

NEOGOV
PERFORM:
BHDDH
NURSE MANAGER

*QUICK GUIDE
TO
ENTERING
COMMENTS*



Division of Human Resources
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Before You Use This Guide

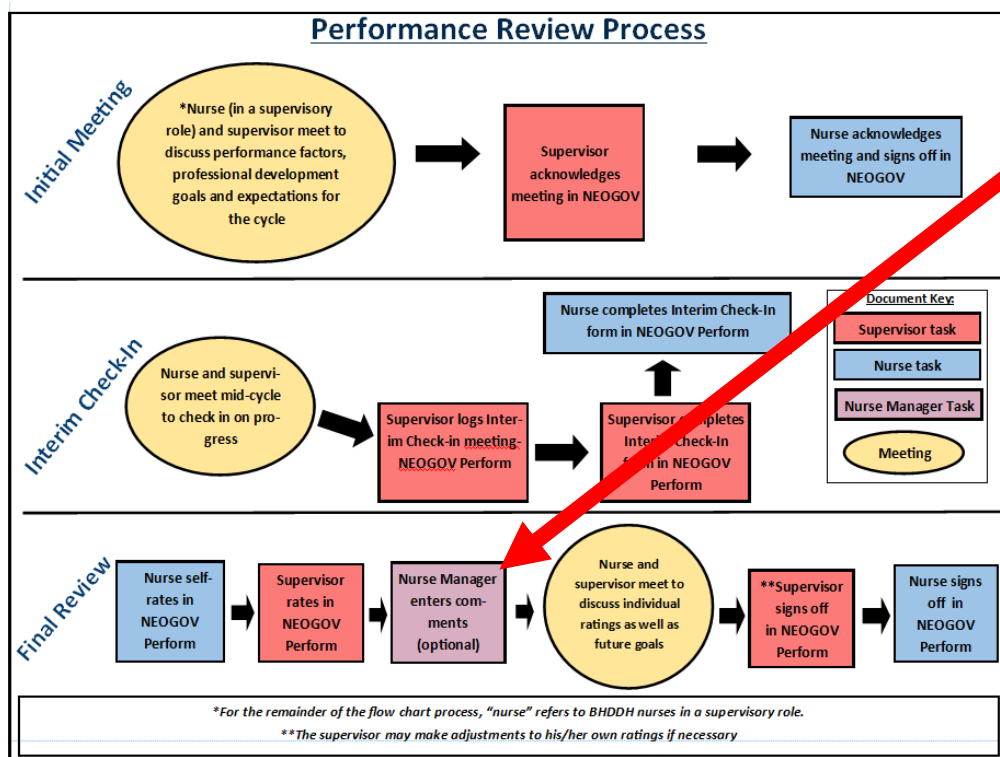
Performance Development in HR may need to send you an activation link to activate your account if you have never used the NEOGOV system. Once activated, you may log into your Perform account and complete any assigned tasks. ***(IF YOU COMPLETED YOUR OWN ONBOARDING EXPERIENCE IN NEOGOV ONBOARD, OR PARTICIPATED IN THE PERFORMANCE DEVELOPMENT PROGRAM IN THE PAST, OR USE OTHER MODULES IN THE SYSTEM, YOUR ACCOUNT IS ALREADY ACTIVE)***

OVERVIEW

The Assessment

The Department of Behavioral Healthcare, Developmental Disabilities & Hospitals (BHDDH) assessment process for nurse supervisors is an annual cycle. The assessment is a periodic appraisal of a nurse’s performance, against factors required by accreditation and federal funding as well as the State’s Performance Development Program, by his/her supervisor. It’s an opportunity to assess the progress, praise his/her accomplishments, and collaborate on goals to improve performance and help achieve the division’s objectives.

The Process



The Nurse Manager has the option of entering comments into the employee’s performance assessment after both the supervisor and supervisory nurse have completed their respective ratings.

TIP!

You can always return to your NeoGov dashboard by clicking on the **NEGOV** logo in the top left corner of the screen.

