NEOGOV Perform

Tenured Faculty Evaluation Step-by-step Instructions

Part I – Tenured Faculty

• Enter names of Evaluators (Division Chair, Administrator and Peer)

Part II – Committee Evaluation

• Division Chair, Administrator and Peer Evaluation Steps

Part II – Review and Sign the Evaluation

• All

Part I - Tenured Faculty

The Tenured faculty will receive an email to provide the names of their evaluators (i.e., Division Chair, Administrator and Peer).

Evaluation	Eval Test 9.9.2022 for Faculty Test is now ready for rating	Next >	Close
		Delete Archive	
From:	System - Evaluation Ready For Rating		
To:	Faculty Test		
Subject:	Evaluation _ I Test 9.9.2022 for Faculty Test is now ready for rating		
Sent:	09/09/2022 11:36:14		
Message Text:	NEOGOV		
	Dear Faculty Test,		
	Faculty Test's evaluation is ready for your rating.		
	Click here to rate.		
	Employee: Faculty Test Evaluation: > Eval Test 9.9.2022 Due Date: 3/1/2023		
	GLENDALE		

Log in to Neogov at login.neogov.com

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

← → ♂ ☆	🛛 🔒 https://login.neogov.com/signin?siteCode=PE
😉 Getting Started 🛛 🔣 Neogov	
Ν	EOGOV
Username	
victoriam@glend	lale.edu
Password	
••••••	
All fields are requi	red
	Log In

From the Dashboard click on task.

FT	Dashboard		
Faculty Test	Dashboard My Onboarding		
Test Position DNU-Humen Resources My Profile	🔟 My Tasks View All	People MY MANAGER	
Dashboard	OVERALL STATUS	Atministrator Test	
Tasks 🙆			
People	3		
	Due Later	Quick Actions	
Performance		2 Write a Journal entry	
		P View my current evaluation	
	FT Sign March 23 Demo for Faculty Test Due 11/2 For you - March 23 Demo	3/22	
	FT Sign Composite Example Evaluation for Faculty Test. Due 04/7 For you - Composite Example Evaluation	5/23	
	🔆 PERFORMANCE - RATING Due 02/	4/23	
	Final 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	La	

Click Go to Performance.

🗐 My Tasks	View All Tasks (3)	People My Manager
OVERALL STATUS		Administrator Test
3 Due Later TASKS	ou will now be redirected to PE Performance <u>Don't show this message</u>	again Go to Performance
PERFORMANCE + GENERAL Provide Human Resources Peer Evaluator For you + Tenure Track Counselor Test 9.28 PERFORMANCE + EVALUATION	Due Wednesday	

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

NEOGOV 👪 Dashboi	ard			Q se	Task Detail	Cancel Complete Task
Employees Library ~				-		
FT FACULTY TEST	Tenure Track Counselor Test 9.28 Due Date: Wed. Mar. 01, 2023			Title Provide Human Resources Peer Evaluator Related to Tenure Track Counselor Test 9:28 Due Date 10/05/2022		
Position: Test Position Department: DNU-Human Resources View Org Chart	EVALUATION DETAILS Current Status: Before Ratings Type: Penodic	0	SCORES OVERALL RATING Pending	EMPLC Positic Depar	Description Please enter your peer evalu Comments Drivision Chair - (enter nam Administrator - (enter nam	e)
Manager(s)	Content Process	гоныч 💿 bort - Non-Tenured Contract F	aculty		Infine Rever Commune	Chine Peer (gener ranne)
	Rems.	Description				
	Student Contact					
	Institutional Service					
	Professional Service					
	Other					

Task Detail		Cancel	Complete Task
Title Provide Human Resour	ces Evalua	tor	
Related to Tenure	Test 9.28		
Due Date 10/05/2022			
Description Please enter your	evaluator's nam	e in the com	nent box below.
Comments			
Division Chair - (ente Administrator - (ente	er name) r name)		
	Pe	er - (enter na	me)

Part II – Evaluator Steps

Division Chair, Administrator and Peer will receive an email/notification from Neogov to enter their ratings/comments for the faculty.

Evalu	ation	Eval Test 9.9.2022 for Faculty Test is now ready for rating	Next >	Close
			Delete Archive	
	From:	System - Evaluation Ready For Rating		
	To:	Faculty Test		
	Subject:	Evaluation Sangita Tenure Track Prob Eval Test 9.9.2022 for Faculty Test Is now ready for rating		
	Sent:	09/09/2022 11:36:14		
	Message Text:	NEOGOV		
		Dear Faculty Test,		
		Faculty Test's evaluation is ready for your rating.		
		Click here to rate.		
		Employee: Faculty Test Evaluation: b Eval Test 9.9.2022 Due Date: 3/1/2023		
		GLENDALE		

Log in to Neogov at login.neogov.com

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

Getting Started 🔛 N	leogov	
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Us	iername	
VI	ictoriam@glendale.edu	
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From the Dashboard click on the applicable task.

