



NEOGOV DRAFT RATING INSTRUCTIONS for MANAGERS

Please follow these instructions carefully and **do not click “submit evaluation”** until your department executives have reviewed your input and clear you to release the evaluation to the employee.

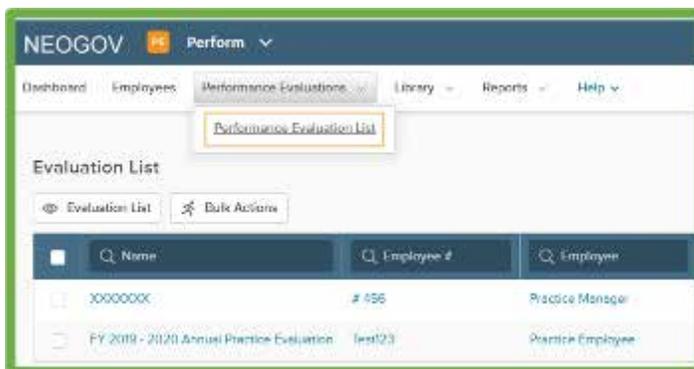
Your executives will inform you when to submit your evaluations and meet with your employees.

Please ensure that you allow your employees to self-evaluate.

1. Log into NEOGOV.



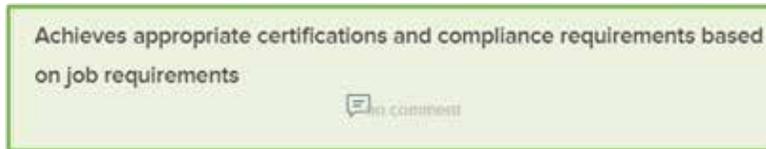
2. On the NEOGOV homepage, look for the “Performance Evaluations” tab and select the “Performance Evaluation List.” Select the link for the FY 2020-2021 plan for each employee.



3. Select the green “Rate” tab on the evaluation.



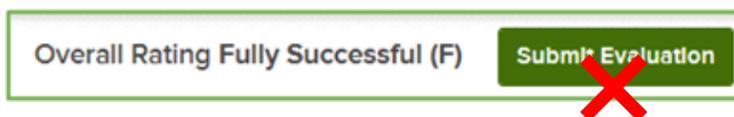
4. On the rating page, start with “Goals and Responsibilities.” Click on the “no comment” link for the goal and begin rating the employee. Descriptions of the rating scales are provided.



5. Click the green “Next” tab at the top right of the screen to advance to and rate the next category until you have rated all categories or goals. You must enter a comment in each category except those rated as “Meets Expectations” and “Fully Successful.”



6. Once you have rated the goals and entered your “Overall Rating,” select “Done.” You have completed Draft Ratings. **Do not go any further and DO NOT CLICK the “Submit Evaluation” tab.**



7. Meet with your manager to discuss your proposed employee ratings before the executive team review. Human Resources will provide a template to the department for entering your draft ratings for the review.

Please contact your HR Partner or manager for additional assistance.

