

## 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

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#### 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).

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Evaluation

Eval Test 9.9.2022 for Faculty Test is now ready for rating

Next >

Close

Message Text: Delete Archive

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

**NEOGOV**

Dear Faculty Test,

Faculty Test's evaluation is ready for your rating.

Click [here](#) to rate.

Employee: Faculty Test

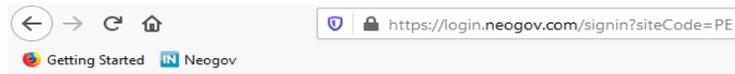
Evaluation: Faculty Test is now ready for rating

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)



# NEOGOV

Username

victoriam@glendale.edu

Password

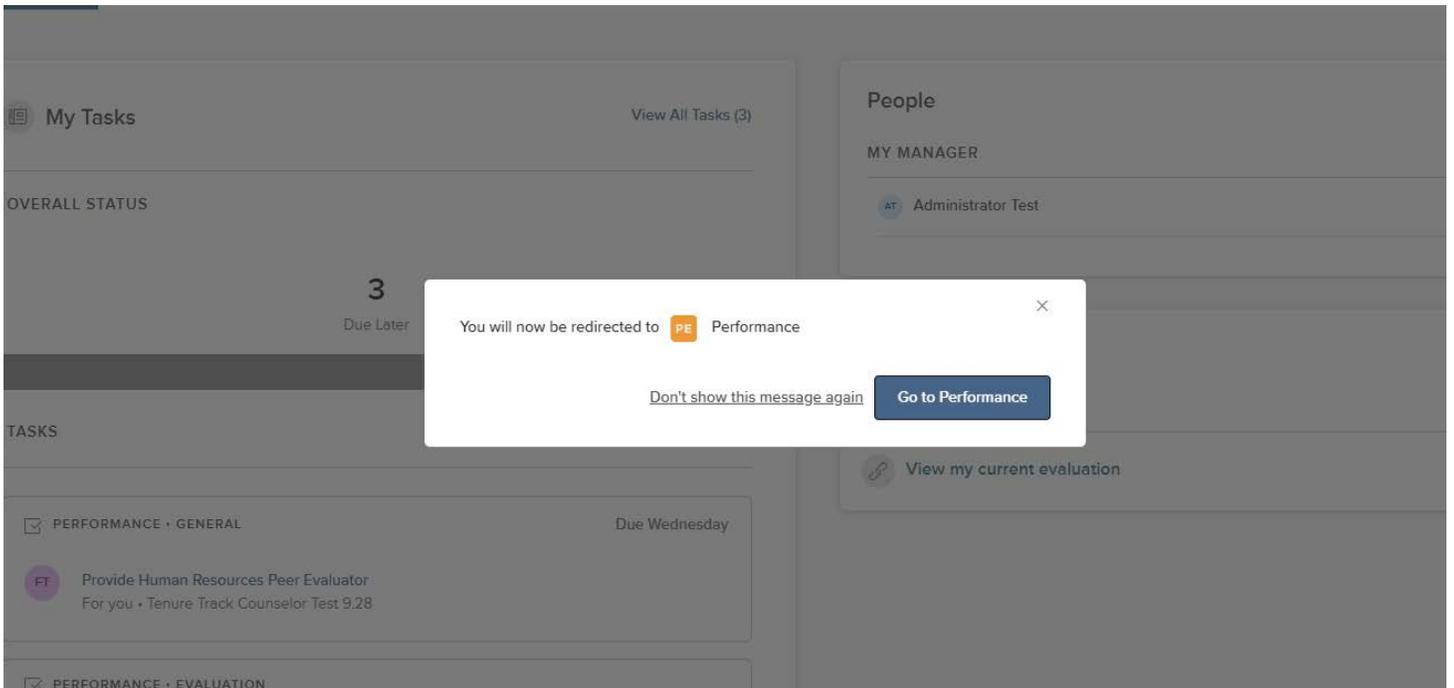
●●●●●●●●

All fields are required

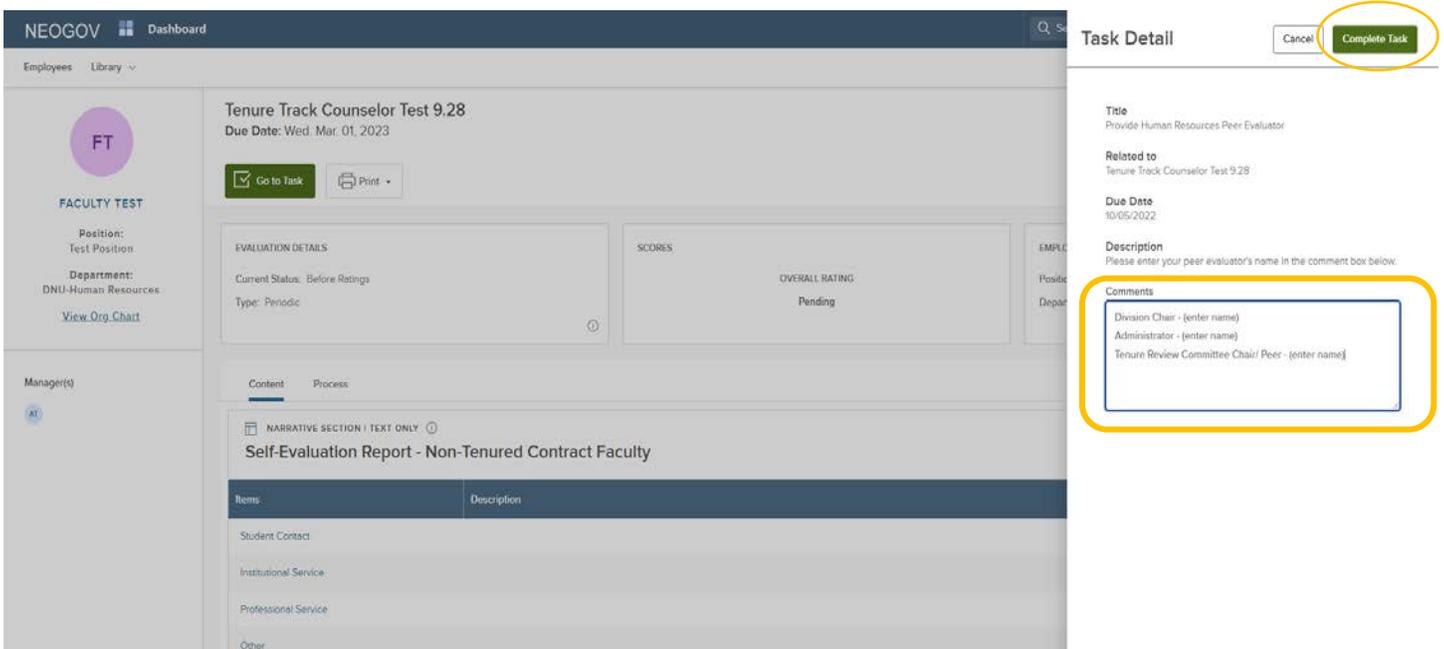
Log In

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

**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

**From:** System - Evaluation Ready For Rating  
**To:** Faculty Test  
**Subject:** Evaluation Sengita 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      b Eval Test 9.9.2022  
Evaluation:  
Due Date: 3/1/2023