GETTING STARTED – LOGIN

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

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

**Your username is your work/state-issued email address; your password is whatever you created when you initially created your NEOGOV account.*

If a password reset is required, click the “**Forgot your username or 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. If you do not receive an email with password reset link, please check your “Junk Email” folder. If it is not there, contact the Performance Development Unit in HR at: doa.performancedev@hr.ri.gov as your account may need to be activated.



The image shows the NEOGOV login interface. At the top, the word "NEOGOV" is displayed in a bold, blue font. Below it, there are two input fields: "Username" and "Password". The "Username" field has a small orange cursor on the left. Below the "Password" field, the text "All fields are required" is written in a small, grey font. At the bottom of the form, there is a blue button labeled "Log In". Below the button, there is a link that says "Forgot your username or password?"

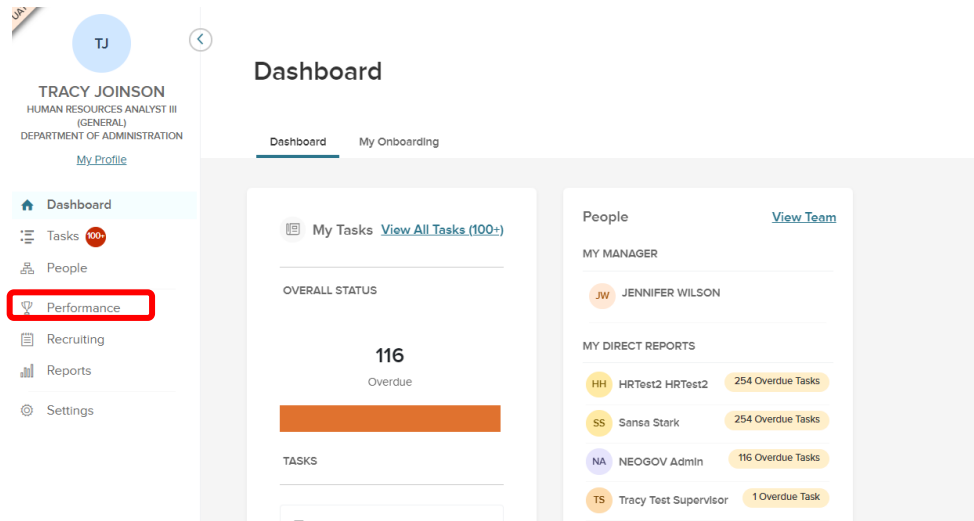


The image shows the "Password Reset" form. The title "Password Reset" is at the top in a bold, black font. Below the title, there are five input fields: "Username", "Email", "First Name", "Last Name", and "What's 3 + 5?". At the bottom of the form, there are two buttons: "Cancel" and "Reset Password".

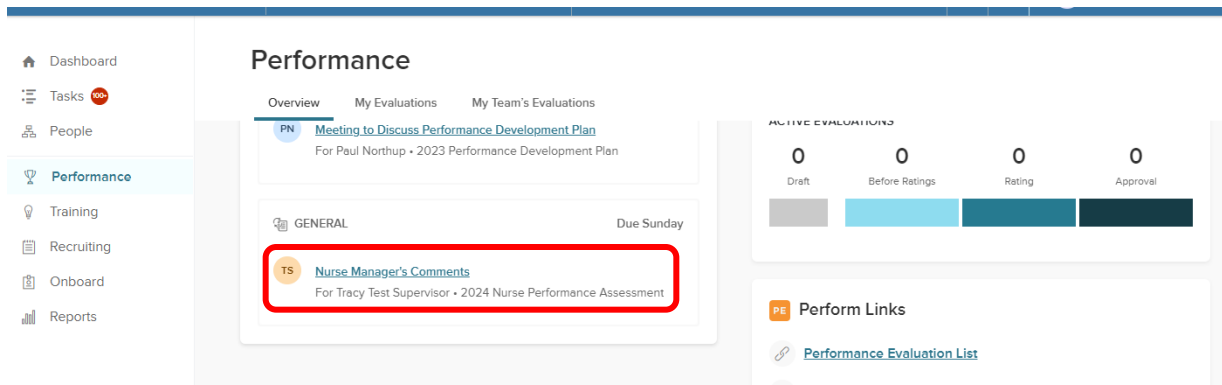
Viewing the Ratings

To view the ratings of the nurse in a supervisory role and his/her manager (and any comments entered), you will need to look at the performance assessment in print/print preview format.

