

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

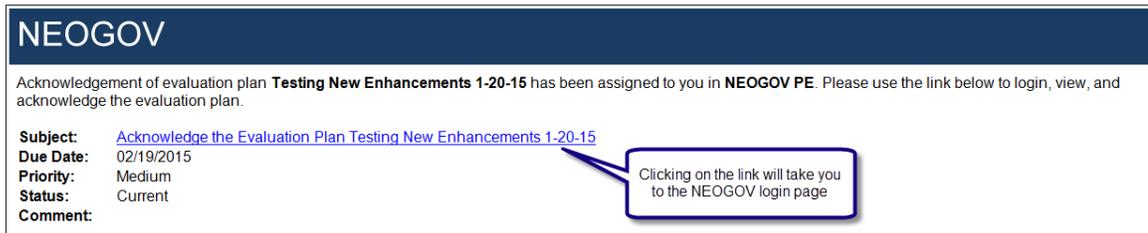
- Employee has received access to the system.
- Employee has an evaluation that is ready for review.

Glossary

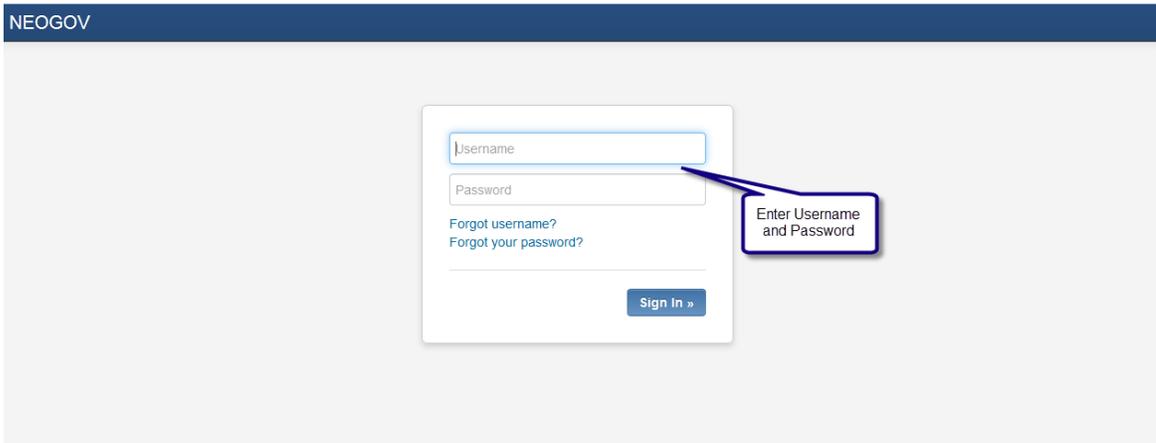
- Performance plans can also be called Evaluation Plans.

Steps:

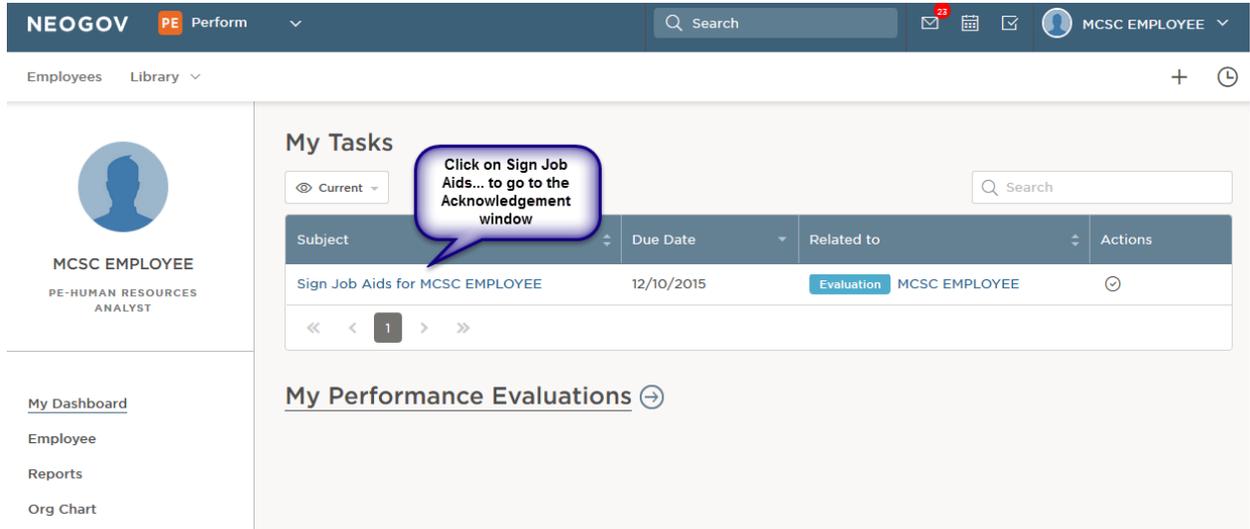
1. When you and your manager agree on the performance evaluation plan established for the review period, including objectives and competencies, your manager will make the evaluation ready for review. This locks the plan to additional changes. At that time, you will receive an email instructing you to 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 Job Aids...** to go to the Acknowledgement window.



