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).

Log in to Neogov at login.neogov.com

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

From the Dashboard click on task.

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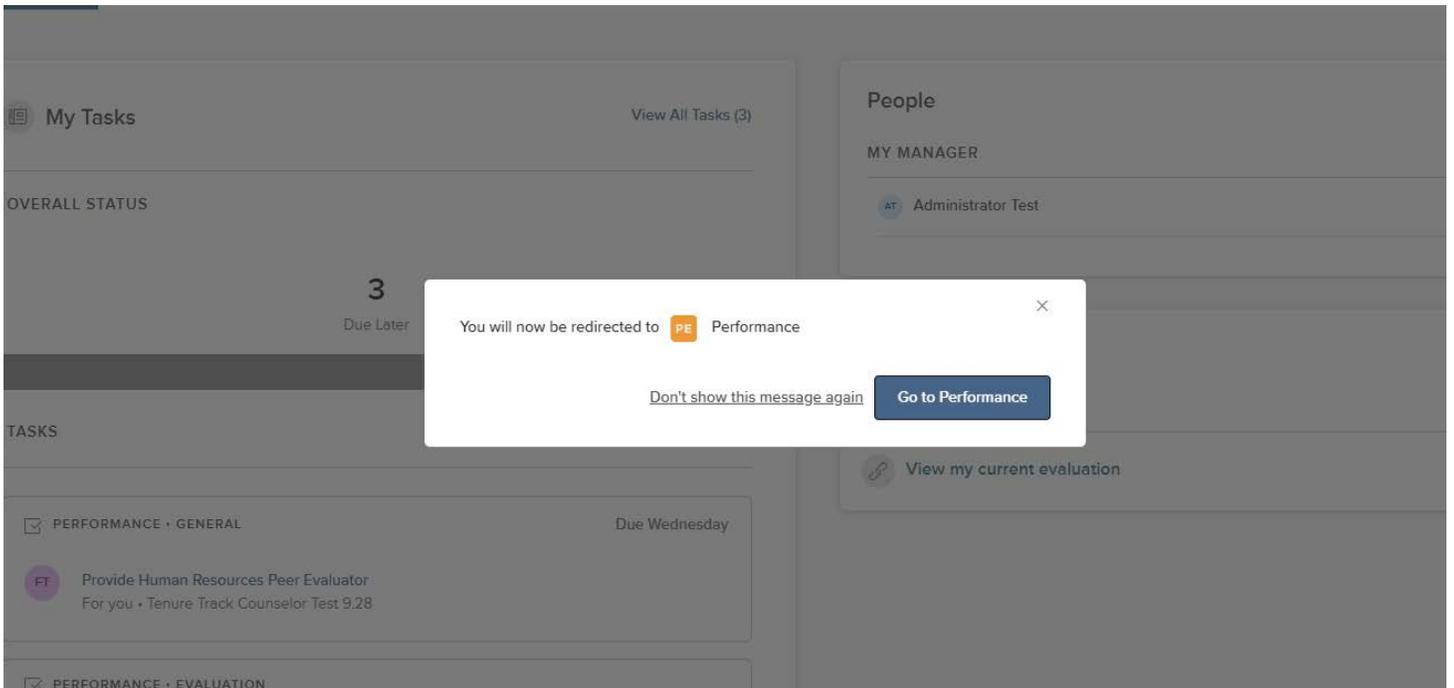
In the comments box, enter the names of your Division Chair, Administrator and Peer. Click Complete Task to submit.

