

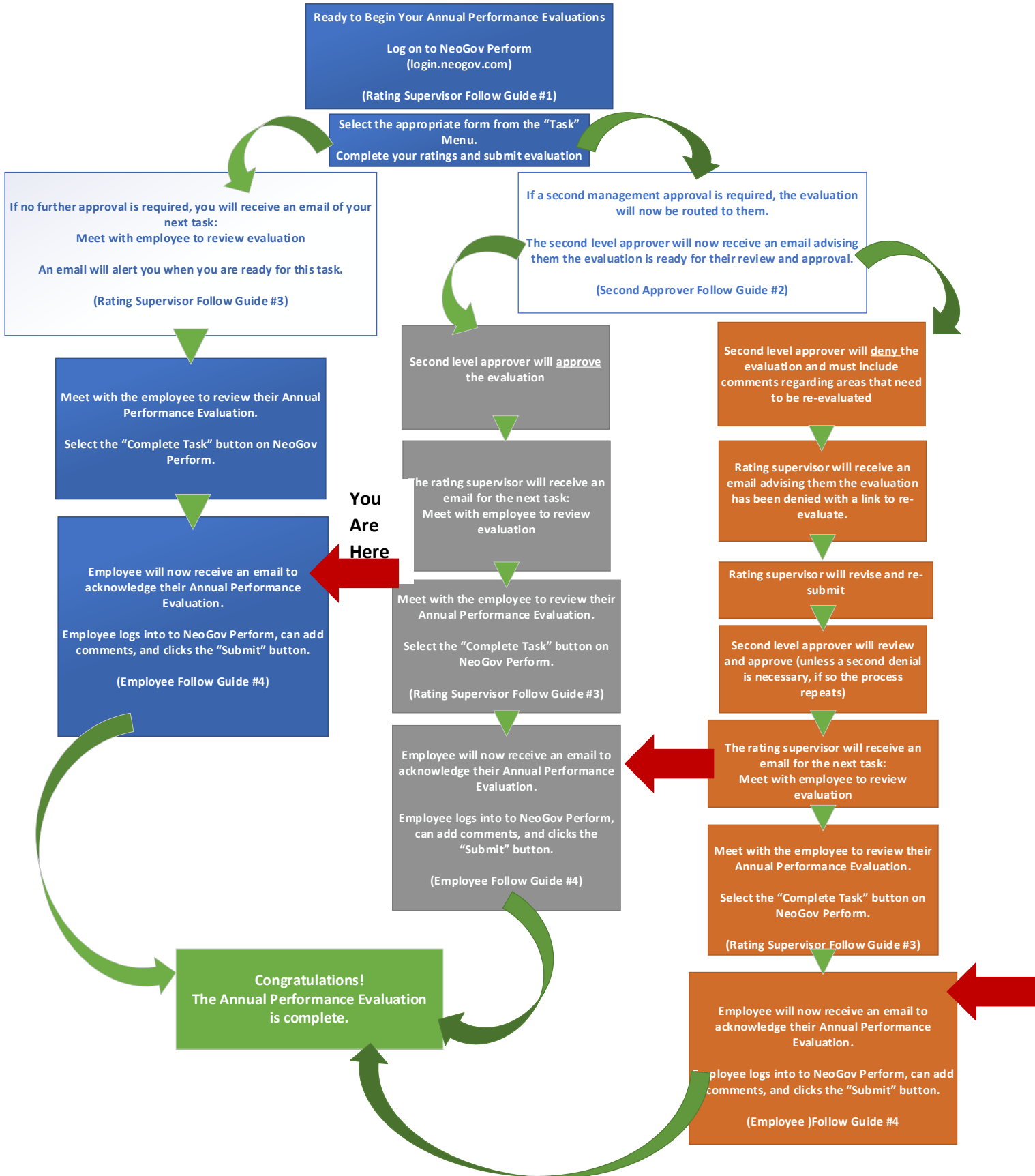
# 2021 Annual Performance Evaluations Guide