1. Once logged-in click on “Performance” in the side menu:



2. Select the “Nurse Manager’s Comments” task on your dashboard:



If the assessment has not been totally completed yet, meaning the employee has not entered his/her *final* sign-off, clicking the task on your dashboard will bring you to the “evaluation detail page” of the assessment. If the assessment *has* been completed, meaning the employee has entered his/her final sign-off, your steps will vary slightly (see #7 below).

3. **Do not select the task yet!** Instead, select the “Print” icon and then “Print Preview”:

The screenshot shows the '2024 Nurse Performance Assessment' interface. At the top, there are buttons for 'Go to Task', 'Copy', 'Print', 'Pause', and 'Archive'. The 'Print' button is highlighted with a red box. Below the buttons, there are two panels: 'EVALUATION DETAILS' and 'EMPLOYEE DETAILS'. The 'EVALUATION DETAILS' panel shows 'Current Status: Completed', 'Type: Periodic', and 'Evaluation Program: 2024 Nurse Performance Assessment'. The 'EMPLOYEE DETAILS' panel shows 'Position: Human Resources Technician', 'Department: DEPARTMENT OF ADMINISTRATION', and 'Division: Human Resources'. Below these panels, there is a 'Manager(s)' section with a 'Direct Reports' section. The 'Direct Reports' section shows a list of managers, with 'TT' highlighted.

You can either view the ratings and comments in print preview mode or opt to print a copy:

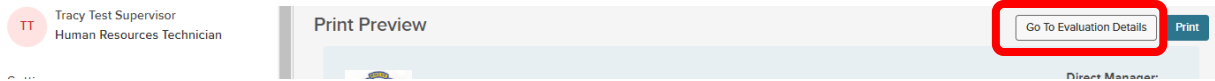
The screenshot shows the 'Print Preview' interface for the '2024 Nurse Performance Assessment'. The 'Print' button is highlighted with a red box. The interface displays the following information:

- Tracy Test Supervisor** (Human Resources Technician)
- 2024 Nurse Performance Assessment** (Due Date: Fri, Mar 1, 2024)
- Direct Manager:** Temporary Manager
- General Information:**
 - Position: Human Resources Technician
 - Division: Human Resources
 - Evaluation Type: Periodic
 - Department: DEPARTMENT OF ADMINISTRATION
 - Class Spec:
- Ratings Summary:**

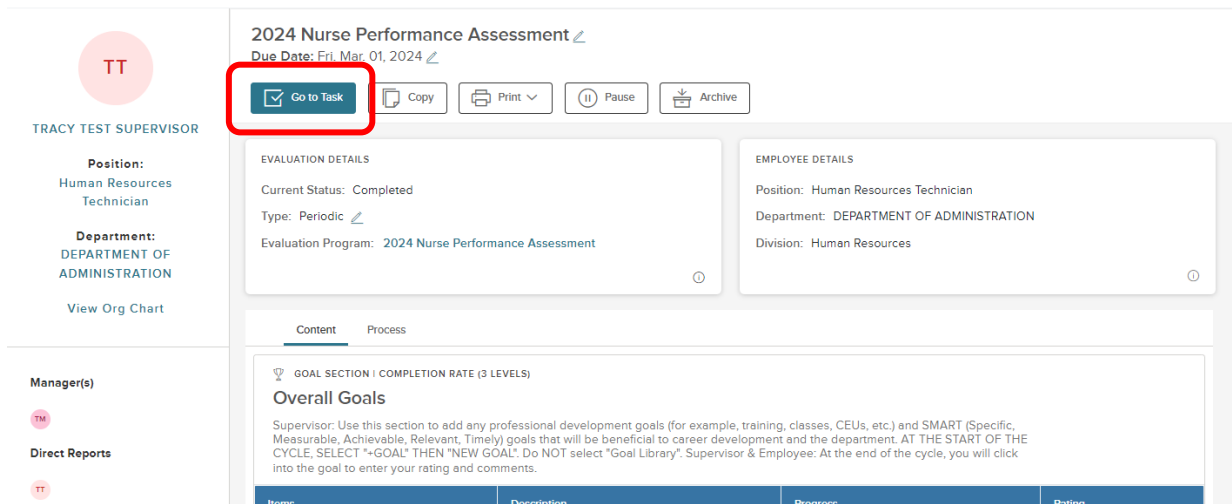
Rater	Type
Tracy Test Supervisor	Self Rater
Temporary Manager	Rater
- Content:**

