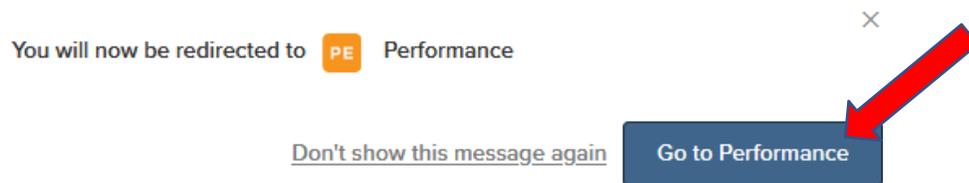


## Performance Management EMPLOYEE Completing End-of-Year Self Evaluation

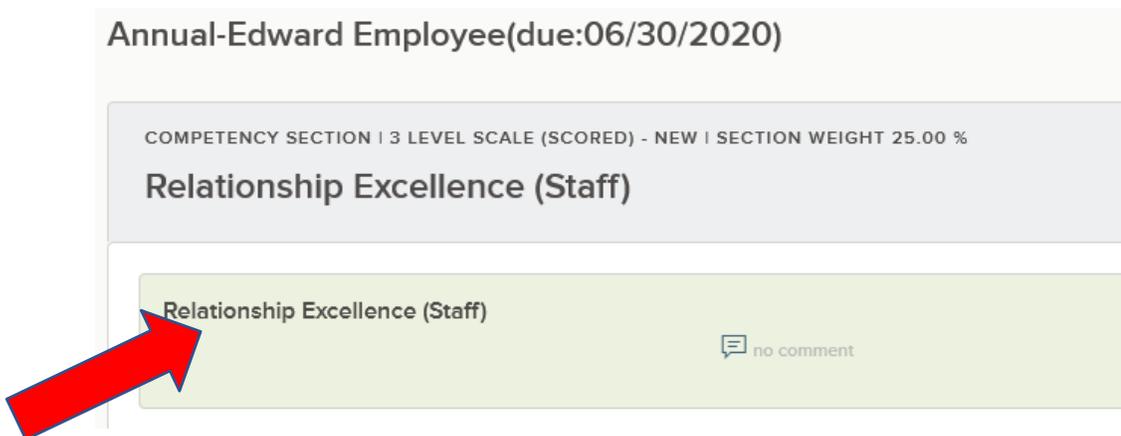
1. Log into your YC portal
2. Open the Employees card and select My Perform
3. In the Tasks box, click on the blue link titled, "Rating for YOUR NAME'S Annual"



4. Click on Go to Performance



5. On the Relationship Excellence screen, click on the green Relationship Excellence box



6. The next screen has a lot of information for you to use to enter your rating and comments for Relationship Excellence. Notice the Journal Entries on the right menu (if you have any in the system), followed below by the Check-In Entries (if you have any), followed by the Writing Assistant. All three of these have open/close symbols to the right.

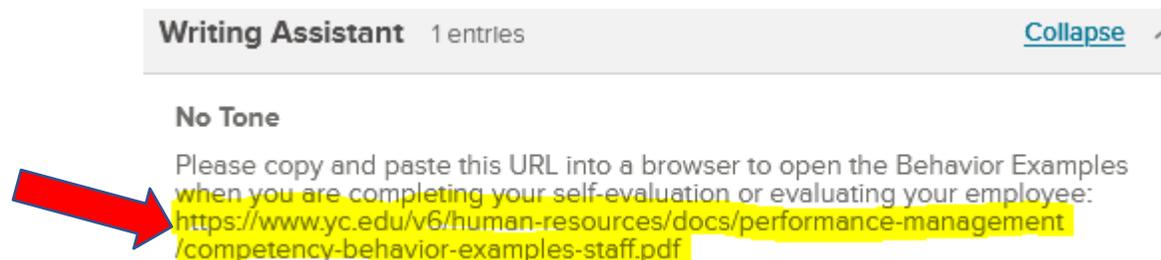
## Performance Management EMPLOYEE Completing End-of-Year Self Evaluation



7. Open the Writing Assistant, copy the URL, and paste into another browser tab for the behavior examples that match with each level of the rating scale:

- Exceeds Expectations
- Meets Expectations
- Progressing
- Needs Improvement
- Does Not Meet Expectations

NOTE: You do *not* need to demonstrate *all* the behaviors on the Writing Assistant list to select a particular rating. These are only meant as *examples* of behavior within each rating.