## Guide #4 - Employee Acknowledgment of Annual Performance Evaluation



October 2021

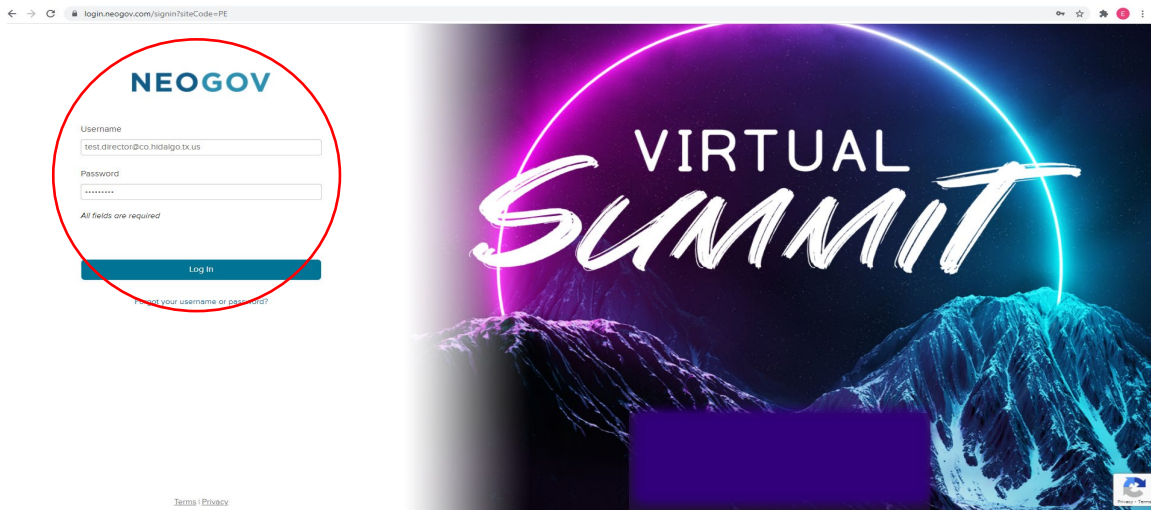
# Annual Performance Evaluation Process Diagram:



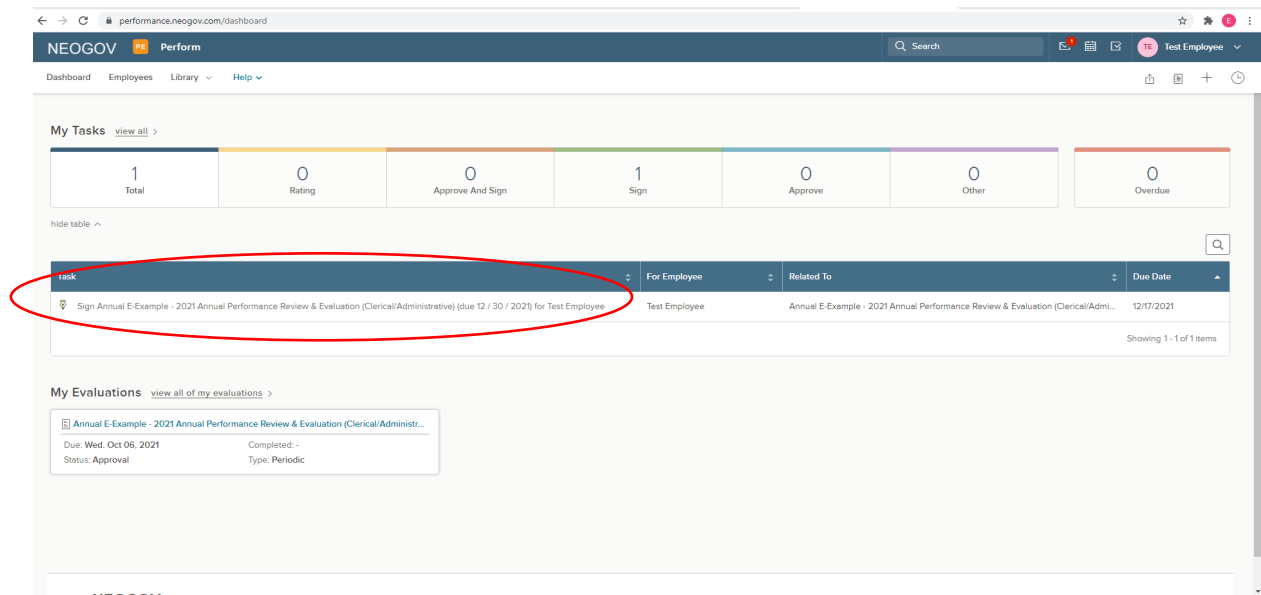
## Employee Acknowledgment of Annual Performance Evaluation:

Employees will be prompted via a NeoGov Perform email to log on to their NeoGov account to review and acknowledge their Annual Performance Evaluation.

