

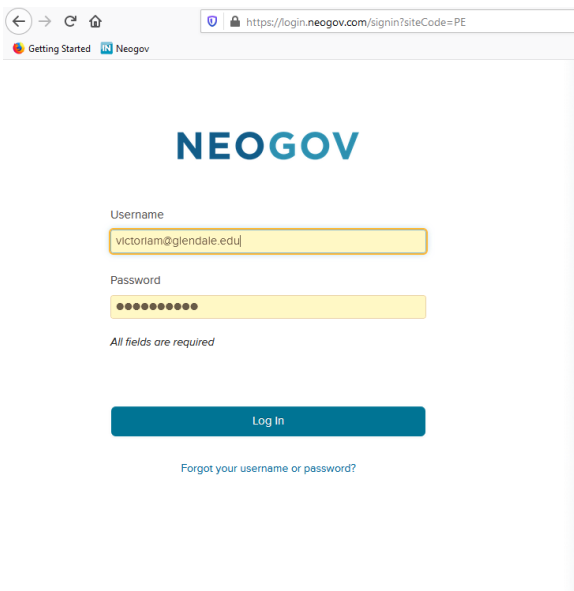
# NEOGOV Perform Administrator Evaluation

## Step-by-Step Instructions

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### 1<sup>st</sup> task - Employee Feedback Survey List of Participants

1. Log in to NEOGOV at [login.neogov.com](https://login.neogov.com)  
(use Chrome or Firefox; Internet Explorer is not supported)



When logged in, make sure you see “Perform”. If you see OHC, use the drop down menu to switch from NEOGOV OHC to Perform.



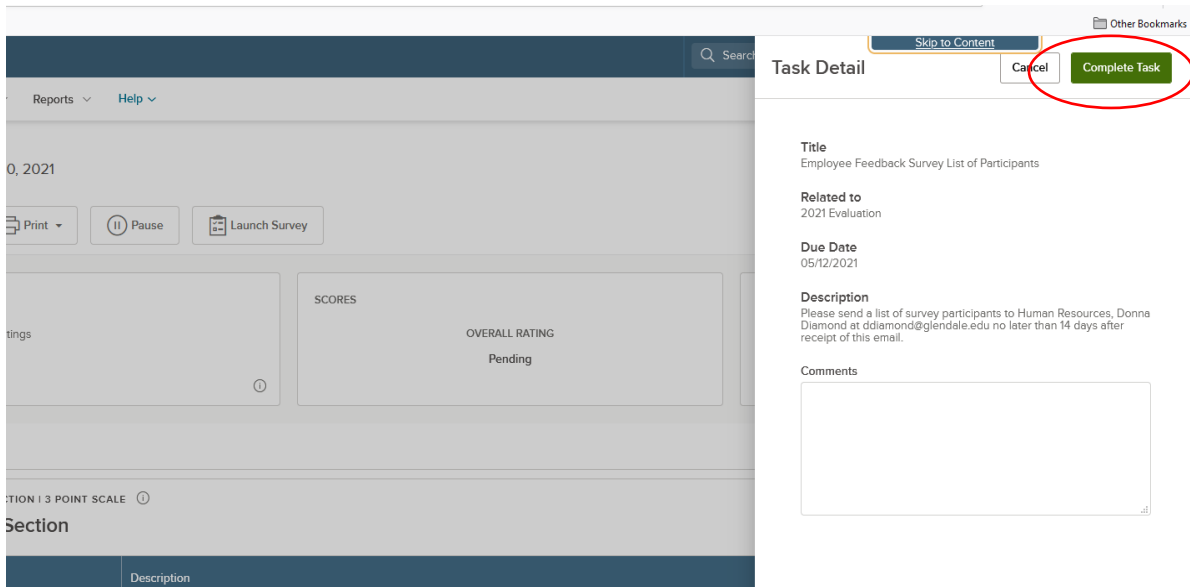
## 2. Click the “Employee Feedback Survey list of Participants” task from the Task List

The screenshot shows the NEOGOV 'My Tasks' dashboard. At the top, there are summary cards for various task categories: Total (1), Rating (0), Approve And Sign (0), Sign/Refuse to Sign (0), Approve (0), Other (1), and Overdue (0). Below these is a table with columns for Task, For Employee, Related To, and Due Date. The first row is circled in red and contains the task 'Employee Feedback Survey List of Participants' for 'Val Manager1' related to '2021 Evaluation' with a due date of '05/12/2021'. Below the table are sections for 'My Evaluations' and 'My Direct Reports'.

## 3. Select “Go to Task”

The screenshot shows the NEOGOV '2021 Evaluation' task page. The 'Go to Task' button is circled in red. The page displays evaluation details for 'VAL MANAGER1' (Test Position, Human Resources) and '2021 Evaluation' (Due Date: Wed, Jun, 30, 2021). The overall rating is 'Pending'. The 'Competency Section' is visible, listing items such as 'Performance of Job Duties', 'Role in improving teaching, learning and/o...', 'Meeting defined goals and objectives', 'Leadership', 'Employee Relations', and 'Communication'.

- Select "Complete Task" once list of names of survey participants has been sent to Human Resources. This task is required for the evaluation to be initiated.



## 5. Sample email participants will receive.

[EXTERNAL] GCCD Evaluation for Val Manager1: Employee Feedback Survey

Some content in this message has been blocked because the sender isn't in your Safe senders list. [I trust content from donotreply@neogov.com.](#) | [Show blocked content](#)

**donotreply@neogov.com**  
Wed 04/28/2021 2:58 PM  
To: Victoria Simmons



NEOGOV

You've been selected to provide evaluation feedback for Val Manager1. Please click <https://surveys.neogov.com/take-survey/5b822859-48fd-4bf4-a492-f45050d3a933> to participate in the survey.

This survey expires on: 4/29/2021

Survey responses will be anonymous.

Once you open the survey it must be completed in one session. The survey cannot be modified once it has been submitted.

There are 32 multiple choice questions, and four comment sections. Please select the appropriate response for each question and provide comments, particularly if you note an area for improvement or an area where performance exceeds standard.

Please contact Donna Diamond at ddiamond@glendale.edu if you have any questions.

6. **When the survey is started a few instructions are provided. The survey must be completed in one session. You cannot start the survey and finish later. Survey responses will be anonymous to the evaluatee.**

NEOGOV


## Management Administrator Evaluation Survey

You are invited to provide feedback about a management employee. Survey responses will be anonymous to the evaluatee.

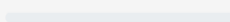
Once you open the survey it must be completed in one session. The survey cannot be modified once it has been submitted.

Please select the appropriate response for each question and provide comments, particularly if you note an area for improvement or an area where performance exceeds standard.

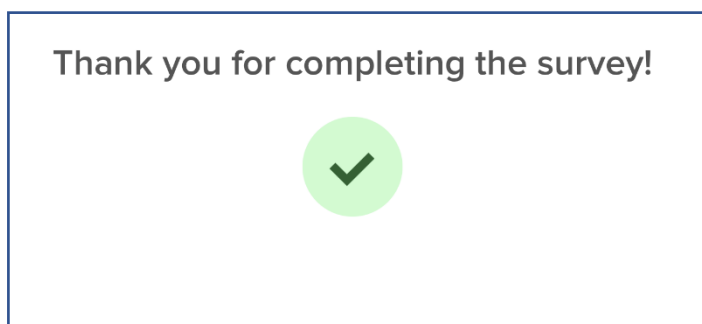
We appreciate your fair and thoughtful responses.