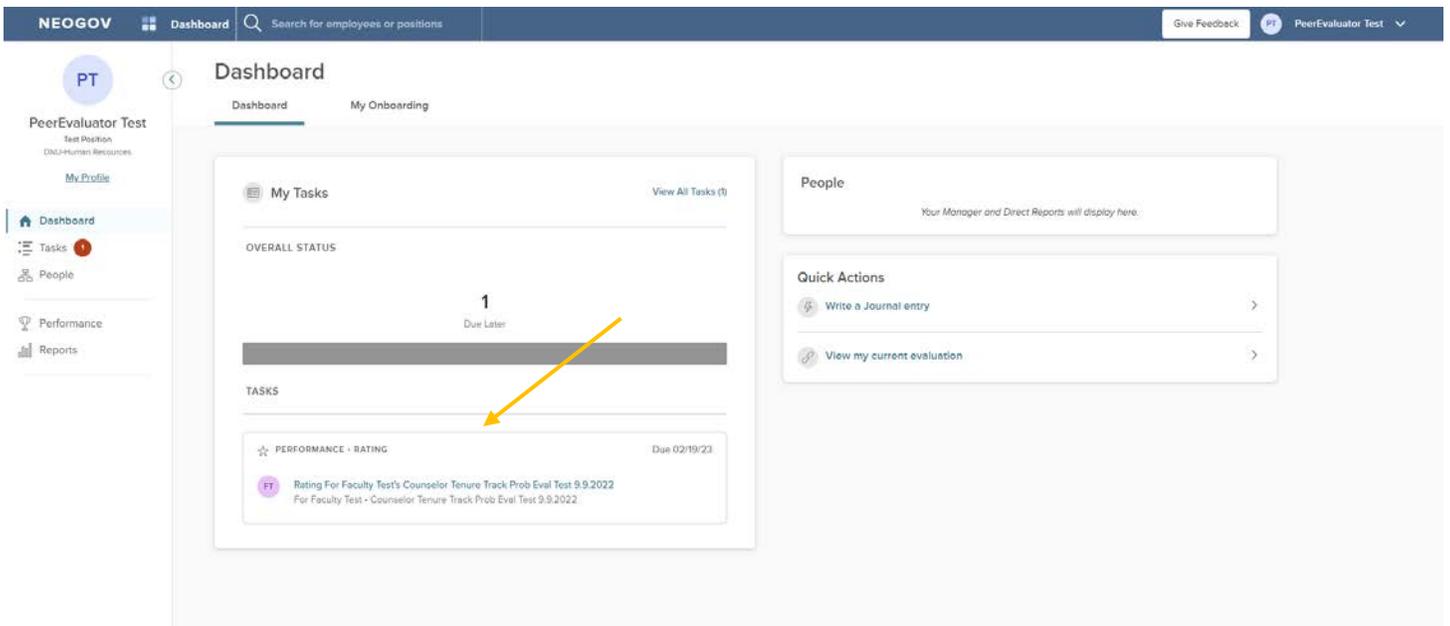
  
**GLENDALE**  
COMMUNITY COLLEGE

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

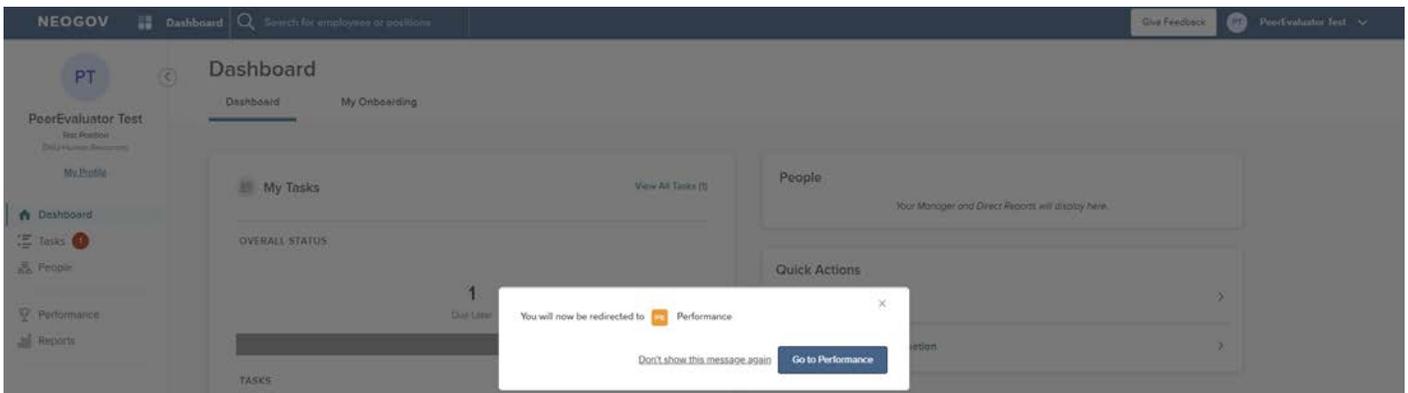
(use Chrome or Microsoft Edge; Internet Explorer and Firefox are not supported)



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.

