

NEOGOV
PERFORM:
BHDDH
*NURSE
SUPERVISOR
USER GUIDE



Division of Human Resources
DOA.performancedev@hr.ri.gov

**For the purpose of this guide, the user, "Nurse Supervisor", is a nurse or administrator who supervises a nurse in a supervisory role.*

Table of Contents

OVERVIEW & THE PROCESS	1
GETTING STARTED – Log-in	2
ACKNOWLEDGING THE INITIAL MEETING & ADDING CONTENT	3
Acknowledging the Initial Meeting.....	3
Adding Content.....	5
QUICK GUIDE – INTERIM CHECK-IN	8
Meeting.....	8
Check-in Form.....	10
QUICK GUIDE – End of Year FINAL REVIEW	12
QUICK GUIDE – Final Meeting and Sign-off – Your Final Step	16
Meeting Acknowledgment	16
Final Signature	17
QUICK GIDE - EDITING A PERFORMANCE ASSESSMENT	21
NEOGOV NAVIGATION OVERVIEW	22
Navigating the Dashboard	22
My Tasks	24
People Menu.....	25
Performance Menu.....	26

Before You Use This Guide

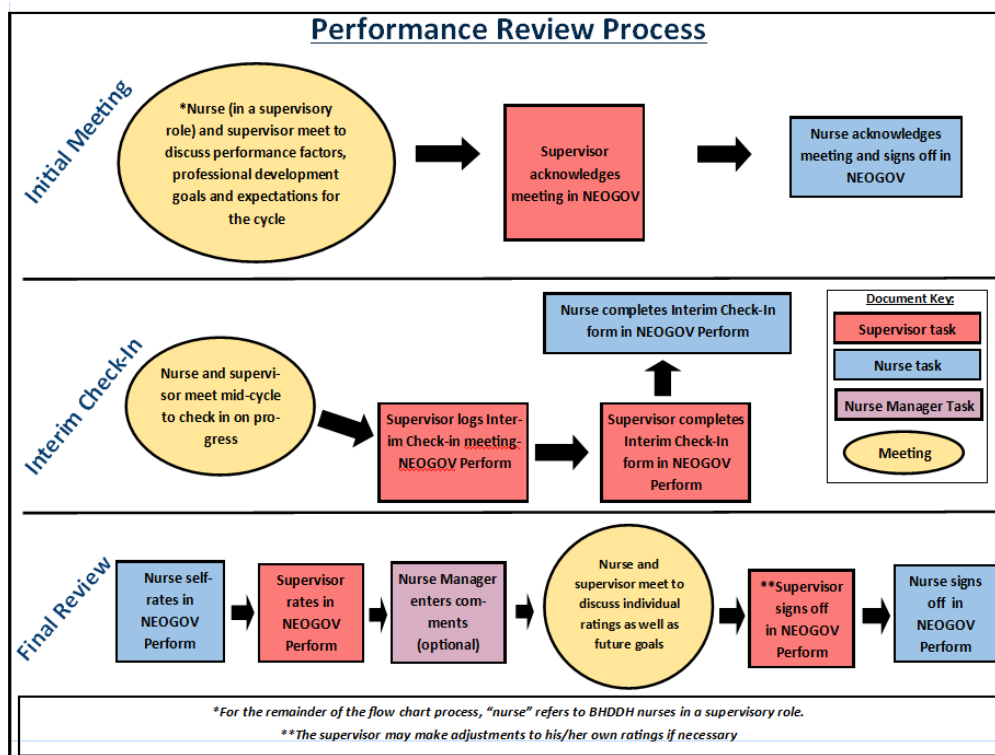
Performance Development in HR may need to send you an activation link to activate your account if you have never used the NEOGOV system. Once activated, you may log into your Perform account and complete any assigned tasks. ***(IF YOU COMPLETED YOUR OWN ONBOARDING EXPERIENCE IN NEOGOV ONBOARD, OR PARTICIPATED 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 first *required* step for you, the supervisor, is at the very beginning of the cycle- when you will meet with your direct report(s). You will receive an email notification of when it is time for you to do so.

- At this meeting, you will discuss the evaluation criteria you will be rating him/her on at the end of the cycle (expectations), and a discussion about the supervisory nurse's career goals and what steps s/he can start taking, in terms of annual goals and professional development to get there.
- Once you have met, you will need to (1) acknowledge the meeting in NeoGov. (Your direct report will do the same) and then (2) enter any content related to overall goals and professional development.

- The second step for you is the “interim check-in” meeting and report. During this meeting, you and your direct report will discuss progress related to performance factors and other professional development activities.
- The final required step is the end-of-cycle review which includes a meeting to discuss your ratings, the nurse in a supervisory role’s self-ratings and professional development accomplishments.

TIP!

You can always return to your NeoGov dashboard by clicking on the **NEOGOV** 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**:

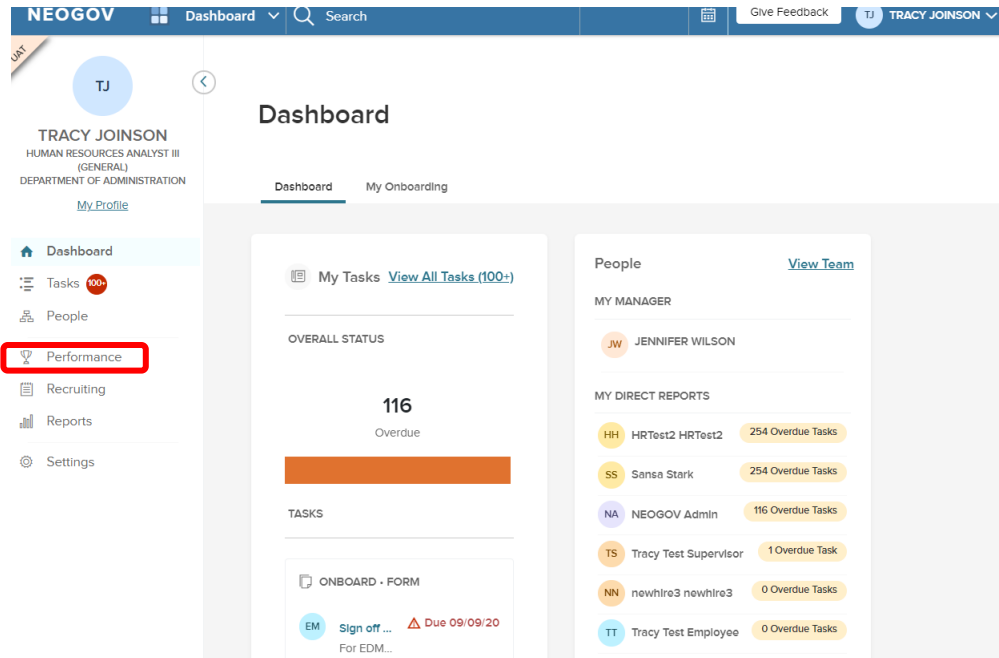
**Your username is your work/state-issued email address; your password is whatever you created when you initially created your NEOGOV account.*

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.

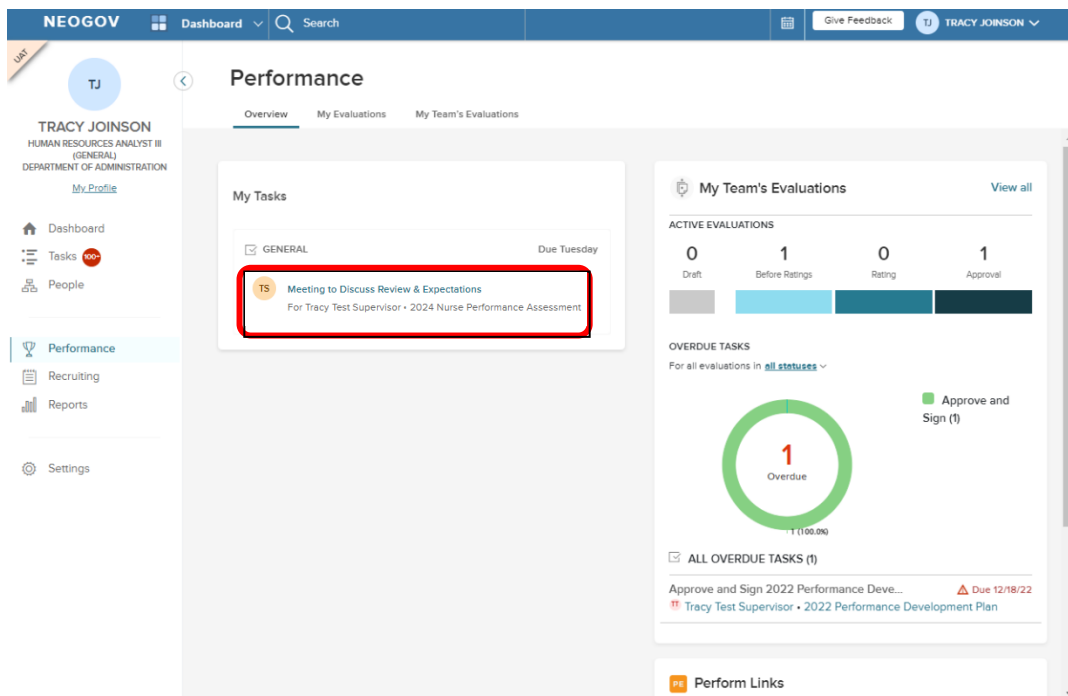
Acknowledging the Initial Meeting and Adding Content

Acknowledging the Initial Meeting

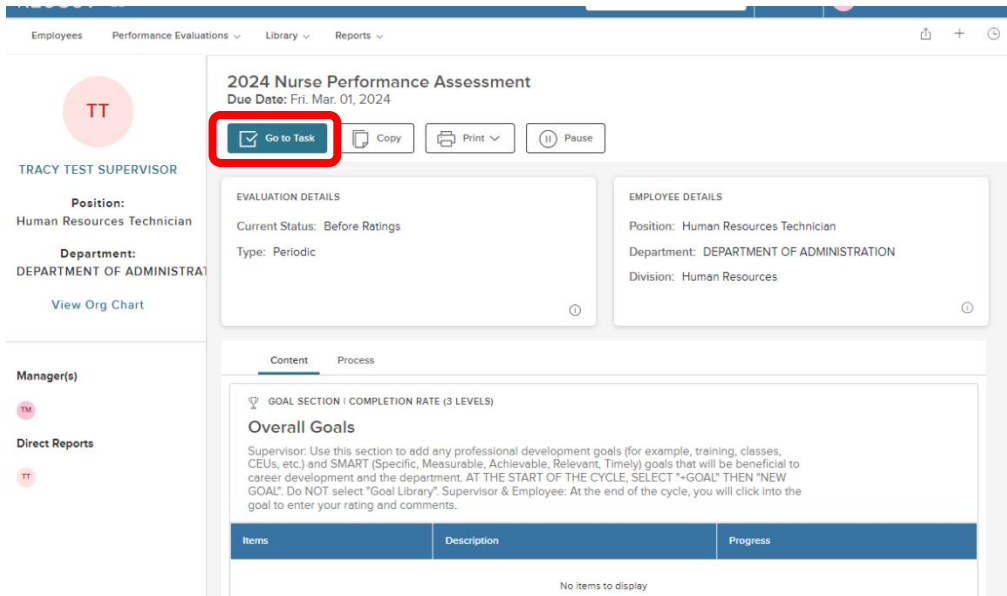
1. Once logged-in click on “Performance” in the side menu:



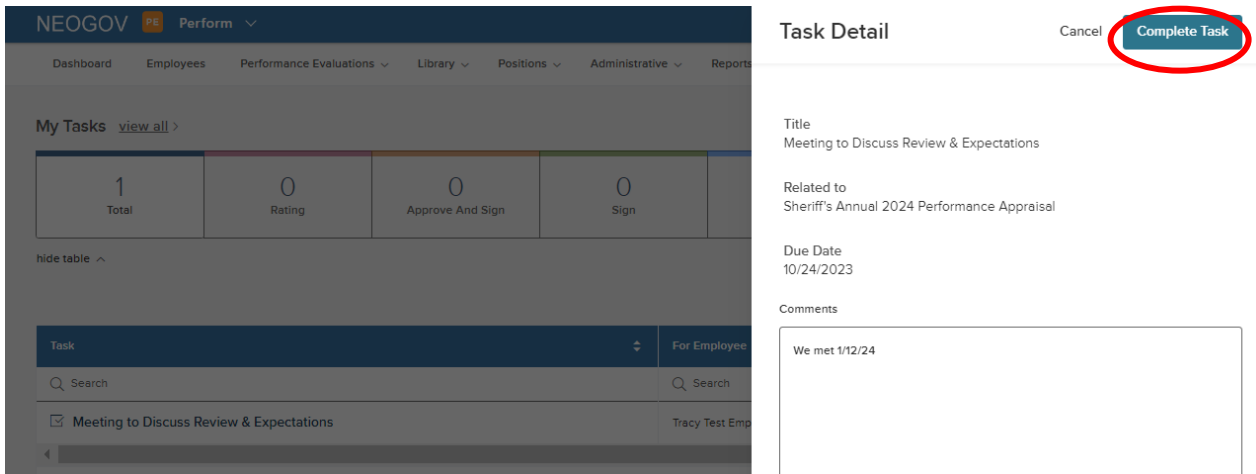
2. From the “My Tasks” section of your dashboard click on “Meeting to Discuss Review & Expectations”:



3. On the next screen, click on “Go to Task”:



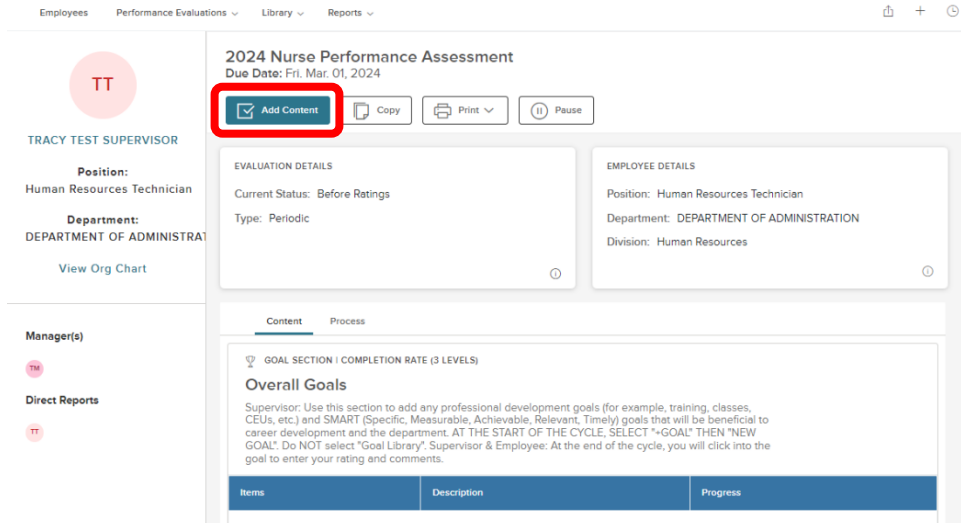
4. A fly-out will appear; enter any comments you would like, such as when you met with the employee, and then click, “Complete Task”:



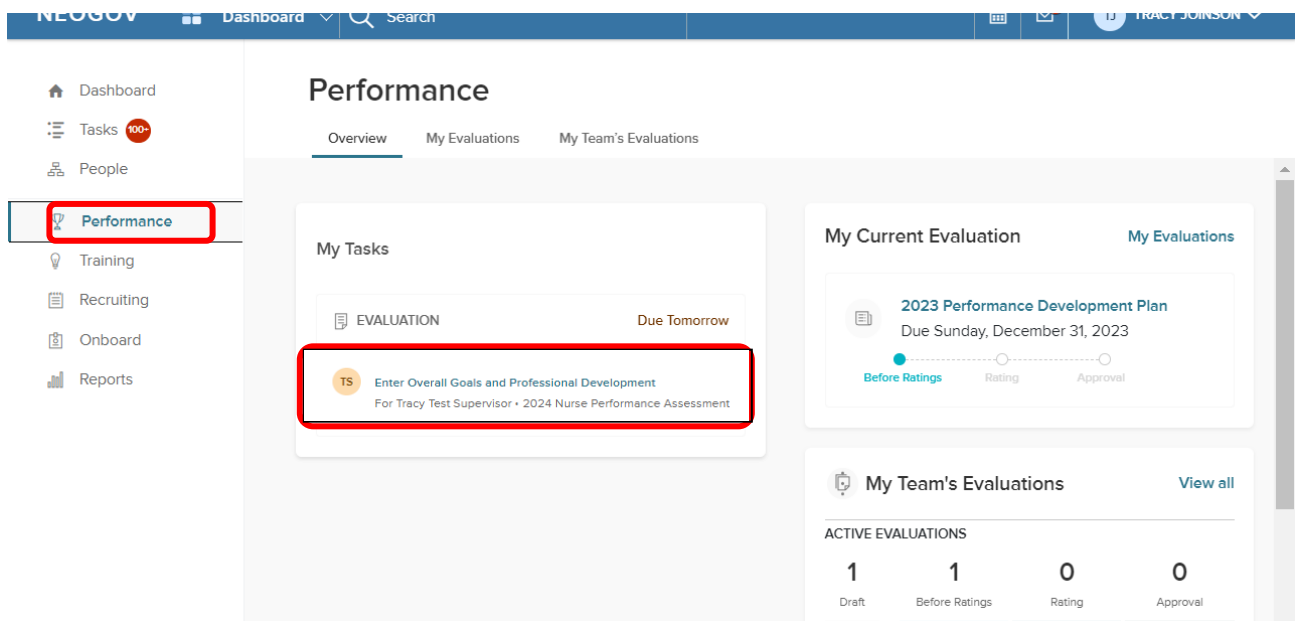
Once this is done, the task is removed from the “Current” task section of your dashboard and immediately replaced with the “Add Goals” task.

Entering Content – Overall Goals and Professional Development

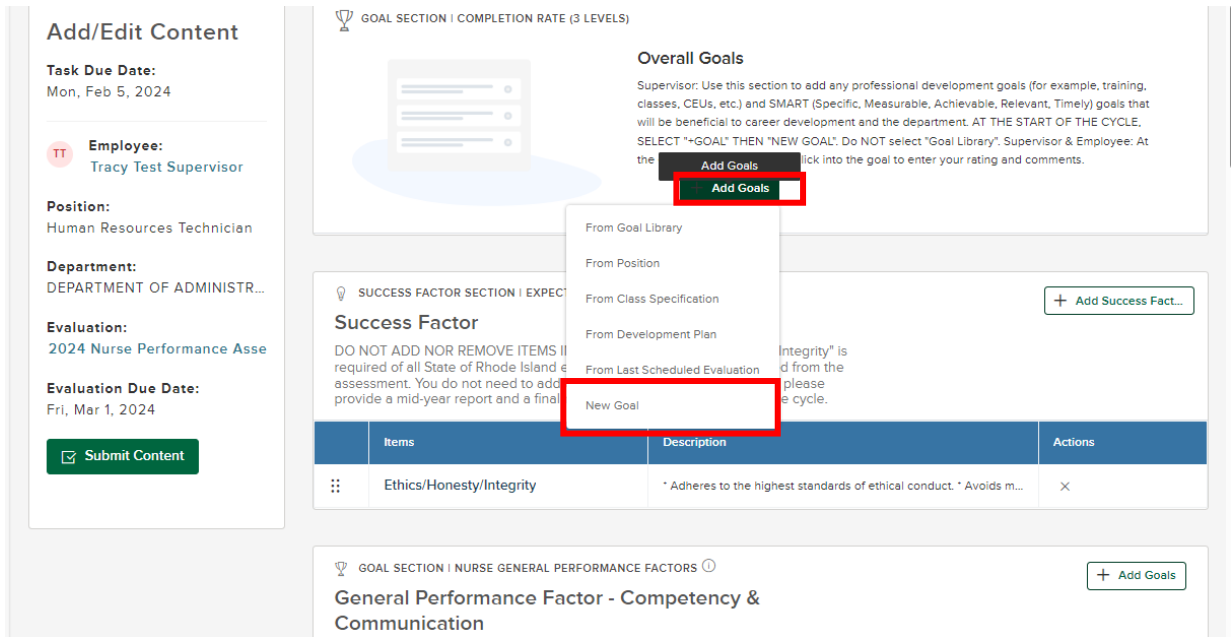
1. There are two possibilities for entering the content, if you are doing so immediately after acknowledging the meeting, you will see the “Add Content” box from within the employee’s performance assessment template:



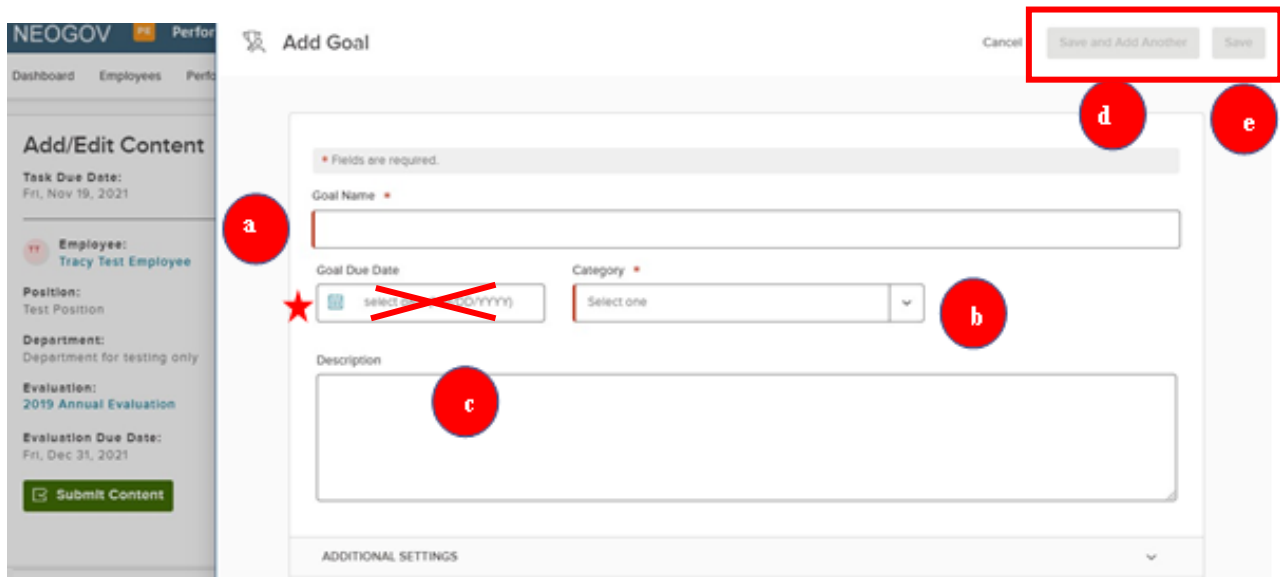
Alternatively, if you acknowledged the meeting previously and are returning to NeoGov, you will see the task (“Enter any Goals...”) on your “Performance” dashboard in the “My Tasks” box. Select the task on your dashboard:



2. To add content to “Overall Goals and Professional Development” that you discussed with your direct report, click “+Add Goals”, then “New Goal”.