 Your identity is hidden

\* fields are required

0 of 32 answered 

7. **Confirmation survey was completed.**



8. When the survey is launched, the process will move to Step 2 Employee self-evaluation for the evaluatee.

The screenshot shows the NEOGOV Performance Evaluations interface. The top navigation bar includes 'NEOGOV', 'Perform', a search bar, and user information for 'Victoria Manager2'. The main content area is divided into several sections:

- EVALUATION DETAILS:** Current Status: Before Ratings, Type: Periodic.
- SCORES:** OVERALL RATING: Pending.
- EMPLOYEE DETAILS:** Position: Test Position, Department: Human Resources.
- Process Flow:** A vertical timeline with three steps:
  - Step 1: Before Ratings (Completed)
  - Step 2: Rating (Current) - A red arrow points to this step. It includes a table:

Item	Due	Status	Weight
Employee Feedback Survey List of Participants * Victoria Manager2	Wed, May 12, 2021	Completed on 04/28/2021	
Rating * Val Manager1	Mon, May 31, 2021	Current	0 %
Rating * Victoria Manager2	Tue, Jun 15, 2021	Pending	100 %
  - Step 3: Rating (Pending)

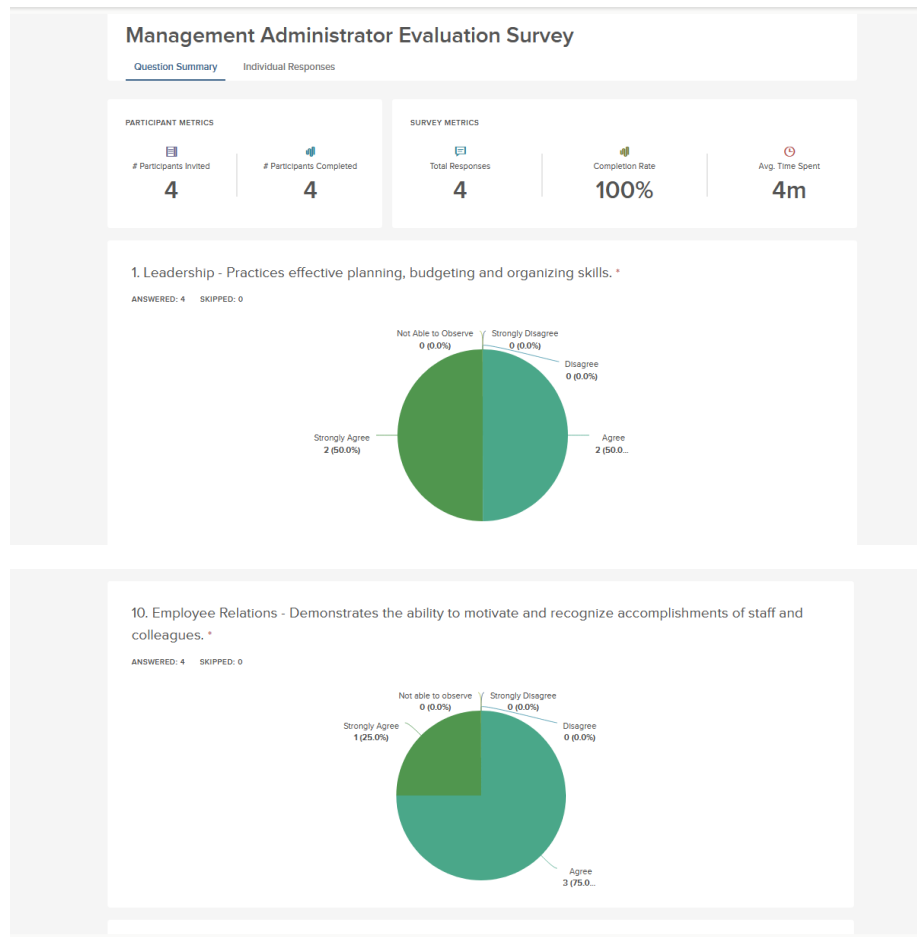
9. Once the survey deadline has passed, select "View Survey Results" to see anonymous responses.

The screenshot shows the NEOGOV Performance Evaluations interface for a '2021 Evaluation' with a due date of 'Wed, Jun. 30, 2021'. The 'View Survey Results' button is highlighted with a red circle. The interface includes the same navigation and employee details as the previous screenshot. The main content area shows:

- EVALUATION DETAILS:** Current Status: Before Ratings, Type: Periodic.
- SCORES:** OVERALL RATING: Pending.
- EMPLOYEE DETAILS:** Position: Test Position, Department: Human Resources.
- Content Section:** A table titled 'Competency Section' with the following items:

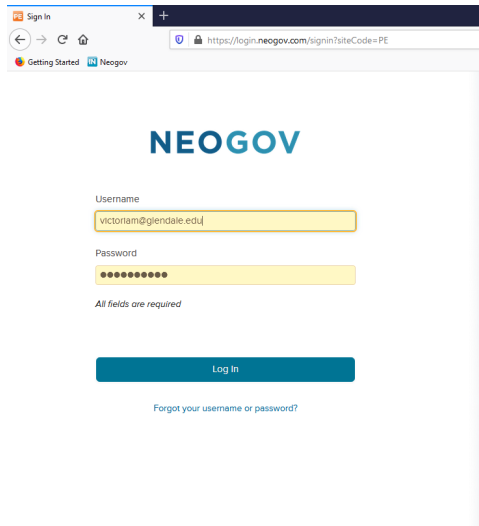
Items	Description
Performance of Job Duties	Attach copies of job objectives and self-evaluation of these objectives
Role in improving teaching, learning and/o...	
Meeting defined goals and objectives	

## 10. Sample of survey results.

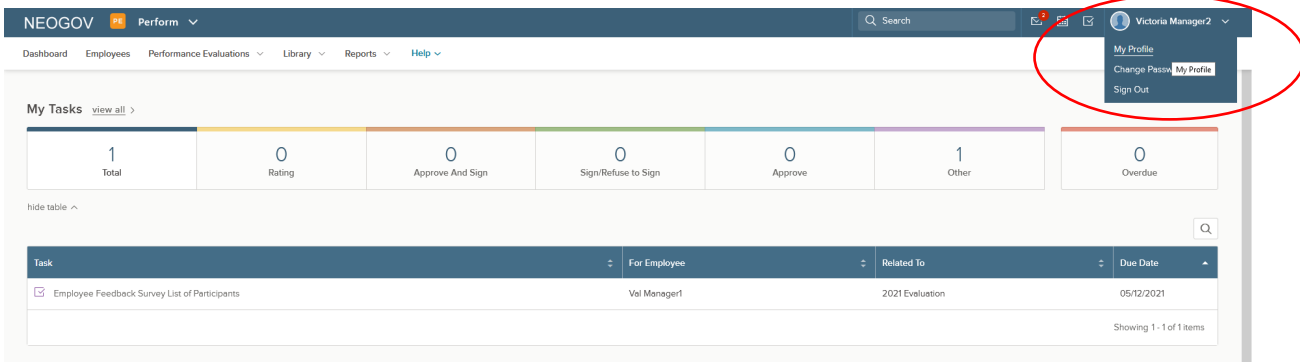


# Journal Entries

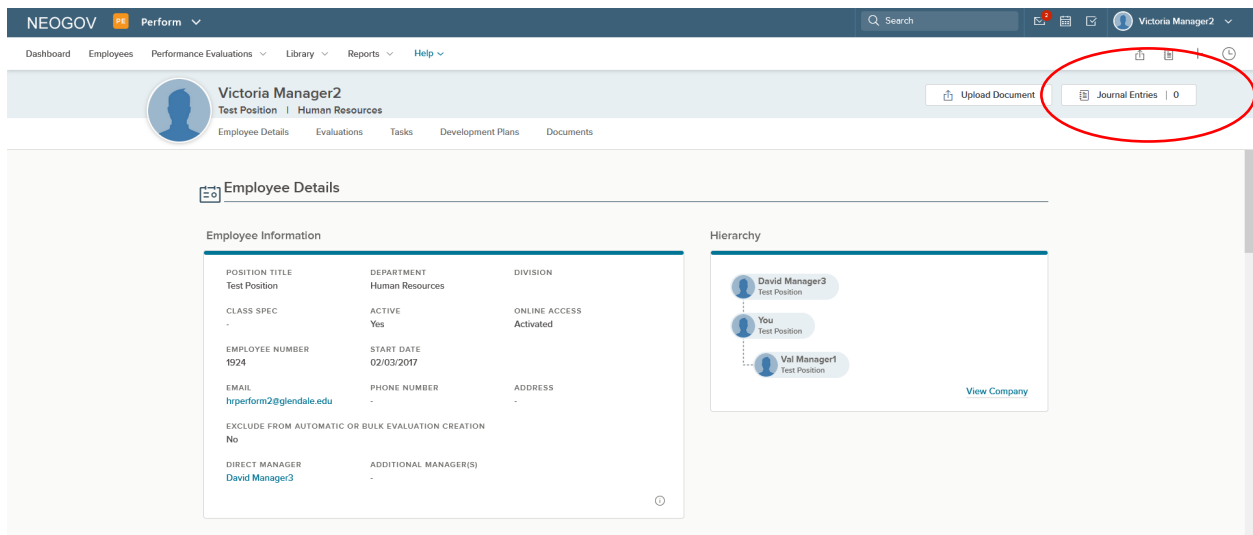
## 1. Log in to NEOGOV at [login.neogov.com](https://login.neogov.com)