PeerEvaluator Test Test Position	Dashboard My Onboarding		
My Profile	My Tasks View All Tasks (1)	People Your Monpaer and Direct Reports will display here	
Dashboard			
People	OVERALL STATUS	Quick Actions	
Performance	1 Dure Later	Write a Journal entry	
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	TASKS		
	AL REPEADMANTE - BATING Due (0/10/22		
	PT Rating For Faculty Test's Counselor Tenure Track Prob Eval Test 9.9.2022 For Faculty Test - Counselor Tenure Track Prob Eval Test 9.8.2022		

Click Go to Performance.

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Performance	Dietaw	You will now be redirected to Performance	×		
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Click on the first rating to begin. If any section is highlighted in red or has a red \blacktriangle triangle, a rating or comment is required.

NEOGOV 🔡 Dashboard		Q. Search 💽 🔤 🔀 🕐 PoerEvaluator Te	et v
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< Go to Evaluation Details		Overall Rating Not Available Submit Evalu	uation
Narrative Comments (Required for EX, MT, NI or UN):	1. Communicates clearly and effectively		
Evidence of Student	2. Organizos class & course material to foster student learning		
Evidence of Student Learning Narrative			
Comments (Required for EX, MT, NI or UN):	3. Demonstrates mastery & currency of content	2	
Relationship with Students,			
Relationship with Students, Staff and Colleagues	4. Uses counseling time and/or technology-mediated counseling options in an effective no convent	; manner 5	
Narrative Comments (Required for EX, MT, NI or UN):			

Select a rating, comments are optional. Click next to continue.

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RATING SCALE	COMMENTS		
Exceeds Expectations Meets Expectations Needs improvement Unsatisfactory Not Applicable Not Observed	Own descriptions. > B i Q A1 F T T Type sconsthing		
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Comments from previous evaluations will be viewable.

		Overall Rating Not Ave	iliable		
Communicates clear	y and effectively		())	Saerch Fuedback Ennies	
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NG SCALE	A Batino is required	C COMMENTS		PeerEvaluator Test Meets Expectation Rater - me From: Mega Counselor Tenure Track Test 8.31.22 Evaluation due date: 03/01/2023	
	Show descriptions. >	B / U A: ≓ = = ¶: e∋	~ ~ I	Great communication Add to Comment Box	
Exceeds Expectations Meets Expectations		Type something	•	PeorEvaluator Test Meets Expectation Rater - me From: Mege Counselor FT Tenure Track Evaluation due date: 03:00/2023	L.
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Not Applicable				Comments not available	

Click next to continue.

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Not Applicable Not Observed	Press At - PID to move to scobat. Press AUT - 0 for Help.		

For Narrative Sections - comments are required for ratings of Exceeds, Meets, Needs Improvement or Unsatisfactory. Enter comment and click next to continue.

Overall Rating Not Available			
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Enter comment, click next to continue.

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Press Alt - PPD to move to loodopt. Press Alt - 0 for Help.			

Review each section and make any edits as needed. Click Submit Evaluation to continue. *Note: once the evaluation has been submitted <u>no edits/changes can be made</u>.*

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Employees Library ~					<u>а</u> в + О
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Approaches to Counseling ~	Presentation Performance Narrative Comments (Required for_ 🗵 🗅	ioes a good job with presentation performanc	e		

Click continue to confirm submission.

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udent	PeerEvaluator Test	
	Do you wish to continue?	
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	Success!	
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Once all evaluators have completed their evaluation each evaluator will receive a notification to login to Neogov to sign the evaluation. Select the task and click sign to continue.

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Employees Library ~					1 II + O
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Click sign to continue.

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Administrator Test Test Position			
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Click submit to continue.

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		PeerEvaluator Test September 14, 2022
Faculty Test Test Position		Auto-Generate Draw Signature
Administrator Test Test Position		
PT PeerEvaluator Test Test Position		
DivisionChair Test Test Position		

After all evaluators have signed the evaluation, a print preview is available to review the entire evaluation. Note: printing the evaluation is not required as it will be saved in Neogov.

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

	Pop	o-ups blocked: א
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ł	0	Always allow pop-ups and redirects from https:// performance.neogov.com
E	0	Continue blocking
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Part III – Tenured Faculty to Review and Sign Evaluation

The final step is for the Tenured Faculty to review (see above for print preview) and sign the evaluation. The Tenured Faculty will receive an email notification to log in to Neogov to sign the evaluation.

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Employees Library ~					ŵ ()	+ (Э
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Manager(5) (AT)	Content Process * indicates 5 regulard tasp Before Ratings						
	Provide Human Resources Peer Evaluator * Faculty Test	Due Fri, Sep 9, 2022	Status Completed on 09/09/2022				

Select task in Neogov and click sign to continue.

Click sign to continue.

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Acknowledgment Form			Go to Evaluation Details 3
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FT Faculty Test Test Position			
Administrator Test Test Position			
PT PeerEvaluator Test Test Position			
DivisionChair Test Test Position			

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

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Rating Summary	Note: Signing this form does not imply agreement with the content of the evaluation. The employee may soloms a written rebuttle to this evaluation.		
FT Faculty Test Test Position		Faculty Test Faculty Test September 14, 2022	
AT Administrator Test		Auto-Generate Draw Signature	



	/	
Faculty Test		September 14, 2022

Auto-Generate	Draw Signature

After the Tenured Faculty has signed the evaluation HR will print and include a copy in the faculty's personnel file. The 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.

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