ENTERING YOUR COMMENTS

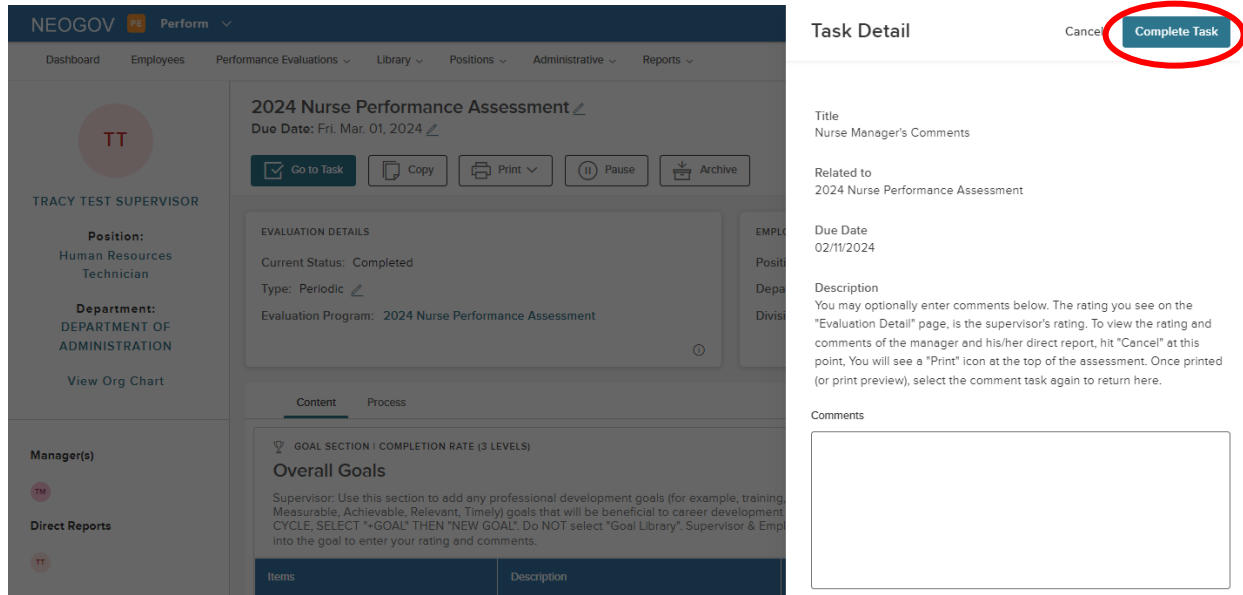
4. To now enter your comments, select “Go to Evaluation Detail” from the top of the print preview.



5. This will return you to the “evaluation details page” where you can now click on “Go to Task” to enter your comments:

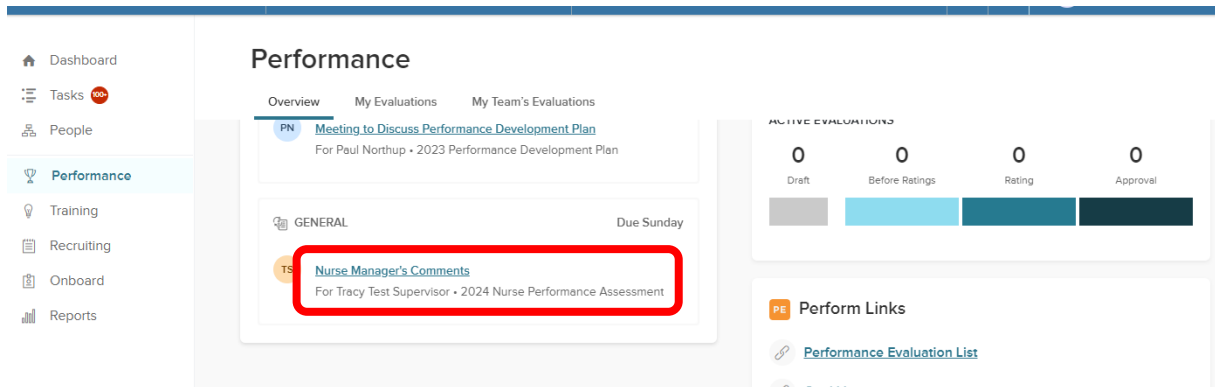


6. A fly-out will appear; enter any comments you would like and then click, **“Complete Task”**:



The task is complete and available for both the supervisory nurse and his/her manager to view.