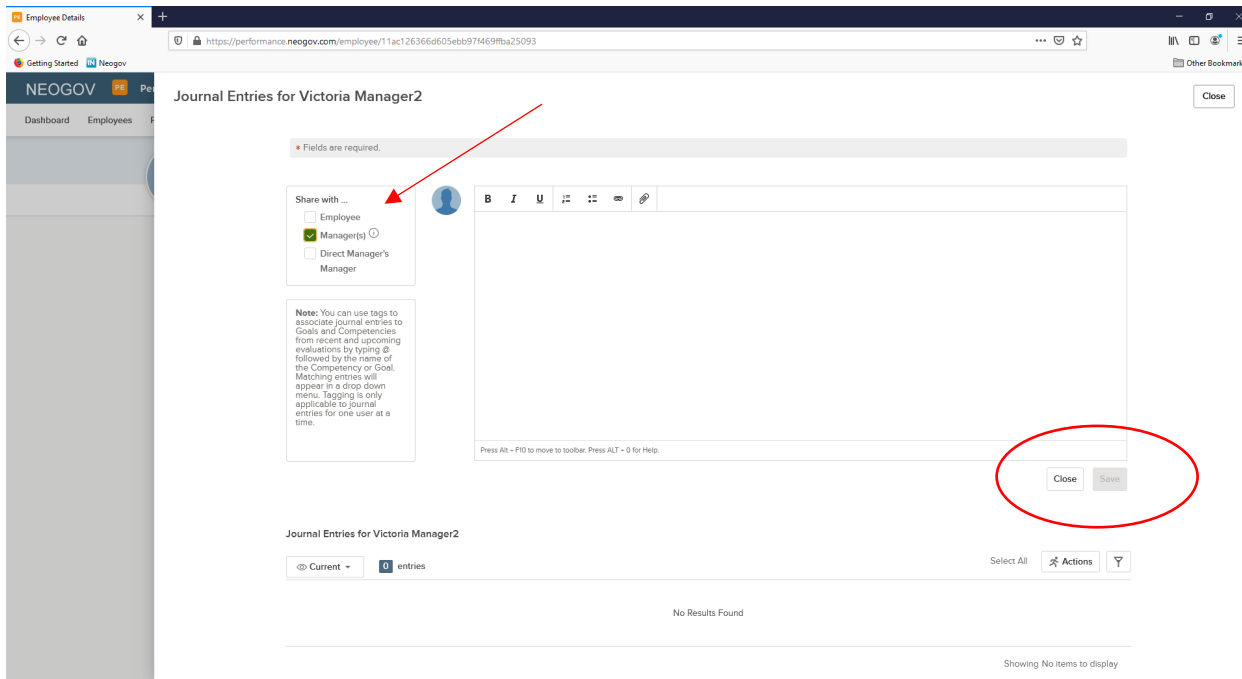
## 2. On the upper right corner under your name, select “My Profile”



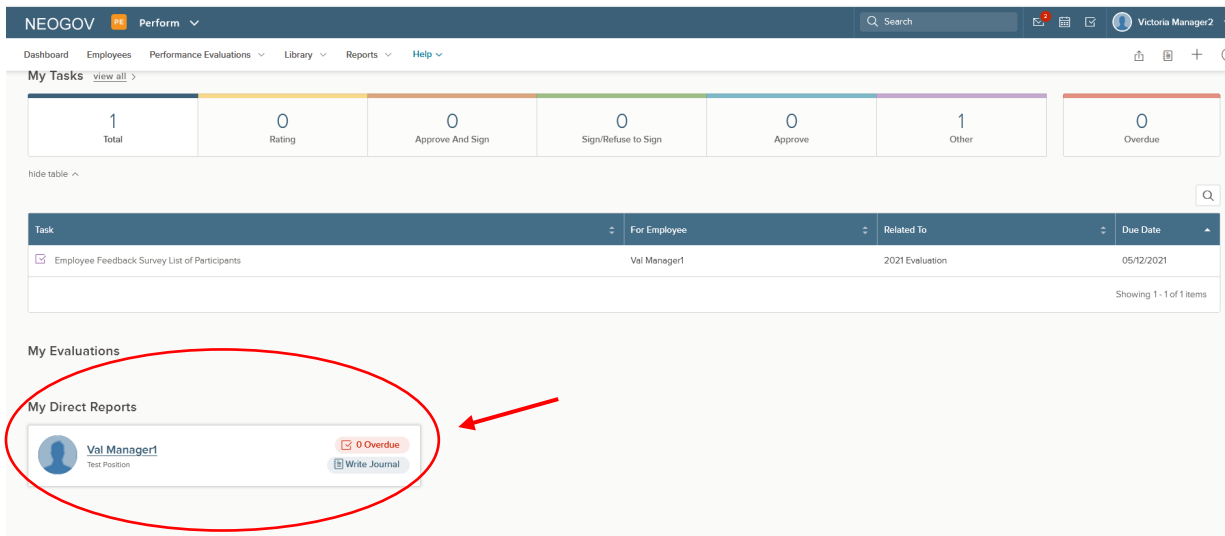
## 3. Click “Journal Entries”



4. You have the option to share with your manager by making the selection below. Enter journal entry and click “Save”.



5. To enter a journal entry for an employee who reports to you. From the dashboard, locate the employee and click “Write Journal Entry”.



## 6. Select "Journal Entries"

The screenshot shows the NEOGOV Perform dashboard for Val Manager1. The top navigation bar includes 'Dashboard', 'Employees', 'Performance Evaluations', 'Library', 'Reports', and 'Help'. The user profile 'Val Manager1' is visible, with 'Test Position | Human Resources' and an 'Upload Document' button. The 'Journal Entries | 0' link is circled in red. Below the navigation bar, the 'Evaluations' section shows a '2021 Evaluation' card with details: Due: Wed, Jun 30, 2021; Type: Periodic; Completed: -; Status: Before Ratings; Archived: No; Actions: -; 1 item. The 'Tasks' section shows a table with columns: Assignee, Subject, Due Date, Status, Status Date, and Actions. The table is empty with the message 'No Results Found' and 'Showing No items to display'.

7. Enter journal entry for the employee. You also have the option to share the journal entry with the employee by making the selection below. Click "Save" when done.

The screenshot shows the 'Journal Entries for Val Manager1' form. The form has a 'Skip to Content' button at the top. Below it, there is a 'Share with' dropdown menu that is open, showing options: 'Employee', 'Manager(s)', and 'Direct Manager's Manager'. A red arrow points to the 'Employee' option. Below the dropdown menu, there is a note: 'Note: You can use tags to associate journal entries to Goals and Competencies from recent and upcoming evaluations by typing @ followed by the name of the Competency or Goal. Matching entries will appear in a drop down menu. Tagging is only applicable to journal entries for one user at a time.' The main text area is empty. At the bottom right of the text area, there are 'Close' and 'Save' buttons, with the 'Save' button circled in red. Below the text area, there is a 'Journal Entries for Val Manager1' section with a 'Current' dropdown menu showing '0' entries. At the bottom, there is a 'No Results Found' message and 'Showing No items to display'.

## 2<sup>nd</sup> task - Self-Evaluation Rating for evaluatee/manager

1. Once the survey is launched the evaluatee/manager will complete their self-evaluation. Select "Rating" to begin evaluation.

