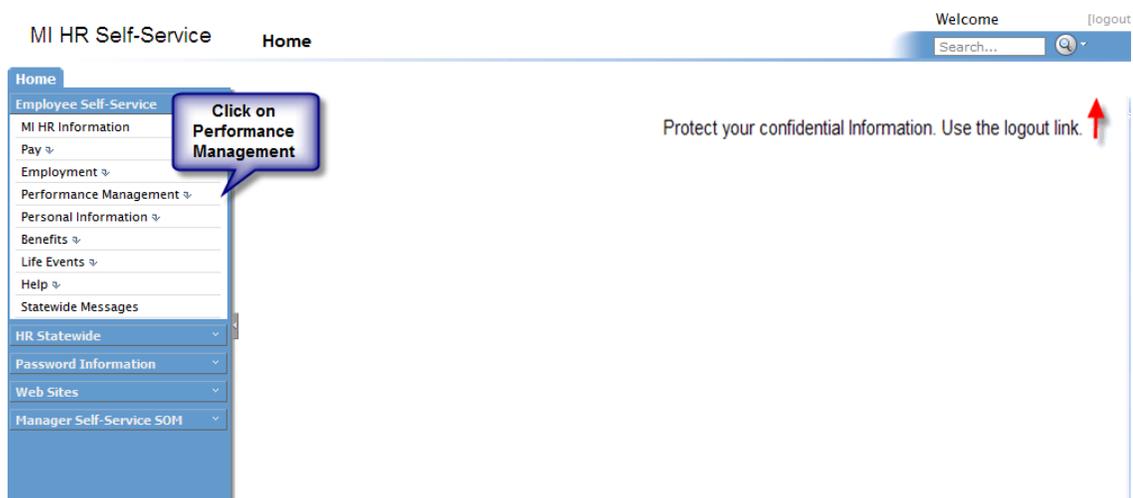


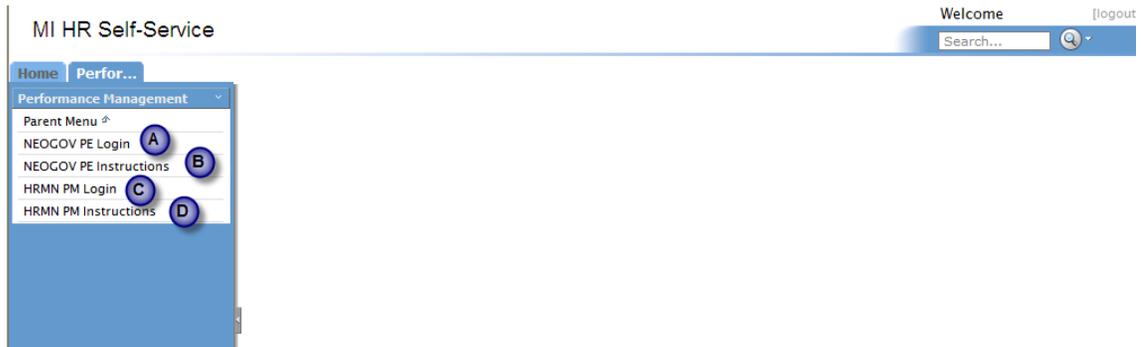
Module #5:	Evaluation Status Report
Objective:	This How To provides instruction on the Evaluation Status Report. This report can be run by managers and HR Users to determine the status of performance (evaluation) plans.
Pre-Module Requirements:	
<ul style="list-style-type: none"> • Manager has received access to the system. 	
Glossary	
<ul style="list-style-type: none"> • Performance plans can also be called Evaluation Plans. 	

Steps:

1. In MI HR Self Service, click on the **Performance Management** bookmark.



2. In the Performance Management bookmark are links to the following:
 - A. **NEOGOV PE login**
If you have been provided with an email to access NEOGOV PE, use this link.
 - B. **NEOGOV PE instructions**
For information on how to use NEOGOV PE including an overview of the system, use this link.
 - C. **HRMN PM login** (HRMN Performance Management system)
If you have current plans in the HRMN PM, you will finish your plan there before using NEOGOV PE. Therefore, use this link.
 - D. **HRMN PM instructions**
For information on how to use HRMN PM, use this link.

