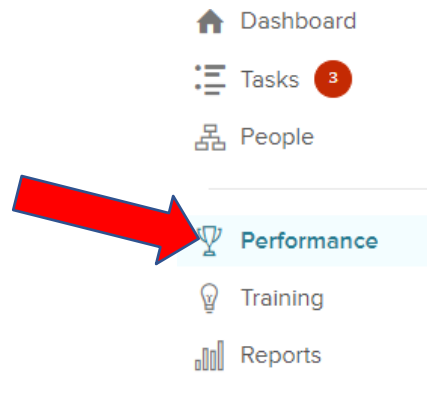


Performance Management

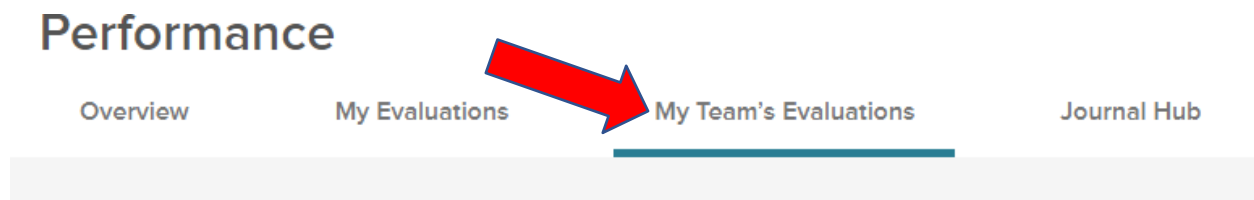
SUPERVISOR Completing the End-of-Year Employee Evaluation

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

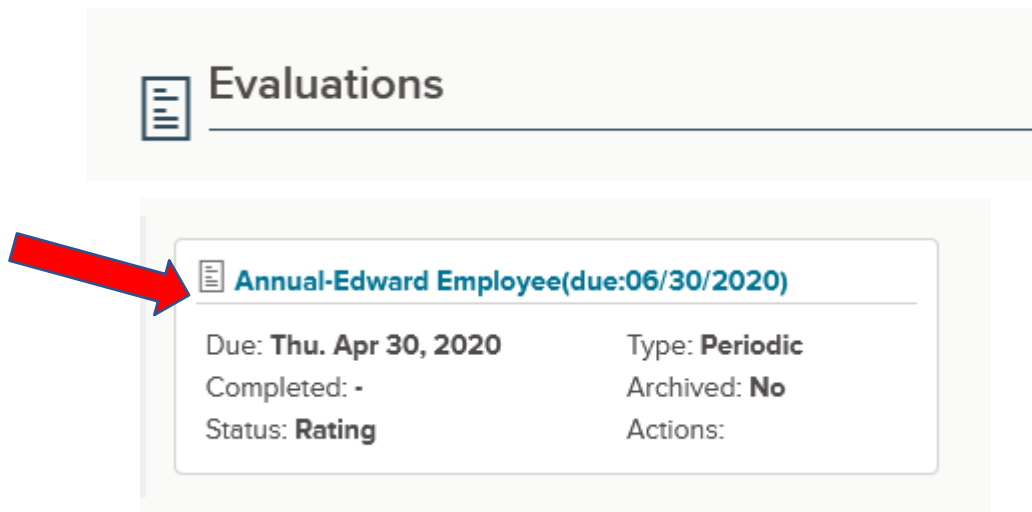
NOTE: You will also be able to view the employee's self-evaluation for each Competency and Goal when you are entering your evaluation



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



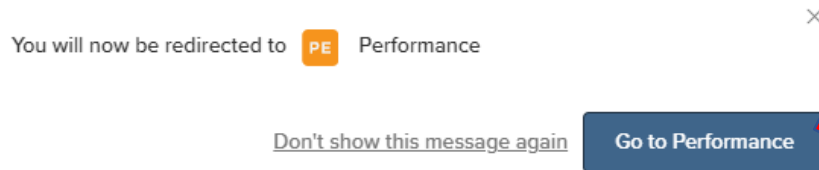
5. Click on the appropriate evaluation title under Evaluations



