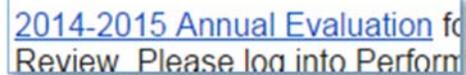


# NEOGOV: Performance Evaluation Basics (Employee)

## When An Evaluation is Ready for Review

1. Access your county email account.
2. Locate the email from [donotreply@neogov.com](mailto:donotreply@neogov.com) that indicates an *Evaluation is Ready for Review*.
3. Open the email and click the link with the title of the evaluation.



## Logging on to NeoGov

1. Launch your internet browser and go to [login.neogov.com](http://login.neogov.com). Your username will be your county email address (ex: [bblowfish@co.slo.ca.us](mailto:bblowfish@co.slo.ca.us))
2. Click on **Sign In** to begin.

**Note:** If you haven't logged onto NeoGov before, you'll need to activate your account. Email your payroll coordinator, the IT Service Desk, or call x2800 to request an activation email. You must open the email and activate your account within 24 hours. If you don't, it will expire and you'll have to make a new request.

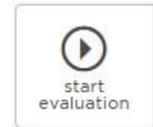
## Forgot Your Password?

1. Go to [login.neogov.com](http://login.neogov.com).
2. Enter your username in the first box. Your username will be your county email address (ex: [bblowfish@co.slo.ca.us](mailto:bblowfish@co.slo.ca.us))
3. Click the **Forgot your password?** link.
4. You will be taken to a page where you can reset your password.

5. You will be sent a link in your email to reset your password.
6. Click the link and follow the instructions.

## Starting the Performance Evaluation

1. Open the performance evaluation and click under the Performance Evaluation Detail section.
2. Click the **Continue** button.

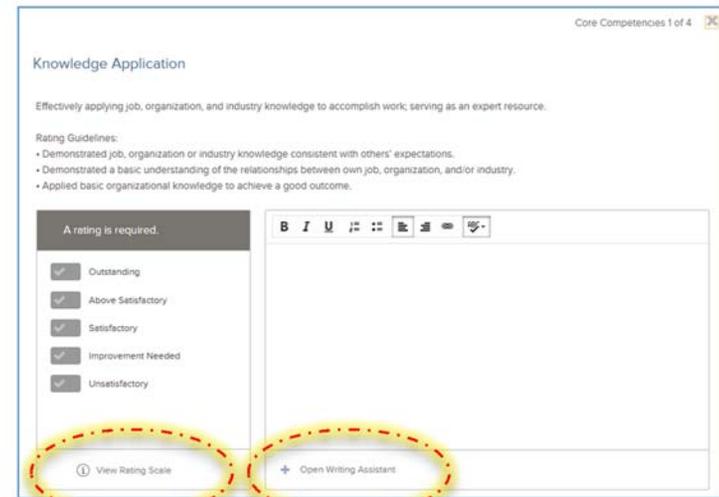


## Begin Your Performance Evaluation

1. Click the Rate button.



2. Click on the name of the competency to begin rating. At that point, a screen will appear that looks like this:



# NEOGOV: Performance Evaluation Basics (Employee)

## Rating Each Competency

1. Read the competency definition and the satisfactory rating guideline for each rating. You can also do the following:
  - **View the Rating Scale** definitions
  - **Open Writing Assistant** to view all rating guidelines. Click the different faces to access them.
2. Click on a rating button to select a rating.
3. Using the bulleted points, incorporate specific examples that demonstrate how your employee achieved the competency.
4. A Satisfactory rating does not require a comment.
5. Click  to check your spelling inside the comment area.
6. Complete remaining competencies. You can move to the next competency by clicking its name or the down arrow in the competency you have completed.
7. Mark any competencies that do not apply to your employee as "N/A."

3. Make sure you include all of your desired information before you click **Submit**. Once you click submit, the only way you can retrieve and edit your evaluation is to ask all the Approvers in your list to Deny it.
4. Click **Print** to print the evaluation to share with your employee and for your records.
5. Click **Submit**, then **Submit Evaluation** and **Done** to submit your evaluation. This will send a notification email to your first Approver or, in rare cases, the next Rater of Record.

## Questions?

1. Access online training at [http://www.slocounty.ca.gov/hr/NEOGOV\\_Training/Employees.htm](http://www.slocounty.ca.gov/hr/NEOGOV_Training/Employees.htm).
2. For further questions, e-mail **your payroll coordinator** or contact the IT Service Desk.

## View/Print Summary and Submit Evaluation

1. Click on **Show Summary tab** at the bottom to view a summary of all your responses and ratings.
2. You will see error messages next to Competencies you still need to complete.



The Evaluation Cycle