The screenshot shows the NEOGOV Dashboard with a sidebar on the left containing navigation links like 'Employees' and 'Library'. The main content area displays a list of evaluation criteria for 'Presentation Performance'. The first criterion, '1. Communicates clearly and effectively', is highlighted in green and has a red triangle icon next to it, indicating a rating or comment is required. A yellow arrow points to this criterion. Other criteria include 'Organizes class & course material to foster student learning', 'Demonstrates mastery & currency of content', and 'Uses counseling time and/or technology-mediated counseling options in an effective manner'. The top right of the dashboard shows 'Overall Rating Not Available' and a 'Submit Evaluation' button.

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

This screenshot shows the 'Presentation Performance' evaluation form. The top header includes 'COMPETENCY SECTION Presentation Performance' and a 'Next >' button circled in yellow. The main content area is titled '1. Communicates clearly and effectively' and includes a 'RATING SCALE' section with five options: 'Exceeds Expectations', 'Meets Expectations', 'Needs improvement', 'Unsatisfactory', and 'Not Applicable'. A yellow arrow points to the 'Meets Expectations' option. To the right is a 'COMMENTS' section with a text area and a rich text editor toolbar. The bottom right of the form shows 'Overall Rating Not Available' and a 'Next >' button.

Comments from previous evaluations will be viewable.

This screenshot shows the 'Presentation Performance' evaluation form with the 'Reviewer Entries' section expanded. The 'RATING SCALE' section is visible on the left, with a red triangle icon next to it indicating a rating is required. The 'COMMENTS' section is also visible. The 'Reviewer Entries' section on the right shows three entries, each with a 'PeerEvaluator Test' icon, a rating of 'Meets Expectations', and details such as 'From: Mega Counselor Tenure Track Test 8.31.22' and 'Evaluation due date: 03/01/2023'. A yellow circle highlights the 'Reviewer Entries' section. The top right of the form shows 'Overall Rating Not Available' and a 'Next >' button.

Click next to continue.

COMPETENCY SECTION  
Presentation Performance

Overall Rating Not Available

2. Organizes class & course material to foster student learning

\* Fields are required.

RATING SCALE	COMMENTS
<p>Show descriptions &gt;</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Exceeds Expectations</li><li><input checked="" type="checkbox"/> Meets Expectations</li><li><input type="checkbox"/> Needs Improvement</li><li><input type="checkbox"/> Unsatisfactory</li><li><input type="checkbox"/> Not Applicable</li><li><input type="checkbox"/> Not Observed</li></ul>	<p>Type something</p> <p>Press Alt + F10 to move to toolbar. Press ALT + 0 for Help.</p>

Reviewer Entries 2 entries Expand

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

NARRATIVE SECTION  
Presentation Performance Narrative Comments (Required for EX, MT, NI or UN):

Overall Rating Not Available

Presentation Performance Narrative Comments (Required for EX, MT, NI or UN):

\* Fields are required.

COMMENTS

Type something

Press Alt + F10 to move to toolbar. Press ALT + 0 for Help.

Reviewer Entries 2 entries Expand



Enter comment, click next to continue.

NARRATIVE SECTION  
Evidence of Student Learning Narrative Comments (Required for EX, MT, NI or UN):

Overall Rating Not Available

Evidence of Student Learning Narrative Comments (Required for EX, MT, NI or UN):

Fields are required.

