

# NeoGov Perform Tips

## 1. Why am I not seeing my evaluation?

Employees will not see their evaluations till their manager completes the **First Step “Add Goal to Current Goal Section”** Once completed it moves to **Step 2** which is where the employee does a self-rating and the manager rates the employee. These can be done simultaneously, but the employee’s self-rating is due 10 days before the managers rating, which allows the manger to see their direct reports comments and scores.

## 2. What step is my evaluation process in?

To see What stage or step your evaluation is currently in, click on the evaluation itself. Once you have done so this is what it will look like this below:

The screenshot shows an evaluation page for Jennifer Moore. At the top, it says "JENNIFER MOORE Non-Supervisory Annual (03/23/2021)" with a link icon. Below that, the due date is "Tue. Mar. 23, 2021" with a link icon. There are three action buttons: "Copy", "Print", and "Pause". The main content area is divided into three columns: "EVALUATION DETAILS", "SCORES", and "EMPLOYEE DETAILS".

EVALUATION DETAILS	SCORES	EMPLOYEE DETAILS
Current Status: Approval Type: Periodic <a href="#">↗</a> Evaluation Program: <a href="#">Non-Supervisory Annual</a>	TOTAL SCORE 3.78 out of 5.00 (75.67%)	Position: Administrative Specialist - Human Resources Division: Human Resources
	OVERALL RATING Occasionally Exceeds Expectati... <a href="#">Read More</a>	

At the bottom, there are tabs for "Content" and "Process". Below the tabs, there is a progress indicator and a title "COMPETENCY SECTION 1 COF 5 POINT RATING SCALE BEHAVIORAL - 2" with a link icon.

Right below the “Evaluation Details: Box there are two buttons “Content” and “Process” to see what Step your Evaluation is currently in **CLICK the Process Button**. This is what it will look like:

Content    **Process**

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\* Indicates a required step

**Before Ratings**

 ALAN KEAY	Due Tue, Feb 23, 2021	Status Completed on 02/22/2021
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Evaluation Due Date: Tue, Mar 23, 2021

**Ratings**

 Jennifer Moore	Due Sun, Mar 28, 2021	Status Completed on 03/02/2021	Weight 0 %
 ALAN KEAY	Due Wed, Apr 7, 2021	Status Completed on 04/05/2021	Weight 100 %

