

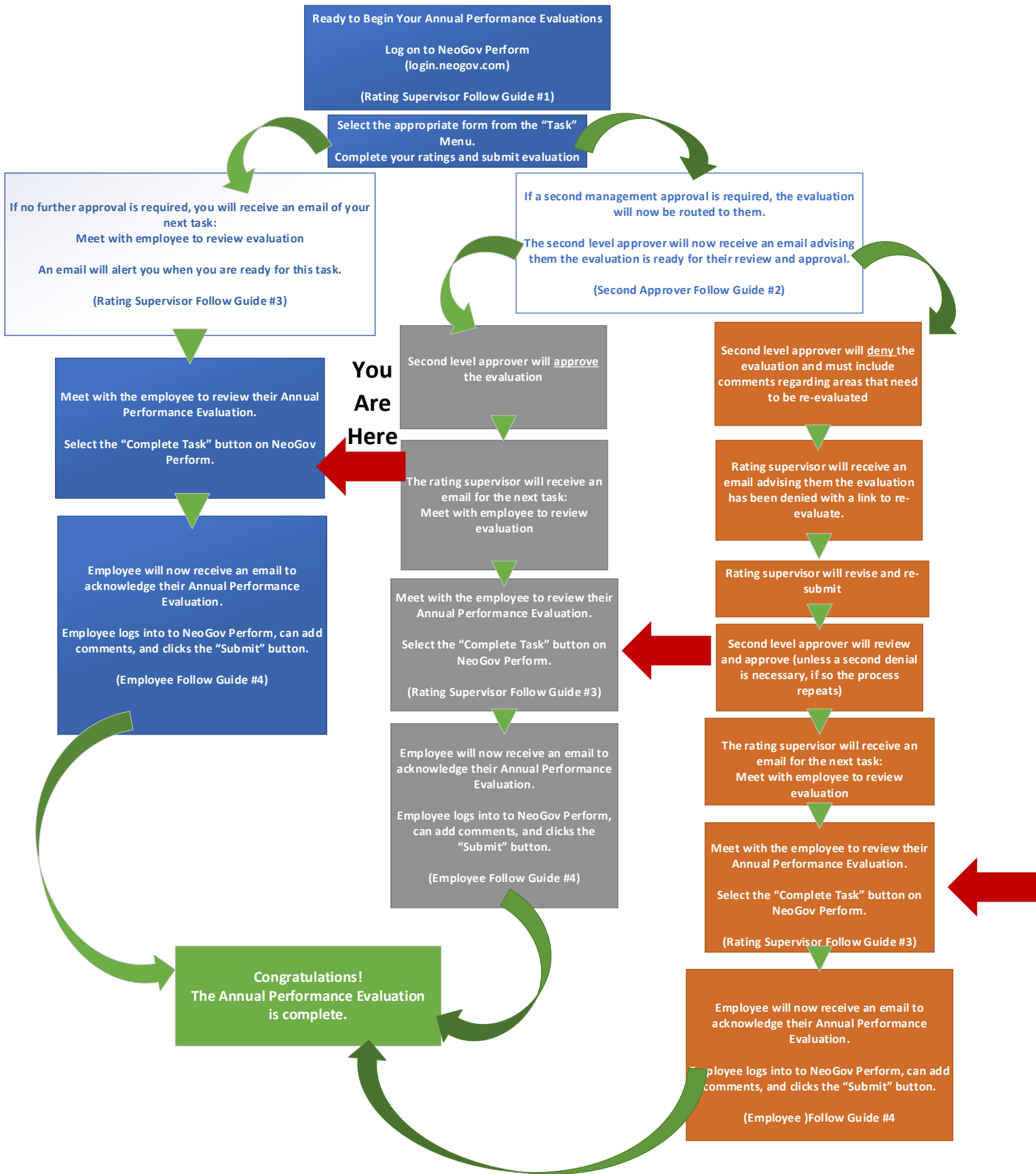
2021 Annual Performance Evaluations Guide