The screenshot shows the NEOGOV dashboard. In the 'My Tasks' section, there is a row of task cards: 'Total' (1), 'Rating' (1), 'Approve And Sign' (0), 'Sign/Refuse to Sign' (0), 'Approve' (0), 'Other' (0), and 'Overdue' (0). The 'Rating' card is circled in red. Below this, a table lists tasks, with the first row 'Rating For Val Manager1's 2021 Evaluation' highlighted by a red arrow. The 'My Evaluations' section shows a card for '2021 Evaluation' with details: Due: Wed, Jun 30, 2021, Status: Before Ratings, and Type: Periodic.

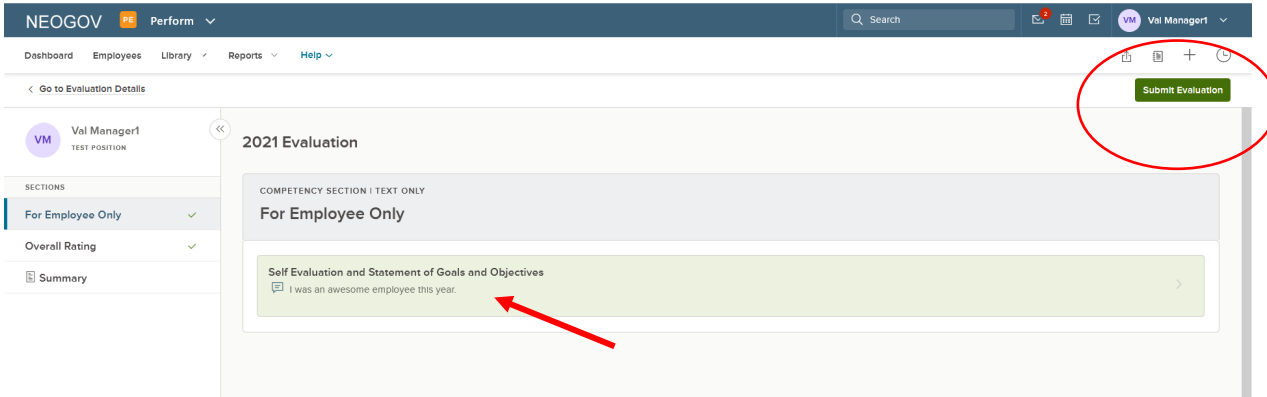
2. Click the green box to begin self-evaluation.

The screenshot shows the '2021 Evaluation' details page. On the left, there is a sidebar with sections: 'For Employee Only', 'Overall Rating', and 'Summary'. The main content area is titled '2021 Evaluation' and contains a 'COMPETENCY SECTION | TEXT ONLY' for 'For Employee Only'. A green box labeled 'Self Evaluation and Statement of Goals and Objectives' is highlighted with a red arrow. A 'Submit Evaluation' button is visible in the top right corner.

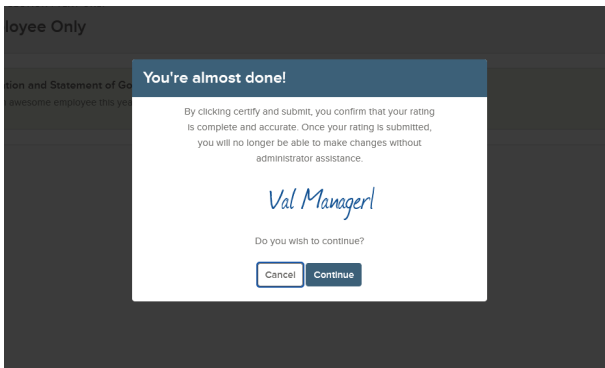
3. Type in or cut and paste your self evaluation narrative and statement of goals and objectives. Click "Done" when finished. Journal entries will be available here to view .

The screenshot shows the text entry area for 'Self Evaluation and Statement of Goals and Objectives'. The header includes 'COMPETENCY SECTION | For Employee Only' and a 'Done' button circled in red. Below the header, there is a text area with a rich text editor toolbar. A red arrow points to a feedback icon with the text 'Looks like there are no feedback entries.' Below the text area, there is a note: 'Press Alt + F10 to move to toolbar. Press ALT + O for help.'

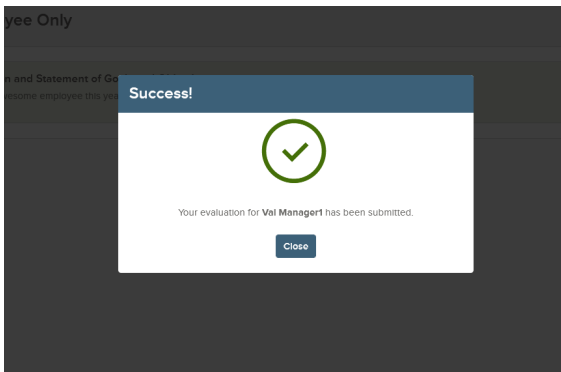
4. Narrative will now be visible in green box. Click "Submit Evaluation" when ready to submit.



5. Click "Continue"



6. Confirmation self-evaluation was submitted.



## 3<sup>rd</sup> task - Manager Rating

1. Next step will be the managers evaluation of the employee.

The screenshot shows the NEOGOV Perform interface. On the left, a sidebar displays the user profile for 'VAL MANAGER1' (Victoria Manager1) and a 'Managers(s)' list with a red arrow pointing to the 'VM' entry. The main content area shows a process flow with four steps: 1. 'Employee Feedback Survey List of Participa...' (Completed), 2. 'Rating' (Completed), 3. 'Rating' (Current), and 4. 'Evaluation Review Meeting' (Pending). A red arrow points to the 'Rating' step in the process flow.

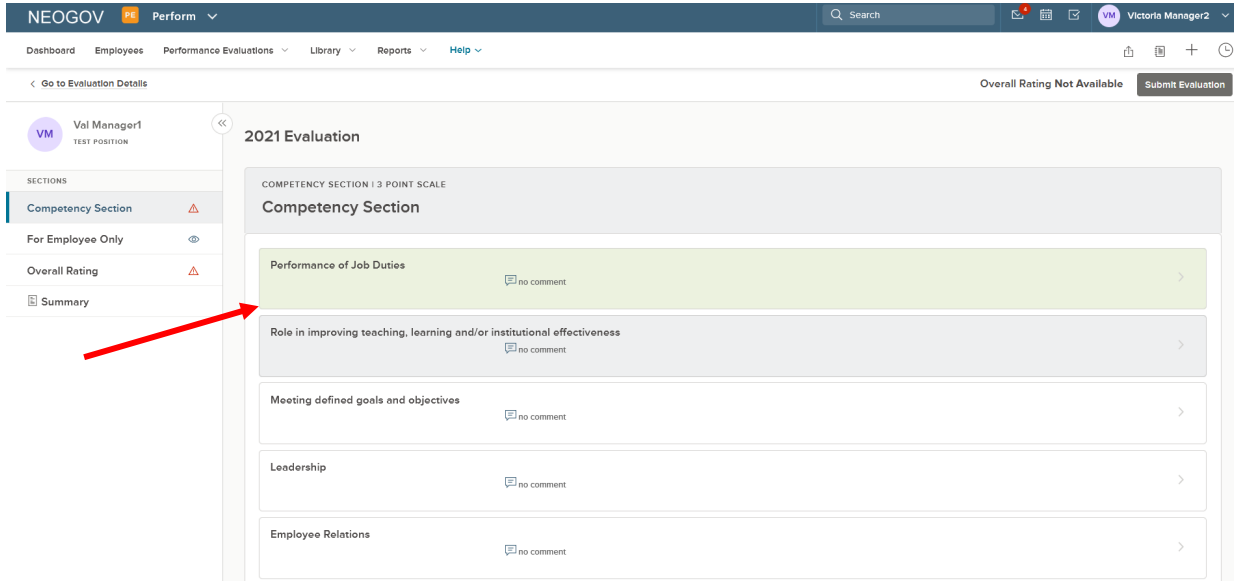
Step	Task Name	Due	Status	Weight
1	Employee Feedback Survey List of Participa... Victoria Manager2	Wed, May 12, 2021	Completed on 04/28/2021	
2	Rating Val Manager1	Mon, May 31, 2021	Completed on 05/05/2021	0 %
3	Rating Victoria Manager2	Tue, Jun 15, 2021	Current	100 %
4	Evaluation Review Meeting Victoria Manager2	Fri, Jun 18, 2021	Pending	