7. If the assessment *has* been completed, meaning the employee has entered his/her final sign-off, you will still see the “Comments” task on your dashboard:



Clicking on it will bring you directly to the “print preview” of the assessment where you are able to see the respective ratings.

8. To now enter your comments, select “Go To Evaluation Detail” from the top of the print preview.

The screenshot shows a 'Print Preview' interface for a performance assessment. On the left, there is a user profile for 'Tracy Test Supervisor' and a settings menu with various options checked. The main content area is titled 'Print Preview' and includes a header with the user's name and a 'Direct Manager' field. Below this is a 'General Information' section with fields for Position, Division, Evaluation Type, Department, and Class Spec. A 'Ratings Summary' table lists raters: 'Tracy Test Supervisor' (Self Rater) and 'Temporary Manager' (Rater). A 'Content' section is visible at the bottom. A red box highlights the 'Go To Evaluation Details' button in the top right corner.

9. Select, “Go to Task” to enter your comments:

The screenshot shows the '2024 Nurse Performance Assessment' page. The top navigation bar includes a 'Go to Task' button, which is highlighted with a red box. Other buttons include 'Copy', 'Print', 'Pause', and 'Archive'. The main content area is divided into 'EVALUATION DETAILS' and 'EMPLOYEE DETAILS' sections. The 'EVALUATION DETAILS' section shows 'Current Status: Completed', 'Type: Periodic', and 'Evaluation Program: 2024 Nurse Performance Assessment'. The 'EMPLOYEE DETAILS' section shows 'Position: Human Resources Technician', 'Department: DEPARTMENT OF ADMINISTRATION', and 'Division: Human Resources'. Below these sections is a 'Content' tab and a 'Process' tab. The 'Content' tab is active, showing a 'GOAL SECTION | COMPLETION RATE (3 LEVELS)' and 'Overall Goals' section. The 'Overall Goals' section includes instructions for adding professional development goals and SMART goals. A table with columns for 'Items', 'Description', 'Progress', and 'Rating' is visible at the bottom.

10. A fly-out will appear; enter any comments you would like and then click, **“Complete Task”**:

The screenshot displays the NEOGOV Performance Evaluations interface. The main content area shows a task titled "2024 Nurse Performance Assessment" with a due date of "Fri. Mar. 01, 2024". The task is currently in a "Completed" state. The interface includes a sidebar for the supervisor, Tracy Test, and a list of direct reports. The task details section shows the evaluation program and a "GOAL SECTION | COMPLETION RATE (3 LEVELS)" section with "Overall Goals". A "Comments" section is visible at the bottom of the task details, with a red box highlighting the "Complete Task" button in the top right corner of the task detail panel.

Task Detail Cancel **Complete Task**

Title
Nurse Manager's Comments

Related to
2024 Nurse Performance Assessment

Due Date
02/11/2024

Description
You may optionally enter comments below. The rating you see on the "Evaluation Detail" page, is the supervisor's rating. To view the rating and comments of the manager and his/her direct report, hit "Cancel" at this point, You will see a "Print" icon at the top of the assessment. Once printed (or print preview), select the comment task again to return here.

