

Rogue Community College NEOED Perform Guide



RCC HUMAN RESOURCES

NEOED

PE

Employee Perform Guide

Welcome to Perform! This guide will illustrate how to complete any evaluations completed in Perform. Please feel free to contact the Human Resource office for help if needed.

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NEOED Login & Dashboard

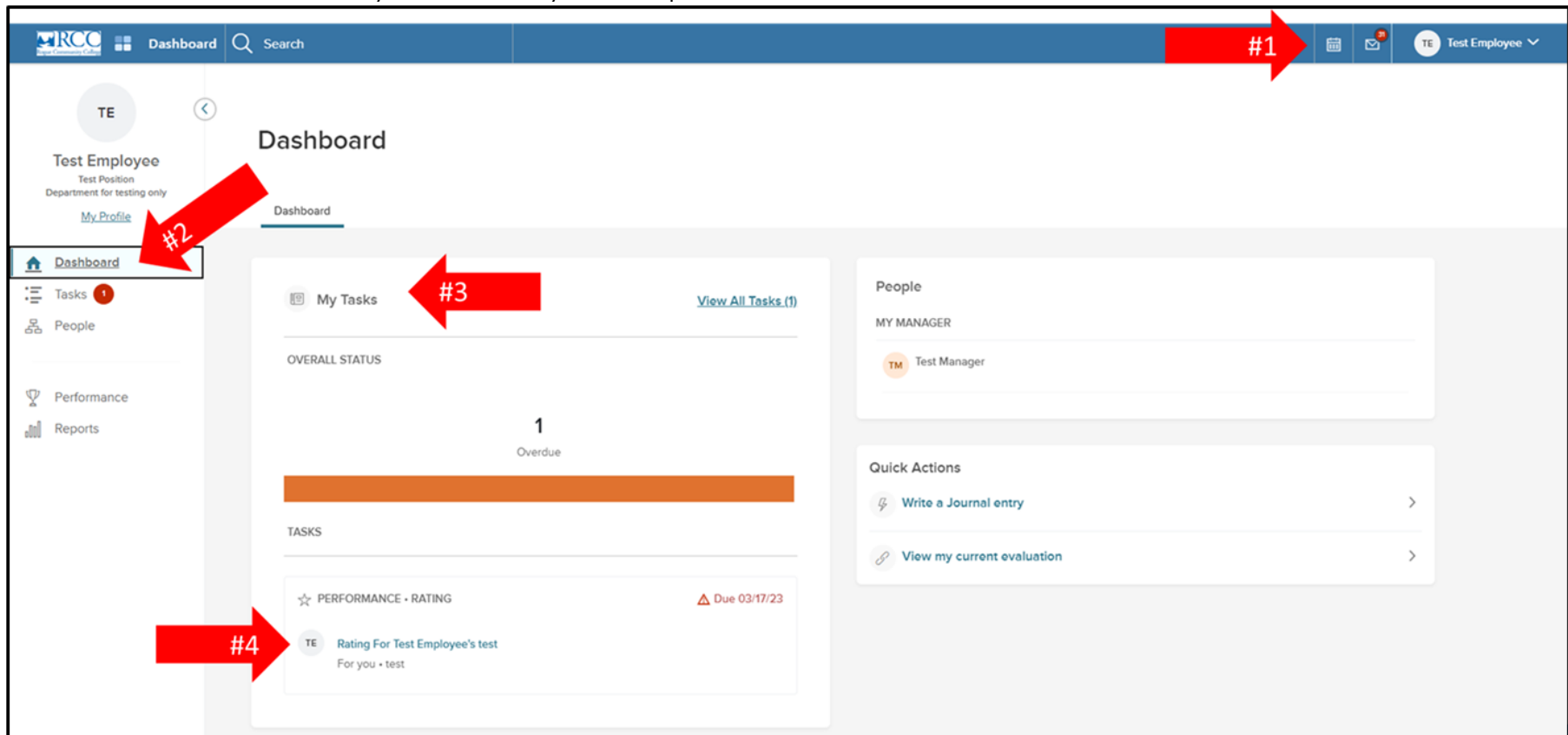
NEOED Login

RCC has SSO (Single Sign On) activated for NEOED.

1. Use the RCC SSO link (<https://login.neoed.com/authentication/saml/login/roguecc>).
 - a. If you are already logged into the RCC network or intranet, you will automatically be logged into NEOED.
 - b. If you are not on the network/intranet, using the SSO link will route you to log in to the RCC intranet using OKTA.

NEOED Dashboard

1. Verify you are the one logged in. Your Perform inbox (envelope image) is in the upper right corner. Check your messages for updates (all messages are also sent to your RCC email, so you will never miss updates).
2. The left navigation pane shows that you are currently in the "Dashboard" You can click on "Tasks" if you only want to see your task list.
3. My Tasks section: Gives you a snapshot of the tasks waiting for you to complete. The Dashboard includes tasks across all NEOED platforms. You may see tasks from hiring committees, new positions, and performance evaluations.
4. This is the list of tasks. When you are ready to complete a task, click it from here.



