NEOGOV PERFORM: BHDDH *NURSE USER GUIDE



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

*For the purpose of this guide, the user ("Nurse") is a nurse in a supervisory role.

Table of Contents

OVERVIEW & PROCESS	1
GETTING STARTED - Login	2
QUICK GUIDE - Acknowledging Your Performance Appraisal	3
QUICK GUIDE – Interim Check-in	5
QUICK GUIDE – End of Cycle Self-Rating	8
QUICK GUIDE – Final Review Meeting and Signature	11
NEOGOV OVERVIEW	14
Navigating the Dashboard	14
My Tasks	. 15
People Menu	. 16
Performance Menu	. 17

Before You Use This Guide

Performance Development in HR may need to send you an activation link to activate your account if you have <u>never</u> 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 accomplishments, and collaborate on goals to improve performance and help achieve the division's objectives.

The Process



The first *required* step for you, the nurse in a supervisory role, is at the very beginning of the cycle- when you will meet with your supervisor. Your supervisor will notify you of the meeting.

- At this meeting, you will discuss the evaluation criteria you will be rated on at the end of the cycle (expectations), and a discussion about your career goals and what steps you can start taking in terms of annual goals and professional development to get there.
- Once you have met, your supervisor will document the meeting in NeoGov and enter any overall goals and professional development activities you discussed.

The second step for you, at the mid-cycle point, is the "interim check-in" meeting and report. During this meeting, you and your supervisor will discuss progress related to performance factors and other professional development activities. Changes to your goals, if needed, can also be made at this time.

GETTING STARTED – LOGIN

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

Enter your *username and password then click Log In:

activated.

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

NEOGOV			
Username			
1			
Password			
All fields are required			
Log In			
Forgot your username or password?			

Usemai	ne	
Email		
First Na	me	
Last Na	me	
What's	3 + 5?	

QUICK GUIDE - Acknowledging Your Performance Appraisal

At the very start of the annual cycle, after your supervisor has entered the content discussed in your meeting, your supervisor should let you know that it is ready for you (you may also receive an email notification from NeoGov) to go into NEOGOV *Perform* to acknowledge the content of your review, or in other words, you are aware of what you will be evaluated on by your supervisor at the end of the cycle.

1. Upon logging-in, you will land on your NeoGov dashboard. Once logged-in click on "**Performance**" in the side menu:

н	FRACY JOINSON	Dashbo	bard		
DEP	(GENERAL) ARTMENT OF ADMINISTRATION My Profile	Dashboard	My Onboarding		
A	Dashboard			People	View Team
:Ξ	Tasks 🚥	I My	Tasks View All Tasks (100+)	MY MANAGER	
옪	People	0.55411	67471.0		
Ŷ	Performance	OVERALL	STATUS	JW JENNIFER WILSON	
	Recruiting		116	MY DIRECT REPORTS	
al	Reports		Overdue	HH HRTest2 HRTest2	254 Overdue Tasks
0	Settings			SS Sansa Stark	254 Overdue Tasks
		TASKS		NA NEOGOV Admin	116 Overdue Tasks

2. Click into the Sign task from the "My Tasks" section of your dashboard:

NEOGOV 📑 Dashi	board Q Search		TS Tracy Test Supervisor 🗸
A Dashboard	Dashboard		
asks ● 品 People	Tasks <u>View All (2)</u>	Quick Actions	
	To-Do (1) Overdue (1)	Browse Training Catalog	>
ଡ଼ Training ଞ୍ରି Onboard	View my tasks related to: All Myself My Direct Repor	 View my training record 	>
📶 Reports	PERFORMANCE · EVALUATION Due Today		
	TS Sign 2024 Nurse Performance Assessment for Tracy For you • 2024 Nurse Performance Assessment	People MY MANAGER	<u>View Team</u>
		TM Temporary Manager	
		MY DIRECT REPORTS	
		TT test test	0 Overdue Tasks

3. You should review the content of the assessment before submitting your signature. Click on a (a) **Content Section** on the left to display the items within that section which will display on the right.



