

NeoGov Perform

Employee Training

Getting Started

- You will receive an activation email from NeoGov with instructions to activate your account.
- Your username is your Douglas County email address
- Throughout the evaluation process, you will receive emails from noreply@neogov.net notifying you of tasks such as signatures.

LOGIN

To log into Perform, go to: <https://performance.neogov.com/login>.

Enter your username and password then click **Sign In**:

NEOGOV

Username

Password

Log In

[Forgot username?](#)

[Forgot your password?](#)

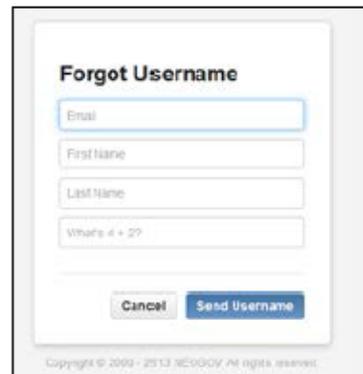
If you forget your password, click the "**Forgot your password?**" link. After entering the required information, an email will be sent to the email address in your profile containing a hyperlink to set a new password.



The screenshot shows a web form titled "Password Reset". It contains five input fields: "Username", "Email", "First Name", "Last Name", and "What's 3 + 5?". Below the fields are two buttons: "Cancel" and "Reset Password". At the bottom, there is a small copyright notice: "Copyright © 2009 - 2013 NEOGOV. All rights reserved."

NOTE: Passwords must be a minimum of 8 characters and contain at least one number, one upper case letter, one lower case letter, and a special character (example: %\$#2&*!).

If the username is forgotten, click the "**Forgot username?**" link. After entering the required information, a confirmation email will be sent to the email address in your profile with the username.