Guide #3 - Supervisor's Meeting with Employee



October 2021

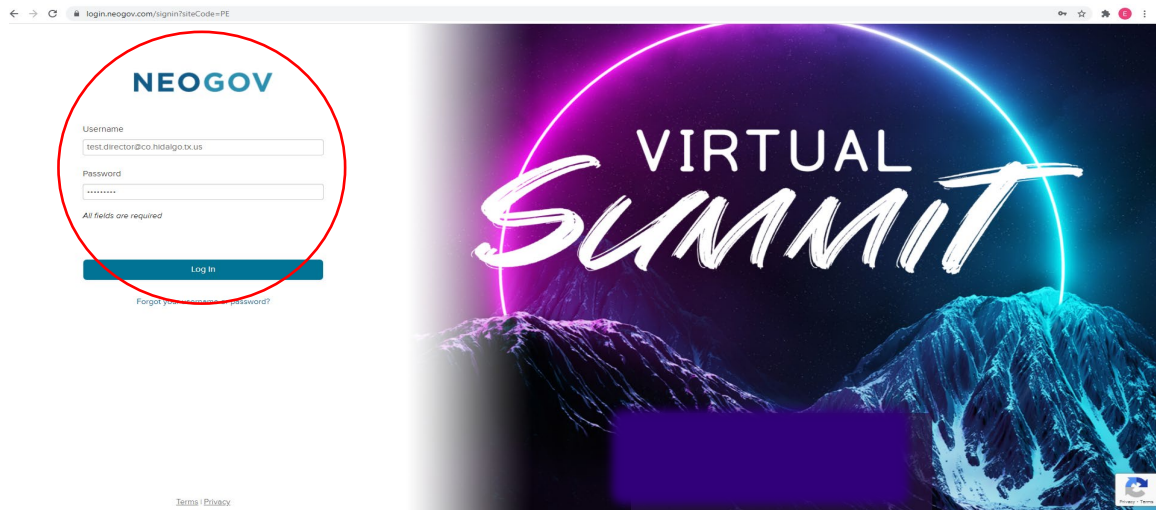
Annual Performance Evaluation Process Diagram:



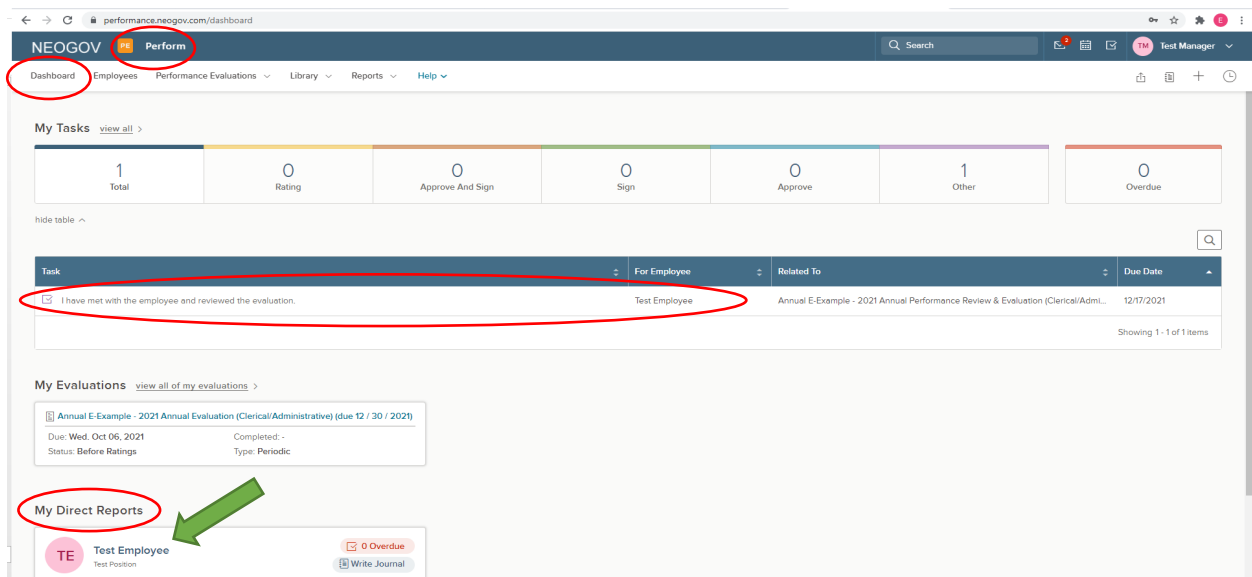
Start Your Review Process:

All Supervisors are required to review the ratings with the employee when prompted to do so by NeoGov Perform. When ready for this step, Supervisors will receive an email advising him/her of the next task in the evaluation process which is to meet with the employee to review their 2021 Annual Performance Evaluation.