Task Detail

Cancel   **Complete Task**
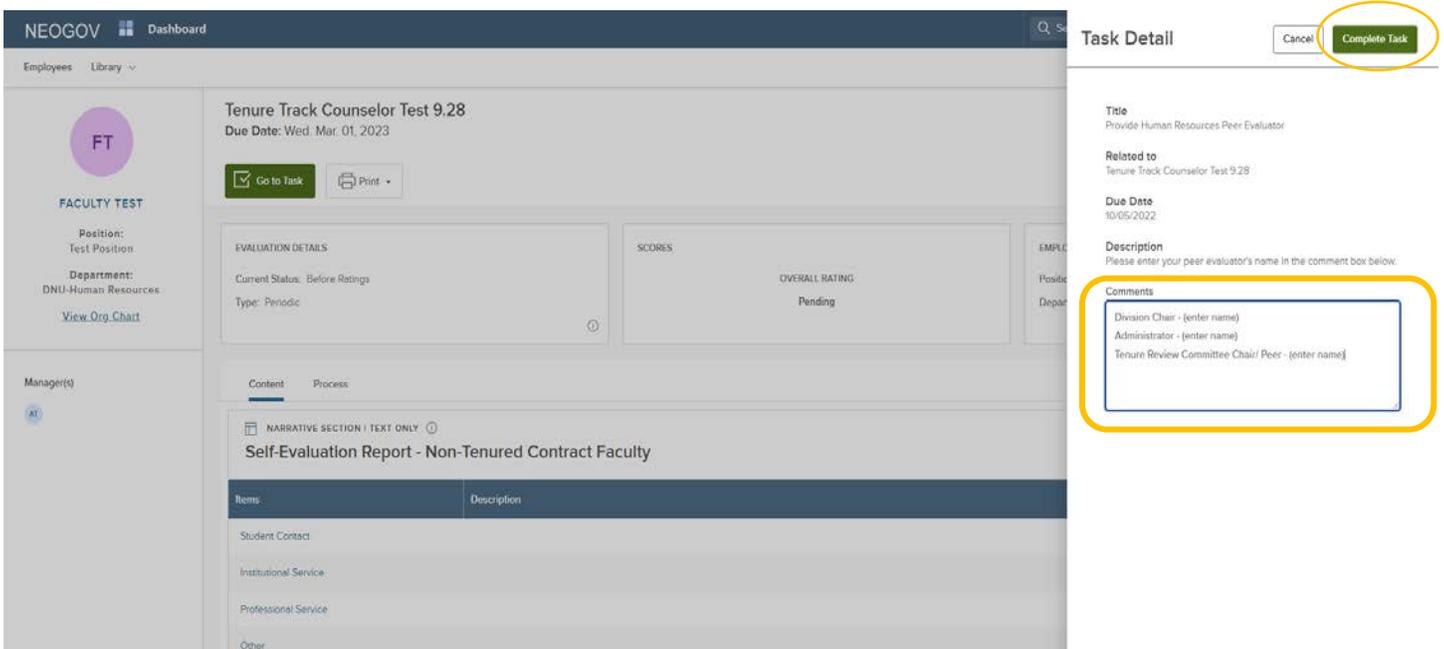
Title
Provide Human Resources   Evaluator

Related to
Tenure   Test 9.28

Due Date
10/05/2022

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

Comments

Division Chair - (enter name)
Administrator - (enter name)
                     Peer - (enter name)

Part II –Evaluator Steps

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

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 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
COMMUNITY COLLEGE