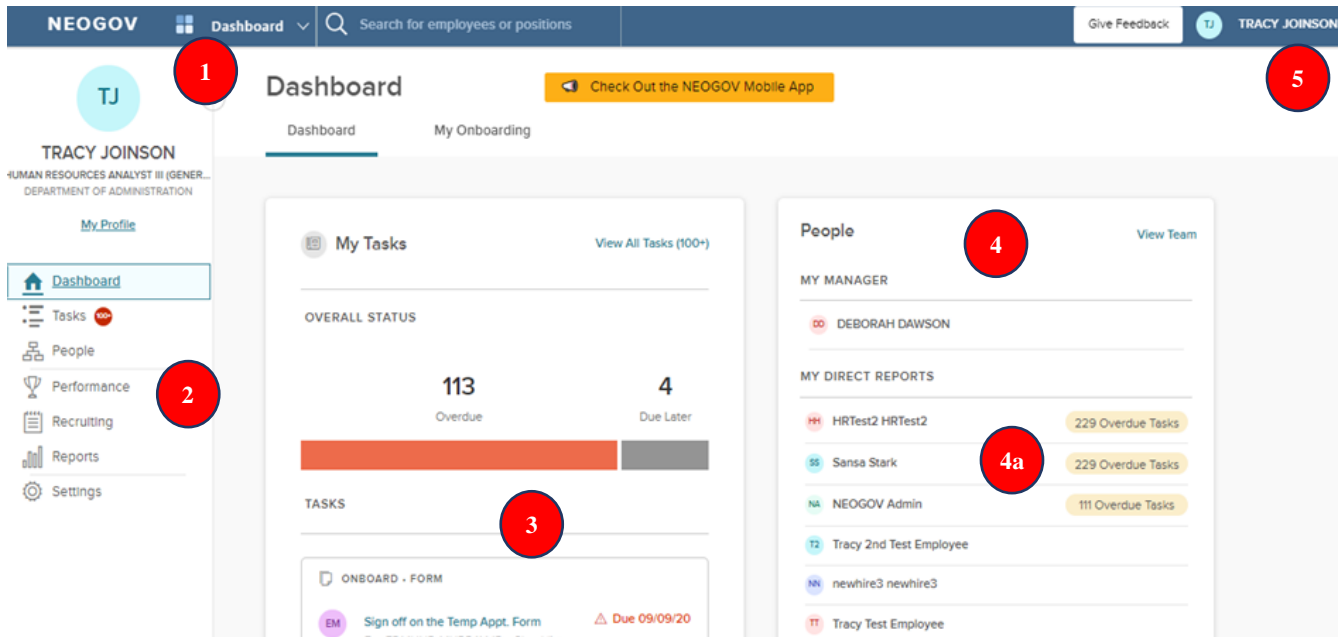
Comments

Items	Description
Create training checklist for.....	Survey colleagues to create a list of all unit training L...

NEOGOV OVERVIEW

Navigating the Dashboard

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



1. **Dashboard Icon** – clicking here will return you to the dashboard from whichever screen you are on
2. **Dashboard Menu:** You may or may not see the following options depending on which NEOGOV modules you have access to:
 - a. **Dashboard** – returns you to your dashboard
 - b. **Tasks** – will bring you to a page with a filterable list of all your tasks
 - c. **People** – a page that displays you're an org. chart of your reporting structure
 - d. **Performance** – a page with helpful links related to performance reviews
 - e. **Recruiting** – this menu item will only appear if you have "Hiring Manager" or higher access in NEOGOV
 - f. **Reports** – various reports display depending on your access level in NEOGOV
3. **"My Tasks":** Contains all tasks requiring your action
 - a. Color-coded boxes located within this section can be used to filter the various task types
4. **"People"** – indicates all of your direct reports and your supervisor
 - a. Under "My Direct Reports", you can see if any of them have overdue tasks and you can click into the "Overdue Tasks" icon to see what the tasks are.
5. **Your Name:** Access your NEOGOV profile, update your password, and sign out

My Tasks

Any tasks that require your action appear in “My Tasks”; on this page, the tasks are not limited to performance evaluations, but depending on your role, such as if you are a designated “Hiring Manger” in NEOGOV, all tasks will be listed on this page. You can filter by “Product” to narrow the results, or you can use the “Performance” (left) menu instead.