3. Enter the **Goal or professional development activity**.
4. Select **Nursing Goal** for the category.
5. Enter in a **Description** (optional, although this is a good place to document the details).
6. To enter an additional goal, select “**Save and Add Another**” until you have created the last goal.
7. Upon creating the last goal, instead select “**Save**”.



8. You will not be making any changes to the “Performance Factors” sections as those have been established by department leadership based upon your department’s accreditation needs.
9. You will also not be making any changes to the “Success Factor” section as ethics/honesty/integrity is required for ALL state employees.
10. Select “Submit Content”. A confirmation message will appear; select the appropriate option.

Mon, Feb 5, 2024

Employee: Tracy Test Supervisor
 Position: Human Resources Technician
 Department: DEPARTMENT OF ADMINISTR...
 Evaluation: 2024 Nurse Performance Asses...
 Evaluation Due Date: Fri, Mar 1, 2024

Achievable, Relevant, Timely goals that will be beneficial to career development and the department. AT THE START OF THE CYCLE, SELECT “GOAL” THEN “NEW GOAL”. Do NOT select “Goal Library”. Supervisor & Employee: At the end of the cycle, you will click into the goal to enter your rating and comments.

Items	Description	Actions
Create training checklist for.....	Survey colleagues to create a list of all unit training tasks. Circulate draft for additons and e...	↶ X
Take training through xxxxxxxxxxxx to work towards xxxxxxxxxxxx ce...		↶ X

SUCCESS FACTOR SECTION | EXPECTATIONS (3 LEVELS)

Success Factor

DO NOT ADD NOR REMOVE ITEMS IN THIS SECTION. "Ethics/Honesty/Integrity" is required of all State of Rhode Island employees and may not be removed from the assessment. You do not need to add additional items to this section, but please provide a mid-year report and a final rating at the end of the performance cycle.

Items	Description	Actions
Ethics/Honesty/Integrity	* Adheres to the highest standards of ethical conduct. * Avoids misconduct and the appearance o...	X

GOAL SECTION | NURSE GENERAL PERFORMANCE FACTORS

General Performance Factor - Competency & Communication

DO NOT ADD NOR REMOVE ITEMS IN THIS SECTION.

Items	Description	Actions
Supervision of Direct Care Staff - a	a. Assign patient care to CNAs/LRPs/MHWs/ Psych Techns	X

****Once completed, please alert your direct report that you have completed entering content and s/he now needs to sign-in to NeoGov to acknowledge the content by signing-off.****

QUICK GUIDE - COMPLETING AN INTERIM CHECK-IN FOR YOUR DIRECT REPORT(S)

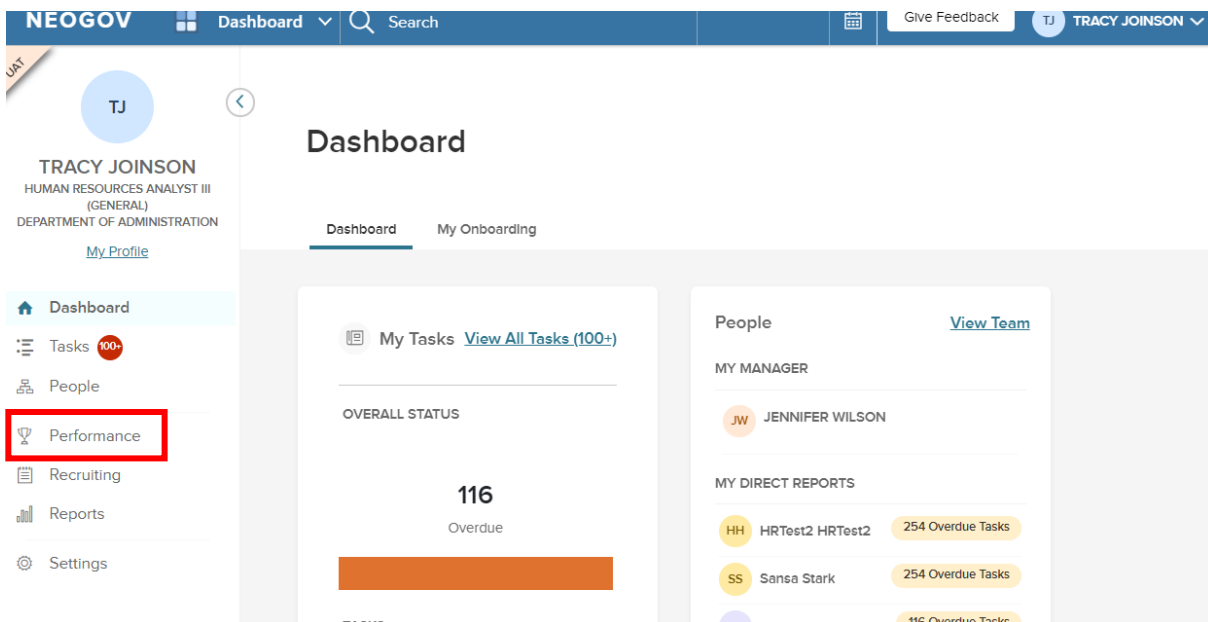
About halfway through the cycle, you will receive an email notification that it is time to contact your direct report to schedule a check-in meeting to discuss the progress made toward accomplishing goals and the general performance factors. Once you have met to discuss the status, you will need to (1) acknowledge the meeting in NEOGOV and then (2) complete the check-in form.

TIP

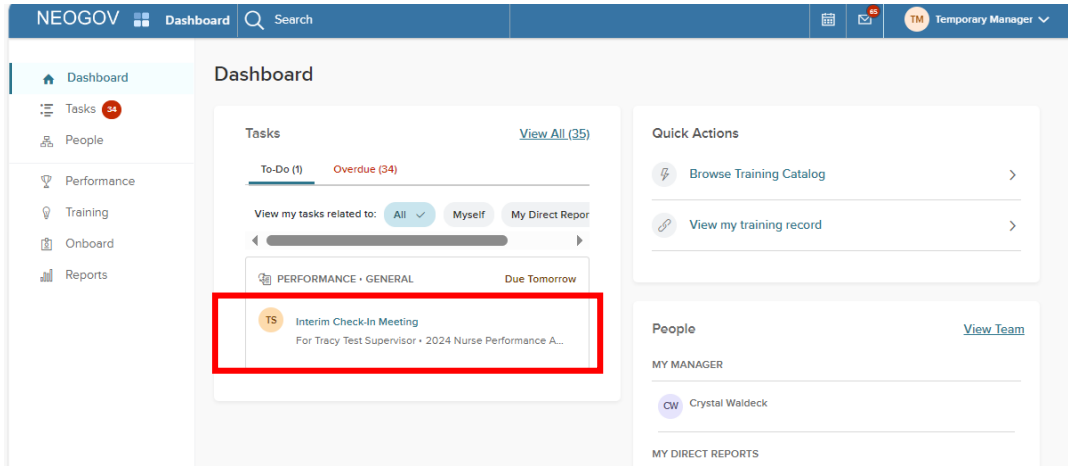
If you need to make changes/edits to your direct report's performance assessment after having your interim check-in meeting, refer to the final "Quick Guide" (page 21) within this guide, "Editing an Assessment"

Utilizing MS Edge browser is not recommended while using NeoGov.

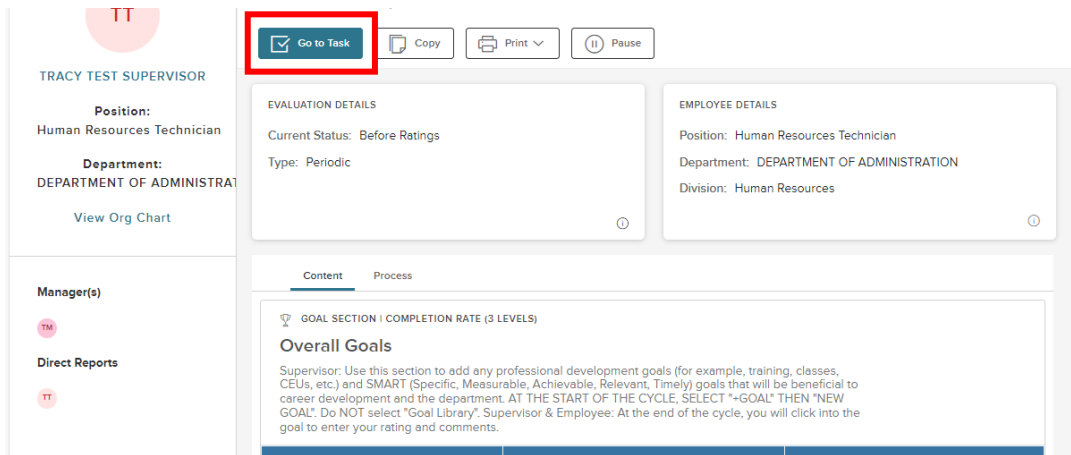
1. Once you have met, to mark the meeting task as completed, log-in to NeoGov and select **"Performance"** on the left menu:



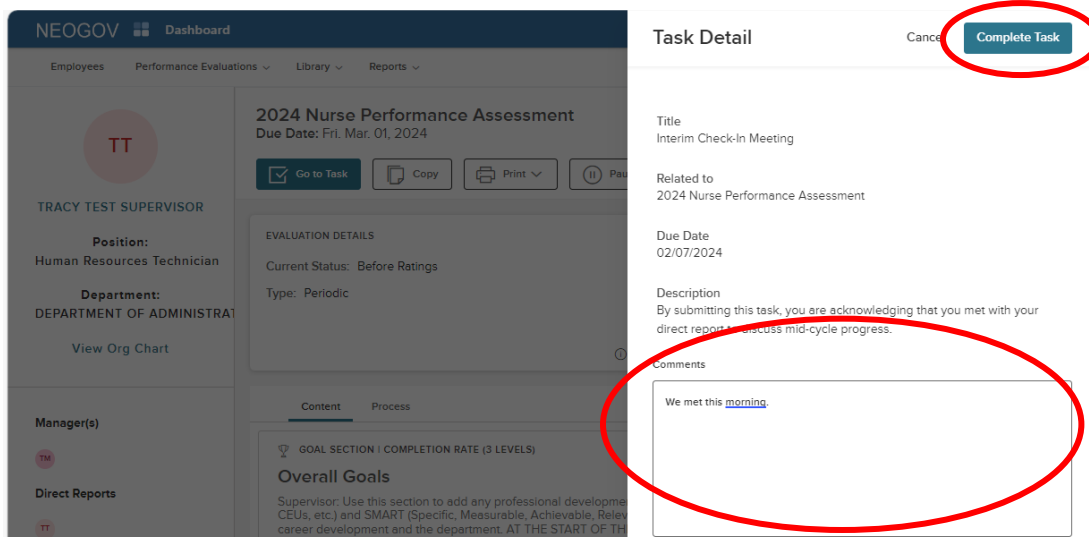
2. Then “Interim Check-in Meeting” from the “My Tasks” section:



3. On the next screen (within the employee’s performance assessment), select “Go to Task”:



4. A fly-out will appear. Add any comments as needed and select “Complete Task”.



5. This task will be immediately replaced by the second step in the process, completing the interim check-in form. *This is a two-step process for you- the supervisor.*

TIP

Although the check-in form will ask you to comment on the status of each content area (performance factors and overall goals), it will not display the specific content, so have a copy of the performance assessment on hand to refer to (print or electronic). To print a copy, from the “Performance” dashboard, select “My Team’s Evaluations”, scroll to the employee’s performance review under “All Evaluations”. Once you select it, you will see a *print icon at the top of the plan. Return to your “Performance” dashboard to select the interim check-in task once printed.