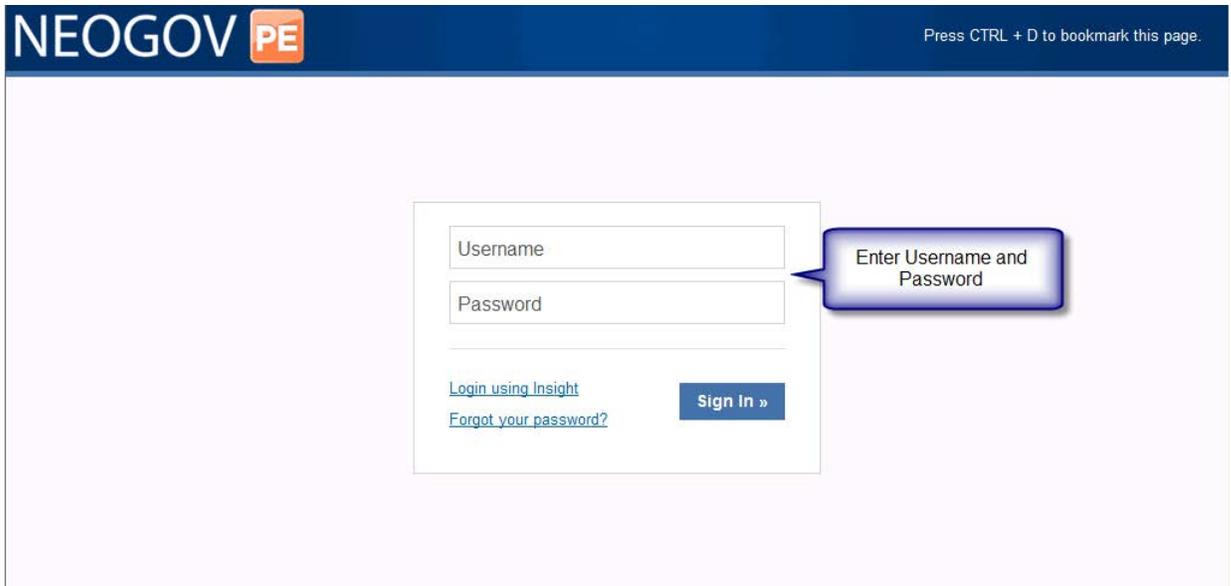


3. You should have received an **Activate Your NEOGOV PE User Account** email with a link to create your account **Password** using your email address as your **Username**.

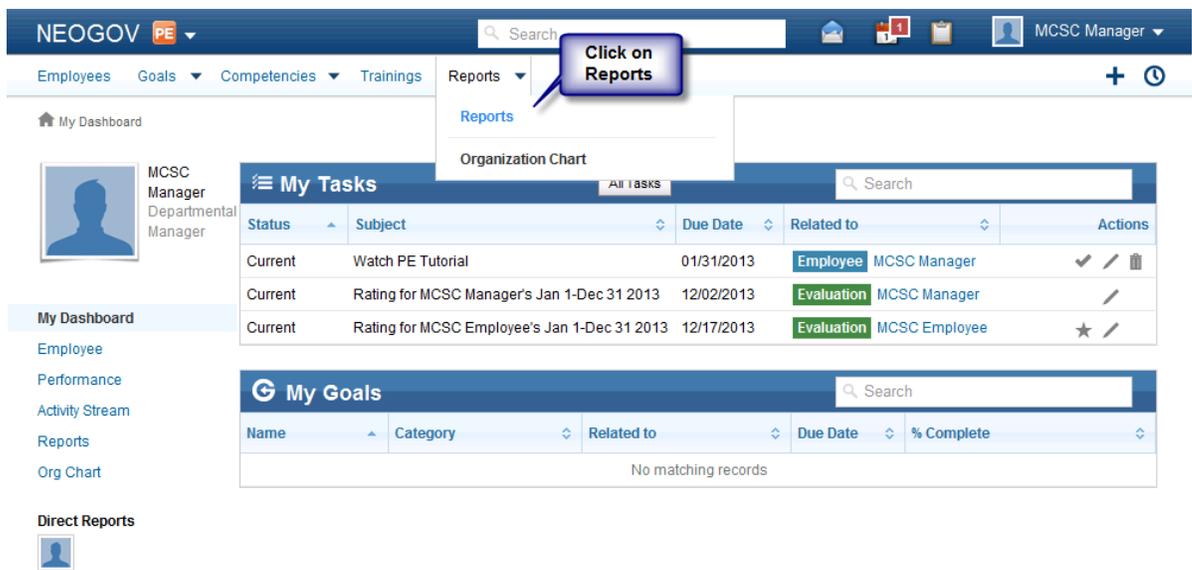
PLEASE NOTE: Current NEOGOV Insight HR Users will use their Insight username and password.