2. Manager's dashboard of employees evaluation ready to be entered. Click "Rating".

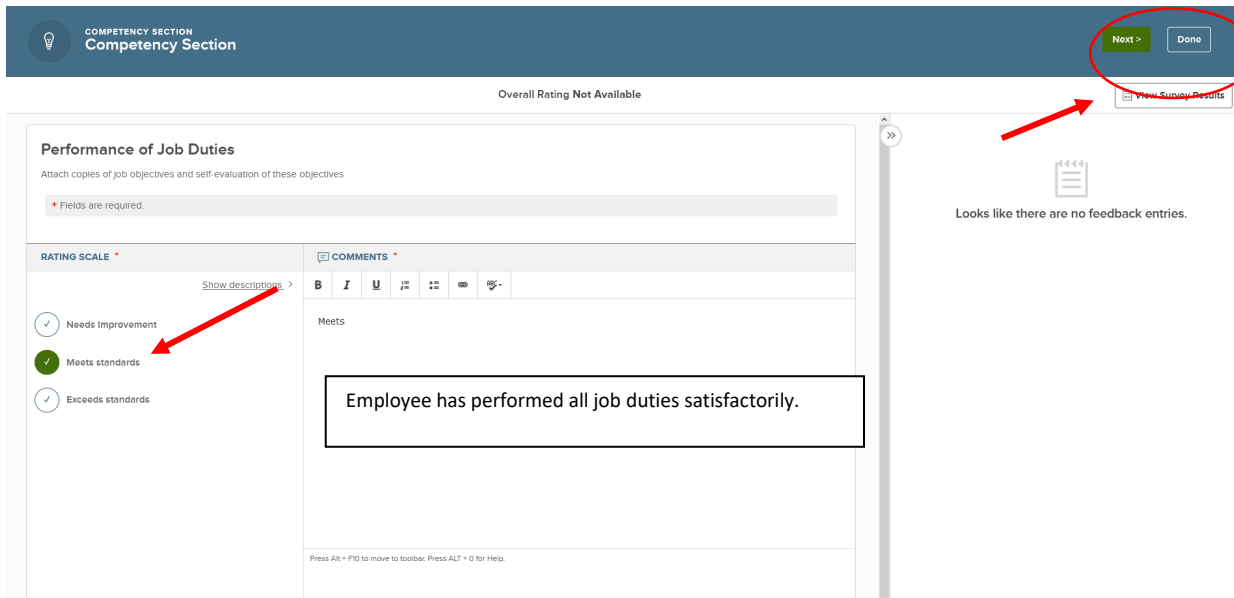
The screenshot shows the NEOGOV Perform dashboard for 'Victoria Manager2'. The 'My Tasks' section has a red circle around the 'Rating' task, which has a count of 1. Below this, a table lists the task: 'Rating For Val Managers 2021 Evaluation' for 'Val Manager1' with a due date of '06/15/2021'. A red arrow points to this task. The 'My Evaluations' and 'My Direct Reports' sections are also visible.

Task	For Employee	Related To	Due Date
★ Rating For Val Managers 2021 Evaluation	Val Manager1	2021 Evaluation	06/15/2021

### 3. Click on green box to begin evaluation.



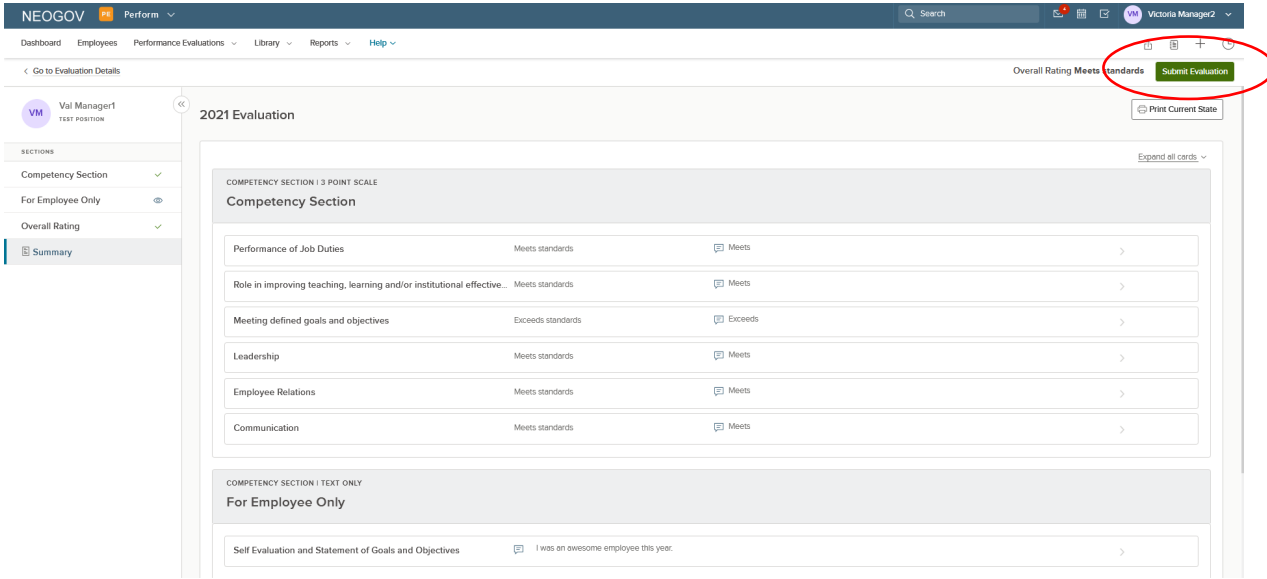
### 4. Select rating and enter comments (required). Survey results are also available for review. Click "Done" when complete.



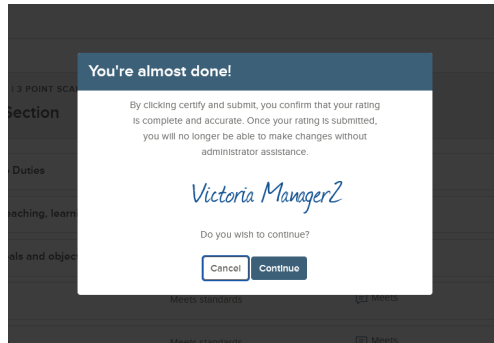
5. Click “To Overall” for next step to view employee self-evaluation. Survey results are also available for review.

6. Select overall rating and add overall comments. Select “Done” when finished.

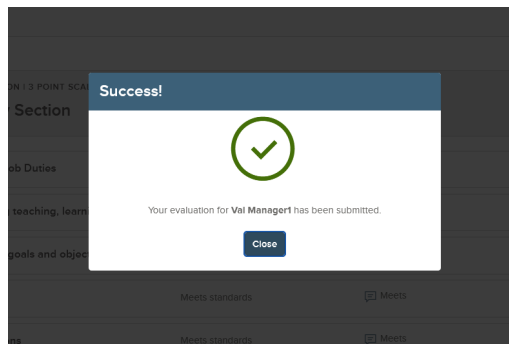
**7. Summary of evaluation for final review. Click “Submit Evaluation” when finished.**



**8. Click “Continue” to submit.**



**9. Confirmation evaluation was submitted.**



## 4<sup>th</sup> task - Evaluation Review Meeting

1. Next step, schedule meeting with employee for review of evaluation before approving and signing. Manager must select "Go to Task" to move to next step OR select the task from the Dashboard.

The screenshot shows the NEOGOV Performance Evaluations dashboard for 'VAL MANAGER1'. The left sidebar displays the manager's profile and a vertical task flow with steps 1 through 8. Step 4, 'Evaluation Review Meeting', is the current task. The main content area shows a list of tasks with columns for Name, Due Date, Status, and Weight. The 'Evaluation Review Meeting' task is circled in green, and a 'Go to Task' button is circled in red.