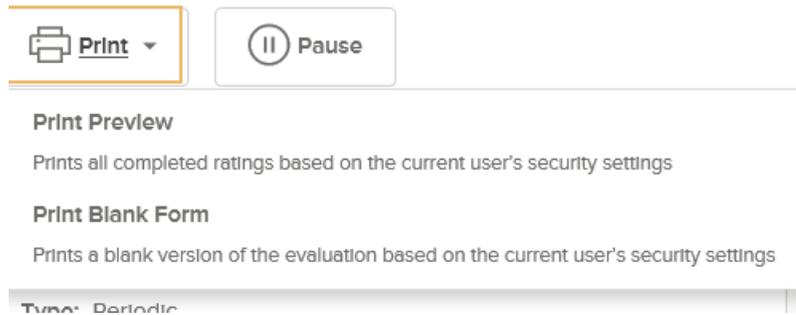
**After Ratings**

 JEANIE GALLAGHER	Due Mon, Apr 12, 2021	Status <b>Current</b>
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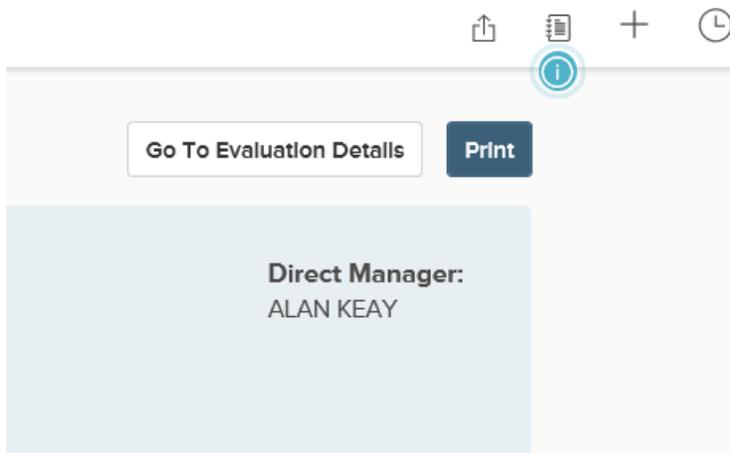
As you can see Step 1 is “Add Goal to Current Goal Section” which is Last Year’s Goals from 2020. Step 2 is “Rating” by employee (self-rating) and Managers “Rating”. Each step needs to be completed for the evaluation to move to the next step. After Ratings it moves to Step 3 for “Approval & Signature” (Manager’s Manager) Step 4 “Meet with employee to discuss review”. Step 5 “Approval & Signature” (By Manager) this releases evaluation to employee. Step 6 “Signature” by employee

### 3. How do I print?

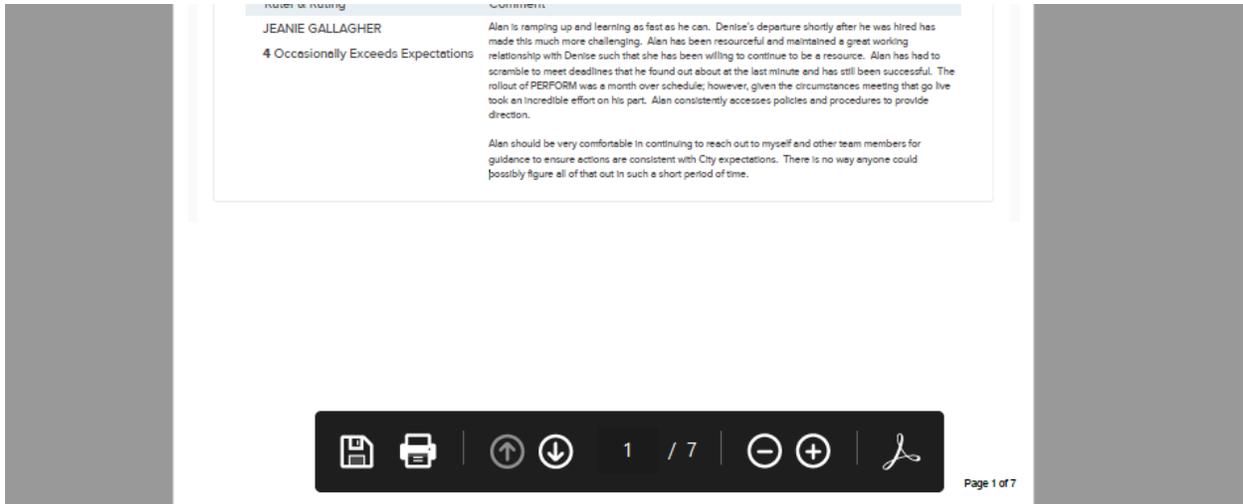
**To Print an evaluation, Click on the Evaluation.** Just below the title of the evaluation I.E Employee Name Non-Supervisory Annual (03/23/2021), will be two buttons: PRINT-PAUSE