- 4. To sign, click the (b) "Sign" button:
- 5. A fly-out will appear:

Acknowledgment For	m			Write comment here	
TT Tracy Test Super	visor	EVALUATION NAME 2024 Nurse	due date Fri. M		
Human Resources Technician		Performance	2024		
		Assessment			
Content				Please sign your name below	
SECTIONS				I have reviewed and understand the	content of my performance
Overall Goals	GOAL SECTION I COMPL			development plan or performance re	eview.
Susses Foster	Overall Goals			+ +	
Success Factor	Supervisor: Use this s		ment goals (fo	Tracy Test	Supervisor
General Performance Factor -	(Specific, Measurable, THE START OF THE C	Achievable, Relevant, Timely) goals the YCLE, SELECT "+GOAL" THEN "NEW G	DAL". Do NOT	Tracy Test Supervisor	February 06, 2024
Competency & Communication	of the cycle, you will c		id comments.	, , , , , , , , , , , , , , , , , , , ,	,
	Name			Auto-generate Draw signature	

6. Comments may be entered. NEOGOV auto-generates an electronic signature. Select "**Submit**" *NOTE: Any comments entered will appear on the performance appraisal printout when saved.*

Once this is done, the task is removed from the "**Current**" task section of the dashboard. Your next milestone will be at the mid-point of the review period- the interim check-in.



QUICK GUIDE – Interim Check-in

- 1. You will receive an email notification that the interim check-in milestone is approaching, however the first step is for your supervisor to schedule a meeting with you to discuss your progress related to the content of your performance assessment template.
- After the meeting is held and your supervisor completes his/her two tasks related to this milestone
 (1) document the meeting the two of you had, and (2) complete the interim check-in "form", you will then *also* need to complete the interim check-in "form.
- 3. Navigate to your NeoGov dashboard, select "Performance" from the left menu:

TRACY JOINSON HUMAN RESOURCES ANALYST III (GENERAL) DEPARTMENT OF ADMINISTRATION <u>My Profile</u>	Dashboard Dashboard My Onboarding	
 A Dashboard 	My Tasks <u>View All Tasks (100+</u>)	People <u>View Team</u> MY MANAGER
Performance	OVERALL STATUS	JENNIFER WILSON
Reports	116 Overdue	HH HRTest2 HRTest2 254 Overdue Tasks
Serrings	TASKS	SS Sansa Stark 254 Overdue Tasks NA NEOGOV Admin 116 Overdue Tasks

4. Select "Interim Check-in" task from your Performance dashboard:

S LT	Performance		
TRACY JOINSON	Overview My Evaluations My Team's Evaluations		
HUMAN RESOURCES ANALYST III (GENERAL)			
DEPARTMENT OF ADMINISTRATION My Profile	My Tasks	My Team's Evaluations	View all
♠ Dashboard		ACTIVE EVALUATIONS	
Ξ Tasks 🚥	CHECK IN Due 10/01/23	0 1 0	1
器 People	TE Interim Check-In	Draft Before Ratings Rating	Approval
<u> </u>	For Trony Toxi Employee 2023 Performance Berela.		
🗒 Recruiting		OVERDUE TASKS	
III Reports		For all evaluations in <u>all statuses</u> ~	
			Approve and

Although the check-in form will ask you to comment on the status of each content area (performance factors, goals, etc.), 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, scroll to "My Evaluations" on your "Performance" dashboard, select the current performance development plan and 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. Utilizing MS Edge browser is not recommended while using NEOGOV.*

- 5. A fly-out appears; you must enter a status report into the two text boxes- first for the performance factors and then any overall goals and professional development.
- 6. Once complete, select "Publish" (a)



7. Note – if you would like to view the comments your supervisor entered during his/her interim check-in, you must leave your performance review. Go to your NeoGov dashboard (click on the NeoGov logo) and select "Performance" on the left menu and then "My Evaluations", and then select your current performance review:

*	Dashboard Tasks 🚹	Performance Overview My Evaluations My Team's Evaluations
*	People Performance	My Evaluations
() ()	Training Onboard	Active V
al.	Reports	Current (1)
		2024 Nurse Performance Assessment Due Friday, Mar tit 2024 Statual Before Rainings

8. Select "Print", and then "Print Preview:

Employees Library \vee			<u>ئ</u> 8	- +
тт	Sheriff's Annual 2024 Performance A Due Date: Sun. Dec. 31, 2023	ppraisal		
Position: 2nd Test Position Department: DEPARTMENT OF ADMINISTRA View Org Chart	Print Breview EVALUATION DENIL Current Status Type: Periodic	Current user's security settings OVERALL RATING Pending O	EMPLOYEE DETAILS Position: 2nd Test Position Department: DEPARTMENT OF ADMINISTRATION Division: Human Resources	Ō
Manager(s)	Content Process V Goal section Text only Goals, Professional Development,	Additional Duties/Assignments		
	Items Add Items by selecting "+Goal", "New Goal"	Description You may use this section to add goals for the coming year and/or document any pr	Progress	

