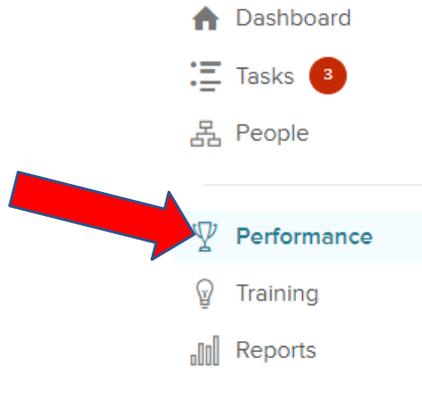


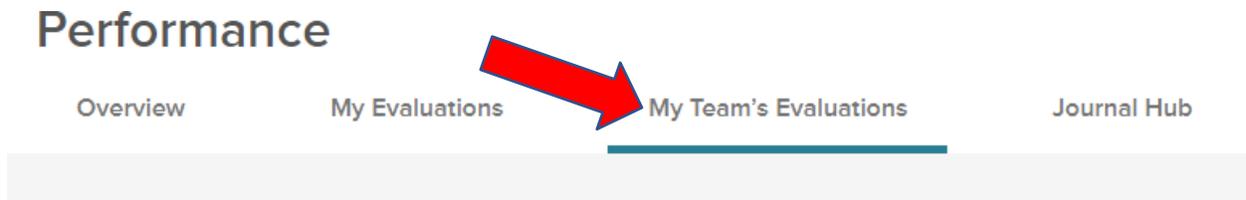
# Performance Management

## SUPERVISOR Completing the End-of-Year Employee Evaluation

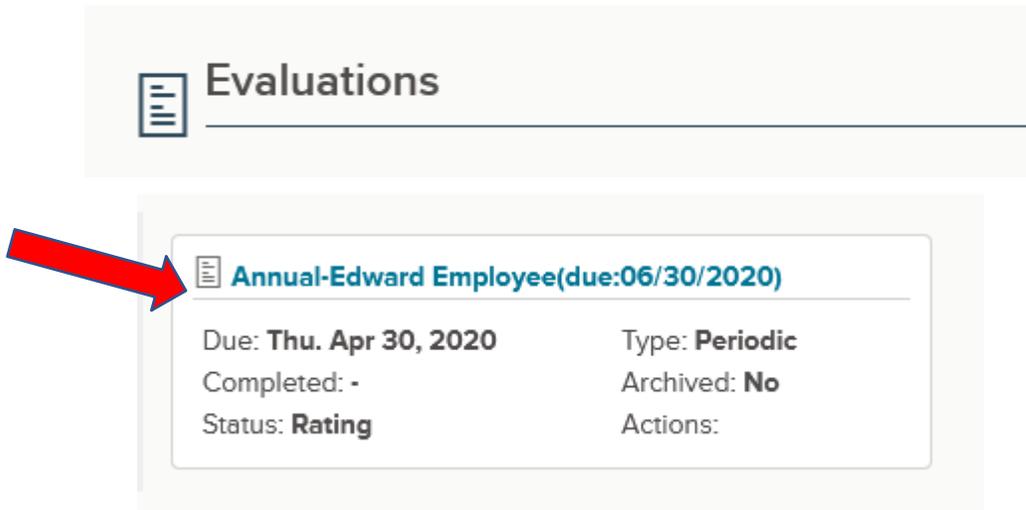
1. Log into your YC portal
2. Open the Employees card and select My Perform
3. To view the Employee's self-evaluation, click on Performance in the left menu  
NOTE: You will also be able to view the employee's self-evaluation for each Competency and Goal when you are entering your evaluation



4. Select My Team's Evaluations in the top menu



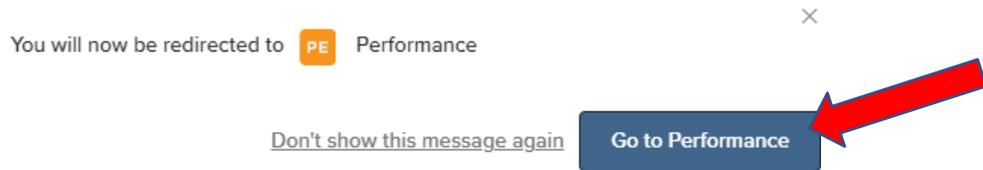
5. Click on the appropriate evaluation title under Evaluations