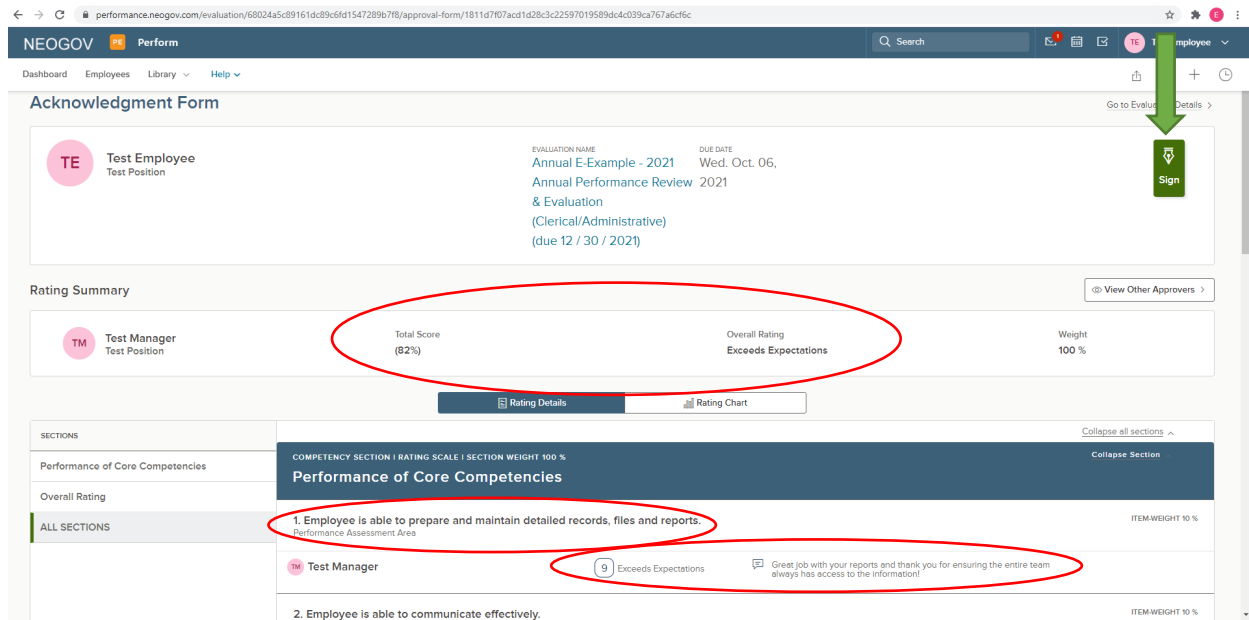
1. To start the review of your 2021 Annual Performance Evaluation Process log into NeoGov Perform (login.neogov.com)
  - The Username and Password you used for the 2020 Performance Evaluation Process will give you access (you may reset your password in the same webpage: login.neogov.com).



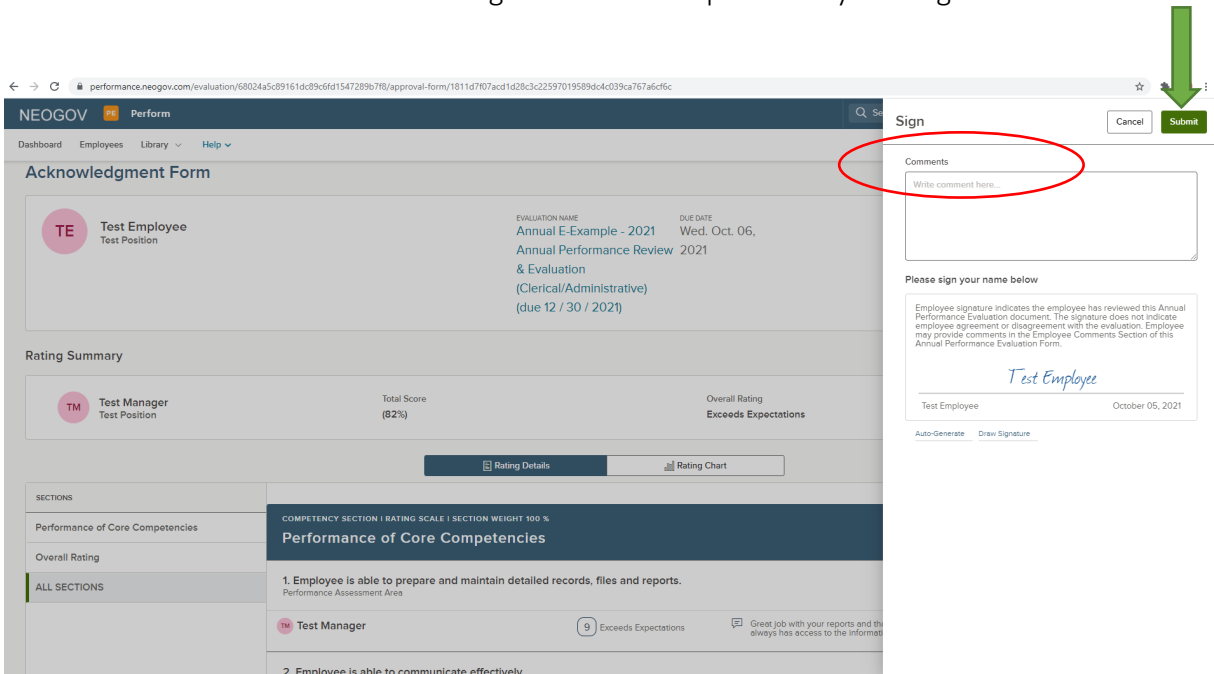
2. Next, you will be routed to the NeoGov Perform Dashboard View (see image below).
3. Go to the "Task" Menu and click "Sign 2021 Annual Performance Review & Evaluation"