COMMENTS

Type something

Press Alt + F10 to move to toolbar; Press ALT - 0 for Help.

Reviewer Entries 3 entries Expand

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.**

NEOGOV Dashboard

Search

Peer Evaluator Test

Employees Library

Go to Evaluation Details

Overall Rating Meets professional standards

Submit Evaluation

Print Current State

Expand all cards

COMPETENCY SECTION | GCCD SCALE

Presentation Performance

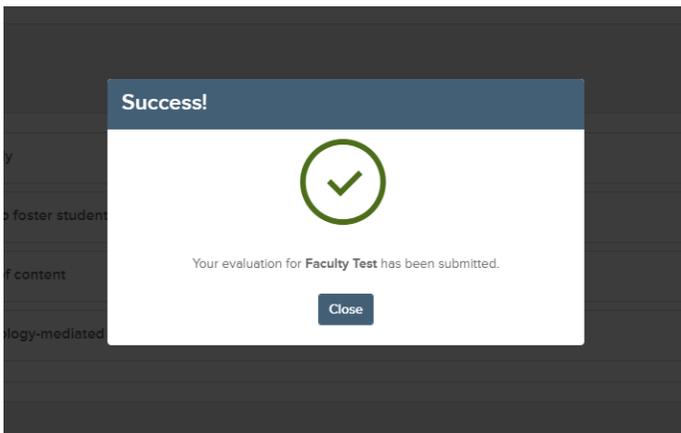
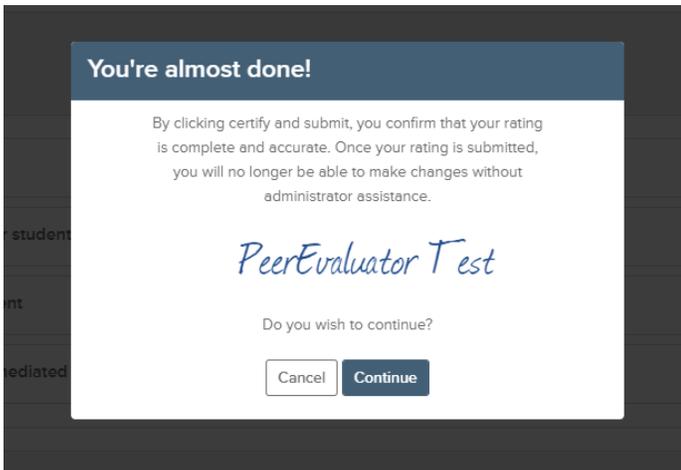
1. Communicates clearly and effectively	Meets Expectations	no comment
2. Organizes class & course material to foster student learning	Meets Expectations	no comment
3. Demonstrates mastery & currency of content	Meets Expectations	no comment
4. Uses counseling time and/or technology-mediated course.	Meets Expectations	no comment