The screenshot shows the NEOGOV user interface for Tracy Joinson. The top navigation bar includes the NEOGOV logo, a 'Dashboard' dropdown, a search bar for employees or positions, a 'Give Feedback' button, and the user's name 'TRACY JOINSON'. The left sidebar contains navigation options: Dashboard, Tasks (highlighted with a red box and a '100+' badge), People, Performance, Recruiting, Reports, and Settings. The main content area is titled 'Tasks' and shows 'To Do (100+)' and 'Completed (194)'. A message box states: 'Only up to a 100 tasks can be displayed at a time. Complete tasks to load more.' Below this, a progress bar shows 114 overdue tasks (orange) and 3 tasks due this week (yellow). Filter buttons for 'Due Date', 'Product', 'Task Type', and 'For Whom' are present, along with a search box. The 'Overdue (100)' section displays a task card for 'ONBOARD - FORM' with a sub-task 'Sign off on the Temp Appt. Form' and a red warning icon indicating it is due on 09/09/20.

People Menu

This page will display all your direct reports. You can click the name of the employee to be redirected to his/her *Talent Profile* page. Additionally, if the employee has any overdue tasks, you can click into the light red highlighted “Overdue Tasks” in his/her talent box and the list of overdue tasks will display. If there is a discrepancy in your direct reports list, please contact the Performance Development Unit in HR at DOA.performancedev@hr.ri.gov

The screenshot shows the NEOGOV user interface. At the top, there is a navigation bar with the NEOGOV logo, a 'Dashboard' dropdown, a search bar for employees or positions, a 'Give Feedback' button, and a user profile for TRACY JOINSON. On the left side, a sidebar menu lists various options: Dashboard, Tasks (with a 100+ notification), People (highlighted with a red box), Performance, Recruiting, Reports, and Settings. The main content area is titled 'People' and includes sub-tabs for 'My Team', 'My Pre-hires', 'My Team's Tasks', 'Org Chart', and 'Employee List'. The 'My Team' tab is active, displaying a grid of employee cards. Each card shows an employee's initials in a colored circle, their name, position, and a button for 'Actions'. Overdue task counts are shown in light red boxes: 111 for 'NEGOV Admin' and 230 for 'HH'. A search bar at the top right of the grid allows searching by name or position title.

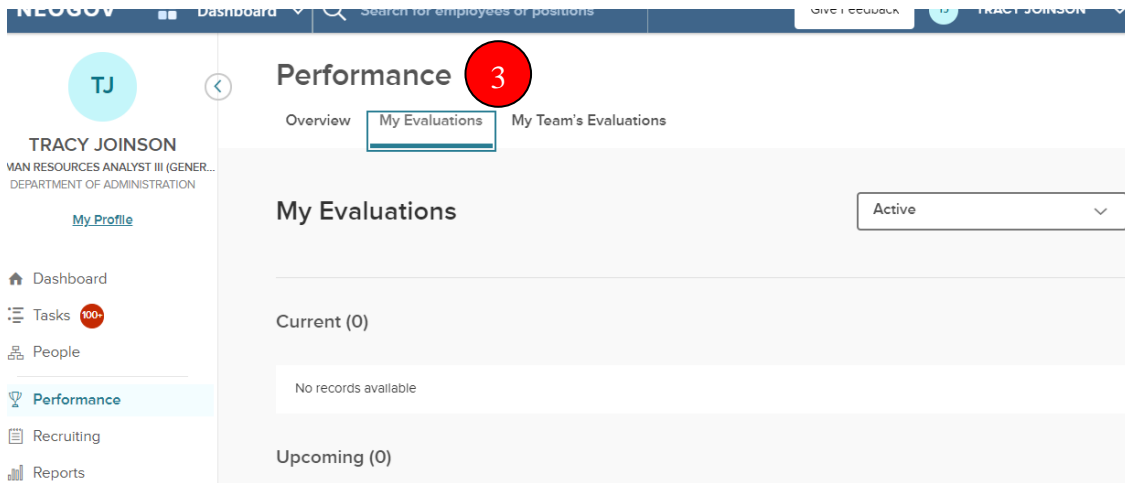
Performance Menu

By selecting the “Performance” menu on the left, you will be brought to all activities related to performance evaluations.

