

Module #9	PE Frequently Asked Questions (FAQ)
Objective:	This How To provides FAQs and answers regarding the use of PE.

Pre-Module Requirements:

- User has access to the system.

Glossary:

- Please see the questions and answers below.

	Question	Answer
1	Can different employees have the same objectives?	There may be some objectives that cross all classifications in a work area, such as customer service or timely performance (evaluation) plans for all managers. In some work areas, many employees do the same job and it would be appropriate for them to have the same objectives. If you have a work area of employees that will be using the same objectives, please contact your HR Office regarding the possible use of a template. It would be expected that employees in different classifications would have different objectives.
2	What is a Development Plan?	The Development Plan is an optional section to identify personal growth and development.
3	What tool do I use to document my new performance objectives? Will employees have to enter their old performance plan into NEOGOV PE?	If there is a current performance plan in the HRMN PM, the review should be completed there before using NEOGOV PE. New performance (evaluation) plans should be entered in the NEOGOV PE system.
4	Will competencies still be used?	Yes, competencies currently in use will continue to be used in NEOGOV PE.
5	If employees have the same job duties and the same objectives, can they be reviewed (evaluated) differently?	Each employee should be reviewed (evaluated) as an individual. There are varying degrees of expertise among employees, for example, among employees in a class series. Entry-level employees would not be expected to perform the full range of duties that apply to an experienced-level employee.
6	Will the rating scale change with the implementation of NEOGOV PE?	No, an Overall Rating Scale with ratings of Needs Improvement, Meets Expectations and High Performing will continue to be used for non-probationary plans. An Overall Rating Scale with ratings of Unsatisfactory, Meets Expectations and High Performing will continue to be used for probationary plans. Managers should contact their HR Office if a Needs Improvement or Unsatisfactory rating is contemplated.
7	Will there be any	The BARS (Behaviorally-Anchored Rating Scales) for rating

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	rating scales or scoring mechanisms to help assess whether an employee is Meets Expectations or High Performing?	employees on competencies will continue to be available for this purpose.
8	Will there be training for NEOGOV PE?	Yes, there will be an online tutorial and written job aids for both employees and managers.
9	Will executive leaders be able to see the performance plans/reviews of their direct reports' direct reports in NEOGOV PE?	Yes, NEOGOV PE provides the ability to review employees within your organizational structure.
10	How do you handle performance objective changes during a rating period?	NEOGOV PE will allow for such adjustments and/or additions.
11	Will the performance plans be electronic?	Yes, once the performance (evaluation) plans are in NEOGOV PE, they will be electronic.
12	What about the employees who don't have a plan?	A performance (evaluation) plan should be created for these employees in NEOGOV PE.
13	Will HRMN notifications continue?	Notifications from HRMN will continue until the current rating is complete in that system. Once converted to NEOGOV PE employees will receive email notifications from PE.
14	Will the HRMN historical performance management plan/review records be kept somewhere and accessible to managers and supervisors?	Yes for a period of time. Access will be determined after NEOGOV PE is available.
15	Are there any signatures required from the manager and employee to acknowledge agreement to their plan?	Within NEOGOV PE, certification is handled through the task functionality. If desired, published performance (evaluation) plans can be printed and signed.
16	What is a SMART objective?	SMART objectives should be Specific, Measurable, Attainable, Relevant, and Time-Based. For additional information on SMART objectives, please use the following link: http://www.michigan.gov/documents/mdcs/What_is_a_SMART_Objective_413906_7.pdf
17	Should training be part of an employee's objectives?	Training that is required or mandated for certification or compliance purposes can be included as a SMART objective in an employee's performance (evaluation) plan.

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18	Can performance plans be created for students?	Performance (evaluation) plans for students are optional. If you would like to develop a plan for a student, contact your HR Office.
<p>Additional Resources:</p> <p>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</p>		