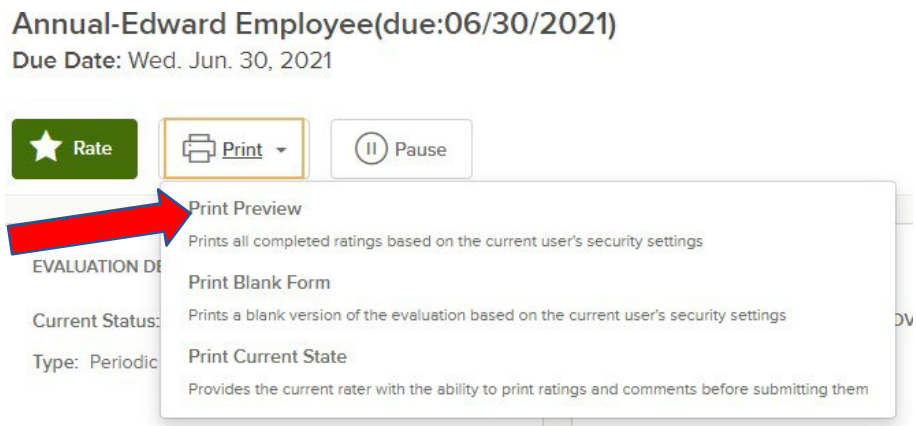
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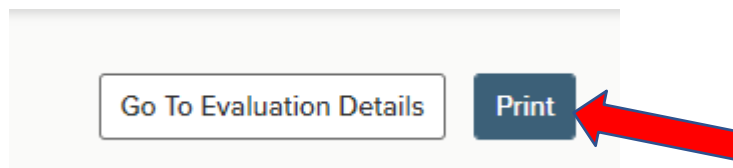
6. Click on Go to Performance