9. Scroll towards the bottom of your review and you will see the "Check-in Forms" comments entered by your supervisor for your overall goals and professional development activities and performance factors sections:

NEOGOV 📰 Dashboard	🔍 Search 🛛 🖾 🗍 Tracy Test Employee
Employees Library ~	ů 🛚 + (
TT Tracy Test Employee 2nd Test Position	
Settings General information Raters They Test Employee They Test Supervisor Content Goals, Professional Development, Adottonal Dutes Assignments Dutes Assignments Performance Factors - Ri Sheriff's Dept Notes & Attachments Notes & Attachments Process	Written Communication/Report Writing Reports are properly organized, in the proper format, and necessary elements are included and are properly analyzed. Conclusion and recommendations are valid and supported by report correct: Commar and spelling errors are minimal. Reports are clear, concise, and easily understood. Forms are complete and accurate, minimizing need for correction. Written documents submitted in a timely manner. Forms are neet and legible. Forms are complete and accurate, minimizing need for correction. Written documents submitted in a timely manner. Forms are neet and legible. Reak Rating Comment Tracy Test.Employee Tracy Test.Employee Tracy Test.Supervisor Constant of the program of the pr
	Protect is Section 1 Text Andy Check-In Forms By Tracy Test Supervisor Tracy Test Supervisor Check-In Date: Oct. 25, 2023 Mid-cycle Check-In IP Deputy Tracy Is
	Goals, Professional Development, Additional Duties/Assignments

10. To return to your check-in task, select "Go to Evaluation Details" at the top of your review:

NEOGOV 👪 Dashboard		Q Search	🛛 🖾 🤠 Tracy Test Employee 🗸
Employees Library ~			± ≡ + ⊙
TT Tracy Test Employee 2nd Test Position	Print Preview		Go To Evaluation Details
Settings General Information Raters Tracy Test Employee	Tracy Test Employee Shertf's Annual 2024 Performance Appraisal Due Date: Sun, Dec 31, 2023		Direct Manager: Tracy Test Supervisor
Tracy Test Supervisor	General Information		

QUICK GUIDE – Final Milestone - Self-Rating

At the end of the cycle, you will receive a notification that it is time for you to complete a self-rating. *After you have done so*, your supervisor will receive a notification that it is time for him/her to complete his/her final/end-of-cycle rating.

1. Log-in to NeoGov and select "**Performance**" from the left menu:

TJ (TRACY JOINSON HUMAN RESOURCES ANALYST II (GENERAL) DEPARTMENT OF ADMINISTRATION <u>My Profile</u>	Dashboard Dashboard My Onboarding	
 ▲ Dashboard 三 Tasks @ 器 People 	lllllllllllllllllllllllllllllllllllll	People <u>View Team</u> MY MANAGER
Performance	OVERALL STATUS	JENNIFER WILSON MY DIRECT REPORTS
Settings	TASKS	HH HRTest2 HRTest2 Z54 Overdue Tasks SS Sansa Stark Z54 Overdue Tasks NA NEOGOV Admin 116 Overdue Tasks

2. Click on the task to complete your (Self)-Rating.

♠ Dashboard	Dashboard		
: Tasks 1 몲 People	Tasks <u>View All (2)</u>	Quick Actions	
♀ Performance	To-Do (1) Overdue (1)	Browse Training Catalog	>
Training	View my tasks related to: All Myself My Direct F Myself	View my training record	>
Reports	Y PERFORMANCE • RATING Due Friday		
	Rating For Tracy Test Supervisor's 2024 Nurse P For you • 2024 Nurse Performance Assessment	People MY MANAGER	<u>View Tear</u>
		Temporary Manager	
		MY DIRECT REPORTS	

- 3. Navigate to the side bar to begin rating. Notice the red alert symbols △ indicating that the section must be completed before moving forward with the process. It content was entered for the goals section, these should also be rated.
- 4. To rate an item, click (a) a section title and then (b) an item *within* a section, and a fly-out of the **Rating Card** appears (see below for further information).
- 5. To leave the rating card and return to the evaluation detail page, select (c) **"Go to evaluation details"**
- 6. Once you click on an item (b), a rating form and comment box will appear.