Module #5

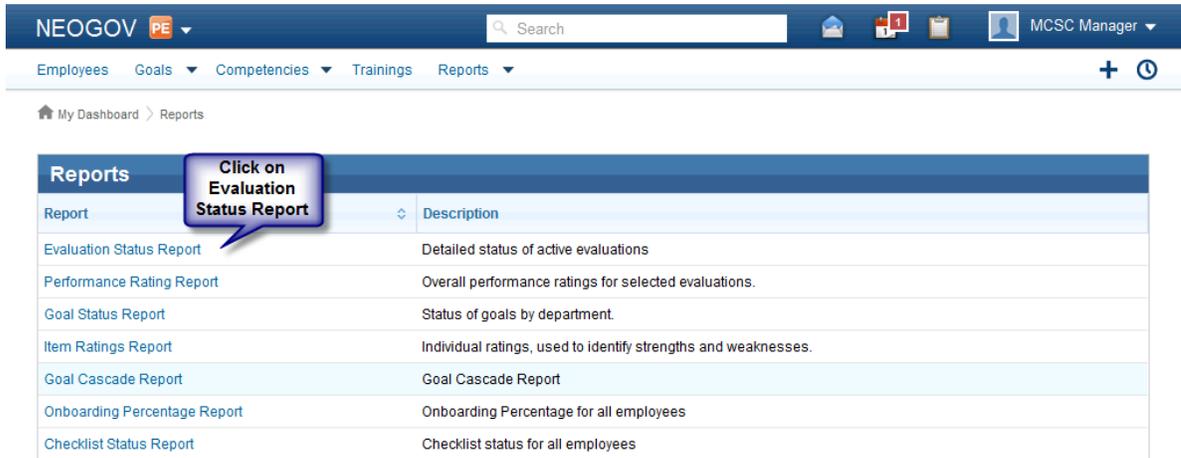
- Log into the NEOGOV PE site using your **Username** and **Password**. Click on the **Sign In >>** button.



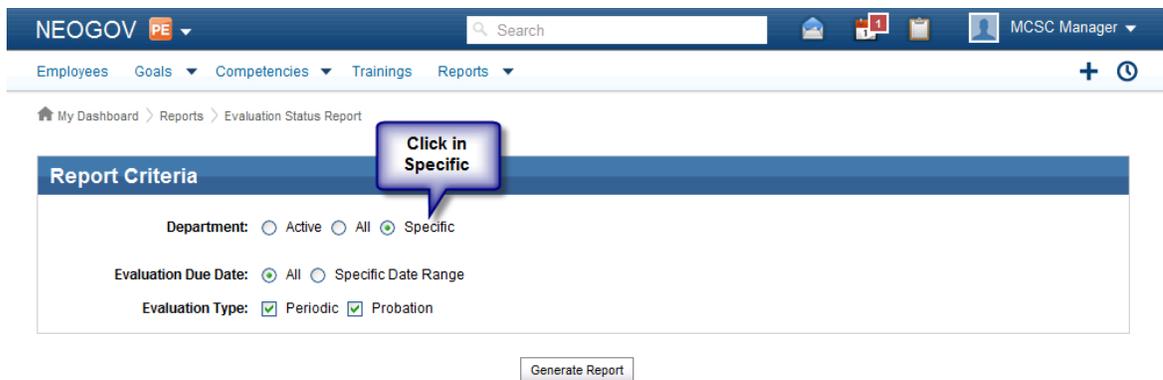
- On the **My Dashboard** screen click on Reports.