8. Click on your chosen rating at screen left

NOTE: If you select Exceeds Expectations or Meets Expectations, you will not need to enter comments, but you are encouraged to add comments by either using the Writing Assistant text using copy and paste or by entering your own comments. If you select Progressing, Needs Improvement or Does Not Meet Expectations, you will be required to enter comments, either using the Writing Assistant text or by entering your own comments.

## Performance Management EMPLOYEE Completing End-of-Year Self Evaluation

The screenshot displays the Performance Management interface. On the left, under the heading "RATING SCALE", there is a "Show descriptions" link and a vertical list of five rating options: 0 Does not meet expectations, 1 Needs improvement, 3 Progressing (highlighted with a green circle), 4 Meets expectations, and 5 Exceeds expectations. On the right, under the heading "COMMENTS", there is a rich text editor with a toolbar containing icons for Bold (B), Italic (i), Underline (U), and text color (A:). The text area contains the comment: "Still getting to know other employees and build positive relationships." At the bottom of the comments box, there is a small note: "Press Alt - F10 to move to toolbar. Press ALT - 0 for Help."

NOTE: You can select any Journal Entry text by clicking on Add to Comment Box and then edit the text in the Comment box, if needed

The screenshot shows the "Journal Entries" section with 11 entries. It includes filter dropdowns for "Author: All" and "Date: Past 12 Months". A specific entry is shown with a profile picture, the date "WED DEC 01, 2021 01:01 PM", the author "EDWARD EMPLOYEE", and the status "SHARED". Below the entry, there is a "More notes" link. A red arrow points to the "Add to Comment Box" link, which is accompanied by a comment icon.

9. Once you are done with rating and comments for Relationship Excellence, click on Next at the page top right



10. Repeat steps 6-9 for Service Excellence, Learning Excellence, Job Knowledge & Functions, and each of your Goals

NOTE: Comments are strongly suggested for your Goals even if you are selecting Solid Performer so your supervisor knows the details of your Goal completion

## Performance Management EMPLOYEE Completing End-of-Year Self Evaluation

11. Once you are done rating your Goals, click on Next at the page top right

12. Enter any Additional Comments to be included on your self-evaluation for your Supervisor to read.

### Additional Comments (optional and not rated)

COMMENTS

**B** *I* U

13. Click on To Overall on the screen top right



14. Your self-evaluation Overall Rating is calculated from the scored sections and is shown on the Overall Rating page. Enter final comments if you have any to add.

RATING SCALE

Show descriptions >

- 0 Does not meet expectations
- 1 Needs improvement
- 3 **Progressing**
- 4 Meets expectations
- 5 Exceeds expectations

COMMENTS

**B** *i* U **A:**

Still getting to know other employees and build positive relationships.

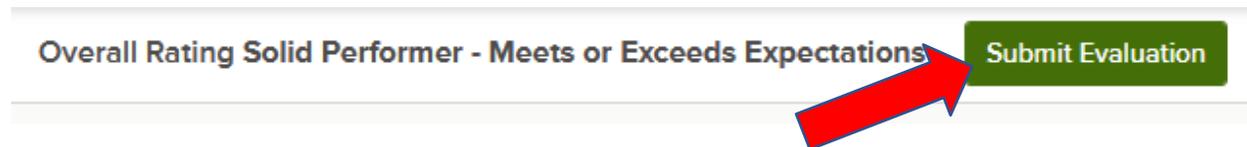
Press Alt + F10 to move to toolbar. Press ALT + 0 for Help.

## Performance Management EMPLOYEE Completing End-of-Year Self Evaluation

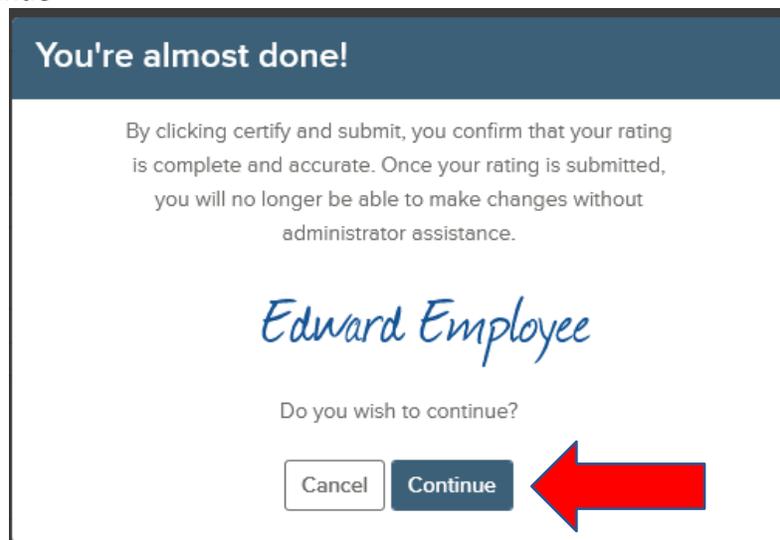
15. Click on Done on the screen top right



