

# NEOGOV Perform

## Tenure Track Faculty Evaluation Step-by-step Instructions

### Part I & II - Tenure Track Faculty

- Enter names of Tenure Review Committee Members
- Enter Self Evaluation and Three-Year Professional Growth Plan

### Part III – Tenure Track Faculty Review and Sign the Evaluation

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### Part I - Tenure Track Faculty

The Tenure Track faculty will receive an email to provide the names of their tenure review committee (i.e., Division Chair, Administrator and Tenure Committee Chair).

Evaluation      Tenure Track Prob Eval Test 9.9.2022 for Faculty Test is now ready for rating      [Next >](#)      [Close](#)

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Message Text:

From: System - Evaluation Ready For Rating  
To: Faculty Test  
Subject: Evaluation      Tenure Track Prob Eval Test 9.9.2022 for Faculty Test is now ready for rating  
Sent: 09/09/2022 11:36:14

[Delete](#)      [Archive](#)

**NEOGOV**

Dear Faculty Test,

Faculty Test's evaluation is ready for your rating.

Click [here](#) to rate.

Employee: Faculty Test  
Evaluation:      Tenure Track Prob Eval Test 9.9.2022  
Due Date: 3/1/2023



Log in to Neogov at [login.neogov.com](https://login.neogov.com)

(use Chrome or Microsoft Edge; Internet Explorer and Firefox are not supported)

Username  
victoriam@glendale.edu

Password  
●●●●●●●●

All fields are required

Log In

[Forgot your username or password?](#)

From the Dashboard click on task.

NEOGOV Dashboard Search for employees or positions Give Feedback FT

FT  
Faculty Test  
Test Position  
DNU-Human Resources  
[My Profile](#)

Dashboard Tasks People Performance Reports

Dashboard My Onboarding

My Tasks View All Tasks (3)

OVERALL STATUS

3  
Due Later

TASKS

PERFORMANCE - EVALUATION View All Tasks (3)

- FT Sign March 23 Demo for Faculty Test For you - March 23 Demo Due 11/29/22
- FT Sign Composite Example Evaluation for Faculty Test For you - Composite Example Evaluation Due 04/25/23

PERFORMANCE - RATING View All Tasks (3)

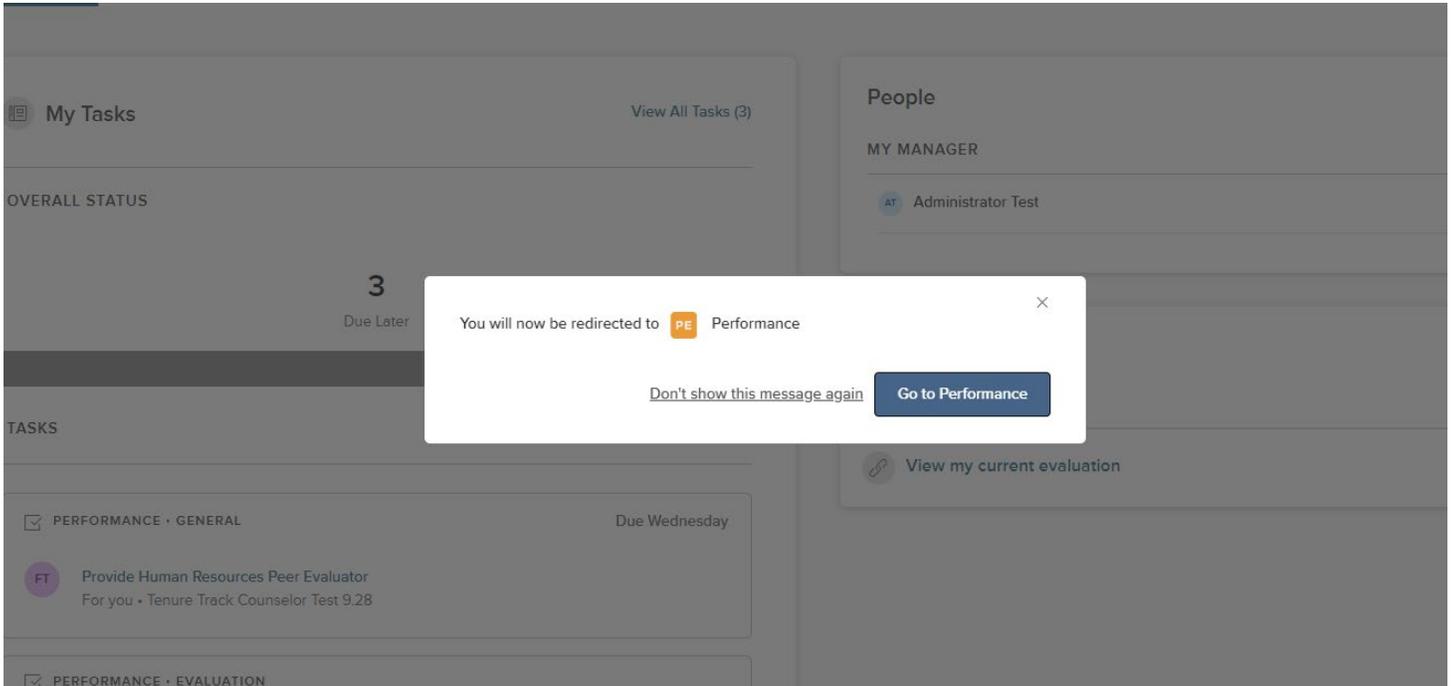
- FT Rating For Faculty Test's Counselor Tenure Track Prob Eval Test 9.9.2022 For you - Counselor Tenure Track Prob Eval Test 9.9.2022