**If you experience an error when attempting to print, allow pop-ups from NEOGOV in your browser settings.*

4. After this meeting, you must complete the “Interim Check-In Review Form”. There are two possibilities for entering the content, if you are doing so immediately after acknowledging the meeting, you will see the “Check-In” box from within the employee’s performance development plan:

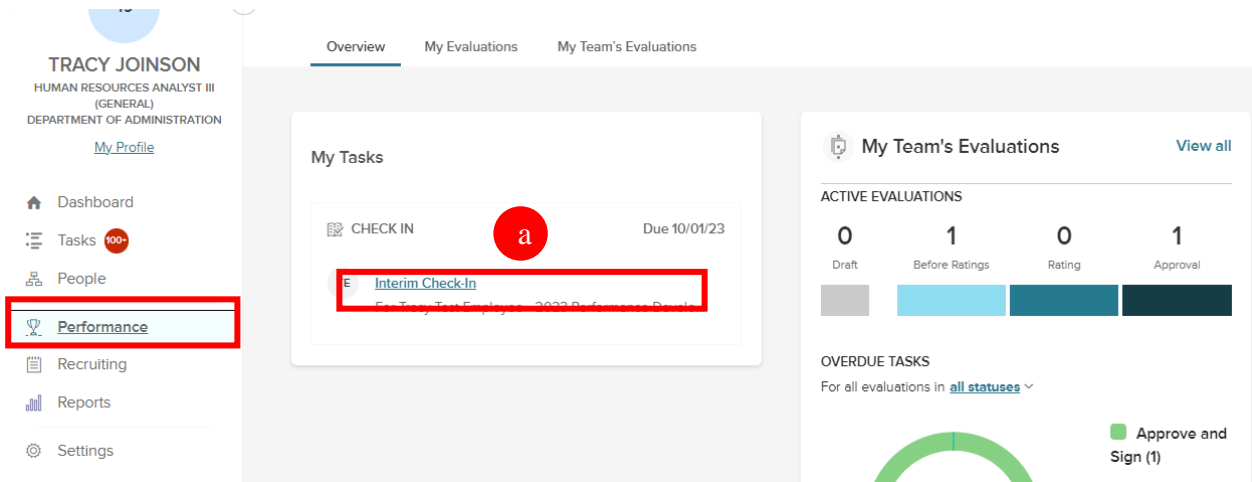
The screenshot shows a web application interface for a performance development plan. At the top, there is a navigation bar with tabs: Dashboard, Employees, Performance Evaluations, Library, Positions, Administrative, and Reports. The main content area is titled "2023 Performance Development Plan" with a due date of "Sun. Dec. 31, 2023". Below the title, there are several action buttons: "Check-In" (highlighted with a red box), "Copy", "Print", and "Pause". To the left, there is a sidebar for "TRACY TEST EMPLOYEE" with details: Position: 2nd Test Position, Department: DEPARTMENT OF ADMINISTRATION, and a "View Org Chart" link. Below the main content, there are two panels: "EVALUATION DETAILS" showing "Current Status: Before Ratings", "Type: Periodic", and "Evaluation Program: Sample Performance Developmen..."; and "EMPLOYEE DETAILS" showing "Position: 2nd Test Position", "Department: DEPARTMENT OF ADMINISTRATION", and "Division: Human Resources". At the bottom, there are tabs for "Content" and "Process".

TIP

If, after meeting with the supervisory nurse, you have determined that his/her goals need editing, see the “Editing a Performance Review” section of this guide.

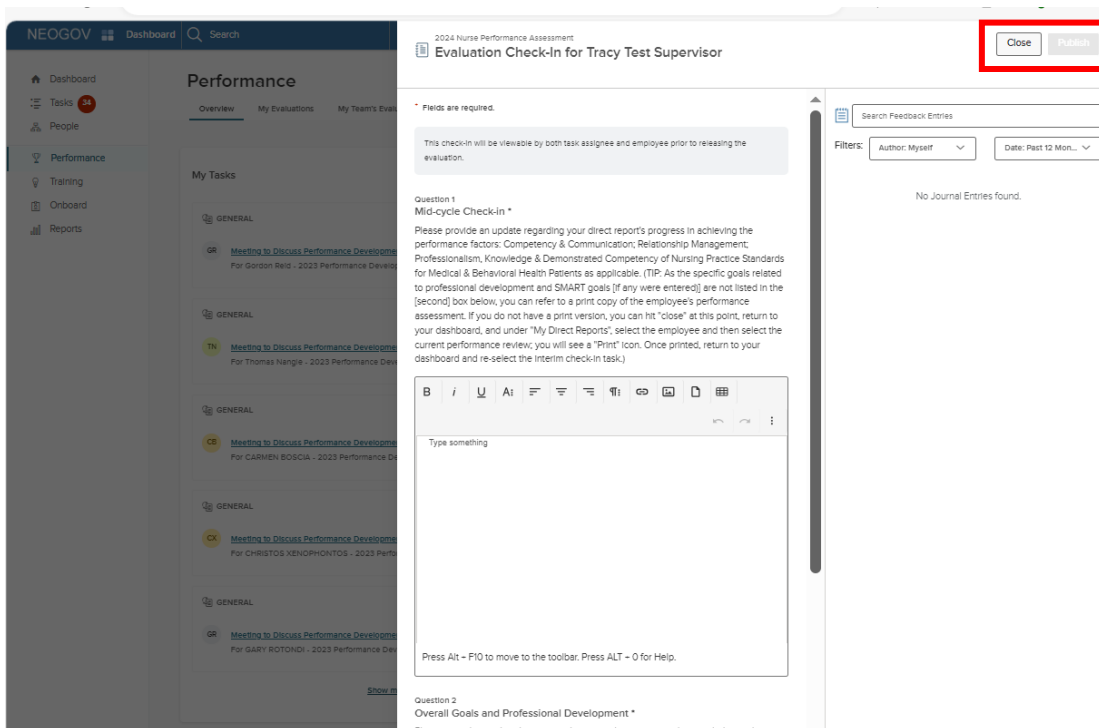
Alternatively, if you acknowledged the meeting previously and are returning to NeoGov, you will see the task (“**Interim Check-In**”) on your “**Performance**” dashboard.

- a) Select “**Interim Check-In**” from “**My Tasks**”:



- b) A fly-out appears with the **Check-In** questions (refer to the “**TIP**” above regarding viewing the specific content for each area- performance factors, overall goals and success factor). Comments are required for both questions.

- c) Once you have addressed all content areas, select “**Publish**” in the upper right corner.

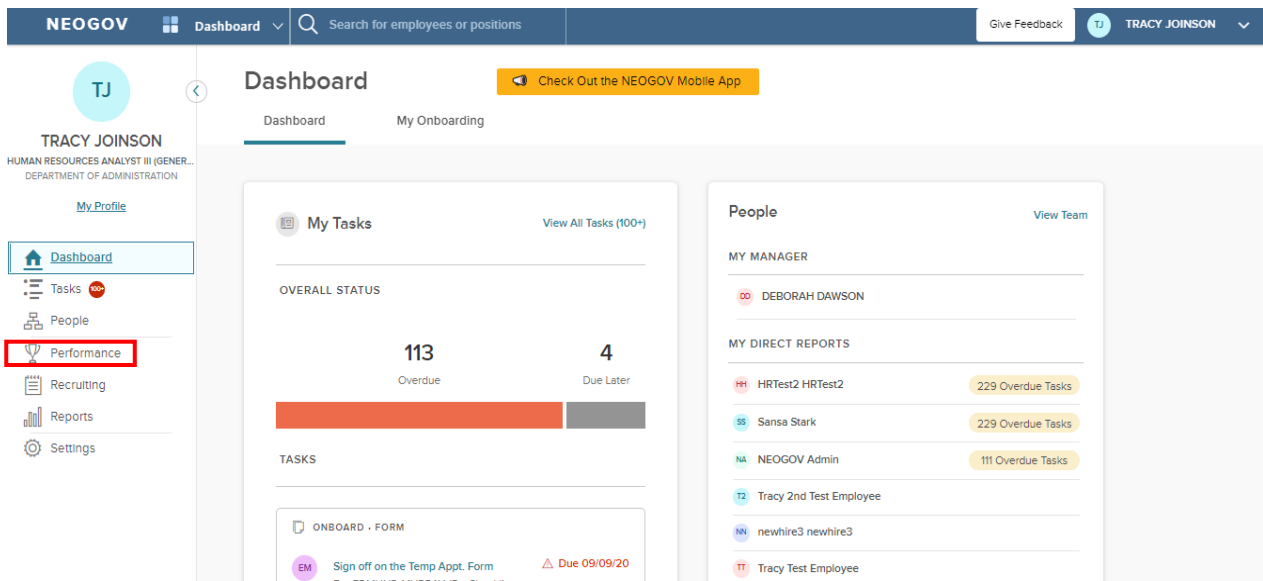


You should now alert your direct report(s) that you have completed the interim check-in form so s/he now needs to do the same.