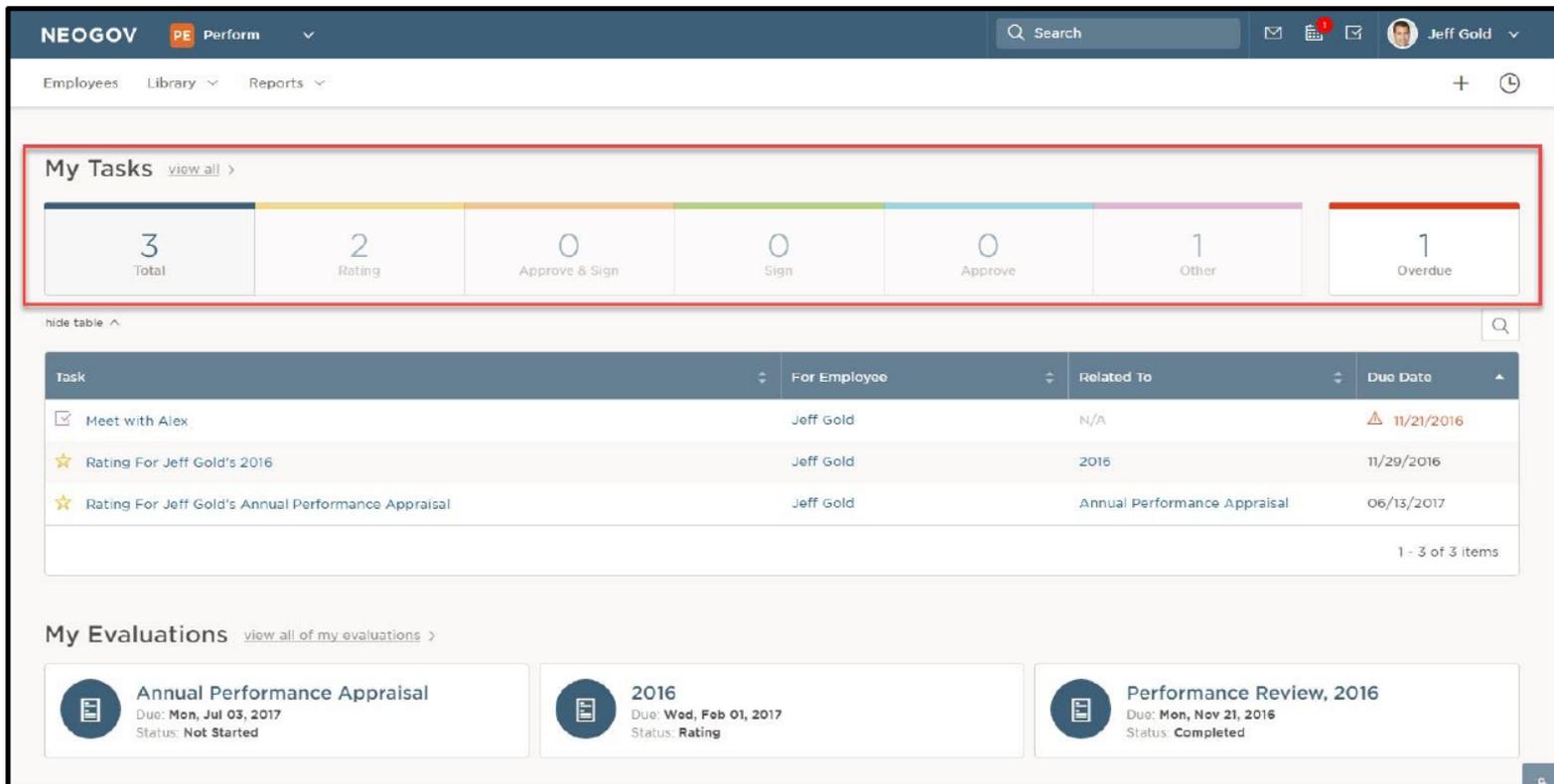


The screenshot shows a web form titled "Forgot Username". It contains four input fields: "Email", "First Name", "Last Name", and "What's 4 + 2?". Below the fields are two buttons: "Cancel" and "Send Username". At the bottom, there is a small copyright notice: "Copyright © 2009 - 2013 NEOGOV. All rights reserved."

Navigating the Dashboard

Upon logging into Perform, you will arrive at your **Dashboard**. The Dashboard is a central location from which all tasks can be completed in the system.

The **My Tasks** section contains all tasks currently requiring your action. Color-coded boxes, located within this section, can be used to filter the various task types:



The screenshot displays the NEOGOV Perform dashboard. The top navigation bar includes the NEOGOV logo, the 'Perform' application name, a search bar, and the user's name 'Jeff Gold'. Below the navigation bar, there are tabs for 'Employees', 'Library', and 'Reports'. The main content area is divided into sections. The 'My Tasks' section is highlighted with a red border and contains a summary bar with 7 categories: Total (3), Rating (2), Approve & Sign (0), Sign (0), Approve (0), Other (1), and Overdue (1). Below this summary bar is a table of tasks with columns for Task, For Employee, Related To, and Due Date. The 'My Evaluations' section at the bottom shows three items: 'Annual Performance Appraisal' (Not Started), '2016' (Rating), and 'Performance Review, 2016' (Completed).

Task	For Employee	Related To	Due Date
Meet with Alex	Jeff Gold	N/A	11/21/2016
Rating For Jeff Gold's 2016	Jeff Gold	2016	11/29/2016
Rating For Jeff Gold's Annual Performance Appraisal	Jeff Gold	Annual Performance Appraisal	06/13/2017

Item	Due	Status
Annual Performance Appraisal	Mon, Jul 03, 2017	Not Started
2016	Wed, Feb 01, 2017	Rating
Performance Review, 2016	Mon, Nov 21, 2016	Completed

The task types are designated as follows:

Total: All tasks currently requiring your action.

Rating: Any rating required on a self-evaluation, a Direct Report's evaluation, or a peer rating task.

Approve and Sign: Task to approve & sign the evaluation, after it's been rated.

Sign: Task to acknowledge an evaluation before rating can begin, or to sign the evaluation after it's been rated.

Approve: Task to approve the evaluation, after it's been rated.

Other: Any manual task such as having a meeting with your manager or an employee or adding goals to an evaluation.

Overdue: Any task with a past due date.

The following legend can be used to identify actions that can be taken from the Dashboard:

	= Rate an evaluation
	= Approve and sign
	= Sign
	= Approve an evaluation
	= Other tasks

NOTE: My Tasks only displays *current* tasks. To view all tasks, including pending or completed tasks, select the **view all** link in the upper left hand corner.