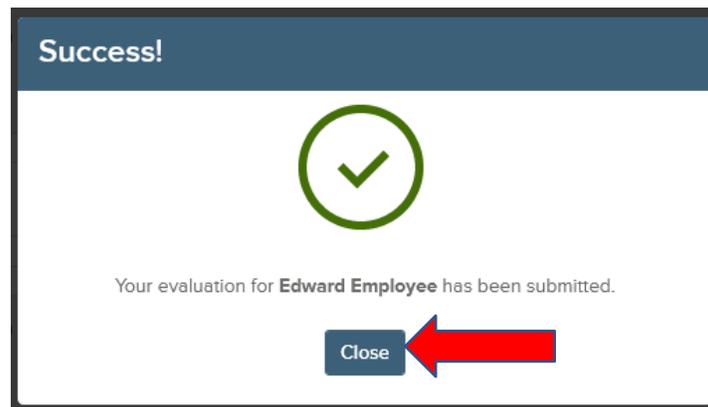
16. Click on Submit Evaluation on the screen top right



17. Click on Continue

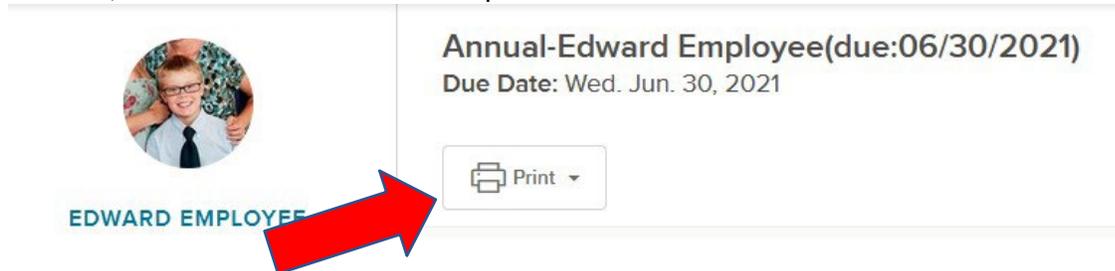


18. Click on Close



## Performance Management EMPLOYEE Completing End-of-Year Self Evaluation

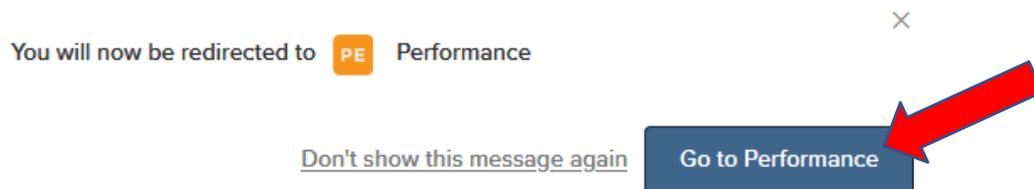
19. From the next page you can view or print your completed self-evaluation by clicking on Print, then Print Preview at the top left



20. After your Supervisor completes your evaluation, you will receive an email for your final signature indicating that you have received the Supervisor's evaluation. You can also add comments at that time that your Supervisor will see.
21. From your NEOGOV Dashboard, in the My Tasks box, click on "Sign Annual EMPLOYEE NAME"



22. Click on Go to Performance



23. Review the Acknowledgement Form to read your Supervisor's evaluation, then click on Sign  
NOTE: By signing you are only acknowledging that you have received this evaluation, not necessarily that you agree with it. You have the option to enter comments in the next step.

# Performance Management EMPLOYEE Completing End-of-Year Self Evaluation

## Acknowledgment Form

 Edward Employee  
Public Information Officer

EVALUATION NAME: Annual-Edward  
Employee(due:06/30/2020) 2020

DUE DATE: Thu. Apr. 30, 2020



Rating Summary

24. Enter any additional comments, then click on Submit

Sign Cancel Submit

Comments

Write comment here...

Please sign your name below

*Edward Employee*

Edward Employee April 06, 2020

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

25. Click on Print, then Print Preview to review or print your evaluation (optional), although it will always be saved electronically

Annual-Edward Employee(due:06/30/2021)  
Due Date: Wed. Jun. 30, 2021

 Print

 Print Preview  
Prints all completed ratings based on the current user's security settings

 Print Blank Form  
Prints a blank version of the evaluation based on the current user's security settings

26. Done!