People  
MY MANAGER  
AT Administrator Test

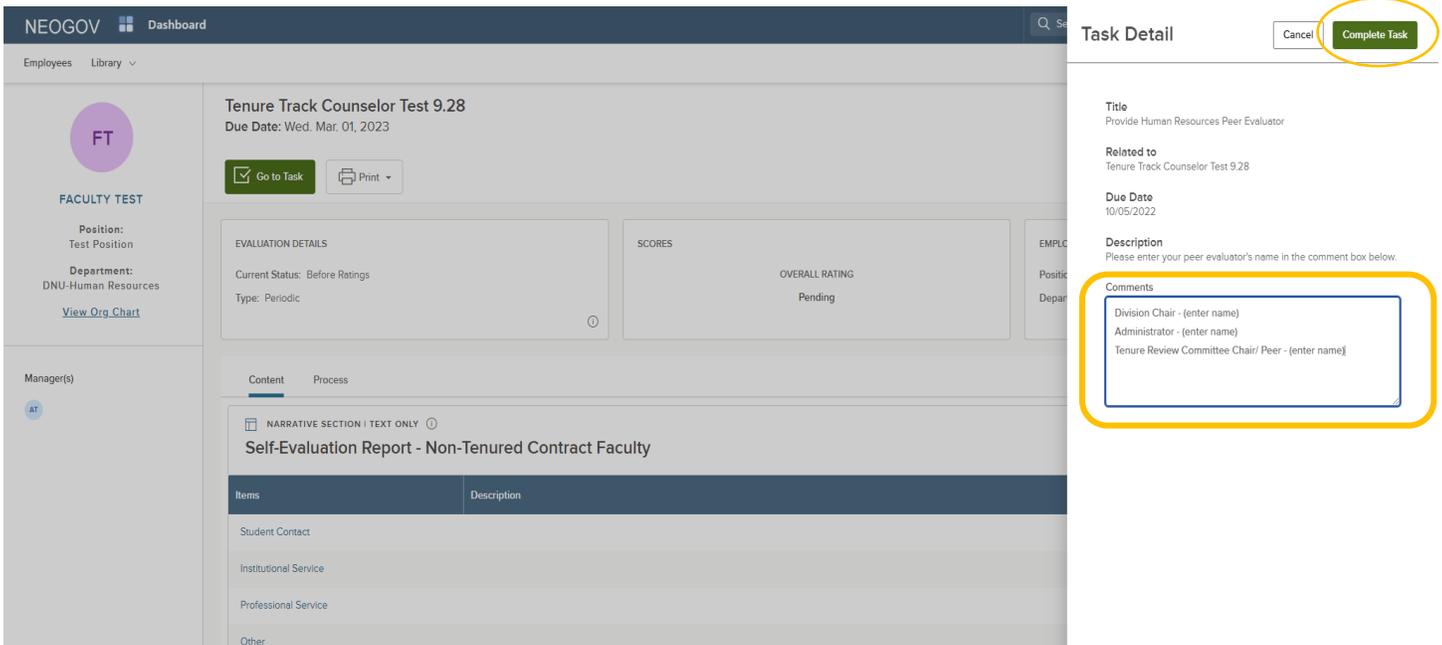
Quick Actions

- Write a Journal entry
- View my current evaluation

Click Go to Performance.