NEO GOV PE Perform

Employees Library Reports

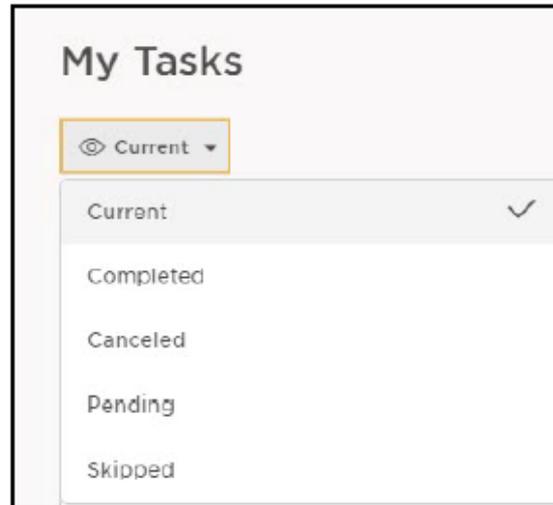
My Tasks [view all >](#)

2 Total	1 Rating	0 Approve & Sign
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hide table ^

Task
Sign Annual Performance Appraisal for Jeff Gold
Rating For Jeff Gold's 2016

Use the **My Tasks** dropdown to filter the tasks by status. The various statuses are:



Current: tasks currently requiring action.

Completed: tasks you've already acted on.

Canceled: tasks no longer required.

Pending: tasks pending another user's action, hence your action not currently required; or tasks for *draft* evaluations.

Skipped: tasks that had been assigned to you, but skipped by an HR Admin.

Underneath the tasks section of the Dashboard is the **My Evaluations** section. Here you will find your three most recent performance evaluations. Select any one of the three evaluations to be redirected to the Evaluation Detail page for the corresponding evaluation:

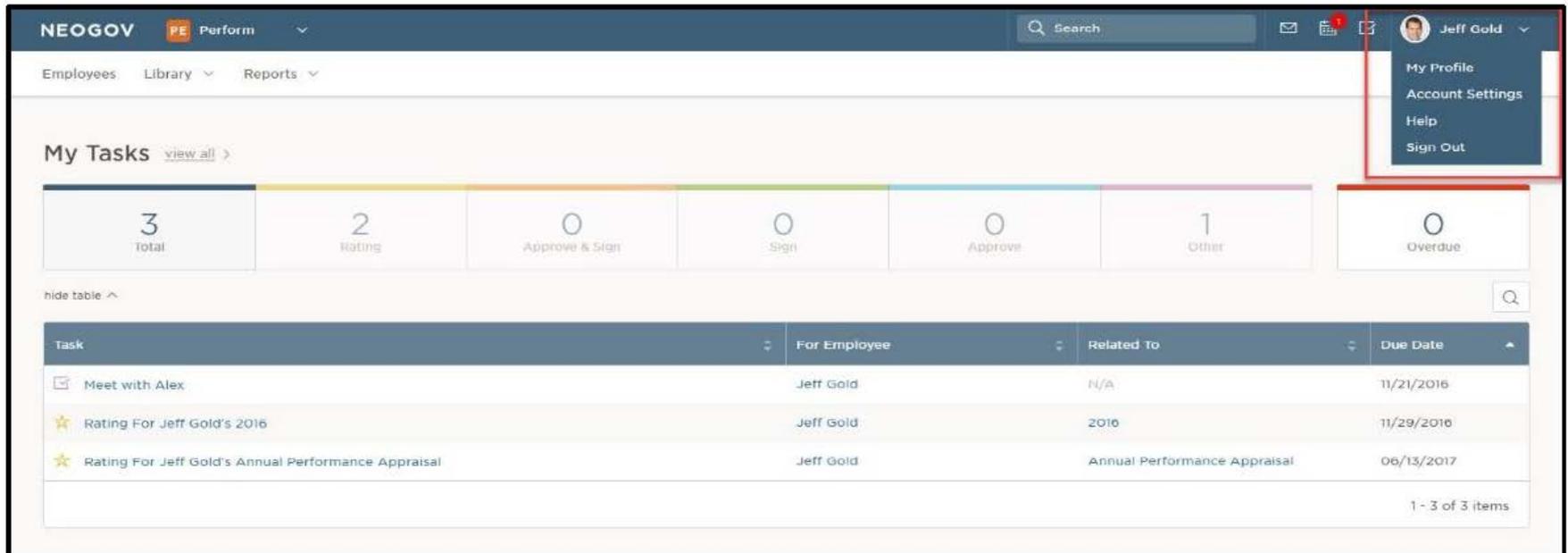
My Evaluations [view all of my evaluations >](#)

 **Annual Performance Appraisal**
Due: Mon, Jul 03, 2017
Status: Not Started

 **2016**
Due: Mon, Nov 21, 2016
Status: Rating

 **Performance Review, 2016**
Due: Mon, Nov 21, 2016
Status: Completed

To access your **Employee Detail Page**, hover over your name in the top right corner. Select **My Profile**:

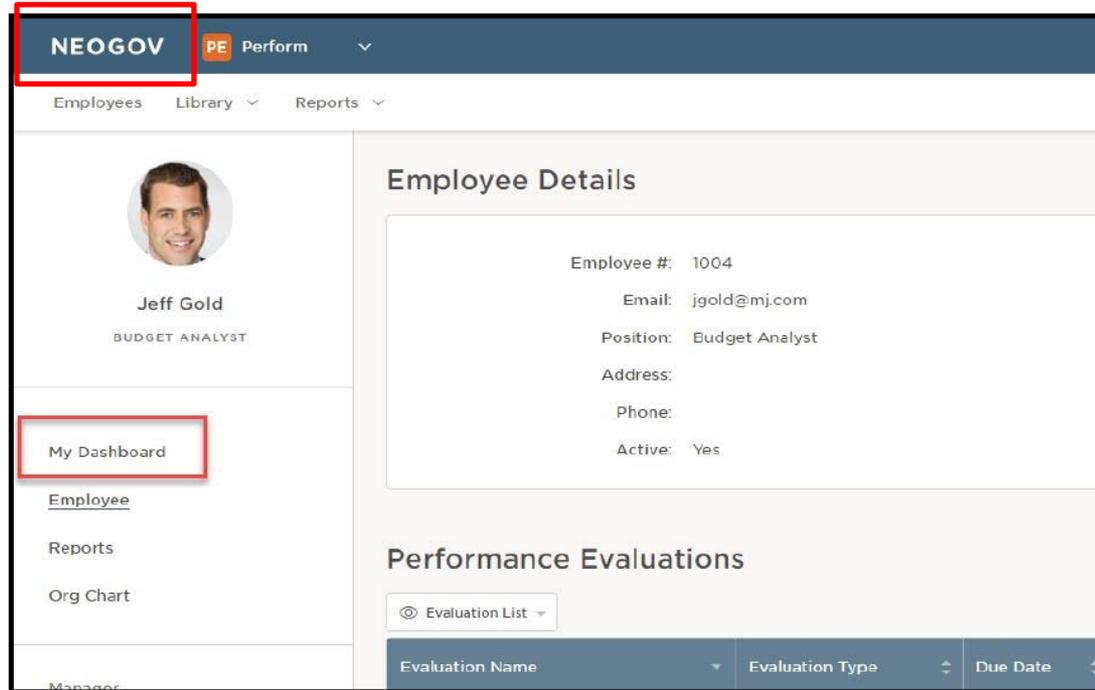


The screenshot shows the NEOGOV Perform dashboard. The user's name, Jeff Gold, is in the top right corner. A dropdown menu is open, showing options: My Profile, Account Settings, Help, and Sign Out. The 'My Profile' option is highlighted. Below the dashboard, there is a 'My Tasks' section with a table of tasks.

Task	For Employee	Related To	Due Date
Meet with Alex	Jeff Gold	N/A	11/21/2016
Rating For Jeff Gold's 2016	Jeff Gold	2016	11/29/2016
Rating For Jeff Gold's Annual Performance Appraisal	Jeff Gold	Annual Performance Appraisal	06/13/2017

1 - 3 of 3 items

To navigate back to your Dashboard, select the **My Dashboard** link.



TIP! You can also click on the **NEO GOV** link in the upper left to return to the Dashboard at any time.

Signing Your Evaluation

Click the signature task from the task list on your Dashboard:

The screenshot shows the NEOGOV 'My Tasks' dashboard. At the top, there is a navigation bar with 'NEO GOV', 'PE Perform', a search bar, and a user profile for 'Jeff Gold'. Below the navigation bar, there are tabs for 'Employees', 'Library', and 'Reports'. The main section is titled 'My Tasks' with a 'view all' link. A summary bar shows task counts: 1 Total, 0 Rating, 0 Approve & Sign, 1 Sign, 0 Approve, 0 Other, and 0 Overdue. Below this is a table with columns: Task, For Employee, Related To, and Due Date. The table contains one row: 'Sign Performance Review, 2016 for Jeff Gold', 'Jeff Gold', 'Performance Review, 2016', and '11/18/2016'. The first cell of this row is highlighted with a red box. At the bottom right, it says '1 - 1 of 1 items'.

Task	For Employee	Related To	Due Date
Sign Performance Review, 2016 for Jeff Gold	Jeff Gold	Performance Review, 2016	11/18/2016

Select any section from the **Content Section** to review the details of your evaluation. Once you have reviewed the evaluation, select the **Sign** button.