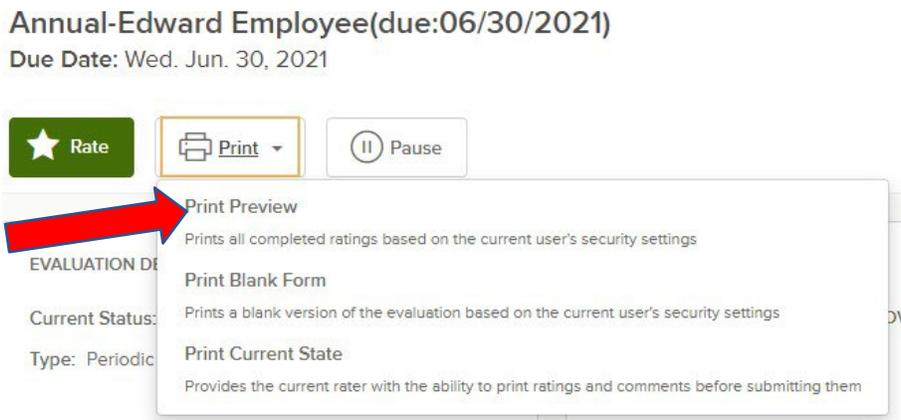
# Performance Management

## SUPERVISOR Completing the End-of-Year Employee Evaluation

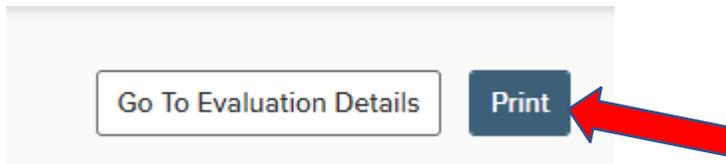
6. Click on Go to Performance



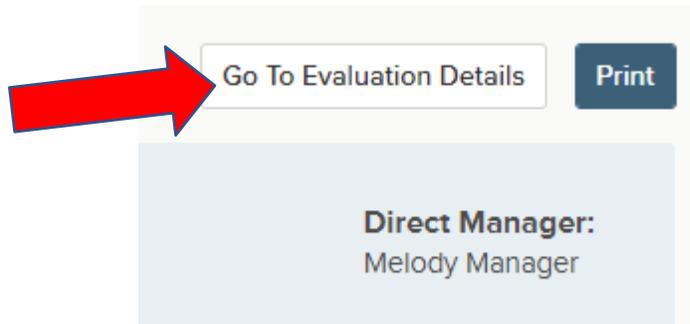
7. Click on Print, then Print Preview



8. Click on Print and send to a printer or download the self-evaluation as a pdf and save



9. Close the print screen, then click on Go To Evaluation Details on the top right



## Performance Management SUPERVISOR Completing the End-of-Year Employee Evaluation

10. Click on Rate on screen top left

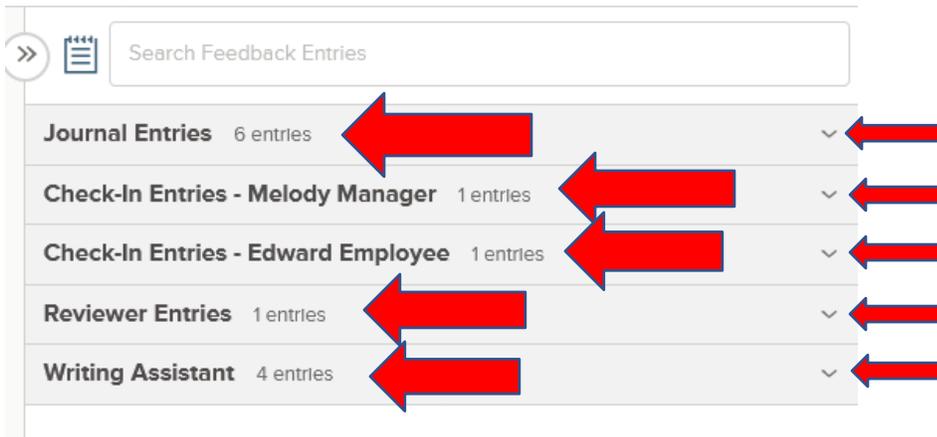


11. On the Relationship Excellence screen, click on the green Relationship Excellence box



12. 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 the Employee has any in the system), followed below by the Check-In Entries for both Supervisor and Employee, Reviewer Entries (from the Employee's self-evaluation), followed by the Writing Assistant. All five of these have open/close symbols to the right.