In the comments box, enter the names of your Tenure Review Committee: Division Chair, Administrator and Tenure Committee Chair/Peer. Click Complete Task to submit.



## Task Detail

Cancel

Complete Task

### Title

Provide Human Resources Peer Evaluator

### Related to

Tenure Track Counselor Test 9.28

### Due Date

10/05/2022

### Description

Please enter your peer evaluator's name in the comment box below.

### Comments

Division Chair - (enter name)  
Administrator - (enter name)  
Tenure Review Committee Chair/ Peer - (enter name)

## Part II - Tenure Track Faculty

The next step of the evaluation process will be for the Tenure Track faculty to enter their Self Evaluation Report and Three-Year Professional Growth Plan. The Tenure Track faculty will receive an email/notification from Neogov.

Once logged into Neogov click on the first narrative section to begin. If any section is highlighted in red or has a red ▲ triangle, a rating or comment is required.

NEOGOV Dashboard

Employees Library

Go to Evaluation Details

Faculty Test TEST POSITION

Sections

- Self-Evaluation Report - Non-Tenured Contract Faculty ▲
- Three-Year Professional Growth Plan ▲
- Summary

Counselor Tenure Track Prob Eval Test 9.9.2022

NARRATIVE SECTION | TEXT ONLY

### Self-Evaluation Report - Non-Tenured Contract Faculty

Student Contact  
Comments Required

Institutional Service  
Comments Required

Professional Service  
Comments Required

Other  
Comments Required

Let your goals for this academic year in any or all of the above categories. Identify which of the goals listed is most important to you.  
Comments Required

What support do you need from the college in order to achieve your goals?  
Comments Required

Comments must be entered for each narrative section of the self-evaluation report including the three-year growth plan.

NARRATIVE SECTION  
Self-Evaluation Report - Non-Tenured Contract Faculty

Student Contact

\* Fields are required.

COMMENTS

B i U A: = = = ¶: @

SELF-EVALUATION

I am available to my students

After the self-evaluation and three-year professional growth plan has been entered the Submit evaluation button will turn green when complete and ready to submit.

NEOGO V Dashboard

Search

Faculty Test

Employees Library

Go to Evaluation Details

Submit Evaluation

Counselor Tenure Track Prob Eval Test 9.9.2022

NARRATIVE SECTION | TEXT ONLY

Three-Year Professional Growth Plan

As a new faculty member, you are being asked to develop a three-year professional growth plan. Please identify the goals which you would like to address during the next three years as they relate to each area listed below. You shall have an opportunity to modify these goals, if necessary, in future years.

Student Contact Goals: Year One Goal

List goal for year 2022. Twenty appointments per week

Student Contact Goals: Year Two Goal

List goal for year 2023. Hybrid appointments

Student Contact Goals: Year Three Goal

List goal for year 2024. Lead program

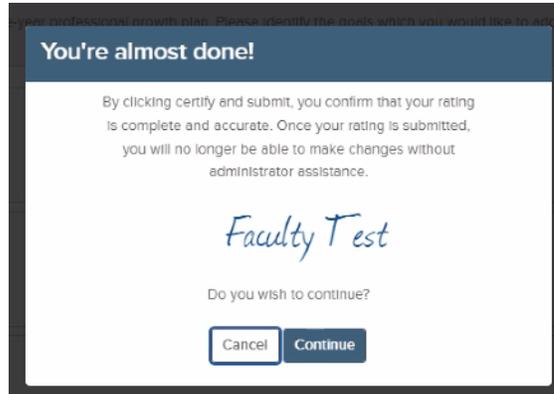
Institutional Service Goals: Year One Goal

List goal for year 2022. Serve on more committees

Institutional Service Goals: Year Two Goal

List goal for year 2023. Provide training

Click continue to certify and submit.



After submitting the evaluation (in progress) it can be previewed by selecting Print Preview.