NEO GOV PE Perform

Employees Library Reports

Before Ratings

 **Jeff Gold**
Budget Analyst

EVALUATION NAME
Performance Review, 2016

DUE DATE
Mon. Nov. 21, 2016

 Sign

Content

SECTIONS

- Core Competency
- Narrative
- Employee Self Goals
- Core Values
- ALL SECTIONS**

COMPETENCY SECTION | 5 POINT RATING SCALE | SECTION WEIGHT 50 %

Core Competency

Name	Description	Weight
Adaptability	Adapts to handle unexpected challenges. Responds positively to changes in direction and priorities, responsibilities or as...	33.34%
Attention to Detail	Is thorough and accurate in all assignments. Diligently attends to details and maintains a high degree of quality in one's ...	33.33%
Communication Skills	Possesses good verbal and written communication skills. Articulates thoughts clearly and effectively.	33.33%

A fly-out will appear for you to add any comments, then sign and submit.

The screenshot displays a performance review interface for Jeff Gold, a Budget Analyst. The main content area is titled "Before Ratings" and shows the evaluation name "Performance Review, 2016" and the due date "Mon. Nov. 7, 2016". Below this, the "Content" section is visible, with a table for "Core Competency" (5-point rating scale, 50% weight). The table has columns for "Name" and "Description".

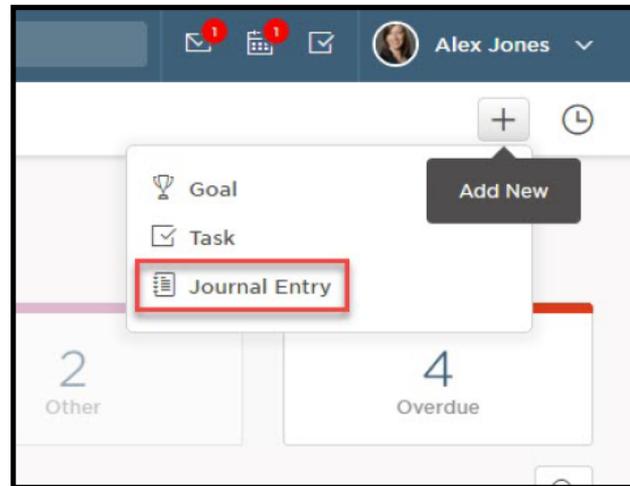
A "Sign" fly-out is open on the right side of the screen. It contains a "Comments" text area with the text "Everything looks appropriate". Below the comments is a signature line with the text "Please sign your name below". The signature "Jeff Gold" is drawn in blue ink. Below the signature, the name "Jeff Gold" and the date "November 07, 2016" are displayed. At the bottom of the fly-out, there are two buttons: "Auto-Generate" and "Draw Signature". The "Submit" button is highlighted with a red border.

COMPETENCY SECTION 5 POINT RATING SCALE SECTION WEIGHT 50 %	
Core Competency	
Name	Description