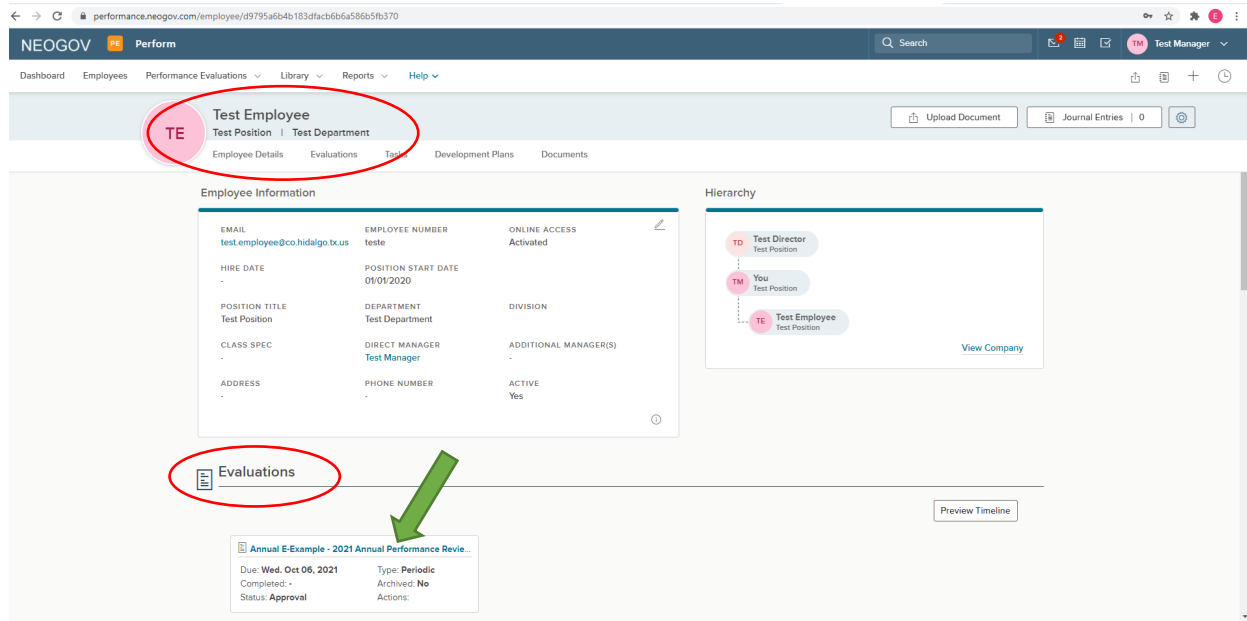
1. The Supervisor will receive an email of a new task pending: *I have met with the employee and reviewed the evaluation.*
2. Supervisor must now log on to NeoGov Perform (login.neogov.com)



3. Next, you will be routed to the NeoGov Perform Dashboard View (see image below).
4. View the “Task” Menu where you will see the tasks you have pending. Do not select the task at this time.
5. Scroll down to the “My Direct Reports” Section.
6. Select the name of the employee you are ready to meet with.



7. You will enter the employee’s file. Scroll down to the “Evaluations” Menu and select the 2021 Annual Performance Evaluation