- In the **Evaluation Acknowledgement** window, review the assigned performance evaluation, and agree to the evaluation by clicking on **Submit**. The evaluation will now be available for rating by your manager.

NOTE: Clicking on the “x” 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.

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		

Objective Section

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

Name	Description	Category
1901 CSC Follow the Approved Standardized Office Set-up	Follow the approved standardized office set-up. Use consistent and uniform organization of files to allow for the assurance that files are being completed in an expedient and organized manner.	Department Plan

Competency Section

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

Name	Description	Category
Adaptability (200)	Maintaining effectiveness when experiencing major changes in personal work tasks or the work environment; adjusting effectively to work within new work structures, processes, requirements or cultures.	Group 2 Competencies
Building Strategic Working Relationships (200)	Identifying opportunities and taking action to build strategic relationships between one's area and other areas, teams, departments, units, or organizations to help achieve business goals.	Group 2 Competencies
Building Trust (200)	Interacting with others in a way that gives them confidence in one's intentions and those of the organization.	Group 2 Competencies

Submit

Review the performance evaluation's assigned Objectives and Competencies.

Click on Submit to Acknowledge the performance evaluation.

Signature

MCSC EMPLOYEE

draw signature / use name

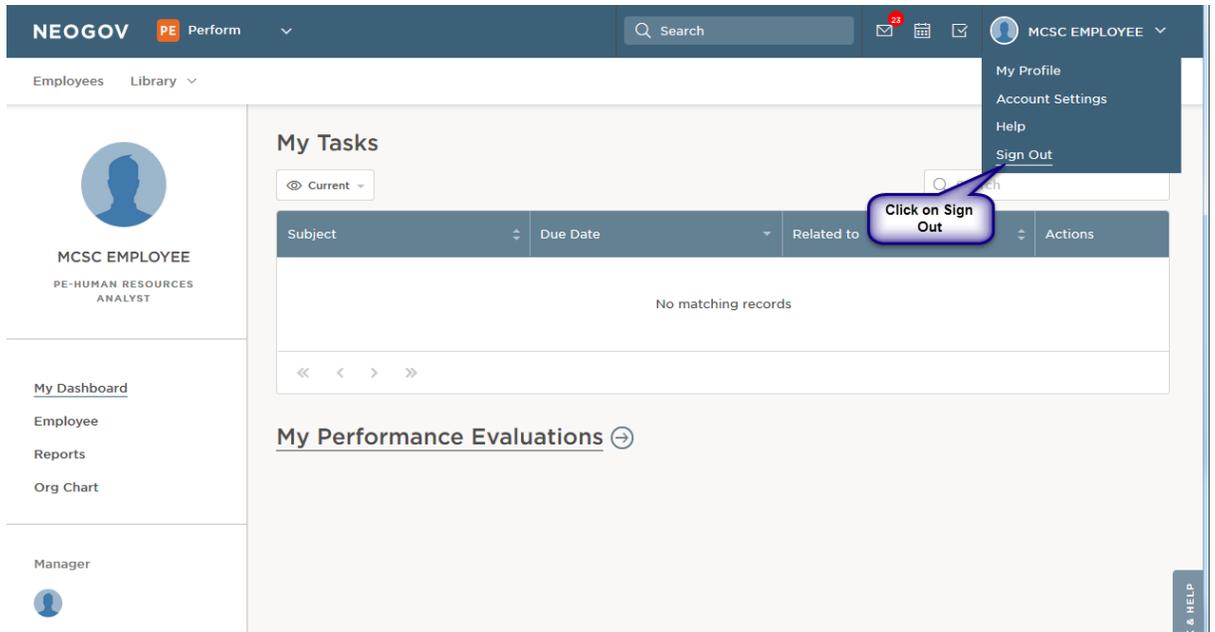
Comments

5. 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.

The screenshot shows the NEOGOV PE Perform user interface. The top navigation bar includes the NEOGOV logo, 'PE Perform', a search bar, and user information for 'MCSC EMPLOYEE'. The main content area is divided into a left sidebar with navigation links (My Dashboard, Employee, Reports, Org Chart, Manager) and a main workspace. The 'My Tasks' section is currently empty, displaying 'No matching records'. Below it, the 'My Performance Evaluations' section is visible with a right-pointing arrow.

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

For questions on performance management plans, contact your HR Office