NARRATIVE SECTION | TEXT ONLY

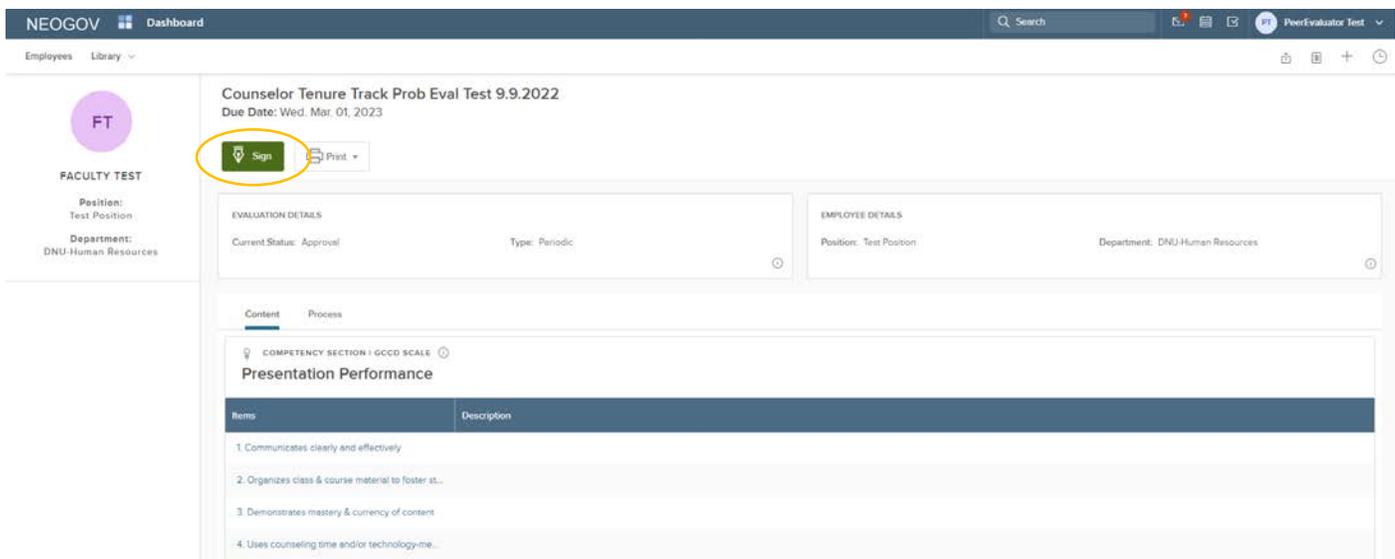
Presentation Performance Narrative Comments (Required for EX, MT, NI or UN):

Presentation Performance Narrative Comments (Required for. Does a good job with presentation performance

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.

Items	Description
1.	Communicates clearly and effectively
2.	Organizes class & course material to foster st...

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.

The screenshot shows the 'Acknowledgment Form' interface. At the top, there's a header with 'NEO GOV' and 'Dashboard'. Below that, a navigation bar includes 'Employees' and 'Library'. The main content area is titled 'Acknowledgment Form' and contains a 'Sign' button. The form displays the following information:

- FT Faculty Test** (Test Position)
- EVALUATION NAME:** Counselor Tenure Track Prob Eval Test 9.9.2022
- DUE DATE:** Wed. Mar. 01, 2023

Below the main information is a 'Rating Summary' section with a 'View Other Approvers' link. The summary lists four test positions:

- FT Faculty Test (Test Position)
- AT Administrator Test (Test Position)
- PT PeerEvaluater Test (Test Position)
- DT DivisionChair Test (Test Position)

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

The screenshot shows the 'Sign' confirmation screen. It features a 'Sign' button and a 'Submit' button. The main content area is titled 'Sign' and contains a 'Comments' section with a text input field. Below the comments is a 'Please sign your name below' section with 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.' The signature 'Faculty Test' is displayed, along with the name 'Faculty Test' and the date 'September 14, 2022'. At the bottom, there are links for 'Auto-Generate' and 'Draw Signature'.

Sign

Cancel

Submit

Comments

Write comment here...

Please sign your name below

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

Faculty Test

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.

NEOGOV Dashboard

Employees Library

Faculty Test

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

Faculty Test

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 Test  
Jennifer Briones  
Comment completed

Completed On Fri, Sep 9, 2022

x Jennifer Briones

**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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Rater Faculty Test	Completed On Fri, Sep 9, 2022	
Rater Administrator Test	Completed On Fri, Sep 9, 2022	
Rater PeerEvaluator Test	Completed On Wed, Sep 14, 2022	
Rater DivisionChair Test	Completed On Fri, Sep 9, 2022	
Signature Administrator Test	Completed On Wed, Sep 14, 2022	x <u>Administrator Test</u>
Signature PeerEvaluator Test	Completed On Wed, Sep 14, 2022	x <u>PeerEvaluator Test</u>
Signature DivisionChair Test	Completed On Wed, Sep 14, 2022	x <u>DivisionChair Test</u>
Signature Faculty Test	Completed On Wed, Sep 14, 2022	x <u>Faculty Test</u>

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