Task Name	Due Date	Status	Weight
Employee Feedback Survey List of Participa...	Wed, May 12, 2021	Completed on 04/28/2021	
Rating	Mon, May 31, 2021	Completed on 05/05/2021	0 %
Rating	Tue, Jun 15, 2021	Completed on 05/05/2021	100 %
<b>Evaluation Review Meeting</b>	<b>Fri, Jun 18, 2021</b>	<b>Current</b>	
Approval & Signature	Sun, Jun 20, 2021	Pending	
Approval & Signature	Fri, Jun 25, 2021	Pending	
Approval & Signature	Sun, Jun 27, 2021	Pending	
Release to Employee			
Signature	Mon, Jun 28, 2021	Pending	
Evaluation Due Date	Wed, Jun 30, 2021		

2. From the Dashboard, select "Other", and click "Evaluation Review Meeting"

The screenshot shows the NEOGOV Performance Evaluations dashboard for 'VAL MANAGER2'. The 'My Tasks' section displays a summary of task counts: Total (1), Rating (0), Approve And Sign (0), Sign/Refuse to Sign (0), Approve (0), Other (1), and Overdue (0). The 'Other' count is circled in red. Below this is a table of tasks, with the 'Evaluation Review Meeting' task highlighted by a red arrow.

Task	For Employee	Related To	Due Date
<input checked="" type="checkbox"/> Evaluation Review Meeting	Val Manager1	2021 Evaluation	06/18/2021

### 3. Select "Complete Task"

The screenshot shows the NEOGOV interface. On the left, the 'My Tasks' section displays a summary with four categories: Total (1), Rating (0), Approve And Sign (0), and Sign/Refuse to Sign (0). Below this is a table with one task: 'Evaluation Review Meeting' for 'Val Manager1'. On the right, the 'Task Detail' section shows the title 'Evaluation Review Meeting', related to '2021 Evaluation', with a due date of '06/18/2021'. A 'Comments' text area is also present. At the top right of the 'Task Detail' section, there are two buttons: 'Cancel' and 'Complete Task'. The 'Complete Task' button is circled in red.

### 4. Confirmation of task completed.

The screenshot shows the NEOGOV interface after the task is completed. A green notification banner at the top reads 'Step is completed!' with a checkmark icon. The banner is circled in red. Below the banner, the 'My Tasks' section now includes seven categories: Total (1), Rating (0), Approve And Sign (0), Sign/Refuse to Sign (0), Approve (0), Other (1), and Overdue (0). The table below shows columns for 'Task', 'For Employee', 'Related To', and 'Due Date'.

## 5<sup>th</sup> task - Approval & Signature for Evaluator

1. Next step is for Evaluator/Supervisor to approve and sign. Click on the task to sign.

The screenshot shows the NEOGOV Perform dashboard. At the top, there are navigation tabs: Dashboard, Employees, Performance Evaluations, Library, Reports, and Help. Below the navigation is a summary bar with several metrics: Total (1), Rating (0), Approve And Sign (1), Sign/Refuse to Sign (0), Approve (0), Other (0), and Overdue (0). Below this is a table with the following columns: Task, For Employee, Related To, and Due Date. The table contains one row: 

Task	For Employee	Related To	Due Date
Approve and Sign 2021 Evaluation for Val Manager1	Val Manager1	2021 Evaluation	06/20/2021

 A red arrow points to the task name. At the bottom right of the table, it says 'Showing 1 - 1 of 1 Items'.

2. The complete evaluation will be available for review. Click "Approve & Sign".

The screenshot shows the 'Approval Form' for Val Manager1. The form displays the evaluation name '2021 Evaluation' and the due date 'Wed. Jun. 30, 2021'. There are two buttons: 'Approve & Sign' (green with a checkmark icon) and 'Deny' (grey with an 'X' icon). The 'Approve & Sign' button is circled in red. Below the form is a 'Rating Summary' section. It shows an 'Overall Rating' of 'Meets standards / 2.00'. There are two rows of ratings: one for Val Manager1 (Test Position) and one for Victoria Manager2 (Test Position), both with an overall rating of 'Meets standards / 2.00'.

Competency Section	<p>COMPETENCY SECTION   3 POINT SCALE <span style="float: right;">Collapse Section</span></p> <p><b>Competency Section</b></p> <p><b>Performance of Job Duties</b> Attach copies of job objectives and self-evaluation of these objectives</p> <p>VM Victoria Manager2 <span>Meets standards</span> <span>Meets</span></p> <p><b>Role in improving teaching, learning and/or institutional effectiveness</b></p> <p>VM Victoria Manager2 <span>Meets standards</span> <span>Meets</span></p> <p><b>Meeting defined goals and objectives</b></p> <p>VM Victoria Manager2 <span>Exceeds standards</span> <span>Exceeds</span></p> <p><b>Leadership</b></p> <p>VM Victoria Manager2 <span>Meets standards</span> <span>Meets</span></p>	
For Employee Only	<p>COMPETENCY SECTION   TEXT ONLY <span style="float: right;">Collapse Section</span></p> <p><b>For Employee Only</b></p> <p><b>Self Evaluation and Statement of Goals and Objectives</b> Manager/Administrator being evaluated - Please complete a written narrative of your performance based on 1) job description and assignments, 2) role in improving teaching, learning, and/or institutional effectiveness, and 3) achievement of goals and objectives. The written narrative shall also include a list of measurable goals and objectives related to the area of responsibility that will be addressed during the next evaluation cycle.</p> <p>VM Val Manager1 <span>I was an awesome employee this year.</span></p> <p>VM Victoria Manager2 <span>No comment...</span></p>	
Overall Rating	<p>EVALUATION OVERALL SECTION   3 POINT SCALE <span style="float: right;">Collapse Section</span></p> <p><b>Overall Rating</b></p> <p>VM Val Manager1 <span>Meets standards</span> <span>No comment...</span></p> <p>VM Victoria Manager2 <span>Meets standards</span> <span>Meets</span></p>	

**3. A digital signature will appear. Click "Submit".**

NEOGOV PE Perform Search

Dashboard Employees Performance Evaluations Library Reports Help

### Approval Form

VM Val Manager1  
Test Position

EVALUATION NAME: 2021 Evaluation      DUE DATE: Wed. Jun. 30, 2021

#### Rating Summary

Overall Rating	
Meets standards / 2.00	

VM Val Manager1 Test Position Overall Rating

VM Victoria Manager2 Test Position Overall Rating Meets standards / 2.00

### Approve & Sign

Cancel Submit

Comments

Write comment here...

Please sign your name below

Victoria Manager2

Victoria Manager2
May 06, 2021

[Auto-generate](#)   [Draw Signature](#)

## 6<sup>th</sup> task - Approval & Signature for Superintendent/President

1. The next step in the evaluation process will be for the final approver Superintendent/President.

NEO GOV PE Perform

Dashboard Employees Performance Evaluations Library Reports Help

VM VAL MANAGER1  
Position: Test Position  
Department: Human Resources  
[View Org Chart](#)

Manager(s) VM

After Ratings

Task	Due	Status
Evaluation Review Meeting * Victoria Manager2	Fri, Jun 18, 2021	Completed on 05/06/2021
Approval & Signature * Victoria Manager2	Sun, Jun 20, 2021	Completed on 05/06/2021
Approval & Signature * David Manager3	Fri, Jun 25, 2021	Current
Approval & Signature * Manager Manager4	Sun, Jun 27, 2021	Pending

Release to Employee

2. Dashboard for final approver, Superintendent/President to approve and sign. Select "Approve and Sign". The task will appear below.

NEO GOV PE Perform

Dashboard Employees Performance Evaluations Library Reports Help

DM David Manager3

My Tasks [view all >](#)

Category	Count
Total	1
Rating	0
Approve And Sign	1
Sign/Refuse to Sign	0
Approve	0
Other	0
Overdue	0

hide table ^

Task	For Employee	Related To	Due Date
<input checked="" type="checkbox"/> Approve and Sign 2021 Evaluation for Val Manager1	Val Manager1	2021 Evaluation	06/25/2021

Showing 1 - 1 of 1 Items

3. The complete evaluation will be available for review. You can also select “View Other Approver” to view previous approvers of the evaluation.