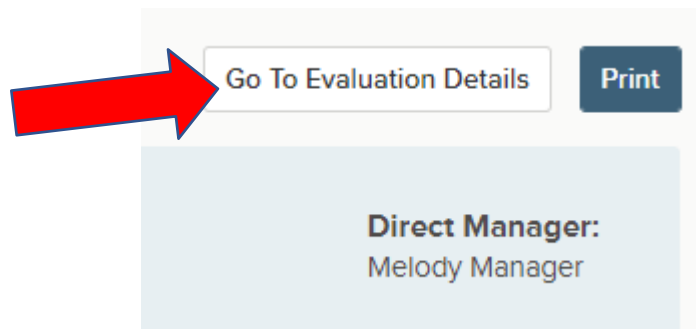
7. Click on Print, then Print Preview



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



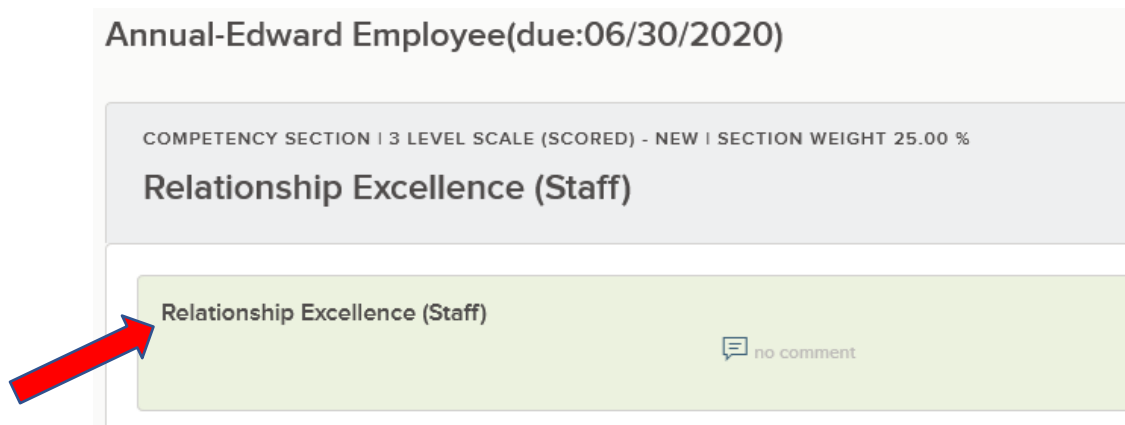
Performance Management

SUPERVISOR Completing the End-of-Year Employee Evaluation

10. Click on Rate on screen top left



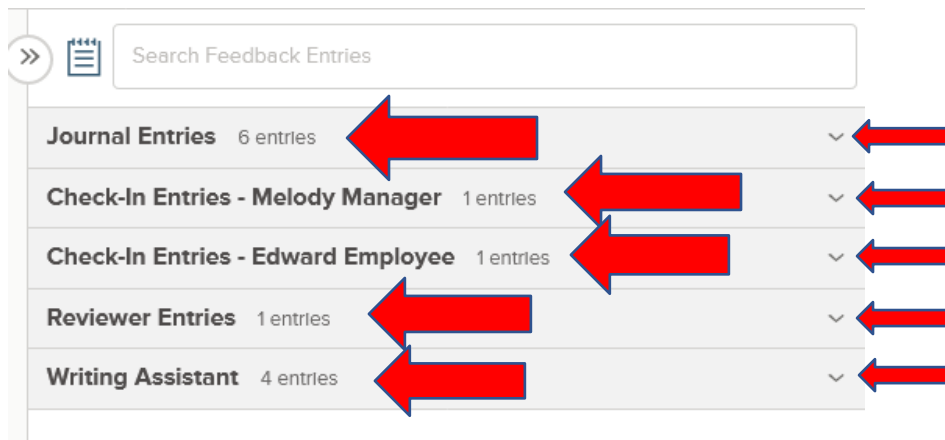
11. On the Relationship Excellence screen, click on the green Relationship Excellence box



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

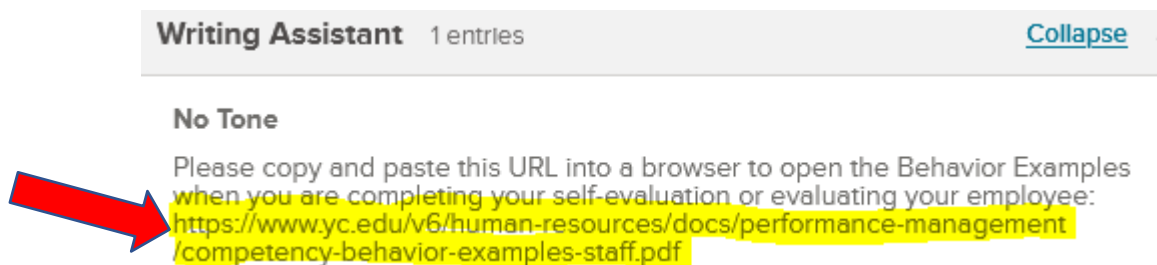
SUPERVISOR Completing the End-of-Year Employee Evaluation



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

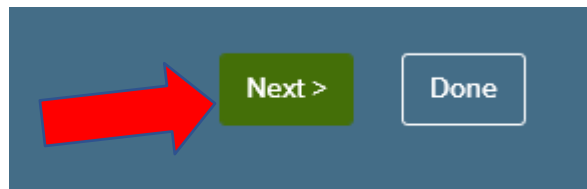
NOTE: If you select Exceeds Expectation or Meets Expectations, you will not need to enter comments, but you are encouraged to by either using the Writing Assistant text using copy and paste or by entering your own comments. If you select Progressing, Needs Improvement or Does Not Meet Expectations, you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

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SUPERVISOR Completing the End-of-Year Employee Evaluation

The screenshot displays the 'RATING SCALE' and 'COMMENTS' sections of the evaluation form. The 'RATING SCALE' on the left lists five options: 0 Does not meet expectations, 1 Needs improvement, 3 Progressing (highlighted with a green circle), 4 Meets expectations, and 5 Exceeds expectations. The 'COMMENTS' section on the right features a rich text editor with a toolbar containing icons for bold, italic, underline, text color, background color, bulleted list, numbered list, link, and unlink. 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

Additional Comments (optional and not rated)

The screenshot shows the 'Additional Comments' section. It has a header bar with a speech bubble icon and the word 'COMMENTS'. Below this is a toolbar with icons for bold (B), italic (I), underline (U), bulleted list, numbered list, link, and a text color dropdown menu (ABC with a downward arrow).