Employees Performan	e Evaluations 🗸 Library 🗸 Reports 🗸	+ (Э
✓ Go to Evaluation Details	C Submit Eva	luation	
TT Tracy Test Super HUMAN RESOURCES	isor a 2024 Nurse Performance Assessment		
SECTIONS	GOAL SECTION I COMPLETION RATE (3 LEVELS) Overall Goals		
Overall Goals Success Factor	a Supervisor: Use this section to add any professional development goals (for example, training, classes, CEUs, etc.) and SMART (Specific, Measural Achievable, Relevant, Timely) goals that will be beneficial to career development and the department. AT THE START OF THE CYCLE, SELECT "+G 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 a	ole, GOAL" Ind	
General Performance Factor - Competency & Communication	Create training checklist for		
General Performance Factor - Relationship Management	©	>	
General Performance Factor - Professionalism	Take training through xxxxxxxxx to work towards xxxxxxxxx certification	>	
General Performance			

- 7. If the comment box is outlined in red, comments are required. You see a **Rating Scale.** To view a description of each rating scale value, select the (a) "**Show descriptions**" text and a flyout appears with detailed information. Select your self-rating. Note that entries from the interim check-in are available to view on the right (b).
- 8. Select "**Next**" to move to the next rating item (c).
- 9. When you have finished self-rating *all* items, select "**Done**" (d).

GOAL SECTION Verall Goals		C Next > Done
Create training check Survey colleagues to create a list of a to supervisors by 12/31. • Fields are required.	klist for	Search Feedback Entries Check-in Entries - Tracy Test Supervisor 2 entries Select one General Performance Factors
RATING SCALE *	COMMENTS	Tracy Test Supervisor 2/6/24, 5:20 PM
Show description	B i U A: = = = ¶: GD	Herr desing great with all of the performance forces but am working on more frequent communication with my peers. Image: The second sec

- 10. On the next screen, you can click "**Summary**" on the left side "Section" list and scroll to double check that all of your ratings and comments are what you intended. If you have missed anything, you will see the alert symbol in red next to the respective section; click into the section to address what is missing.
- 11. To print the current state of the performance assessment for your upcoming meeting with your supervisor, select the "Summary" section on the "evaluation detail" page, and then select "Print Current State".
- 12. Once all required ratings and/or comments are complete, select the "Submit Evaluation" button in the top right corner. (Notice the alert symbols have become green check marks indicating everything is complete).

Employees Performa	nce Evaluation	s v Library v Reports v	<u>с</u> ь +	G
Go to Evaluation Details	5		Submit Evaluation	
TT Tracy Test Supe HUMAN RESOURCES TECHNICIAN	ervisor («	2024 Nurse Performance Assessment		
SECTIONS Overall Goals	<u> </u>	goal section I NURSE general Performance Factors General Performance Factor - Knowledge & Competency in Quality – Performance Impl	rovement	
Success Factor	~	Participates in committee membership and understands performance improvement measures and benchmarks		
General Performance Factor - Competency & Communication	~	Successful Performance 🛱 no comment	>	
General Performance Factor - Relationship Management	~	Knowledge of performance improvement methodology and ability to teach and coach staff on improvement efforts and goals of unit (PDSA cycle) Successful Performance 🛛 no comment	>	
General Performance Factor - Professionalism	~			
General Performance Factor - Knowledge & Demonstrated Competency of	Ĵ			ľ

13. You will receive a confirmation message. Once it is submitted changes can no longer be made without the assistance of HR. If further changes are needed, click "**Cancel**". Otherwise, select "**Continue**".



Once your self-rating has been successfully submitted, your manager will receive an email notification from NeoGov that you have completed the task and s/he will then complete his/her rating.

QUICK GUIDE – End of Cycle Meeting and Signing Your Final Assessment

After your supervisor has completed the rating step, and after the meeting has taken place, you will sign-in to NEOGOV to 1) acknowledge the meeting, and 2) enter your final sign-off.