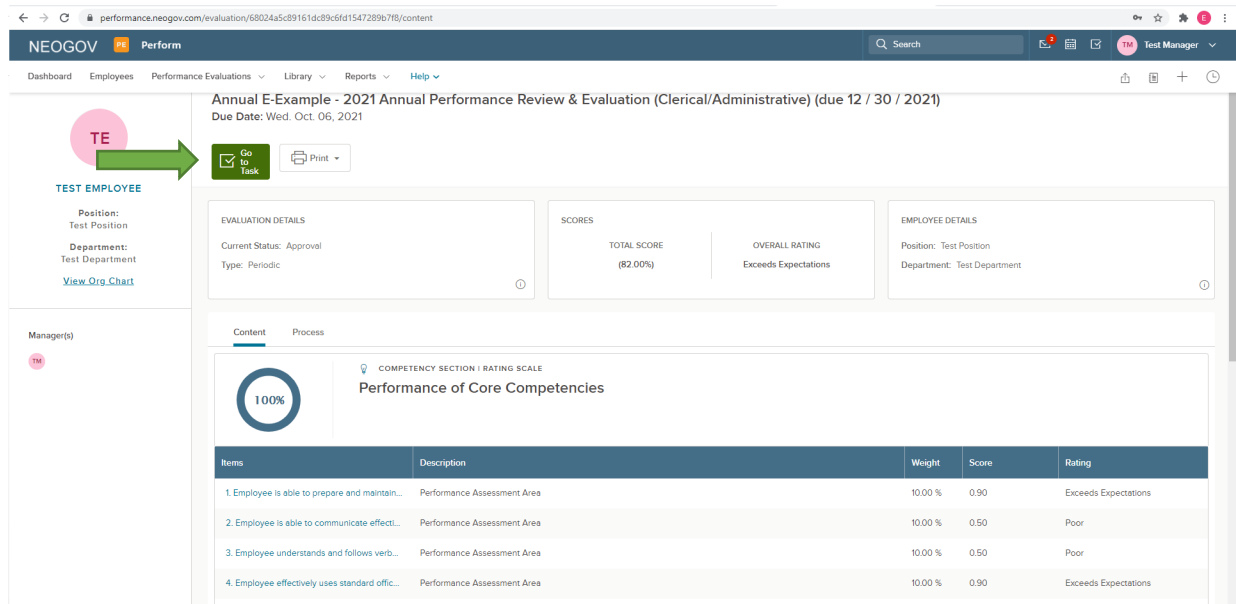


8. You will now see the employee’s 2021 Annual Performance Evaluation Form.

9. It is time to meet with the employee to review their Annual Performance Evaluation.

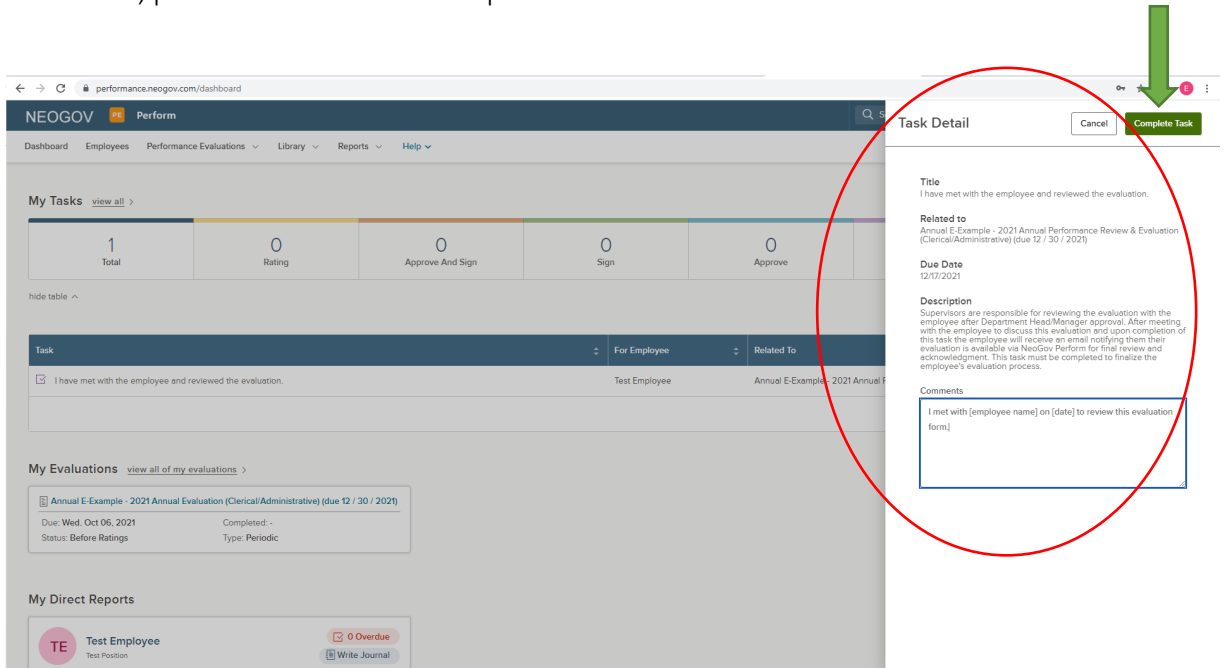
- You may review it from a computer/device or print a paper copy.
- **Employees should not sign paper evaluations.** After completion of this task, employees will receive an email prompting them to log in to NeoGov Perform to sign their evaluations online.