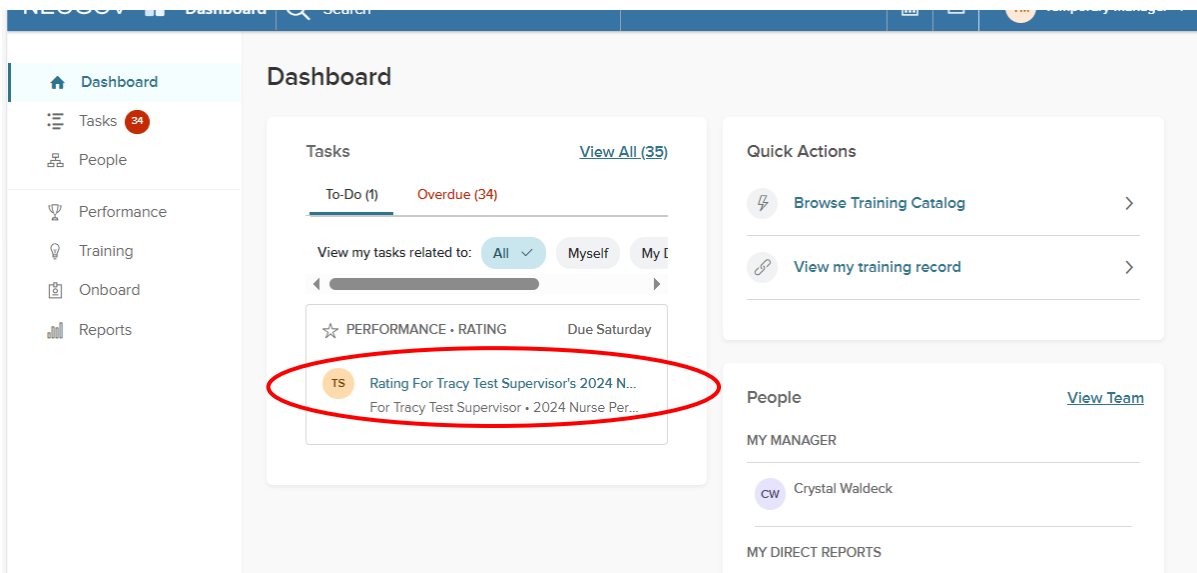
QUICK GUIDE – END OF YEAR FINAL REVIEW

At the end of the performance development cycle, the final review process begins. The first step is the **employee self-rating**. Once this step is completed by your direct report(s), you will receive notification from NEOGOV that s/he has done so and it is time for you to complete your final review.

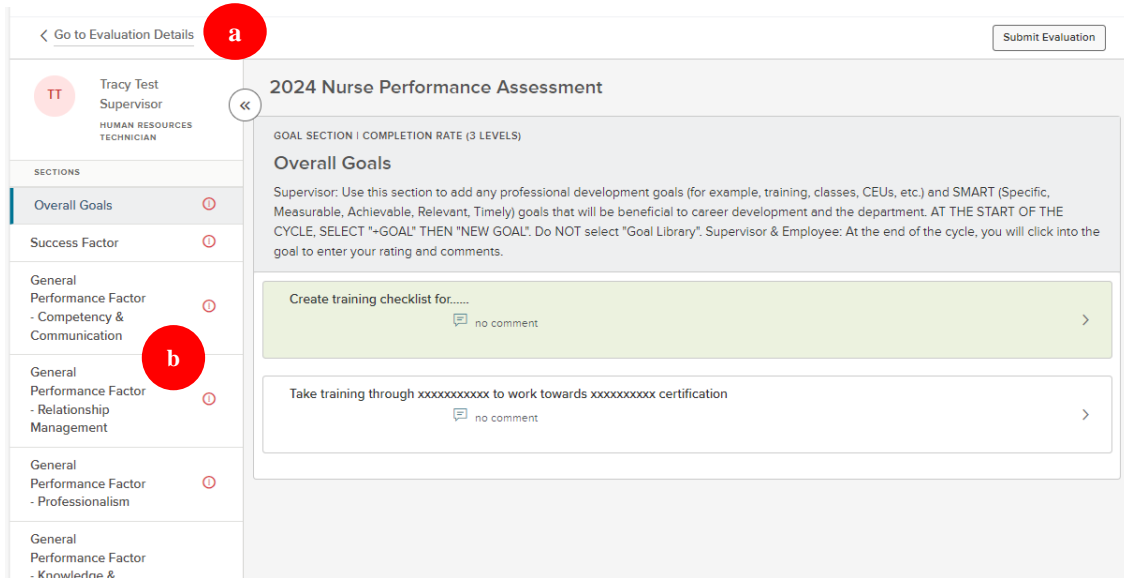
1. Upon notification, navigate to your NEOGOV dashboard and select “Performance” from the left menu.



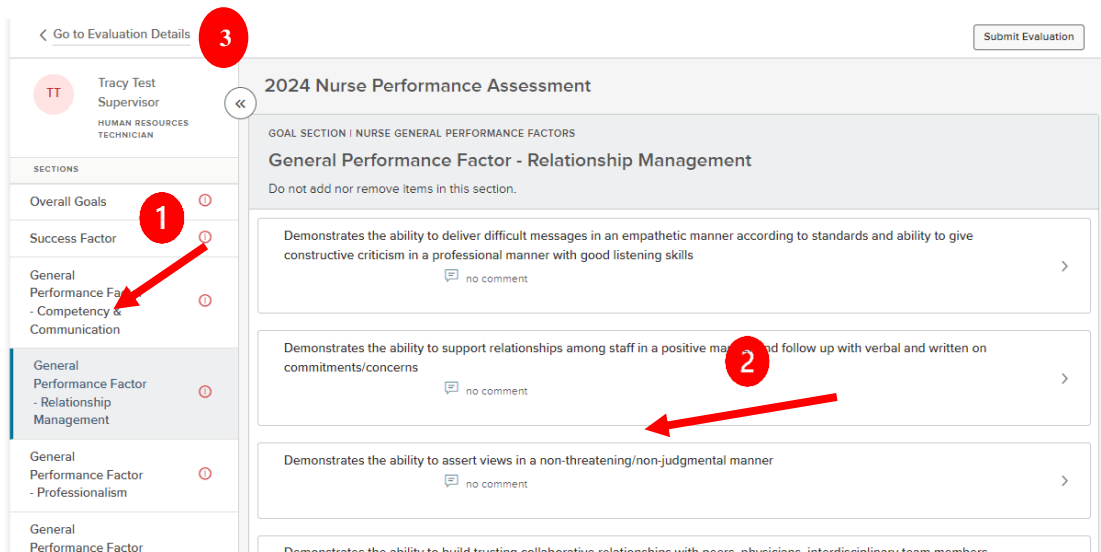
2. On the Performance page, you will see all tasks related to performance evaluations, select the rating task for your direct report(s):




3. The link redirects to the rating form.
 - a. To leave the rating form and return to the “evaluation detail” page, select **“Go to Evaluation Details”**
 - b. To **view the contents of the various sections, click the specific section name to the left.** Note that required rating areas have an alert symbol. If you entered goals/professional development activities for the supervisory nurse, these should also now be rated.



4. To rate an item, (1) select the section name and then (2) an item *within* a section:



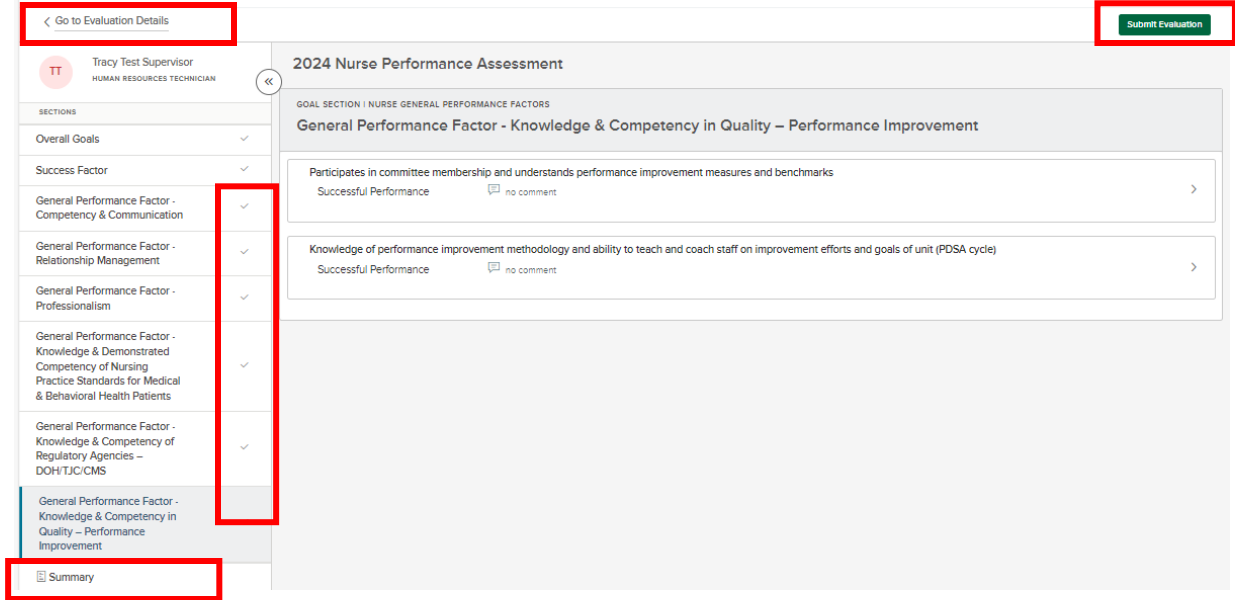
5. Notice the red alert symbols  indicating that the section must be completed before moving forward with the process. Again, if you entered goals/professional development/extra duty information for the deputy, these should also now be rated.
6. To leave the rating area and return to the evaluation detail page, select (3) **“Go to evaluation details”**

7. Upon selecting the item name to be rated, the rating card fly-out appears:

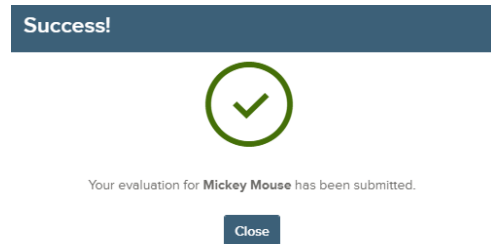
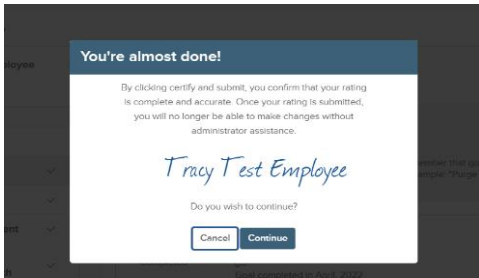
The screenshot displays a performance rating interface. At the top, a blue header bar contains the text "GOAL SECTION General Performance Factor - Knowledge & Demonstrat..." and navigation buttons: "< Prev", "Next >", and "Done". The main content area is titled "Nursing assessments/reassessments are complete, accurate, timely...". Below the title, there is a "RATING SCALE" section with three options: "Exceptional Performance" (checked), "Successful Performance", and "Needs Improvement". A "COMMENTS" box contains the text "Test supervisor's reporting is exceptional- very detail oriented." and a "Show descriptions..." link. On the right side, there is a "Feedback Entries" sidebar with a search bar and a list of entries: "Reviewer Entries" (1 entry) and "Check-in Entries" (2 entries each). Red circles 'a', 'b', and 'c' highlight the "Tracy Test Supervisor" entry, the "Show descriptions..." link, and the "Next >" button respectively.

8. The (a) “**Feedback Entries**” appear on the right side of the rating card. If available, you see **Check-In Entries** (from the interim check-in), and “**Reviewer Entries**” (your direct report’s self-rating).
9. You see a **Rating Scale**; to view a description of each rating value, select the (b) “**Show descriptions**” link and an informational flyout appears.
10. Select your rating and type any text into the **Comments** box as desired. If a comment is required, the box is highlighted in red. While rating, the system auto saves all progress made. If needed, you may exit out of the rating card and resume rating at a later time.
11. To move to the next rating item, click (c) “**Next**” in the top right corner or if you need to review an earlier rating, select “**Prev**”.

