

Module #7	Certification of Performance (Evaluation) Plans
Objective:	This How To focuses on how employees will certify their performance (evaluation) plans in NEOGOV PE.
Pre-Module Requirements <ul style="list-style-type: none"> Employee has received access to the system. Employee has a published performance (evaluation) plan. 	
Glossary <ul style="list-style-type: none"> Performance plans can also be called Evaluation Plans. 	
Steps: <ol style="list-style-type: none"> In MI HR Self Service, click on the Performance Management bookmark. In the Performance Management bookmark are links to the following: <ol style="list-style-type: none"> NEOGOV PE login If you have been provided with an email to access NEOGOV PE, use this link. NEOGOV PE instructions For information on how to use NEOGOV PE including an overview of the system, use this link. 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. HRMN PM instructions For information on how to use HRMN PM, use this link. 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. 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. Certification of performance (evaluation) plans will be managed through a task established on all plans. The task will appear on your My Dashboard in the My Tasks section. When you and your Manager/Supervisor agree on the performance (evaluation) plan established for the review period including objectives and competencies, your Manager/Supervisor will publish the plan thereby locking it. At that time, you should update the Certification of Plan task. To edit the task, click on the pencil icon in the Actions column, 	

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8. Change the **Status** from **Current** to **Completed** and click on **Save**.
9. The task will no longer appear on your **My Dashboard**. NOTE: If the performance (evaluation) plan is unpublished and updated, a new **Certification of Task** will need to be established and updated to document your acknowledgement of the plan.
10. To log-out, select the down arrow next to your name in the upper-right corner. A drop-down will appear. Select 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