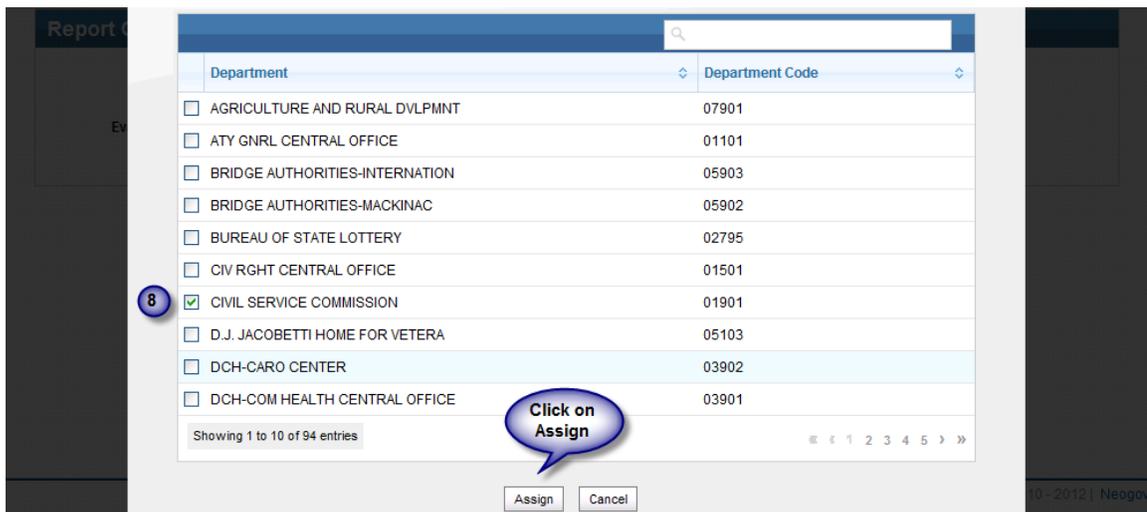
6. Click on **Evaluation Status Report**.



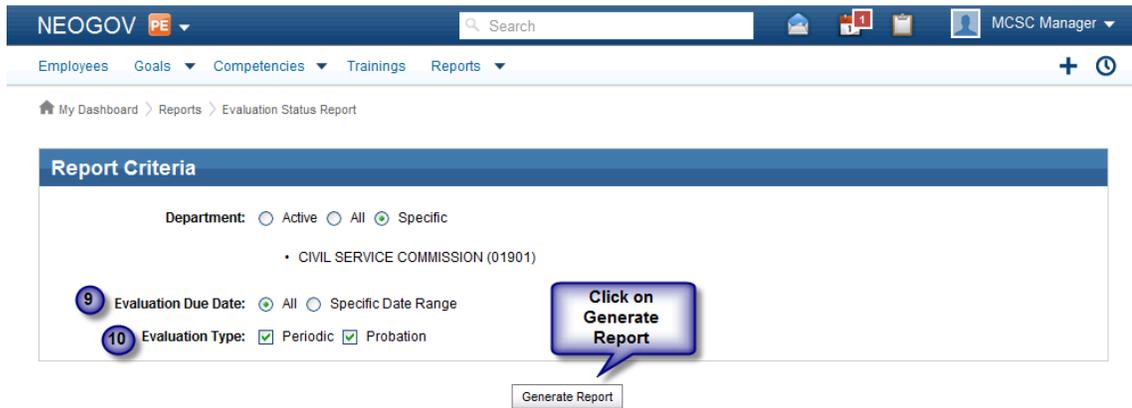
7. In **Report Criteria**, select **Specific** for Department.