NEOGOV PE Perform

Dashboard Employees Performance Evaluations Library Reports Help

### Approval Form

Go to Evaluation Details >

**VM** Val Manager1  
Test Position

EVALUATION NAME: 2021 Evaluation

DUE DATE: Wed. Jun. 30, 2021

Approve & Sign Deny

Rating Summary

Overall Rating: Meets standards / 2.00

Approvers	Overall Rating
<b>VM</b> Val Manager1 Test Position	Overall Rating
<b>VM</b> Victoria Manager2 Test Position	Overall Rating Meets standards / 2.00

View Other Approvers >

4. List of other approvers will be listed. Click “Close”.

NEOGOV PE Perform

Dashboard Employees Performance Evaluations Library Reports Help

### Approval Form

**VM** Val Manager1  
Test Position

EVALUATION NAME: 2021 Evaluation

DUE DATE: Wed. Jun. 30, 2021

Rating Summary

Overall Rating: Meets standards / 2.00

Approvers	Overall Rating
<b>VM</b> Val Manager1 Test Position	Overall Rating
<b>VM</b> Victoria Manager2 Test Position	Overall Rating Meets standards / 2.00

### Other Approvers

**VM** Victoria Manager2

Status Date: Thu. May. 06, 2021

Status: Approved & Signed

Close

5. Click "Approve & Sign".

The screenshot shows the 'Approval Form' for Val Manager1. The evaluation name is '2021 Evaluation' and the due date is 'Wed. Jun. 30, 2021'. The 'Approve & Sign' button is circled in red. Below the form is a 'Rating Summary' section showing an overall rating of 'Meets standards / 2.00'.

6. A digital signature will appear. Click "Submit".

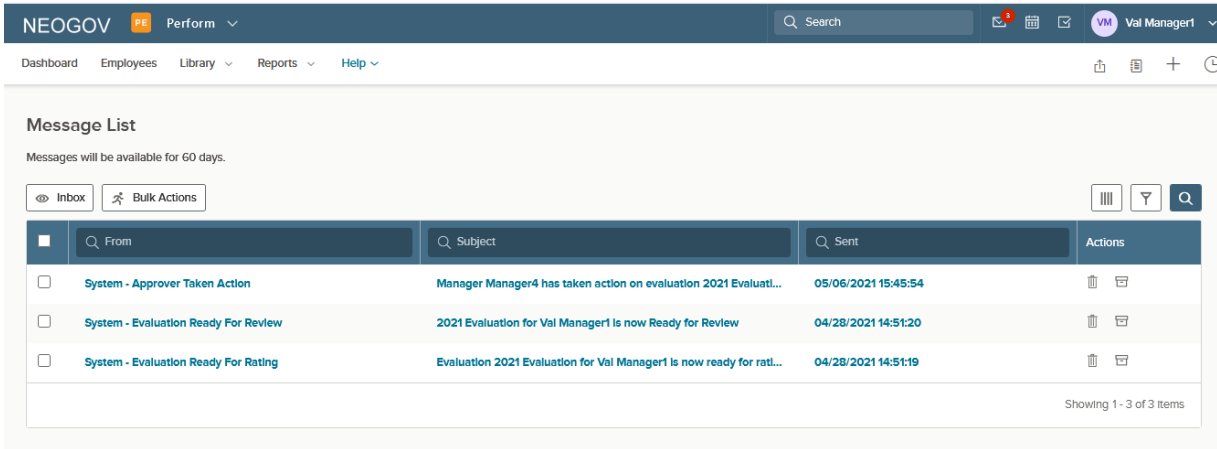
The screenshot shows the 'Approve & Sign' dialog box. The 'Submit' button is circled in red. The dialog includes a 'Comments' section with a text area, a signature section with a digital signature of 'David Manager3' and the date 'May 06, 2021', and options for 'Auto-generate' and 'Draw Signature'.

7. Confirmation evaluation was submitted.

The screenshot shows the NEOGOV dashboard with a green notification bar at the top that says 'Evaluation was approved!'. Below the notification, the '2021 Evaluation' details are displayed, including the due date 'Wed. Jun. 30, 2021', the current status 'Approval', and the overall rating 'Meets standards/2.00'.

## Sample of messages that will be emailed with the evaluation status.

### 1. Dashboard of Evaluatee/Manager. List of messages with progress updates.

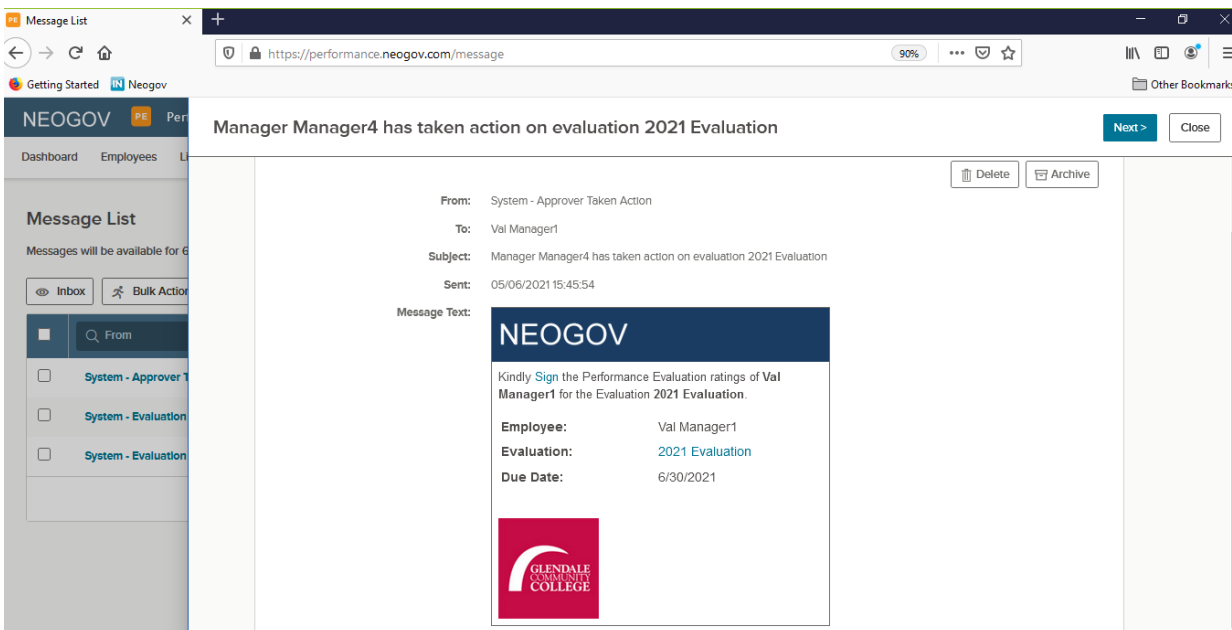


The screenshot shows the NEOGOV Performance Evaluation (PE) dashboard. The top navigation bar includes 'NEO GOV', 'PE', 'Perform', a search bar, and user information 'Val Manager1'. The main content area is titled 'Message List' and includes a note: 'Messages will be available for 60 days.' Below this are buttons for 'Inbox' and 'Bulk Actions'. A table lists three messages with columns for 'From', 'Subject', 'Sent', and 'Actions'.

	From	Subject	Sent	Actions
<input type="checkbox"/>	System - Approver Taken Action	Manager Manager4 has taken action on evaluation 2021 Evaluat...	05/06/2021 15:45:54	
<input type="checkbox"/>	System - Evaluation Ready For Review	2021 Evaluation for Val Manager1 is now Ready for Review	04/28/2021 14:51:20	
<input type="checkbox"/>	System - Evaluation Ready For Rating	Evaluation 2021 Evaluation for Val Manager1 is now ready for ratl...	04/28/2021 14:51:19	

Showing 1 - 3 of 3 items

### 2. Sample message/email.



The screenshot shows a browser window displaying an email message. The browser address bar shows 'https://performance.neogov.com/message'. The email subject is 'Manager Manager4 has taken action on evaluation 2021 Evaluation'. The email header includes: 'From: System - Approver Taken Action', 'To: Val Manager1', 'Subject: Manager Manager4 has taken action on evaluation 2021 Evaluation', and 'Sent: 05/06/2021 15:45:54'. The message text contains a NEOGOV logo and the following text: 'Kindly Sign the Performance Evaluation ratings of Val Manager1 for the Evaluation 2021 Evaluation.' Below this, the details are: 'Employee: Val Manager1', 'Evaluation: 2021 Evaluation', and 'Due Date: 6/30/2021'. At the bottom of the message text is the Glendale Community College logo.