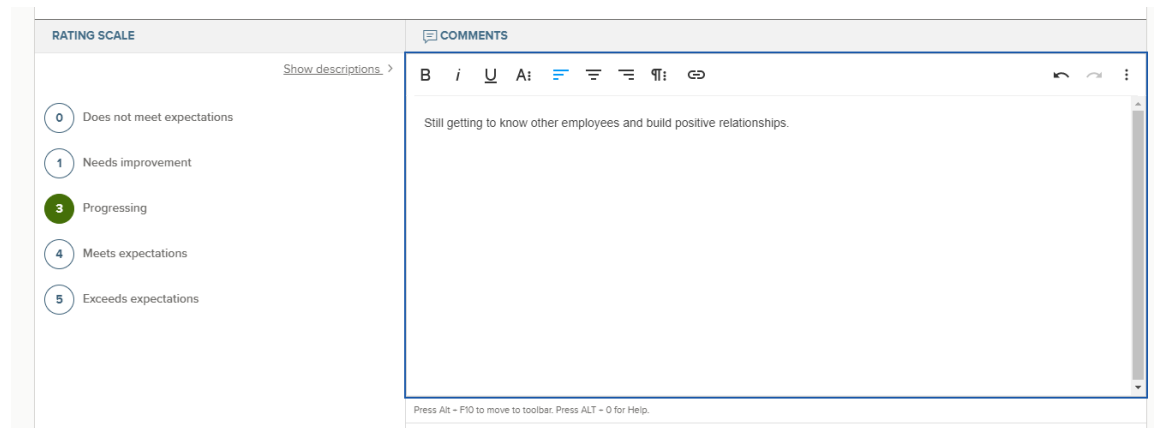
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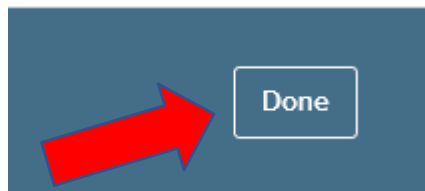
18. Click on To Overall on the screen top right



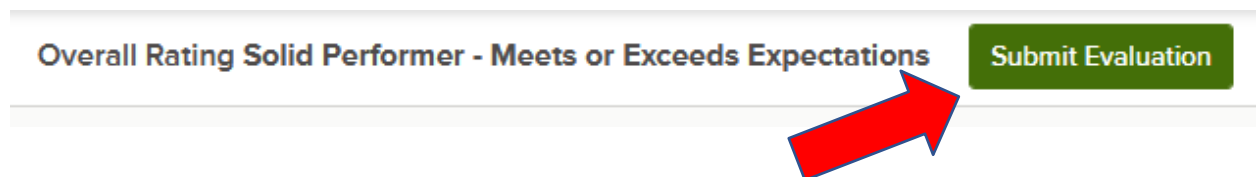
19. The Employee's Overall Rating is calculated from the scored sections and is shown on the Overall Rating page. Enter comments if you have any to add.

A screenshot of the "Overall Rating" page. On the left, under "RATING SCALE", there is a list of ratings from 0 to 5. Rating 3, "Progressing", is selected and highlighted with a green circle. The main area is titled "COMMENTS" and contains a text box with the text "Still getting to know other employees and build positive relationships." Below the text box, there is a small footer text: "Press Alt - F10 to move to toolbar. Press ALT - 0 for Help." A red arrow points from the bottom left towards the "Done" button at the bottom right.

20. Click on Done on the screen top right



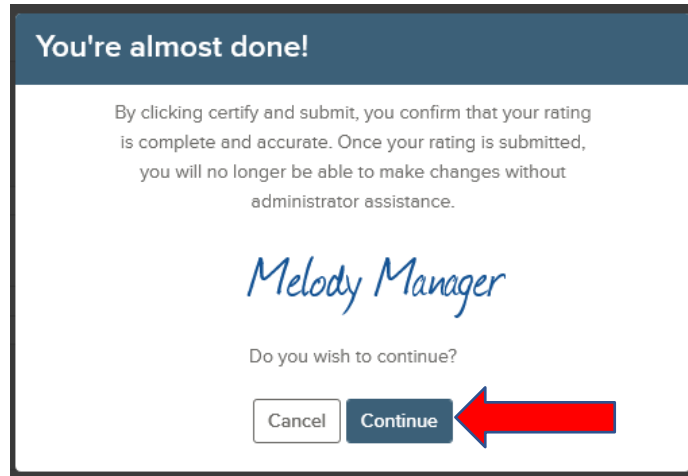
21. Click on Submit Evaluation on the screen top right



Performance Management

SUPERVISOR Completing the End-of-Year Employee Evaluation

22. Click on Continue



You're almost done!