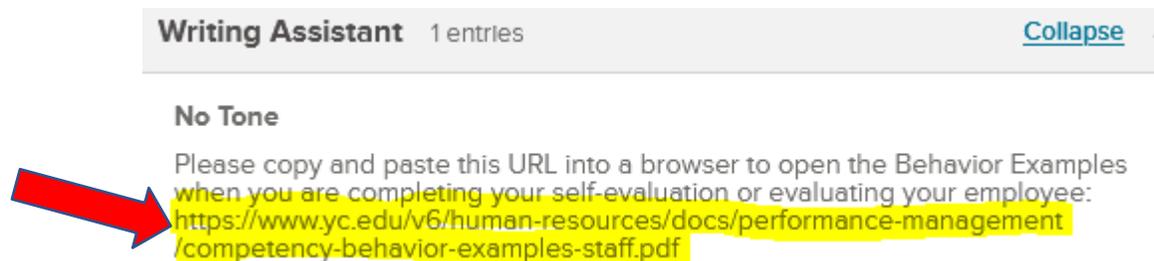
## Performance Management SUPERVISOR Completing the End-of-Year Employee Evaluation



13. 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:

- a. Exceeds Expectations
- b. Meets Expectations
- c. Progressing
- d. Needs Improvement
- e. Does Not Meet Expectations

NOTE: The employee does *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.



14. Click on the chosen rating at screen left

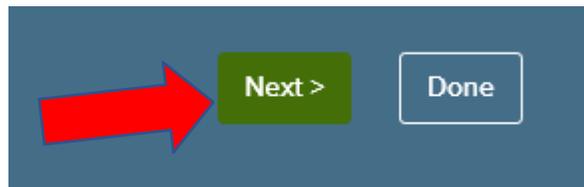
NOTE: If you select Exceeds Expectation or Meets Expectations, you will not need to enter comments, but you are encouraged to by either using the Writing Assistant text using copy and paste or by entering your own comments. If you select Progressing, Needs Improvement or Does Not Meet Expectations, you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

# Performance Management

## SUPERVISOR Completing the End-of-Year Employee Evaluation

The screenshot displays two main sections: 'RATING SCALE' and 'COMMENTS'. The 'RATING SCALE' section on the left features a vertical list of five options, each with a circular icon containing a number: 0 (Does not meet expectations), 1 (Needs improvement), 3 (Progressing), 4 (Meets expectations), and 5 (Exceeds expectations). The '3' icon is highlighted with a green background. A 'Show descriptions >' link is positioned above the list. The 'COMMENTS' section on the right is a text editor with a toolbar containing icons for Bold (B), Italic (I), Underline (U), Bulleted List, Numbered List, Link, and ABC. The text area contains the comment: 'Still getting to know other employees and build positive relationships.' A small footer note reads: 'Press Alt - F10 to move to toolbar. Press ALT - 0 for Help.'

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



16. Repeat steps 12-15 for Service Excellence, Learning Excellence, Job Knowledge & Functions, and each of the employee's Goals

17. Enter any Additional Comments to be included on Employee's evaluation

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**Additional Comments (optional and not rated)**

The screenshot shows the 'Additional Comments' section. It features a header with a speech bubble icon and the word 'COMMENTS'. Below the header is a rich text editor toolbar with icons for Bold (B), Italic (I), Underline (U), Bulleted List, Numbered List, Link, and ABC. The text area below the toolbar is currently empty.