12. Once all required ratings and/or comments are complete, select the “**Submit Evaluation**” button in the top right corner. Note that all of the red alert symbols have become green checkmarks.
13. To print the current state of the review for the meeting with your direct report to go over your ratings, select the “**Summary**” section on the “evaluation detail” page, and then select “**Print Current State**”.



14. After submitting, you will get a confirmation message. Once the review is submitted changes can no longer be made at this point without the assistance of HR. **If further changes are needed, click “Cancel”.** Otherwise, select “**Continue**”.



DO NOT UTILIZE THE “Go to Task” immediately after completing your rating as you have not held the meeting yet- which is the next task/step in the process.

Once you have completed the final rating, you must meet with your direct report to:

- a) Discuss the results of the annual review just completed.
- b) Discuss the level of future performance expected, the rating criteria, and/or goals for the next review period.
- c) Provided career counseling relative to potential advancement, specialized assignments, and training needs.

You should now alert the Nurse Manager that ratings are complete in case s/he would like to enter comments.

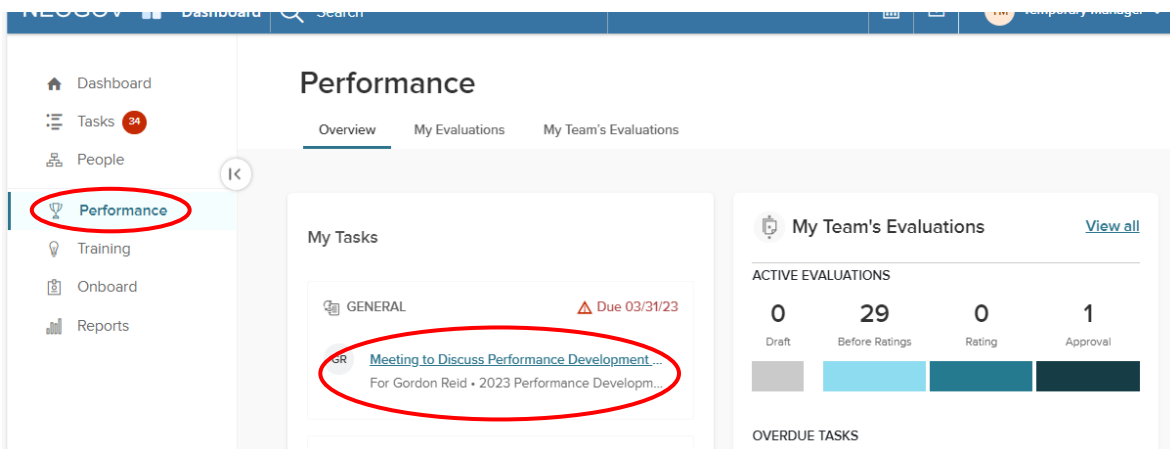
QUICK GUIDE – Final Meeting and Sign-off – Your Final Step

Once you hold the meeting with your direct report, it is time for you to acknowledge the final review meeting and sign-off on the final version. **This is also the time when you can make changes to your ratings and view the nurse manager’s comments- if any were entered.**

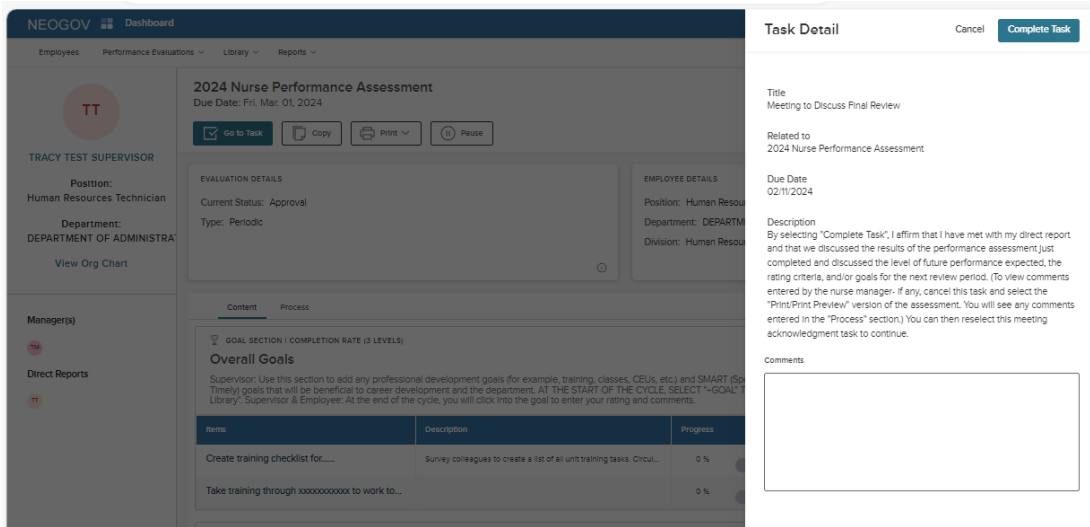
TIP

Recall from the process flowchart that the Nurse Manager has the *option* to make comments on the performance appraisal after both you and your direct report have completed your respective ratings. To view his/her comments, if any were entered, you will need to look at the assessment in print/print preview format. To do so, select “My Team’s Evaluations” on your “Performance” dashboard, select the employee’s current performance assessment and you will see a print icon at the top of the plan. Return to your “Performance” dashboard to select and continue with the final milestone tasks. **If you experience an error when attempting to print, allow pop-ups from NEOGOV in your browser settings. Utilizing MS Edge browser is not recommended while using NEOGOV.*

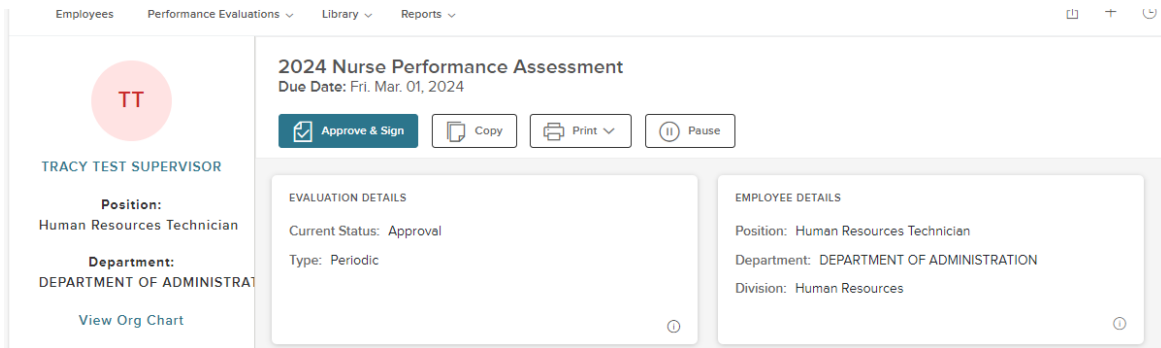
1. Select “Performance” from the left menu of your dashboard. Click the **Meeting** task from the task list.



2. A fly-out appears; you can enter any comments in the comments box such as the date you held the meeting.
3. By selecting “Complete Task”, you are affirming that you met with your direct report and discussed your respective ratings.



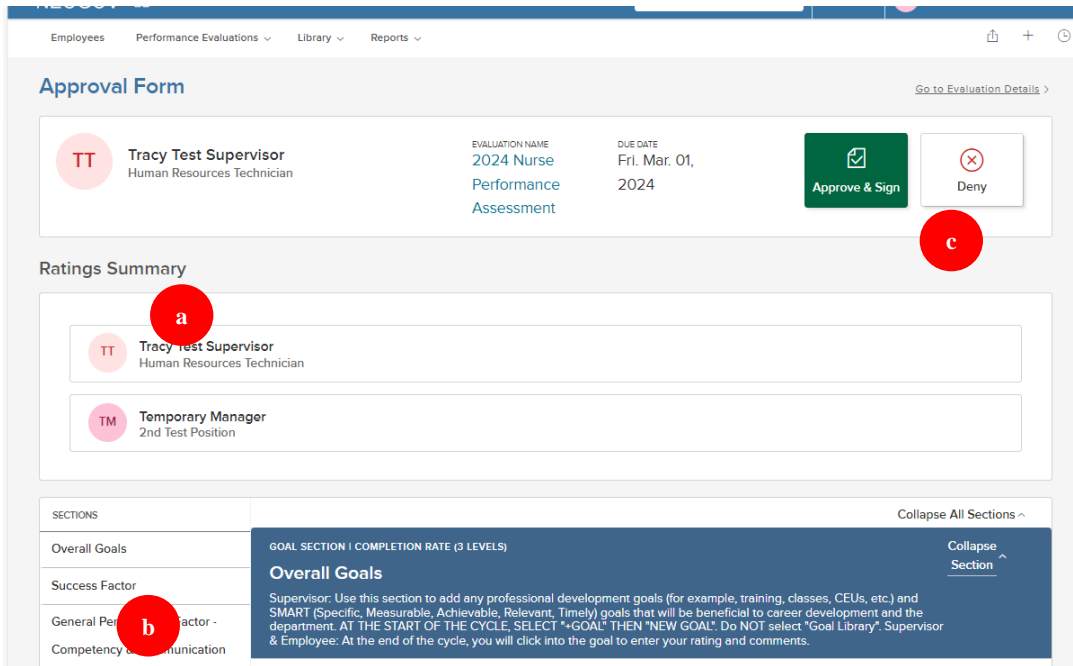
2. This is *immediately* followed by your final signature task.



TIP!

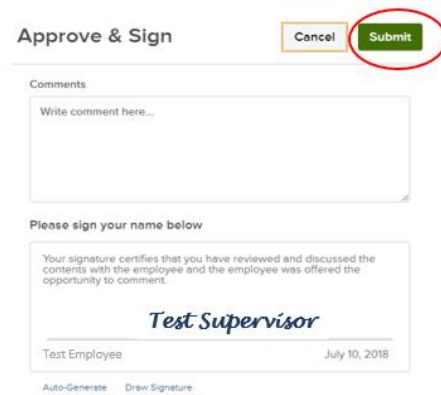
To make changes to the performance review, select “Deny” in the top right corner of the approval screen to re-open the rating task. Once it is resubmitted, all approvals and signatures are re-triggered

3. The approval/signature page displays with the full performance review details:



- a) **“Rating Summary”**: displays all raters (you and the deputy)
- b) You can navigate through the various **Sections** by clicking on the specific section name.
- c) **To make changes, select “Deny” to re-open the rating task.** Once denied you may make changes to your ratings. Once re-submitted, all subsequent steps, are re-triggered. Otherwise, select **“Approve & Sign”**.

Once you select the **sign** button, a fly-out appears.



4. Enter in any comments, sign and submit. The system will create an electronic signature for you, but if you’d prefer to create your own signature with your mouse, click “Draw Signature” underneath the signature line.