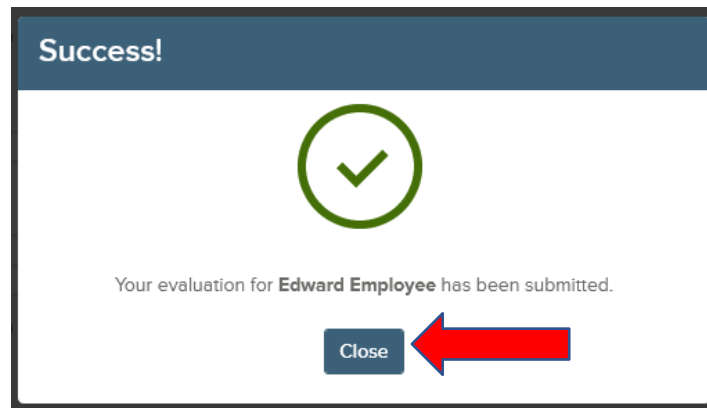
By clicking certify and submit, you confirm that your rating is complete and accurate. Once your rating is submitted, you will no longer be able to make changes without administrator assistance.

Melody Manager

Do you wish to continue?

A red arrow points to the 'Continue' button.

23. Click on Close



Success!



Your evaluation for **Edward Employee** has been submitted.

A red arrow points to the 'Close' button.

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





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

EDWARD EMPLOYEE

A red arrow points to the 'Print' button.

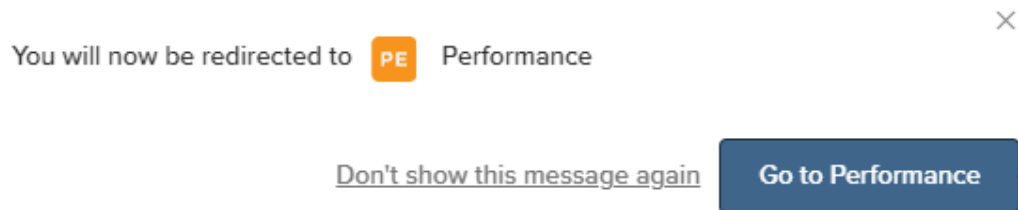
Performance Management

SUPERVISOR Completing the End-of-Year Employee Evaluation

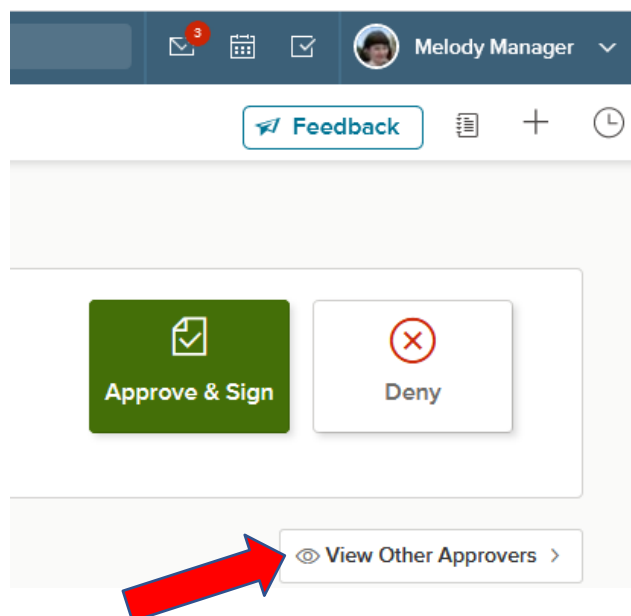
25. The Employee will receive an email reminder to view and sign the evaluation that you have completed as Supervisor
26. After the Employee signs, you (Supervisor) will receive one more email prompt for your final approval since the Employee can add comments at the signature stage
27. On your NEOGOV 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

Other Approvers

Close

EE Edward Employee

Status Date
Sun. Jan. 30, 2022

Status
Signed

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

Approval Form

 **Edward Employee**
Public Information Officer

EVALUATION NAME
Annual-Edward

DUE DATE
Thu. Apr. 30,
Employee(due:06/30/2020) 2020

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

Approve & Sign

Cancel Submit

Comments

Write comment here...

Please sign your name below

Melody Manager

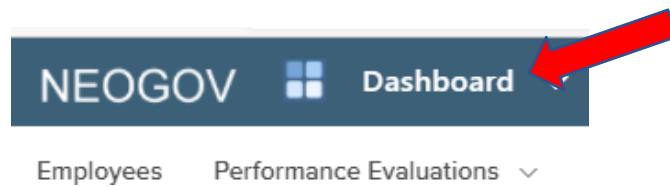
Melody Manager April 06, 2020

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!