## Performance Management SUPERVISOR Completing the End-of-Year Employee Evaluation

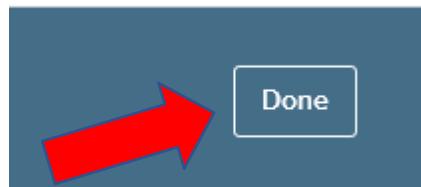
18. Click on To Overall on the screen top right



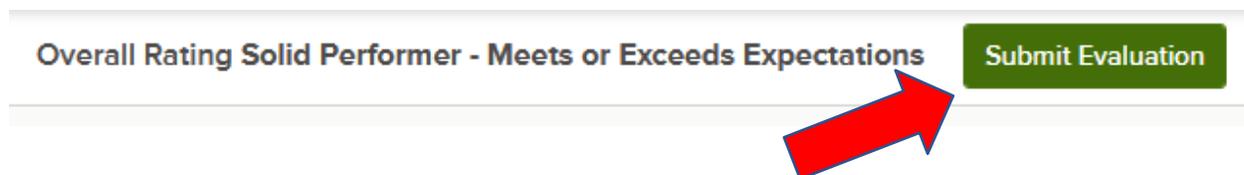
19. The Employee's Overall Rating is calculated from the scored sections and is shown on the Overall Rating page. Enter comments if you have any to add.

A screenshot of the "Overall Rating" page. On the left, under "RATING SCALE", there are five 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 "COMMENTS", there is a text area with a toolbar (B, I, U, A, etc.) and the text "Still getting to know other employees and build positive relationships." A red arrow points from the bottom left towards the "Done" button in the next step.

20. Click on Done on the screen top right

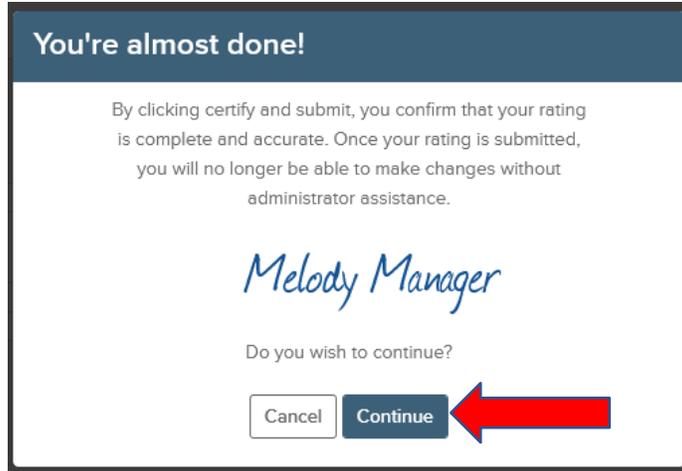


21. Click on Submit Evaluation on the screen top right

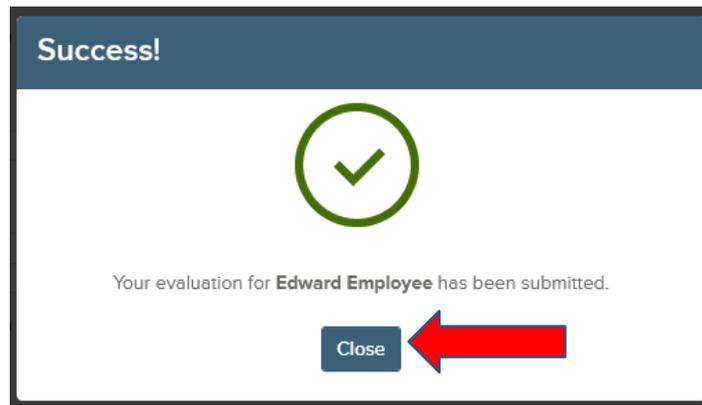


## Performance Management SUPERVISOR Completing the End-of-Year Employee Evaluation

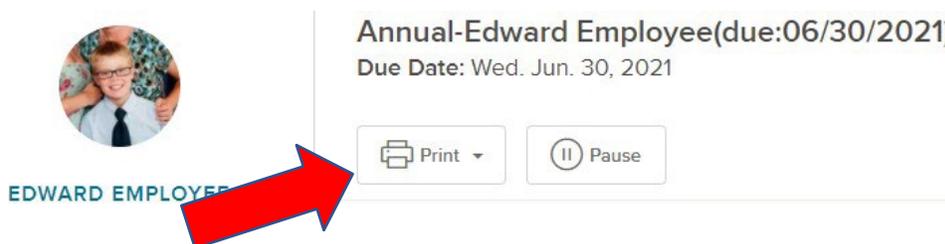
22. Click on Continue



23. Click on Close



24. From the next page you can view or print the Employee's completed evaluation by clicking on Print, then Print Preview, at the top left