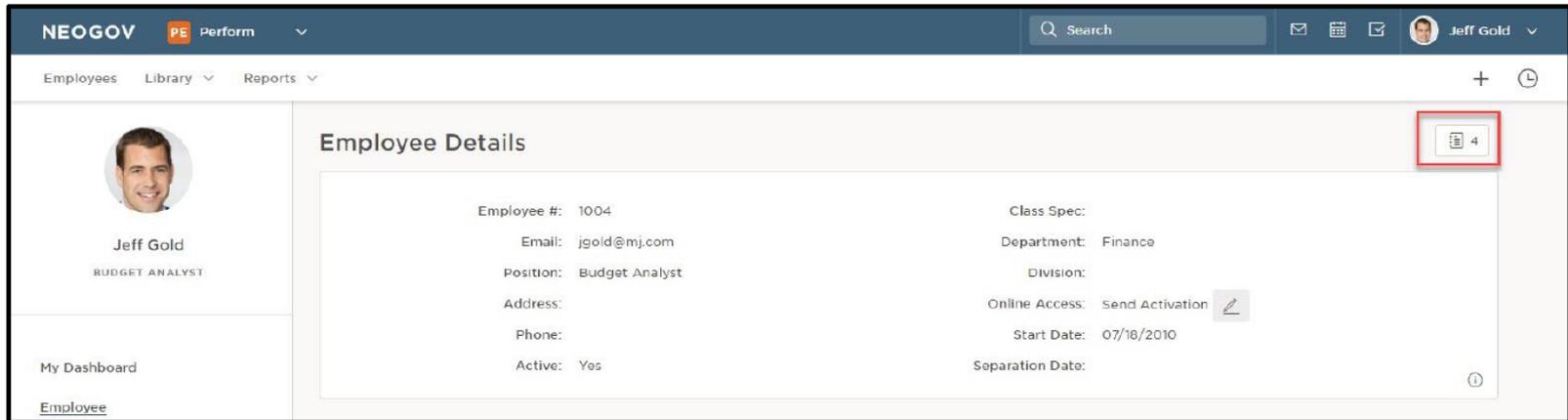
Journal Entries

There are several ways you can add a Journal Entry: from your **Dashboard**, or from the **Employee Details Page**.

From your **Dashboard**, locate the **+** icon in the top right corner. This quick link menu will allow you to add a new **Goal**, **Task**, or **Journal Entry**. Select Journal Entry:



From your Employee Details page, select the Journal Icon, , in the top right corner:



NEOGOV PE Perform

Search

Jeff Gold

Employees Library Reports

Employee Details

Jeff Gold
BUDGET ANALYST

My Dashboard
Employee

Employee #: 1004
Email: jgold@mj.com
Position: Budget Analyst
Address:
Phone:
Active: Yes

Class Spec:
Department: Finance
Division:
Online Access: Send Activation
Start Date: 07/18/2010
Separation Date:

4

A fly-out will appear with all Journal Entries that you have entered previously, as well as any that have been shared with you.

To add an entry, select **Click here to start a new entry...**

The screenshot shows a web application interface for "Journal Entries for Jeff Gold". The top left corner features the "NEOGOV" logo and a "Perform" button. Below the logo, there are navigation tabs for "Employees", "Library", and "Reports". The main header area displays "Journal Entries for Jeff Gold" with a "Close" button on the right. A red rectangular box highlights a text input field containing the placeholder text "Click here to start a new entry...". Below this field, there is a section titled "3 entries" with a "Print" button and a filter icon. The entries are listed as follows:

- Jeff Gold** last edited 10/25/16 02:00:18 PM
@increase
- Jeff Gold** last edited 10/25/16 01:55:06 PM • shared
Remember to meet with Miya to discuss Goals
- Miya Jin** last edited 10/25/16 01:38:51 PM
Great job at the conference

The left sidebar contains a profile for Jeff Gold, identified as a "BUDGET ANALYST". Below the profile, there are menu items for "My Dashboard", "Employee", "Reports", "Org Chart", and "Manager".

To share a journal entry, hover over the upper right of the entry until three icons appear.



The blue people icon  allows you to share your **Journal Entry** with your Manager or any other employees. Select the icon to enter their name:



To edit a journal entry you've created, click the pencil icon.

To delete a journal entry you've created, click the trash icon.

Tips and Tricks

All users are highly encouraged to use one of three supported browsers:

- **Chrome**
- **Internet Explorer 11 or higher**
- **Microsoft Edge**

You may use Firefox or Safari, but as these are not supported browsers, any issues encountered will unlikely be resolved.

If you encounter any issues, the first step in trying to resolve the issue would be to clear the browser's *cookies and cache*. To do so, select:

- **Ctrl + Shift + Delete**

This simple fix solves most user issues. If this still does not fix the issue, try using a different supported browser.

If you are still encountering the issue, please take any relevant screen shots of the issue, such as an error message, and send this to your HR Admin. Include as much information as possible.

EVALUATION CRITERIA

The new evaluation criteria is based on the **VALUES** of Douglas County as defined in the **Strategic Plan**.

VISION

A Community to match the scenery!

MISSION

Working together with integrity and accountability, the Douglas County team is dedicated to providing essential and cost-effective public services fostering a safe, healthy, scenic, and vibrant community for the enjoyment of our residents and visitors.

VALUES

Integrity: We demonstrate honest and ethical conduct through our actions.

Accountability: We accept responsibility for our actions.

Customer Service: We deliver efficient and effective service with an attitude of respect and fairness.

Leadership: We establish the tone and direction for success motivating and inspiring others to accomplish a shared vision.

Communication: We ensure open dialogue through proactive listening and sharing of information throughout the organization and the community.

Teamwork: We work together to achieve shared goals.

These **VALUES** are directly related to each individual employee's position, no matter the department or organization level you are employed.