- Your Total Score and Overall Rating will appear at the top of the form.
- Scroll down to review all Performance Assessment Areas.
- After reviewing the form, click the “Sign” button at the top right corner of the page.

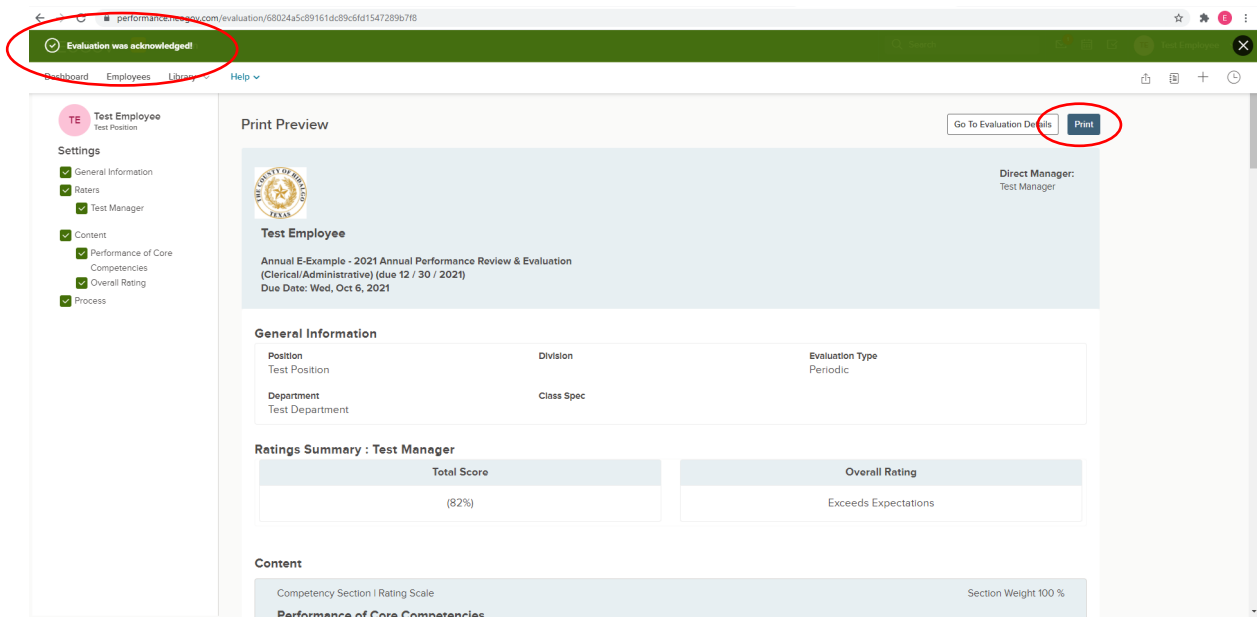


- You may add comments before final submittal.
- Please read the statement above the signature line and proceed by clicking the “Submit” button.



- You have acknowledged your Annual Performance Evaluation. A confirmation will appear in the top left corner of the page.

10. Next, you have the option to print your 2021 Annual Performance Evaluation.



This completes the Employee Acknowledgment Requirement portion of the Annual Performance Evaluation Process. You may now Sign Out of NeoGov.