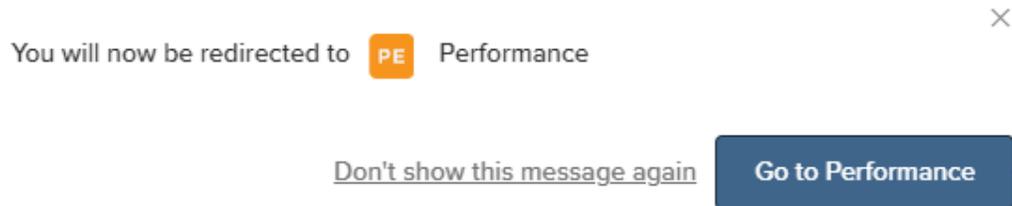


## Performance Management SUPERVISOR Completing the End-of-Year Employee Evaluation

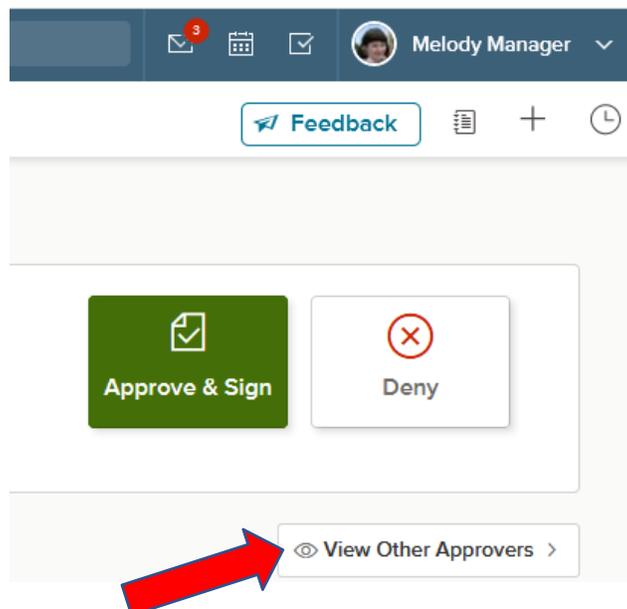
25. The Employee will receive an email reminder to view and sign the evaluation that you have completed as Supervisor
26. After the Employee signs, you (Supervisor) will receive one more email prompt for your final approval since the Employee can add comments at the signature stage
27. On your NEOGOV Dashboard, in the My Tasks box, click on Approve and Sign Annual EMPLOYEE NAME



28. Click on Go to Performance



29. To see if the Employee made additional comments after your evaluation, click on View Other Approvers near the top right of the screen



# Performance Management

## SUPERVISOR Completing the End-of-Year Employee Evaluation

30. Click on Close to close the Other Approvers fly-out



<b>EE</b> Edward Employee	Status
Status Date <b>Sun. Jan. 30, 2022</b>	<b>Signed</b>

31. Click on top right screen Approve & Sign. (If you choose Deny, the evaluation will go back to the Employee to revise.)



32. Add Comments if you have any and then click Submit



Comments

Write comment here...

Please sign your name below

*Melody Manager*

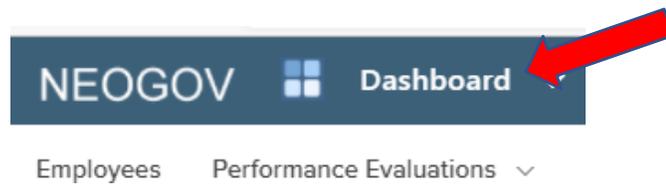
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Melody Manager April 06, 2020

Auto-generate Draw Signature

## Performance Management SUPERVISOR Completing the End-of-Year Employee Evaluation

33. Click Dashboard on the top left to return to your main Dashboard



34. Done!