To acknowledge the meeting:

1. Sign-in to NEOGOV and navigate to your **Performance** dashboard to click on the meeting task to acknowledge the meeting:

 ▲ Dashboard 금 Tasks ● ▲ People 	Overview My Evaluations My Team's Evaluations	
Performance ♥ Training Image: Second seco	My Tasks B EVALUATION Due 01/25/24	My Current Evaluation My Evaluations
	GENERAL Due Tuesday TS Meeting to Discuss Final Review For you - 2024 Nurse Performance Assessment	My Team's Evaluations View all ACTIVE EVALUATIONS 0 1 0

- 2. Select "Go to Task" on your performance review.
- 3. By selecting "Complete Task", you are acknowledging you met with your supervisor to discuss your respective final ratings.

NEOGOV 📲 Dashboard Task Detail	Cancel Complete Task
Employees Performance Evaluations Library Reports	
TT 2024 Nurse Performance Assessment Tale Meeting to Discuss Final Meet	Review
2014 Nurse Performance	e Assessment
TRACY TEST SUPERVISOR	Assessment
Evaluation Details Due Date	
Position: 02/13/2024	
Current Status: Approval	
Department: Type: Periodic Description	
DEPARTMENT OF ADMINISTRAT Selecting "Complete Tas	sk" indicates you have met with your supervisor(s)
and discussed this revie	ew. (To view comments entered by the nurse
View Org Chart O manager- If any, cancel t	this task and select the "Print/Print Preview" version
of the dissessment, how a section You can then a	eselect this meeting acknowledgment task to
Content Process Continue	concerns meeting decrowing ment task to
Manager(s)	
GOAL SECTION I COMPLETION BATE (3) EVELS Comments	
Direct Reports	
Supervisor: Use this section to add any professional development goals (fc and SMAPT (Sectific Measurable Activeship Belavent TimeArt and and and	
and the dependence AT THE START OF THE CYCLE SELECT *GOAL THE Library's Spensor & Employee: At the end of the cycle, you will click into comments.	
Items Description	
Create training checklist for	

TIP

Recall from the process flowchart that the Nurse Manager has the option to make comments on your performance appraisal after both you and your supervisor have completed your ratings. To view his/her comments, if any were entered, you will need to look at your assessment in print/print preview format. To do so, scroll to "My Evaluations" on your "Performance" dashboard, select the current performance assessment and you will see a print icon at the top of the plan. Return to your "Performance" dashboard to select the final sign-off task once complete. *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.

4. Acknowledging the meeting will be immediately followed by the new task, which is to sign your final assessment, you are directed to the signature task by clicking the "**Sign**" button. If you are not completing the signature task *immediately* after acknowledging the meeting, you will click on the signature task from your "**Performance**" dashboard.

Employees Performance Evaluatio	ns 🗸 Library 🗸 Reports 🗸			<u>ĉ</u> +	
TT TRACY TEST SUPERVISOR	2024 Nurse Performance As Due Date: Fri. Mar. 01, 2024	ssessment			
Position: Human Resources Technician Department: DEPARTMENT OF ADMINISTRA	EVALUATION DETAILS Current Status: Approval Type: Periodic		EMPLOYEE DETAILS Position: Human Resources Technician Department: DEPARTMENT OF ADMINISTRAT Division: Human Resources	TION	
View Org Chart		٥		0	
Manager(s) ne Direct Reports T	Content Process Image: Content Completion Completion Are (3 LEVELS) Overall Goals Supervisor: Use this section to add any professional development goals (for example, training, classes, CEUs, etc.) and SMAT (Specific, Measurable, 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 LUrary'. Supervisor & Employee: At the end of the cycle, you will click into the goal to enter your rating and comments.				
	ltems	Description	Progress	Rating	
	Create training checklist for	Survey colleagues to create a list of all un	nit trai 0 %	Completed	

- 3. Navigate through the **Sections** by clicking on the section name; scroll through each section to review the ratings and any comments entered by your supervisor.
- 4. Note that you are able to see your supervisor's ratings for each factor.
- 5. Once you are finished reviewing, select the "**Sign**" button.