Log in to Neogov at login.neogov.com

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

From the Dashboard click on the applicable task.
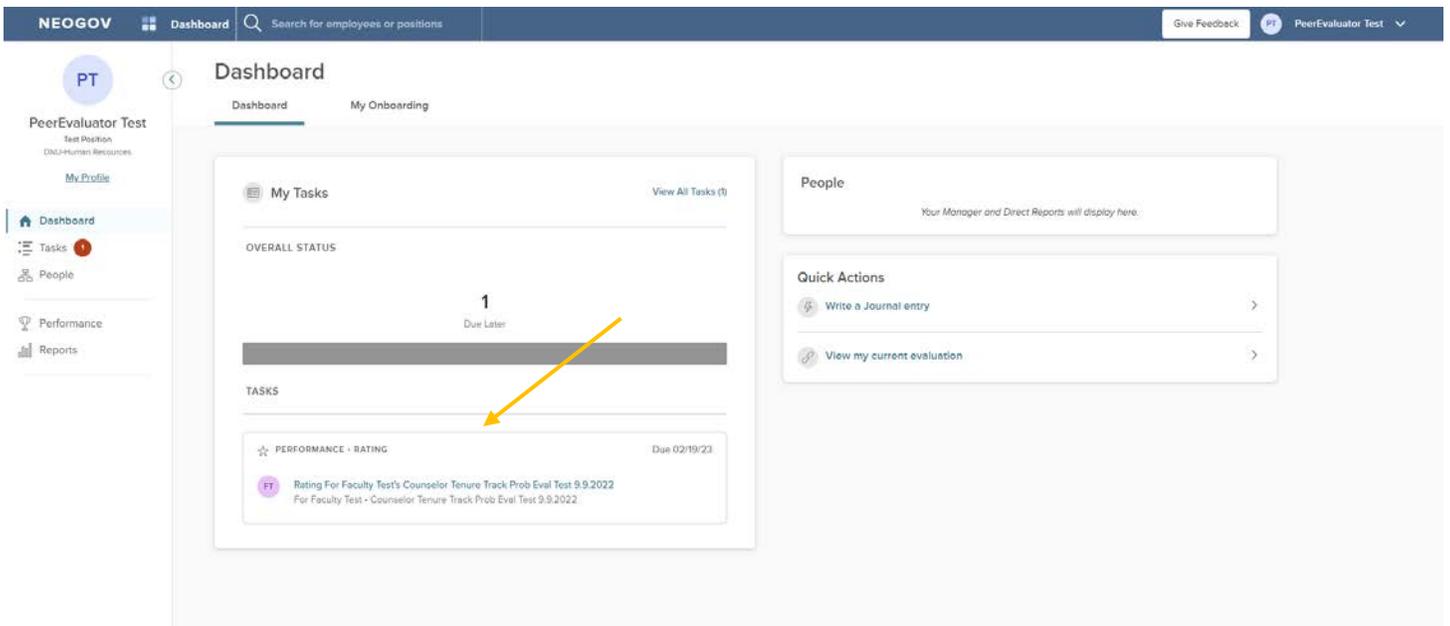
Click Go to Performance.
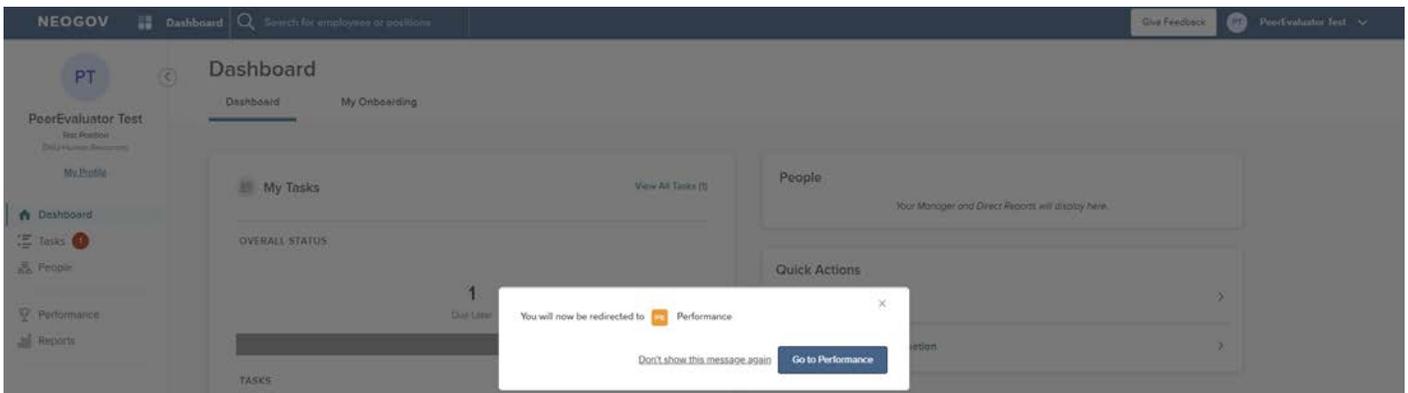
Click on the first rating to begin. If any section is highlighted in red or has a red ▲ triangle, a rating or comment is required.

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

Comments from previous evaluations will be viewable.

Click next to continue.

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

Enter comment, click next to continue.