## 7<sup>th</sup> task – Evaluation released to employee to sign.

1. Dashboard of Evaluatee/Manager. Click “Sign/Refuse to Sign. Task will now appear.

The screenshot shows the NEOGOV dashboard for a user named Val Manager1. The 'My Tasks' section features a progress bar with six categories: Total (1), Rating (0), Approve And Sign (0), Sign/Refuse to Sign (1, circled in red), Approve (0), Other (0), and Overdue (0). Below the progress bar is a table with the following data:

Task	For Employee	Related To	Due Date
Sign 2021 Evaluation for Val Manager1	Val Manager1	2021 Evaluation	06/28/2021

The 'My Evaluations' section shows a card for '2021 Evaluation' with details: Due: Wed. Jun 30, 2021, Completed: -, Status: Approval, Type: Periodic.

2. Evaluatee can view survey results before signing the evaluation by selecting “Go to Evaluation Details”. May also select “View Other Approvers” to view previous approvers.

The screenshot displays the 'Acknowledgment Form' for the '2021 Evaluation'. The form includes the user's name (Val Manager1, Test Position), the evaluation name (2021 Evaluation), and the due date (Wed. Jun. 30, 2021). There are two buttons: a green 'Sign' button and a white 'Refuse to Sign' button with a red 'X' icon. A link 'Go to Evaluation Details' is circled in red. Below the buttons is a 'View Other Approvers' link with a red arrow pointing to it. The 'Rating Summary' section shows an overall rating of 'Meets standards / 2.00' and a list of approvers:

Approver	Overall Rating
Val Manager1 (Test Position)	Overall Rating
Victoria Manager2 (Test Position)	Meets standards / 2.00

**3. List of approvers will be listed. Select “Close” when finished.**

The screenshot shows the NEOGOV Acknowledgment Form interface. The main form area displays the evaluation name '2021 Evaluation' and the due date 'Wed. Jun. 30, 2021'. Below this is a 'Rating Summary' section with an 'Overall Rating' of 'Meets standards / 2.00'. To the right, a panel titled 'Other Approvers' lists three approvers: Victoria Manager2, David Manager3, and Manager Manager4, all with a status of 'Approved & Signed'. A 'Close' button in the top right corner of the 'Other Approvers' panel is circled in red.

**4. Evaluatee may refuse to sign the evaluation. Written response must be submitted within 30 days. Click “Submit” to Refuse to Sign.**

The screenshot shows the NEOGOV Acknowledgment Form interface with a 'Refuse To Sign' panel on the right. The panel contains a note: 'Note: Signing this form does not imply agreement with the content of the evaluation. The employee may submit a written response to this evaluation within 30 days of receipt.' Below the note, there is a text area for 'Comments' with the placeholder text 'Write comment here...'. At the top of the 'Refuse To Sign' panel, there are two buttons: 'Cancel' and 'Submit'. The 'Submit' button is circled in red.

**5. If evaluatee agrees to the evaluation, click “Submit” to sign.**

**Acknowledgment Form**

**Val Manager1**  
Test Position

EVALUATION NAME: **2021 Evaluation**      DUE DATE: **Wed. Jun. 30, 2021**

**Rating Summary**

Overall Rating	
Meets standards / 2.00	

**Sign**     

Comments  
Write comment here...

Please sign your name below

Note: Signing this form does not imply agreement with the content of the evaluation. The employee may submit a written response to this evaluation within 30 days of receipt.

*Val Manager1*

Val Manager1      May 06, 2021

[Auto-generate](#)   [Draw Signature](#)

**6. Confirmation that evaluation was signed. Option to print copy of evaluation.**

**Print Preview**     

**Val Manager1**      **Direct Manager:** Victoria Manager2

**2021 Evaluation**  
**Due Date: Wed, Jun 30, 2021**

**General Information**

Position	Division	Evaluation Type
Test Position		Periodic
Department	Class Spec	
Human Resources		

**Ratings Summary :**

Overall Rating		
Meets standards / 2.00		
Rater	Type	Overall Rating
Val Manager1	Self Rater	
Victoria Manager2	Rater	Meets standards / 2.00

**Content**

Competency Section | 3 Point Scale

**Competency Section**

**Performance of Job Duties**

Attach copies of job objectives and self-evaluation of these objectives

Rater & Rating	Comment
Victoria Manager2	Meets
Meets standards	

**Role in Improving teaching, learning and/or institutional effectiveness**

Rater & Rating	Comment
Victoria Manager2	Meets
Meets standards	

**Settings**

- General Information
- Raters
- Val Manager1
- Victoria Manager2
- Content
- Competency Section
- For Employee Only
- Overall Rating
- Process

**VM Val Manager1**  
Test Position

**Settings**

- General Information
- Raters
  - Val Manager1
  - Victoria Manager2
- Content
  - Competency Section
  - For Employee Only
- Overall Rating
- Process

**Meeting defined goals and objectives**

Rater & Rating	Comment
Victoria Manager2 Exceeds standards	Exceeds

**Leadership**

Rater & Rating	Comment
Victoria Manager2 Meets standards	Meets

**Employee Relations**

Rater & Rating	Comment
Victoria Manager2 Meets standards	Meets

**VM Val Manager1**  
Test Position

**Settings**

- General Information
- Raters
  - Val Manager1
  - Victoria Manager2
- Content
  - Competency Section
  - For Employee Only
- Overall Rating
- Process

**Communication**

Rater & Rating	Comment
Victoria Manager2 Meets standards	Meets

**Competency Section | Text Only**

**For Employee Only**

**Self Evaluation and Statement of Goals and Objectives**

Manager/Administrator being evaluated - Please complete a written narrative of your performance based on 1) job description and assignments, 2) role in improving teaching, learning, and/or institutional effectiveness, and 3) achievement of goals and objectives. The written narrative shall also include a list of measurable goals and objectives related to the area of responsibility that will be addressed during the next evaluation cycle.

Rater	Comment
Val Manager1	I was an awesome employee this year.
Victoria Manager2	

**VM Val Manager1**  
Test Position

**Settings**

- General Information
- Raters
  - Val Manager1
  - Victoria Manager2
- Content
  - Competency Section

**Evaluation Overall Section | 3 Point Scale**

**Overall Rating**

Rater & Rating	Comment
Val Manager1	
Victoria Manager2 Meets standards	Meets

**VM Val Manager1**  
Test Position

**Settings**

- General Information
- Raters
  - Val Manager1
  - Victoria Manager2
- Content
  - Competency Section
  - For Employee Only
- Overall Rating
- Process

**Employee Feedback Survey List of Participants**

	Completed On	
1 Victoria Manager2	Wed, Apr 28, 2021	x Victoria Manager2
2 Val Manager1	Completed On Wed, May 5, 2021	
3 Victoria Manager2	Completed On Wed, May 5, 2021	
4 Victoria Manager2	Completed On Thu, May 6, 2021	x Victoria Manager2
5 Victoria Manager2	Completed On Thu, May 6, 2021	x Victoria Manager2
6 David Manager3	Completed On Thu, May 6, 2021	x David Manager3
7 Manager Manager4	Completed On Thu, May 6, 2021	x Manager Manager4
8 Val Manager1	Completed On Thu, May 6, 2021	x Val Manager1

Rater Certification Message: By clicking certify and submit, you confirm that your rating is complete and accurate. Once your rating is submitted, you will no longer be able to make changes without administrator assistance.

Note: Signing this form does not imply agreement with the content of the evaluation. The employee may submit a written response to this evaluation within 30 days of receipt.

## 7. Evaluatee/Manager's dashboard confirming evaluation process has been completed.

NEOGOV Perform Search Val Manager1

**My Tasks** [view all >](#)

0 Total	0 Rating	0 Approve And Sign	0 Sign/Refuse to 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 >](#)

<div style="border: 1px solid #ccc; padding: 5px; border-radius: 5px;"> <p><b>2021 Evaluation</b></p> <p>Due: Wed, Jun 30, 2021</p> <p>Status: Completed</p> </div>	<p>Completed: Thu, May 06, 2021</p> <p>Type: Periodic</p>
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