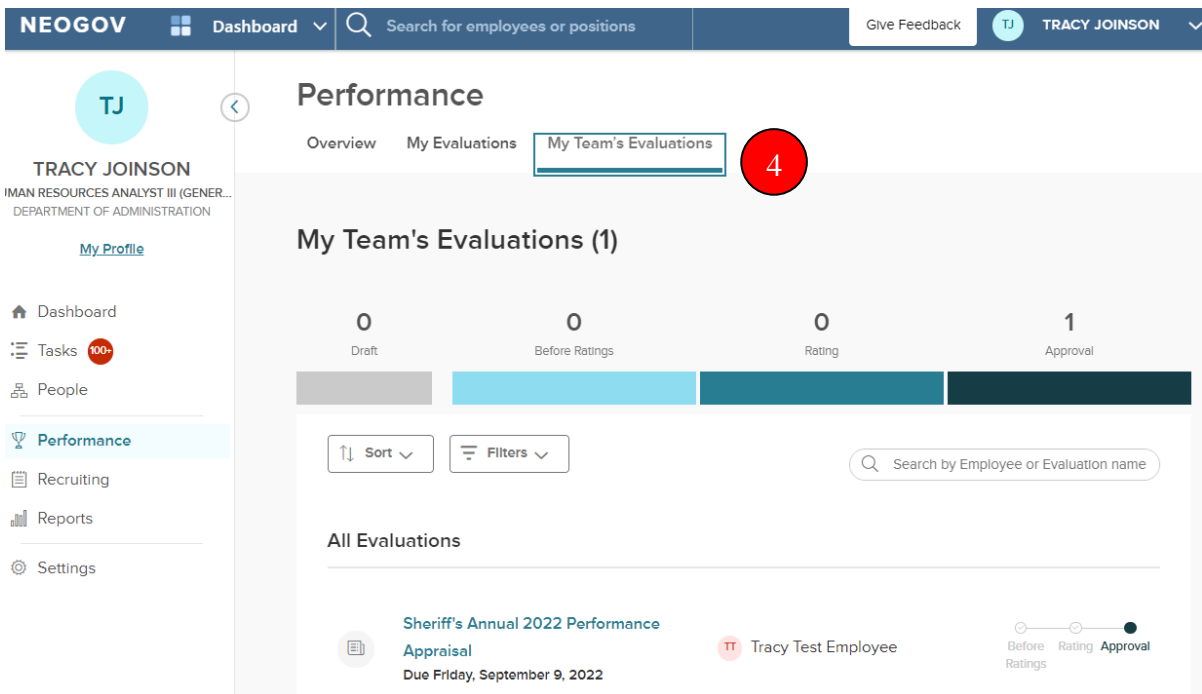
1. Any tasks related to performance evaluations that require your action appear in “**My Tasks**”. To **complete a task**, select the task link to be re-directed to the task.
2. The “**My Team’s Evaluations**” box provides a status grouping of all of your tasks, including any overdue tasks. You can select each colored status box and the overdue indicator to be brought to those tasks specifically.

The screenshot shows the NEOGOV Performance menu for Tracy Joinson. The interface includes a top navigation bar with the NEOGOV logo, a dashboard dropdown, a search bar for employees or positions, a 'Give Feedback' button, and the user's name 'TRACY JOINSON'. The left sidebar contains navigation options: Dashboard, Tasks (with a 100% indicator), People, Performance (highlighted with a red box), Recruiting, Reports, and Settings. The main content area is titled 'Performance' and has tabs for Overview, My Evaluations, and My Team's Evaluations. The 'My Tasks' section shows a task titled 'APPROVAL' due on Thursday, with a red circle containing the number '1' indicating a task requiring action. The 'My Team's Evaluations' section shows a bar chart for 'ACTIVE EVALUATIONS' with categories: Draft (0), Before Ratings (0), Rating (0), and Approval (1). A red circle with the number '2' is placed over the 'Approval' bar. Below this, the 'OVERDUE TASKS' section shows a circular indicator with the number '0' and the text 'Overdue'.

3. **My Evaluation** – a link to your own current evaluation (if any) with a status bar that displays where it is in the process. You can change the status drop-down box to “completed” to view any of your own past evaluations (if any).



4. **“My Team’s Evaluations”** displays all active evaluations for your direct reports with a clickable link to each as well as a color-coded category box for each task status type.



TIP!
 To filter the list of tasks, click on any of the color-coded boxes. For example, if “Ratings” is selected, all rating tasks display in the list.