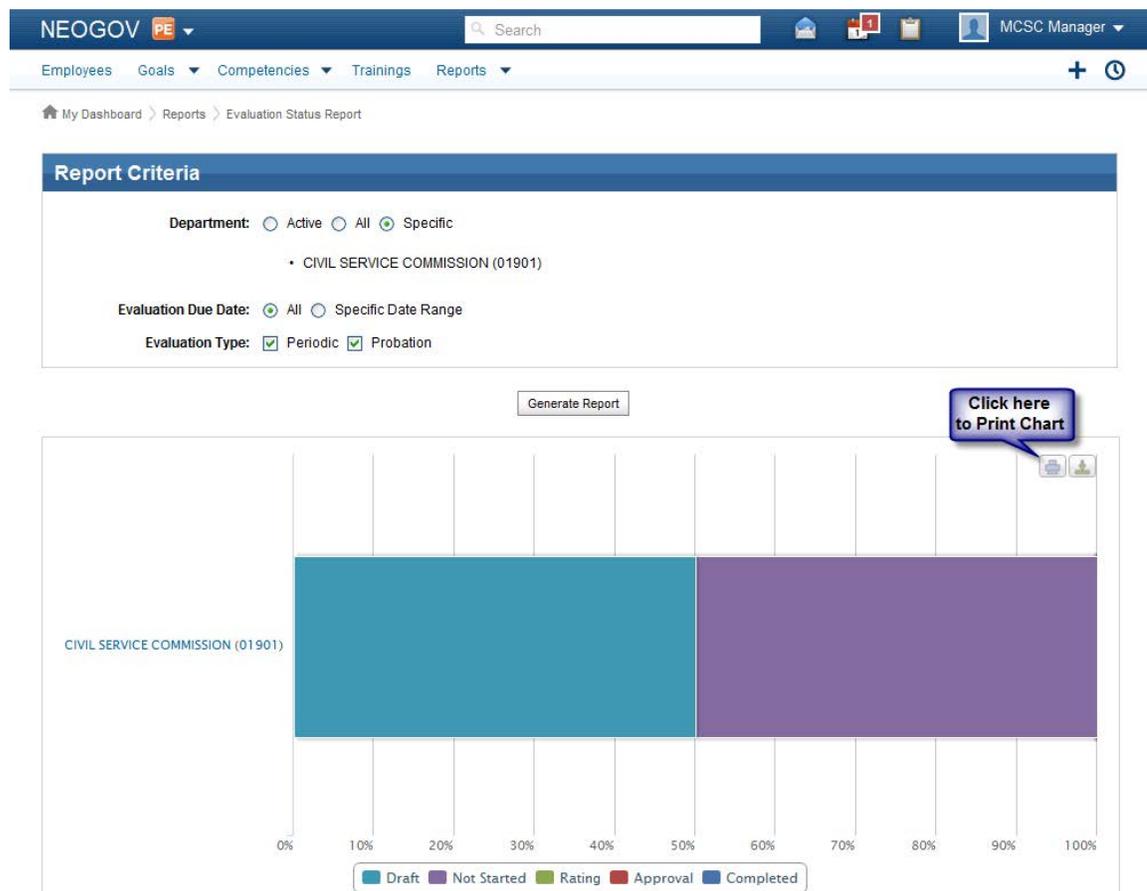
8. Select the appropriate department by placing a check in the checkbox then click on **Assign**.



9. In **Report Criteria**, select **All** or **Specific Date Range** for **Evaluation Due Date**.
10. Select **Periodic** and/or **Probation** for **Evaluation Type**.
11. Click on **Generate Report**.

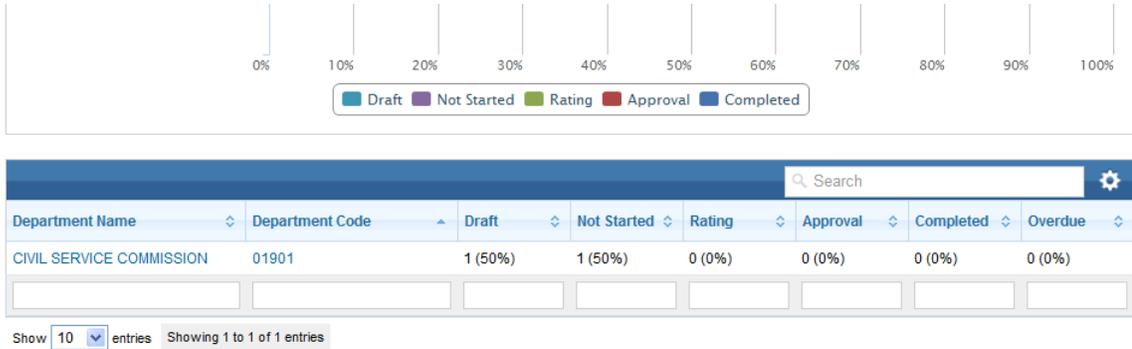


12. The top half of the report displays a graphic of the performance (evaluation) plan status for the manager's direct reports. The chart can be printed if desired.

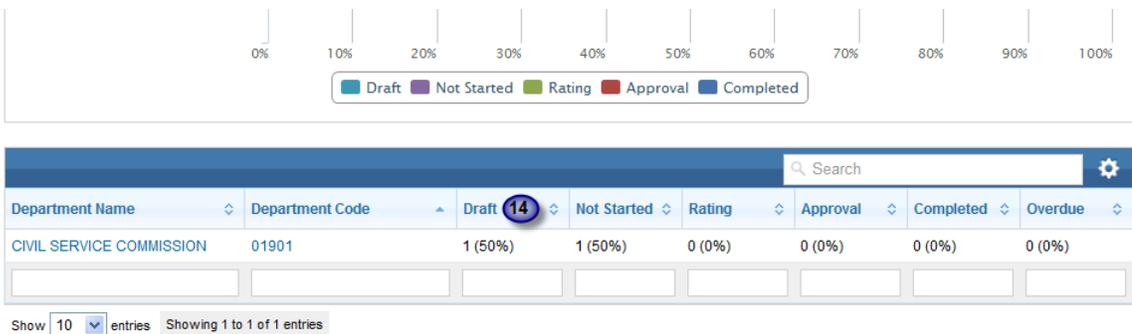


Module #5

13. The bottom half of the report displays specific information regarding performance (evaluation) plan status for the manager’s direct reports.