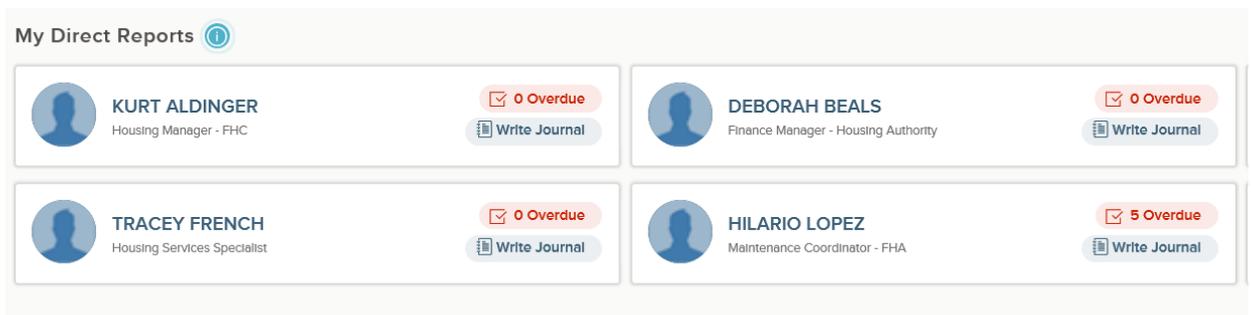
Click the drop down on Print: **Print Preview** is what you will use. NOTICE: You will need to make sure your **Security Settings allow printing from the Perform Site** if you do not you will not be able to Print or Save to a PDF for Printing. Once you click on **Print Preview** it will take you to a screen where the Print Button will be in the Upper Right-Hand Corner of the Evaluation.



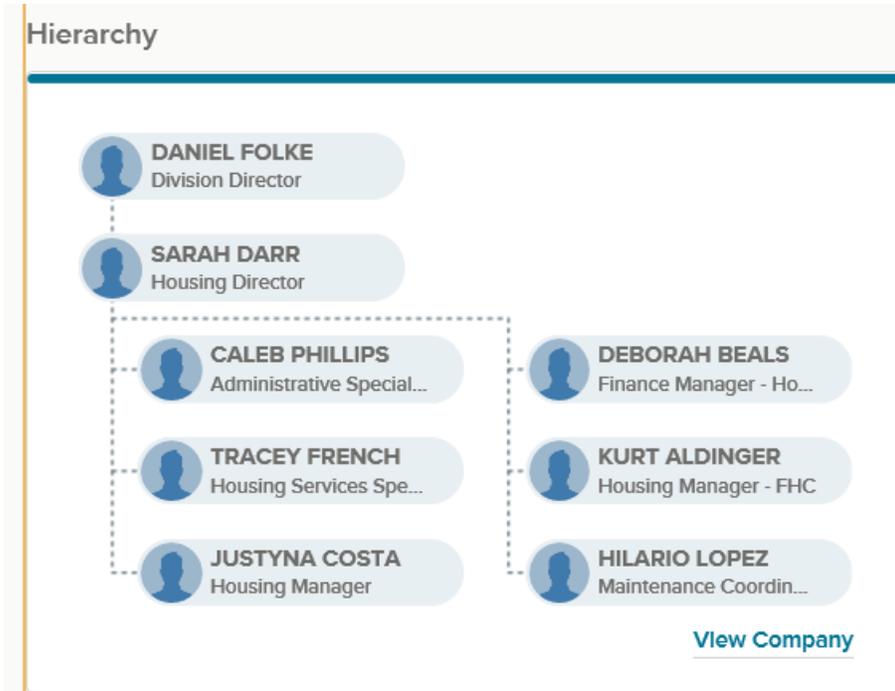
**Click Print:** What will appear is the evaluation with the ability to Print or Save to a PDF to Print. **See Black Bar for options to Print or Save. REMEMBER:** If you do not **Allow Security Settings to ACCESS PERFORM**, you will not see this Black Bar with the options to Print or Save.



4. How do I see my Direct Reports Evaluations? Two ways:  
**First:** From your Dashboard **“My Direct Reports”** Here you will be able to Click on Employee and See where they are at in the Evaluation Process.



Secondly: You can also access your Direct Reports from the “**Hierarchy**” This is located on your “**Employee Details**” Page. Just Click on the Employee and the site will take you to that Employee’s Detail Page, where you can look up their information.



 **ALAN KEAY**  
Human Resources Manager | Human Resources

[Employee Details](#)   [Evaluations](#)   [Tasks](#)   [Documents](#)

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 **Employee Details**

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Employee Information Hierarchy