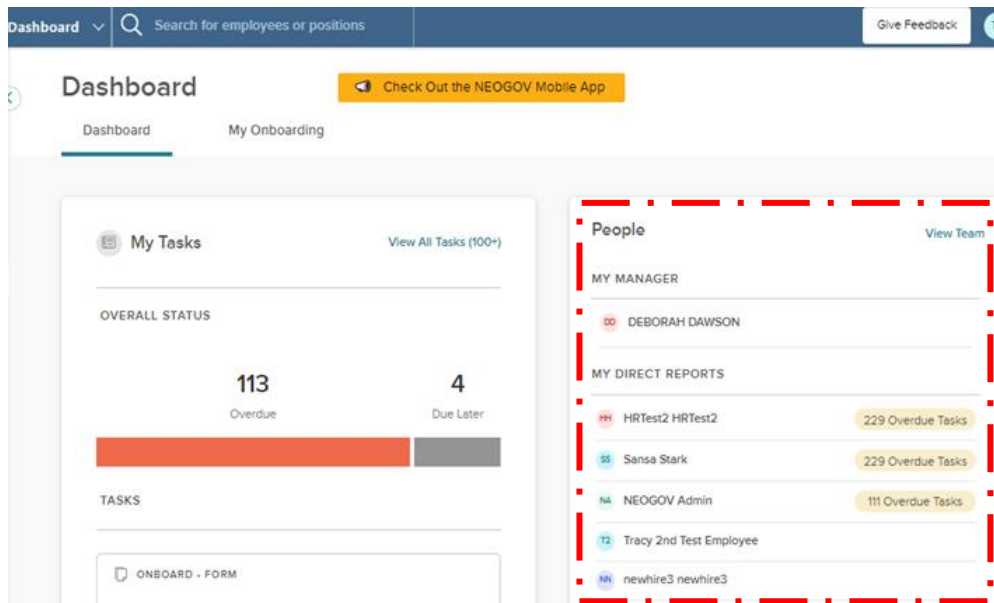
Congratulations! You have now completed *your* very last step in the current cycle and the performance review will be archived in the NEOGOV system.

It is now time for your direct report to 1) also acknowledge the final meeting, and 2) to sign-off to acknowledge awareness that your ratings are available for viewing. Please alert him/her that you have completed your steps and it time for him/her to now due the same.

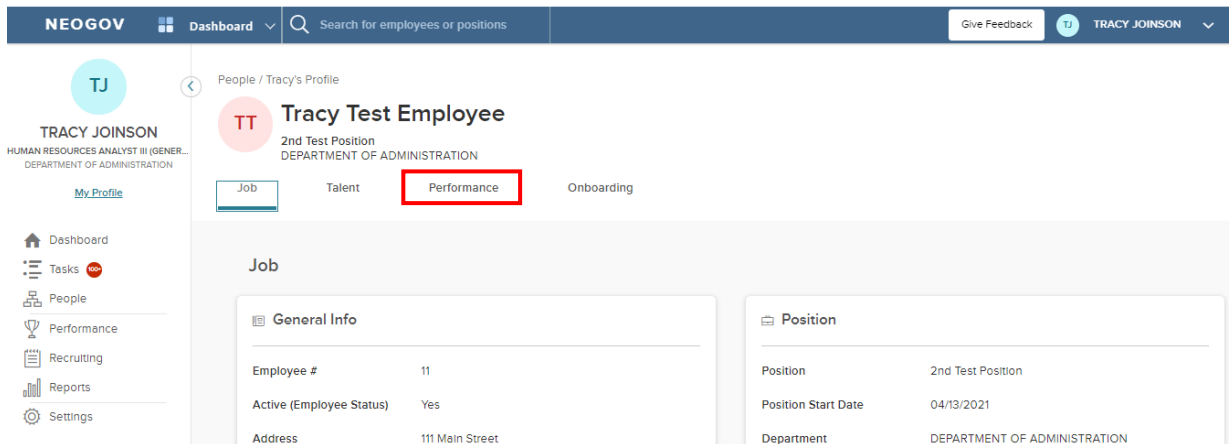
Once your direct report signs to acknowledge the meeting and your ratings, you will receive an email notification that the process is complete.

You may review it at any time in the future by going into the employee’s profile under the “People”/“My Direct Reports” section of your *NEOGOV* dashboard:

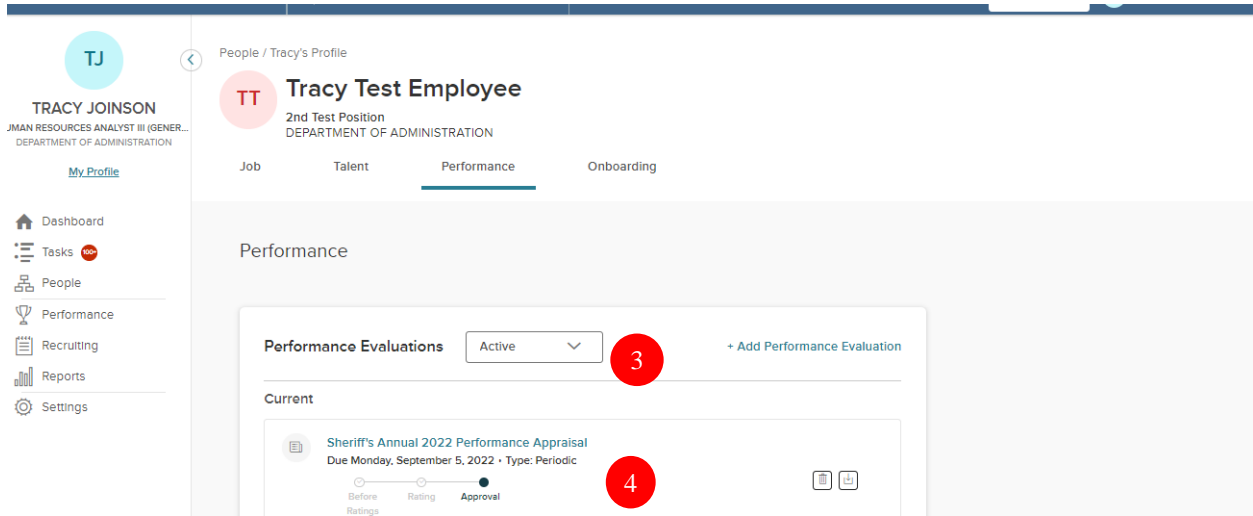
1. Select the employee from your list:



2. Click on “Performance” in the employee’s top menu:



3. You will need to change the drop-down menu from “Active” to “Completed”.
4. Select the performance appraisal link to view the full contents.



QUICK GUIDE - EDITING A PERFORMANCE ASSESSMENT

Occasionally, an employee's overall goals and professional development activities will need to be changed during the performance assessment cycle (i.e., employee transfers into your unit, new assignment, reorganization, etc.). In this case, you will need to edit the assessment form to reflect the employee's new responsibilities or the department's new priorities.

1. To do so, navigate to your **Performance** dashboard and click on the employee's *current* performance assessment under "**My Team's Evaluations**".

The screenshot shows the NEOGOV Performance dashboard. The user is Tracy Joinson, a Human Resources Analyst III. The dashboard displays a progress bar for 'My Team's Evaluations' with four stages: Draft (0), Before Ratings (0), Rating (0), and Approval (2). Below the progress bar, there is a table of 'All Evaluations'. The table has two rows: '2022 Performance Development Plan' (Due Tuesday, December 20, 2022) and '2023 Performance Development Plan' (Due Sunday, December 31, 2023). The '2023 Performance Development Plan' row is highlighted with a red box. The 'Performance' menu item in the left sidebar is also highlighted with a red box.

2. To edit the assessment, you will need to put it into a "draft" status. To do so, click "Pause".

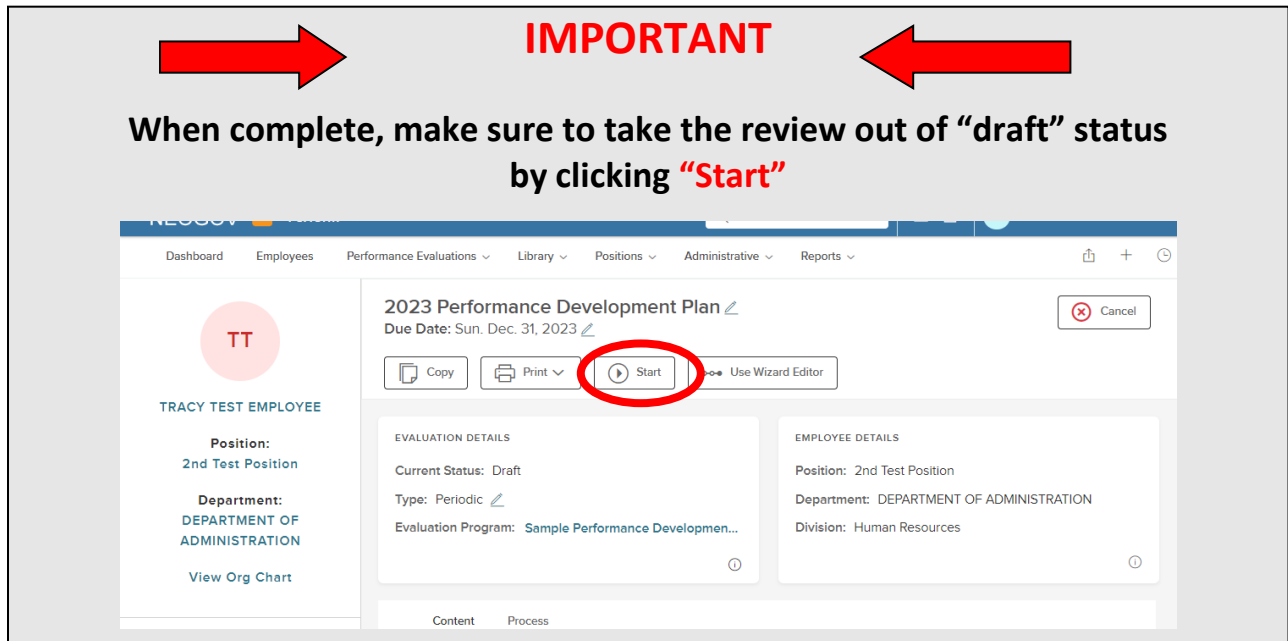
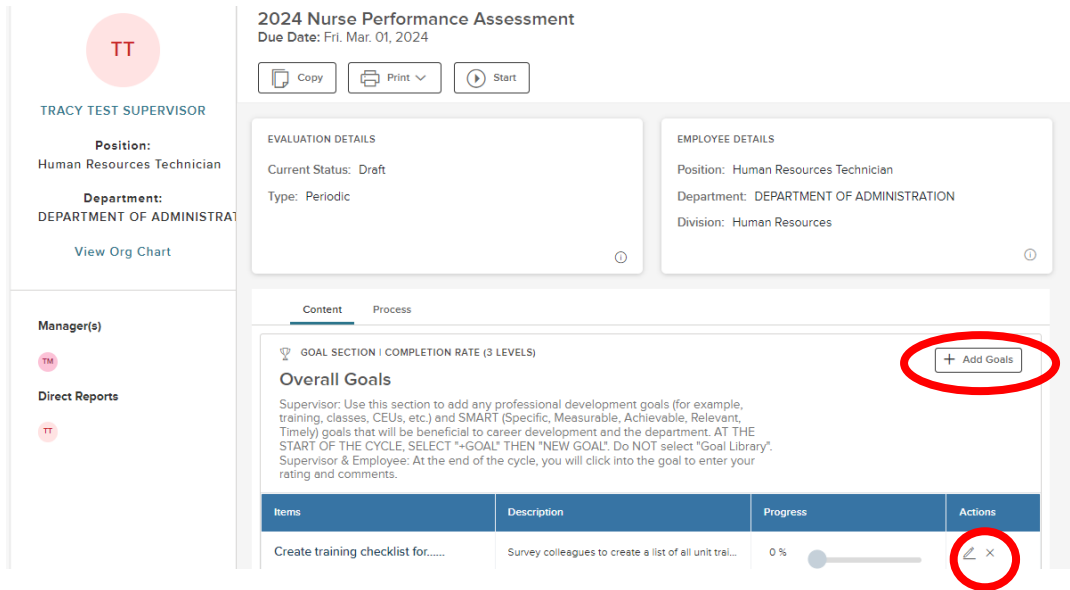
The screenshot shows the details page for the '2023 Performance Development Plan'. The page includes a 'Pause' button highlighted with a red box. The page also displays the employee's details (Tracy Test Employee) and the evaluation details (Current Status: Approval, Type: Periodic, Evaluation Program: Sample Performance Development...). The 'Pause' button is located in the top right corner of the evaluation details section.