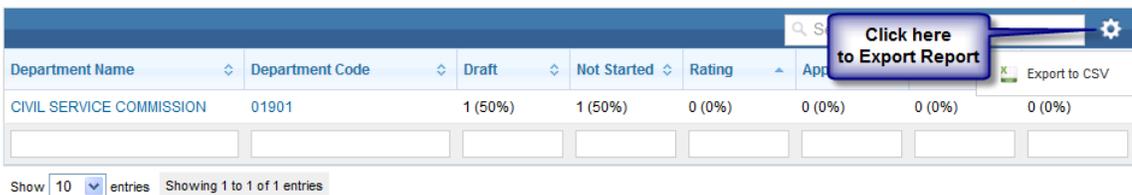
14. Columns can be sorted using the Sort symbol within the column header(s).



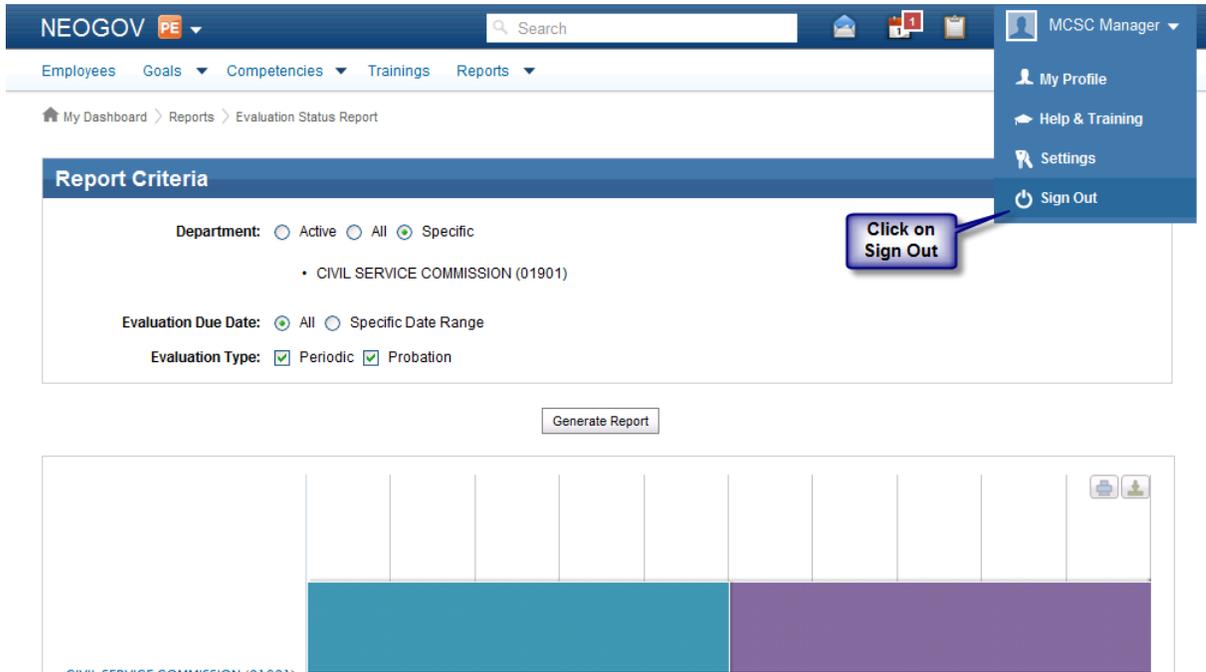
15. Note the following regarding performance (evaluation) plan statuses:

- **Draft** – plans that have not been published
- **Not Started** – plans that have been published and are ready to rate
- **Rating** – plans where rating has begun by one or more raters
- **Approval** – plans that are in the approval stage after all ratings have been completed (most plans will not use an Approval stage)
- **Completed** – plans with all ratings complete
- **Overdue** – plans that are overdue

16. The report can be exported into a CSV file.



17. 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

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