imployees Performance Evaluations	✓ Reports ✓	đ
knowledgment Form		Go to Evaluation De
TT Tracy Test Supervisor Human Resources Technician	execution wate 2024 Nurse Performance Fri. Mar. 01, 2024 Assessment	5 [®] Sign
ings Summary		(1) View Other Approve
Tracy Test Supervisor Human Resources Technician		
TM Temporary Manager 2nd Test Position		
TM Temporary Manager 2nd Test Position		Collapse All Sections
Temporary Manager 2nd Test Position	GOAL SECTION I COMPLETION RATE (3 LEVELS)	Collapse All Sections Collapse
TM Temporary Manager 2nd Test Position	90AL SECTION I COMPLETION BATE (3 LEVELS) Overall Goals	Collapse All Sections Collapse Section
Temporary Manager 2nd Test Position cross erail Goals ccess Factor neral Performance Factor - Competency & mmunucation	onal, section i collectrion sate gl LEVELS; Overall Goals Supervisor: Use this section to add any professional development goals for example, training, dasses, CEUs, etc.) and 3MART Expectific, Measurable, Achievable, Refevant that will be beneficial to care development and the department. AT THE START OF THE CYCLE, SELECT ~GOAL" THEN "NEW GOAL" Do NOT select "Goal Library" Sup- Employee. At the end of the cycle, you will click into the goal to erter your rating and comments.	Collapse All Section: Collapse Section IL Timely) goals envisor &
Temporary Manager 2nd Test Position	904, SECTION I COMPLETION BATE (2) LEVELS) Overall Goals Supervisor: Use this section to add any professional development goals for example training. Classes: CEUs, etc.) and SMART Coverfic. Measurable, Achievable, Table and the department Art THE START OF THE CFCLE. SELECT - 4004; ThENT MEW GOAL: Do NOT select "Goal Larger", Supercent and any professional development and the START of THE CFCLE. SELECT - 4004; ThENT MEW GOAL: Do NOT select "Goal Larger", Supercent and any and Comments. Create training checklist for	Collapse All Section Collapse Section It. Timely) goals entition &
Temporary Manager 2nd Test Position	OPOL SECTION I COMPLETION BATE (2) LEVELS; Overall Goals Supervisor: Use this section to odd any professional development goals for example training classes; CEUs, etc.; and SMART Coverfic. Measurable. Achievable: Relevant implement and the exponent and the exponent. Create training to clearly to clearly the exponent and the exponent. Evelopment and the exponent a	Collapse All Section: Collapse Section 1, Timeby goals ervisor &
Temporary Manager 2nd Test Position trons teral Goals ccess Factor meral Performance Factor - Competency & mmunication neral Performance Factor - Relationship inagement neral Performance Factor - Professionalism neral Performance Factor - Professionalism	ONL SECTION I COMPLETION BATE (a) LEVELS) OVerall Goals Supervisor Use his section to add any professional development goals for example, training classes, CE Is, etc. and SMART Specific Measurable Achtenatic, Relevant that will be hereinable to caree development and the appartment. AT THE START CF THE CYCLE, SELECT -GOAL THEM YNEW GOAL Do NOT select "Goal Lonary". Supe Employee: At the end of the cycle, you will cick into the goal to enter your rating and comments. Create training checklist form Sinty consequest to verse a tot of alunt training tass. Circuite oral for addoes are exits by 71. Distribute final encedists to supervisors by 12.31. The Tracy Test Supervisor The Tracy Test Supervisor The Tracy Manager The Tracy Manager The Tracy Manager	Collapse All Sections Collapse <u>Section</u> t. Timely goals ervisor &
Temporary Manager 2nd Test Position crons veral Goels xccess Factor aneral Performance Factor - Competency & zmmunication aneral Performance Factor - Relationship anagement neral Performance Factor - Professionalism neral Performance Factor - Professionalism neral Performance Factor - Professionalism	Create training checkling for Supervisor Tracy Test Supervisor Tracy Test Supervisor Tracy Manager Temporery Manager Temporery Manager Good Section 1 Compress Compress Temporery Manager Compress Co	Collapse All Sections Collapse <u>Section</u> It. Timely goals ervice &

6. A fly-out appears with the signature box and an optional comment section. If you would like to draw your own signature using your mouse, click "Draw Signature" under the signature line.

	Q Search	Sign	Cancel	Submit
		Comments		
for TTE	DUE DATE Tue. Nov. 09, 2021	Write comment here Please sign your name below Your signature certifies that you have read the your supervisor has discussed its contents with the tyou have had an opportunity to record yet that you have had an opportunity to record yet. Tracy Test Employee Auto-Generate Draw Signature	e evaluation and that h you. It also certifie ur comments above loyee November 09, 20	:s :s :221

7. Once you have signed the assessment and selected, "Submit", an "Evaluation was acknowledged!" banner appears at the top of your screen. The review is archived in the NEOGOV system which you may review at any time in the future by going into the "My evaluations" section within the "Performance" menu of your dashboard.