The screenshot shows the NEOGOV dashboard interface. At the top, there's a navigation bar with "NEOGOVI Dashboard" on the left and a search bar on the right. Below the navigation bar, the main content area displays the details for a "Counselor Tenure Track Prob Eval Test 9.9.2022" with a due date of "Wed, Mar, 01, 2023". A yellow oval highlights a "Print" button, which has opened a dropdown menu. The menu options are "Print Preview" (with a mouse cursor over it) and "Print Blank Form". Below the menu, there are sections for "EMPLOYEE DETAILS" showing "Position: Test Position" and "Department: DNU-Human Resources". The main content area also shows a "Content" tab selected, displaying a "Self-Evaluation Report - Non-Tenured Contract Faculty" with a table of items and descriptions.

Items	Description
Student Contact	
Institutional Service	
Professional Service	
Other	
List your goals for this academic year in any or ...	
What support do you need from the college in ...	

If applicable, click Print. (Note: the evaluation does not need to be printed since it will be saved in Neogov.)

The screenshot shows the 'Print Preview' interface for a 'Faculty Test'. The page header includes 'NEOGOV Dashboard' and a search bar. On the left, there is a 'Settings' sidebar with various options checked. The main content area is titled 'Print Preview' and contains the following information:

- Faculty Test** (Test Position)
- Direct Manager:** Administrator Test
- Counselor Tenure Track Prob Evol Test 9.9.2022**
- Due Date:** Wed, Mar 1, 2023
- General Information:**

Position	Division	Evaluation Type
Test Position		Periodic
Department	Class Spec	
DNU-Human Resources		
- Ratings Summary:**

Rater	Type	Overall Rating
Faculty Test	Self Rater	
Administrator Test	Rater	
PeerEvaluator Test	Rater	
DivisionChair Test	Rater	

A 'Print' button is circled in the top right corner of the preview area.

If the evaluation does not open to print, check if pop-ups are disabled.

The screenshot shows a 'Pop-ups blocked' dialog box with the following content:

- Pop-ups blocked:
- <https://performance.n...-478c-afe3-9fca47f2c38d>
- <https://performance....471d-abfb-38cb4b65138d>
- Always allow pop-ups and redirects from <https://performance.neogov.com>
- Continue blocking
- Buttons: **Manage** and **Done**

## Part III – Tenure Track Faculty to Review and Sign Evaluation

The final step is for the Tenure Track Faculty is to review (see above for print preview) and sign the evaluation. The Tenure Track Faculty will receive an email notification to log in to Neogov to sign the evaluation. Select task in Neogov and click sign to continue.

The screenshot shows the Neogov dashboard for a Faculty Test (FT). The main content area displays the evaluation details for 'Counselor Tenure Track Prob Eval Test 9.9.2022' with a due date of Wednesday, March 01, 2023. There are 'Sign' and 'Print' buttons at the top. Below this, there are two summary boxes: 'EVALUATION DETAILS' showing 'Current Status: Approval' and 'Type: Periodic', and 'EMPLOYEE DETAILS' showing 'Position: Test Position' and 'Department: DNU-Human Resources'. A 'Process' tab is active, showing a vertical timeline of steps. The first step, 'Provide Human Resources Peer Evaluator', is completed. The second step, 'HR to Add Peer Evaluator, Division Chair, and Administr...', is also completed. A 'Ratings' section is partially visible at the bottom.

Click sign to continue.

The screenshot shows the 'Acknowledgment Form' in Neogov. At the top, it displays the user's role as 'Faculty Test' and the evaluation name 'Counselor Tenure Track Prob Eval Test 9.9.2022' with a due date of 'Wed. Mar. 01, 2023'. A prominent green 'Sign' button is located in the top right. Below this is a 'Rating Summary' section with a 'View Other Approvers' link. The summary lists four roles: 'Faculty Test', 'Administrator Test', 'PeerEvaluator Test', and 'DivisionChair Test', each with a corresponding colored circular icon.

Click submit to sign. A confirmation screen will appear that the evaluation was acknowledged.