10. Once you have reviewed the Annual Performance Evaluation with the employee, click the “Go to Task” button on the top left corner of the page.

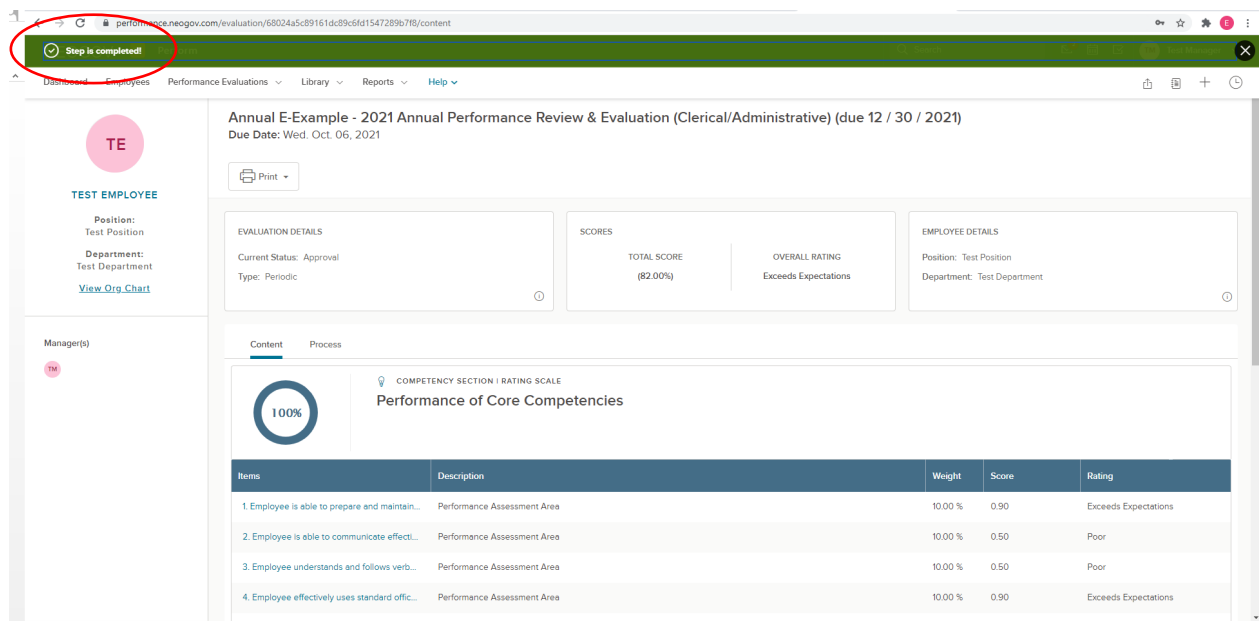


11. Read the “Task Detail” statement and add comments, if needed, for this task.

12. When done, proceed to click the “Complete Task” button.



13. You will see confirmation of completion of this task at the top left of the page.



14. Congratulations! You have completed all tasks for the employee’s Annual Performance Evaluation.

- The employee will now receive email notice that their 2021 Annual Performance Evaluation is ready for acknowledgment.

15. You may return to your Dashboard to rate, review, or finalize other performance evaluations.

performance.neogov.com/dashboard

NEOGOV Perform

Dashboard Employees Performance Evaluations Library Reports Help

My Tasks [view all](#)

0 Total	0 Rating	0 Approve And Sign	0 Sign	0 Approve	0 Other	0 Overdue
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hide table ^

Task	For Employee	Related To	Due Date
No Results Found			

Showing No Items to display

My Evaluations [view all of my evaluations](#)

Annual E-Example - 2021 Annual Evaluation (Clerical/Administrative) (due 12 / 30 / 2021)

Due: Wed Oct 06, 2021 Completed: -

Status: Before Ratings Type: Periodic

My Direct Reports

TE Test Employee

0 Overdue

Write Journal



No Results Found