3. Click "Continue" on the pop-up screen:

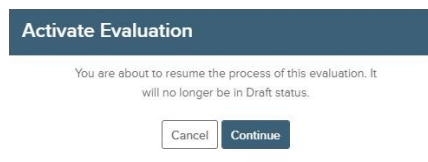
The screenshot shows a pop-up screen titled 'Pause Evaluation'. The message reads: 'You are about to place this evaluation into Draft status, and Process will be paused.' Below the message are two buttons: 'Cancel' and 'Continue'.

IMPORTANT – You may *not* remove any of the “performance factors” from the list; you may only edit/change/delete the overall goals/professional development activities content.

1. To add new content, follow the original “Adding” process (“+Goal”, then “New Goal”). To edit *existing* goals, click on the pencil icon to the right of the content, edit the content, and click “Save”.



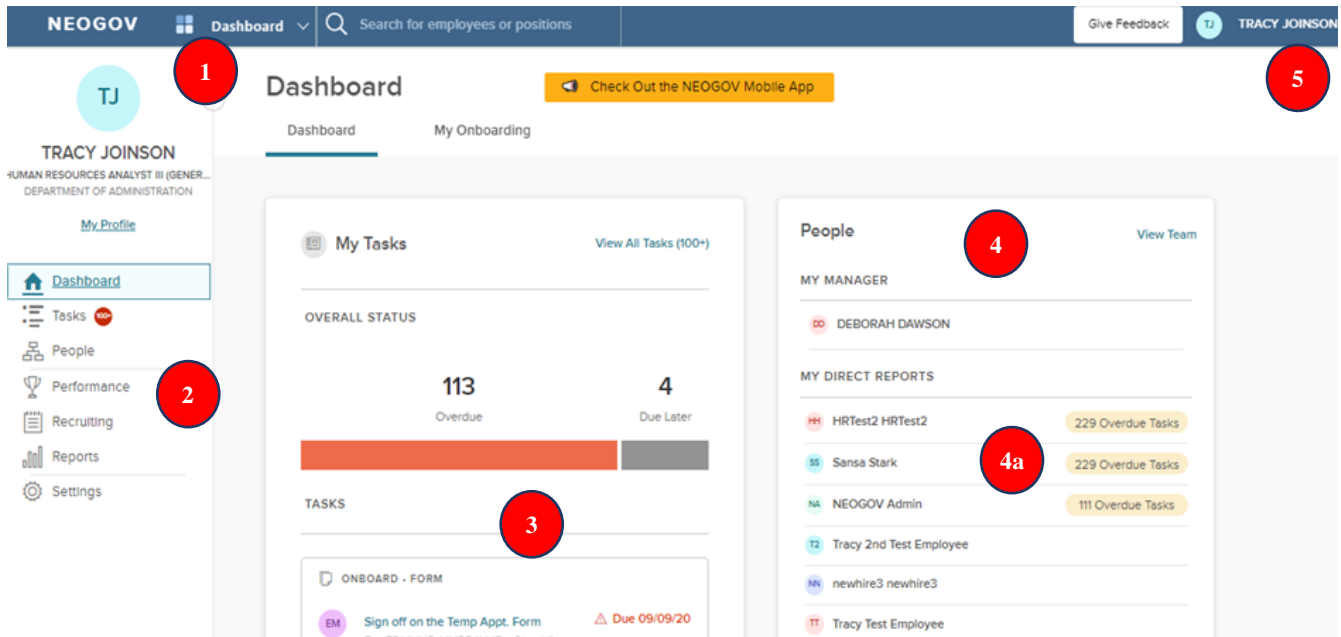
Click “Continue” on the pop-up screen:



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 “Tasks”; on this page, the tasks are not limited to performance, 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. NOTE: If “overdue” notifications go out to your direct report(s) through NeoGov, you may receive a carbon copy (“cc”) message as his/her direct manager; s/he will be listed as the “task assignee” in the email message.

If there is a discrepancy in your direct reports list, please contact the Performance Development Unit in HR at DOA.performance@hr.ri.gov

The screenshot shows the NeoGov user interface for a manager named Tracy Joinson. The top navigation bar includes the NeoGov logo, a dashboard menu, 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+ notification), People (highlighted with a red box), Performance, Recruiting, Reports, and Settings. The main content area is titled 'People' and has 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 count of overdue tasks. For example, 'Tracy 2nd Test Employee' has 0 overdue tasks, while 'NEOGOV Admin' has 111. Below the cards are 'Sort' and 'Filters' controls, and a search bar for names or titles.

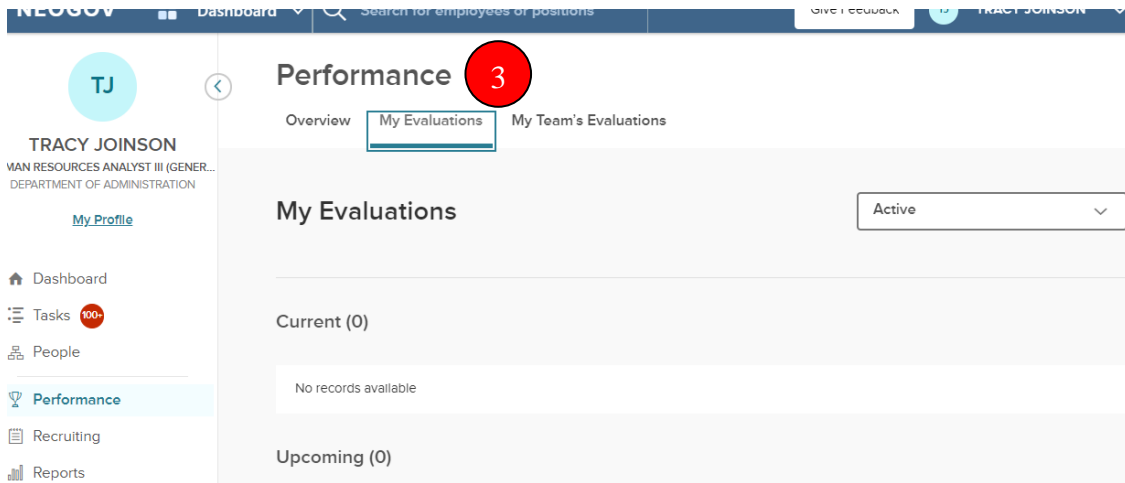
Performance Menu

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

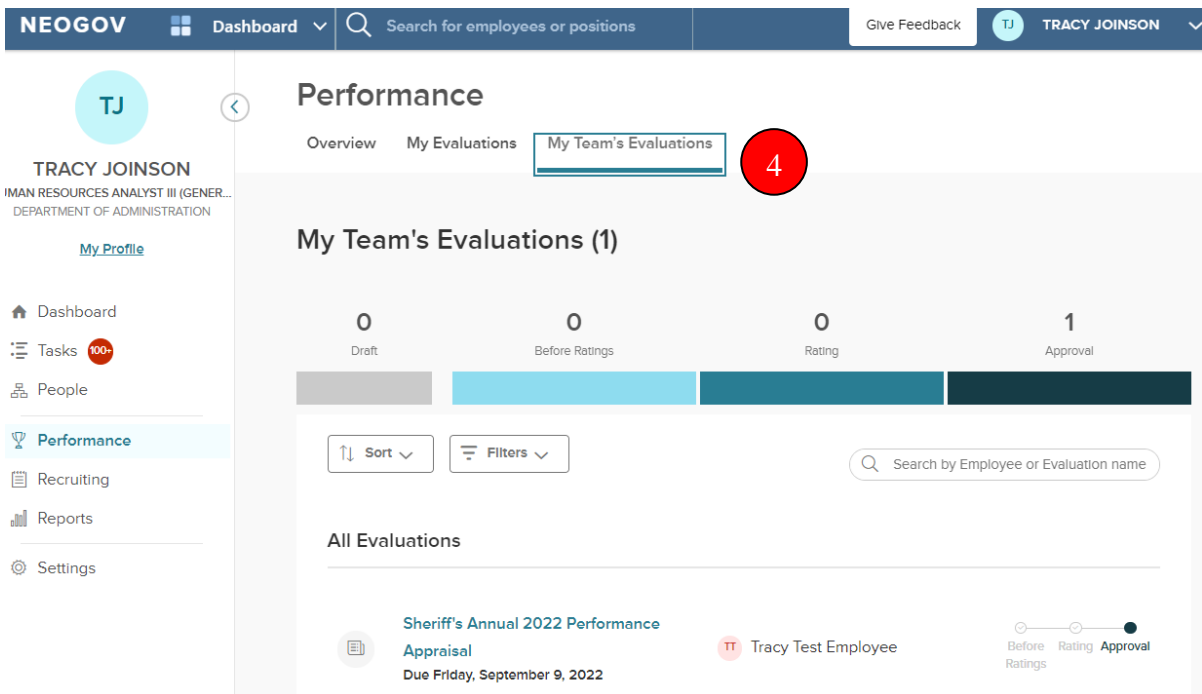
1. Any tasks related to performance evaluations that require your action appear in “**My Tasks**”. To **complete a task**, select the task link to be re-directed to the task.
2. The “**My Team’s Evaluations**” box provides a status grouping of all of your tasks, including any overdue tasks. You can select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

The screenshot shows the NEOGOV Performance dashboard 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 and initials (TJ). The left sidebar contains navigation options: My Profile, 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" with a red circle containing the number "1" and a due date of "Due Thursday". The task description is "Approve and Sign Sheriff's Annual 2022 Pe... For Tracy Test Employee - Sheriff's Annual 2...". The "My Team's Evaluations" section shows a bar chart for "ACTIVE EVALUATIONS" with four 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 is a section for "OVERDUE TASKS" with a large circular indicator showing "0 Overdue".

3. **My Evaluation** – a link to your own current BHDDH nurse assessment or performance development plan (PDP 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 assessments/PDPs (if any).



4. **“My Team’s Evaluations”** displays all active assessments 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.