PLEASE NOTE: Signing the review does not indicate that you agree with the contents, rather that you received and reviewed it. If you have any concerns about the contents, please contact the DOA Performance Development Team.

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.

NEOGOV 📑 Dashboa	ard Q Search for employees or positions			Give Feedback	Tracy Test Emplo 🗸
TT 1	Dashboard Dashboard My Onboarding				5
2nd Test Position DEPARTMENT OF ADMINISTRATION					
My Profile	My Tasks	View All Tasks (1)	People 4		
A Dashboard			MY MANAGER		
🗄 Tasks 🕚	OVERALL STATUS 3		Tracy Test Supervisor		
器 People 2					
Performance	1				
Recruiting	Due This Week				
Reports					
	TASKS				
		Due Today			
	Sign Sheriff's Annual 2022 Performance	Appraisal for Tr			

- 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 an org. chart of your reporting structure
 - d. **Performance** a page with helpful links related to your (past and current) performance review
 - 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 your supervisor and anybody who reports directly to you
- 5. Your Name: Access your NEOGOV profile, update your password, and sign out

My Tasks Menu

Any tasks that require your action appear in "**My 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 to access performance specific tasks.

NEOGOV B Dashboard	Ⅰ ∨ Q Search for employees or positions	
	To Do (100+) Completed (194)	
JMAN RESOURCES ANALYST III (GENER DEPARTMENT OF ADMINISTRATION <u>My Profile</u>	Only up to a 100 tasks can be displayed at a time. Complete tasks	s to load more.
↑ Dashboard	114	3
	Overdue	Due This Week
A People		
E Recruiting		
📶 Reports		Soarch
Settings	$\overline{\Xi}$ For Whom \checkmark	C Search
	Overdue (100)	
	D ONBOARD · FORM	
	EM Sign off on the Temp Appt. Form	▲ Due 09/09/20

People Menu

This page will display all your direct reports- if you have any, and your supervisor's name. 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 reporting structure, please contact the Performance Development Unit in HR at <u>DOA.performancedev@hr.ri.gov</u>

NEOGOV B Dashbo	oard $\ \lor \ Q$ Search for employees or positions	Give Feedback 🕖 TRACY JOINSON 🗸
TJ (TRACY JOINSON	People My Team My Pre-hires My Team's Tasks Org Chart E	imployee List
MAN RESOURCES ANALYS I II (GENER DEPARTMENT OF ADMINISTRATION <u>My Profile</u>	My Team	
✿ Dashboard Ξ Tasks @	Image: Solution of the solut	Q Search by Name or Position Title
 Performance ■ Recruiting 	Т2	111 Overdue Tasks
Reports	Tracy 2nd Test Employee 2nd Test Position	NEOGOV Admin CHIEF IMPLEMENTATION AIDE
Settings	Actions 🗸	Actions 🗸

Performance Menu

By selecting the "Performance" menu on the left, you will be brought to all activities related to your performance review.

- 1. Any current tasks that require your action appear in "**My Tasks**". To **complete a task**, select the task link to be re-directed to the task.
- 2. "My Current Evaluation" a link to your full evaluation with a status bar that displays where it is in the process.



Switching to the "My Evaluations" tab while in the "Performance" menu will also provide a link to your detailed current performance review. Note that there is a drop-down menu that allows you to view any past performance evaluations you have done in NEOGOV. Once you complete this current cycle, this performance evaluation will be viewable when you select "completed" in the drop-down menu.

NEOGOV 🔡 D	ashboard Q Search for employees or positions	Give Feedback TT Tracy Test Emplo 🗸
TT 《 Tracy Test Employee	Overview My Evaluations Journal Hub	
2nd Test Position DEPARTMENT OF ADMINISTRATION <u>My Profile</u>	My Evaluations	Active v
A Dashboard		
Ξ Tasks 🕚	Current (1)	
몲 People		
Performance	Sheriff's Annual 2022 Performance Appraisal	
E Recruiting	Due Monday, Sep 5th 2022 Status: Approval	
Reports		
	Upcoming (0)	
	No records available	