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

Click continue to confirm submission.
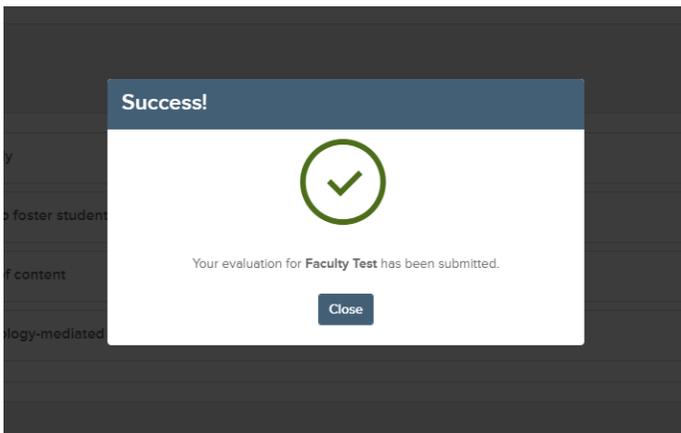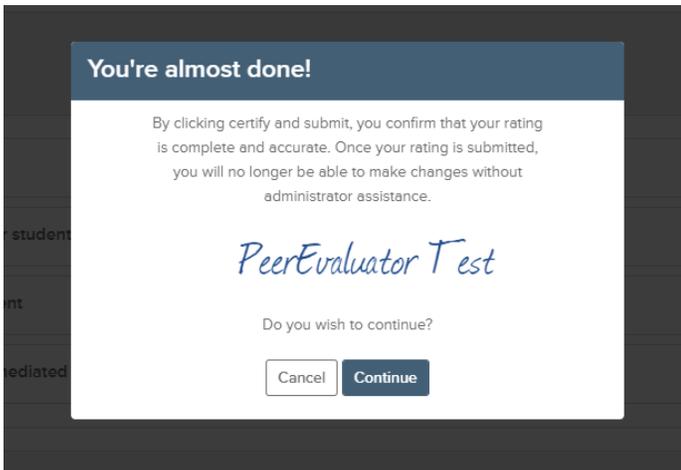
Once all evaluators have completed their evaluation each evaluator will receive a notification to login to Neogov to sign the evaluation. Select the task and click sign to continue.
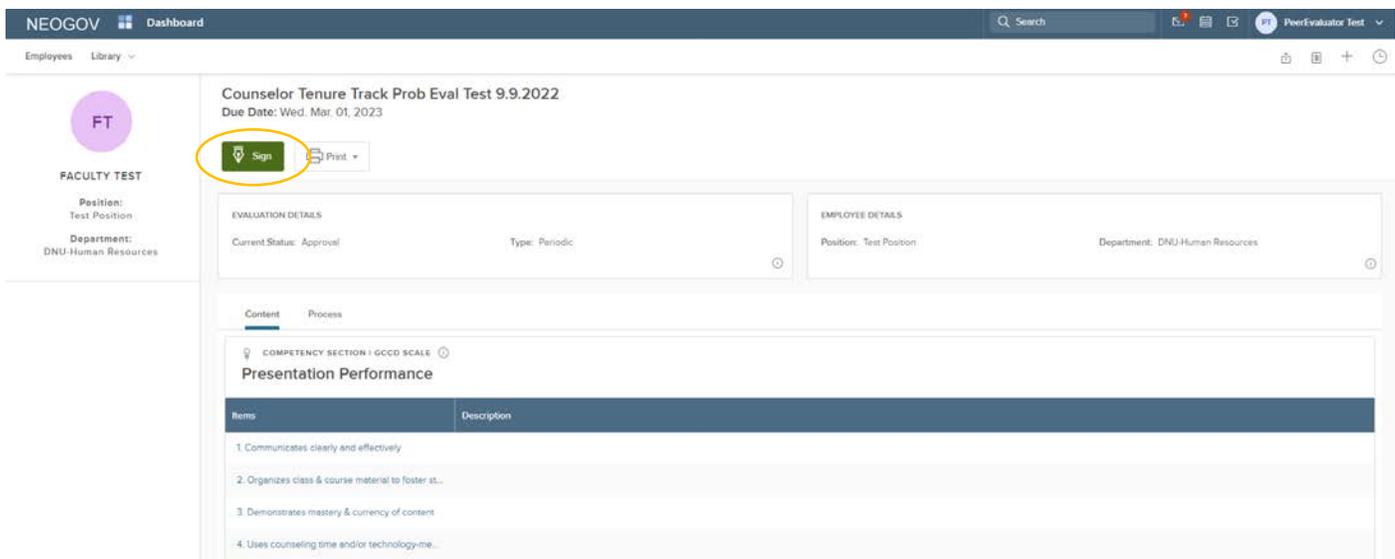
Click sign to continue.

Click submit to continue.

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.

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

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.

 Select task in Neogov and click sign to continue.

Click sign to continue.

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

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.