The screenshot shows the NEOGOV interface. The main content is the 'Acknowledgment Form' for 'Faculty Test' (Test Position). It includes evaluation details: 'Counselor Tenure Track Prob Eval Test 9.9.2022' and a due date of 'Wed. Mar. 01, 2023'. Below this is a 'Rating Summary' section with three items: 'Faculty Test', 'Administrator Test', and 'PeerEvaluator Test'. On the right, a 'Sign' modal is open, featuring a 'Comments' text area, a signature line with the handwritten name 'Faculty Test', and the date 'September 14, 2022'. The modal also includes 'Auto-Generate' and 'Draw Signature' options.

This is a detailed view of the 'Sign' modal. At the top, it has a title 'Sign' and two buttons: 'Cancel' and 'Submit'. Below the title is a 'Comments' section with a text area containing the placeholder 'Write comment here...'. Underneath is the 'Please sign your name below' section, which contains a note: 'Note: Signing this form does not imply agreement with the content of the evaluation. The employee may submit a written rebuttal to this evaluation.' Below the note is a signature line with the handwritten name 'Faculty Test'. Underneath the signature line, the text 'Faculty Test' and 'September 14, 2022' are displayed. At the bottom, there are two options: 'Auto-Generate' and 'Draw Signature'.

After the Tenure Track Faculty has signed the evaluation HR will print and include a copy in the faculty's personnel file. The Tenure Committee Chair does not need to submit any hardcopies to HR. All evaluations will be saved in Neogov and can be accessed and printed at any time.

NEOGOV Dashboard

Employees Library

FT Faculty Test Test Position

Settings

- General Information
- Raters
  - Faculty Test
  - Administrator Test
  - PeerEvaluator Test
  - DivisionChair Test
- Content
  - Presentation Performance
  - Presentation Performance Narrative Comments (Required for EX, MT, NI or UN);
  - Evidence of Student Learning
  - Evidence of Student Learning Narrative Comments (Required for EX, MT, NI or UN);
  - Relationship with Students, Staff, and Colleagues
  - Relationship with Students, Staff and Colleagues Narrative Comments (Required for EX, MT, NI or UN);

Print Preview

Go To Evaluation Details Print

**Faculty Test** Direct Manager: Administrator Test

Counselor: Tenure Track Prob Eval Test 9.9.2022  
Due Date: Wed, Mar 1, 2023

**General Information**

Position Test Position	Division	Evaluation Type Periodic
Department DNU-Human Resources	Class Spec	

**Ratings Summary :**

Rater	Type	Overall Rating
Faculty Test	Self Rater	
Administrator Test	Rater	Meets professional standards
PeerEvaluator Test	Rater	Meets professional standards
DivisionChair Test	Rater	Meets professional standards

FT Faculty Test Test Position

Settings

- General Information
- Raters
  - Faculty Test
  - Administrator Test
  - PeerEvaluator Test
  - DivisionChair Test
- Content
  - Presentation Performance
  - Presentation Performance Narrative Comments (Required for EX, MT, NI or UN);
  - Evidence of Student Learning
  - Evidence of Student Learning Narrative Comments (Required for EX, MT, NI or UN);
  - Relationship with Students, Staff, and Colleagues
  - Relationship with Students, Staff and Colleagues Narrative Comments (Required for EX, MT, NI or UN);

Donna Diamond

HR to Add Peer Evaluator, Division Chair, and Administrator Completed On Fri, Sep 9, 2022  
 Jennifer Briones x Jennifer Briones  
 Comment completed

**Rater Certification Message:** By clicking certify and submit, you confirm that your rating is complete and accurate. Once your rating is submitted, you will no longer be able to make changes without administrator assistance.

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3 Rater Faculty Test Completed On Fri, Sep 9, 2022

4 Rater Administrator Test Completed On Fri, Sep 9, 2022

4 Rater PeerEvaluator Test Completed On Wed, Sep 14, 2022

4 Rater DivisionChair Test Completed On Fri, Sep 9, 2022

5 Signature Administrator Test Completed On Wed, Sep 14, 2022 x Administrator Test

5 Signature PeerEvaluator Test Completed On Wed, Sep 14, 2022 x PeerEvaluator Test

5 Signature DivisionChair Test Completed On Wed, Sep 14, 2022 x DivisionChair Test

6 Signature Faculty Test Completed On Wed, Sep 14, 2022 x Faculty Test

Note: Signing this form does not imply agreement with the content of the evaluation. The employee may submit a written rebuttal to this evaluation.