



NEOGOV SELF-EVALUATION INSTRUCTIONS

Be a part of the process. Self-evaluations are an opportunity to provide your perspective of your performance and accomplishments for the year.

All employees should login to NEOGOV to complete their self-evaluations using the instructions below.

1. Log into NEOGOV.



2. On the NEOGOV homepage, scroll down to the “My Evaluations” section and click on the link.



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

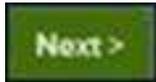


4. On the rating page, start with “Goals and Responsibilities.” Click on the “no comment” link for the goal and begin your self-evaluation. Descriptions of the rating scales are provided.



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5. Click on 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 all goals and entered your “Overall Rating,” you are ready to submit your evaluation. Click on the green “Submit Evaluation” tab in the top right corner. This will complete your self-evaluation.



Please contact your HR Partner or manager for additional assistance.