Types of Evaluations

Classified Employees

Evaluation Title: Annual Classified Evaluation (Due MM/DD/YY)

Evaluation Timeline: Populates once per year based on the employee's current position start date. Due in 45 days.

Evaluation contains the following question types:

- [Narrative](#)
- [Rating](#)
- [Evaluate Previous Year Goals](#)
- [Request for Action](#)

Management/Administrative/Confidential Employees

Evaluation Title: Annual Management/Administrative/Confidential Performance Evaluation (Due MM/DD/YY).

Evaluation Timeline: Populates every year in February, due on April 30th.

Evaluation contains the following question types:

- [Narrative](#)
- [Rating](#)
- [Evaluate Previous Year Goals](#)

Full-time Faculty Employees

Full-time Faculty have **two** evaluations that populate in the Perform system.

1 Evaluation Title: Annual Full-Time Faculty Goals & Development (Due MM/DD/YY) (Employee Name)

Evaluation contains the following question types:

- [Narrative](#)

Evaluation Timeline: Populates every year on July 1st, due on December 1st.

2 Evaluation Title: (Employee Name) Full-Time Faculty Intensive Evaluation

Evaluation contains the following question types:

- [Narrative](#)
- [Rating](#)
- [Request for Action](#)
 - [Request to Upload Documents](#)

Faculty evaluations are based on the employee's department; some departments do not have all question styles

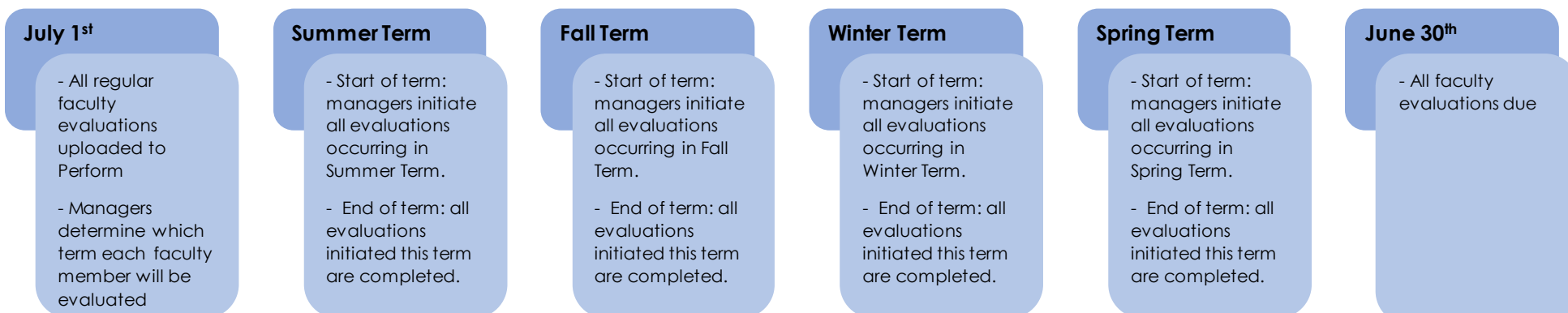
Evaluation Timeline: Intensive faculty evaluations are completed annually for the first three years of employment (probationary period) and then every five years thereafter (Regular). Below is a detailed schedule of uploads and due dates.

Regular Faculty Evaluations

Every year on July 1st, all regular (non-probationary) faculty evaluations due within the academic year will be uploaded into the Perform system. All regular evaluations are to be completed before the end of the academic year (June 30th). Typically, Full-Time Evaluations will be completed in Winter term; however, some may be scheduled in Fall term and rarely in Spring term. Deans are responsible for reviewing all regular faculty evaluations at the start of each academic year and determining which term each employee will be evaluated. Before the first week of the term, Deans will "initiate" the evaluations they plan to complete. At the end of the first week of the term, HR will adjust the evaluation to be due on the last day of the term. The tasks outlined below are due by the end of the third week of the term.

Once a Dean has "initiated" an evaluation, the faculty employee will receive an email stating they have a new task. Within this task, you will be asked to complete:

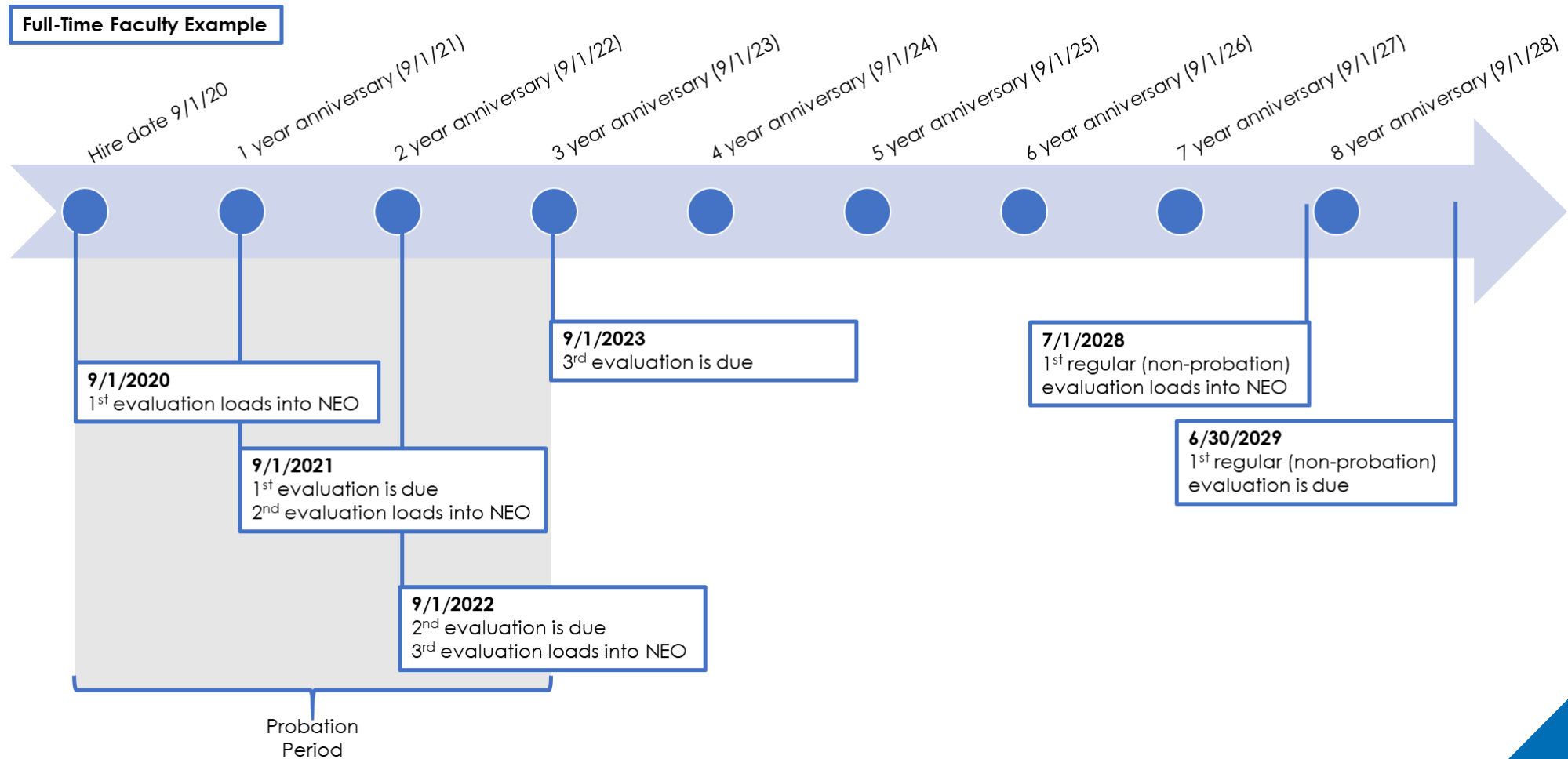
1. Scheduling a classroom observation
2. Uploading required documents
 - a. Course Evaluations from Blackboard
 - i. Include the three most recent terms (if applicable)
 - ii. Not sure how to access these? View the tutorial available within this guide [HERE](#), or contact the T&LC
 - b. Current Course Assessments (1-3 recent examples can be homework, tests, quizzes, etc.)
 - c. Course Outcome Report
3. Complete your self-evaluation within the Perform system



Probationary Faculty Evaluations

The probationary period for Full-Time Faculty employees is set forth by the [Collective Bargaining Agreement \(CBA\)](#). The current standard is that Full-Time Faculty have a probationary period of 3 years. During the probationary period, faculty evaluations differ slightly. Probationary faculty employees are evaluated during each year of their probation, primarily occurring in Winter term. For an employee's first year, their evaluations will populate on their hire date and be due on their 1st anniversary.

Similarly, in years 2 and 3, their evaluations will be initiated on their anniversary date and due 1 year later. Deans will still need to determine in which term they plan to evaluate the probationary employee and initiate the evaluation at the start of that term. Unlike regular employees, evaluations will populate throughout the year depending on the probationary employee's hire date. Illustrated below is an example timeline for an employee hired on September 1st, 2020.



Adjunct Faculty Employees

Adjunct Faculty have two evaluations that populate in the Perform system.

- 1 Evaluation Title:** Annual Adjunct Faculty Goals & Professional Development Form (Due MM/DD/YY) (Employee Name)
Evaluation contains the following question types:

- [Narrative](#)

Evaluation Timeline: Populates every year on July 1st, due on May 1st.

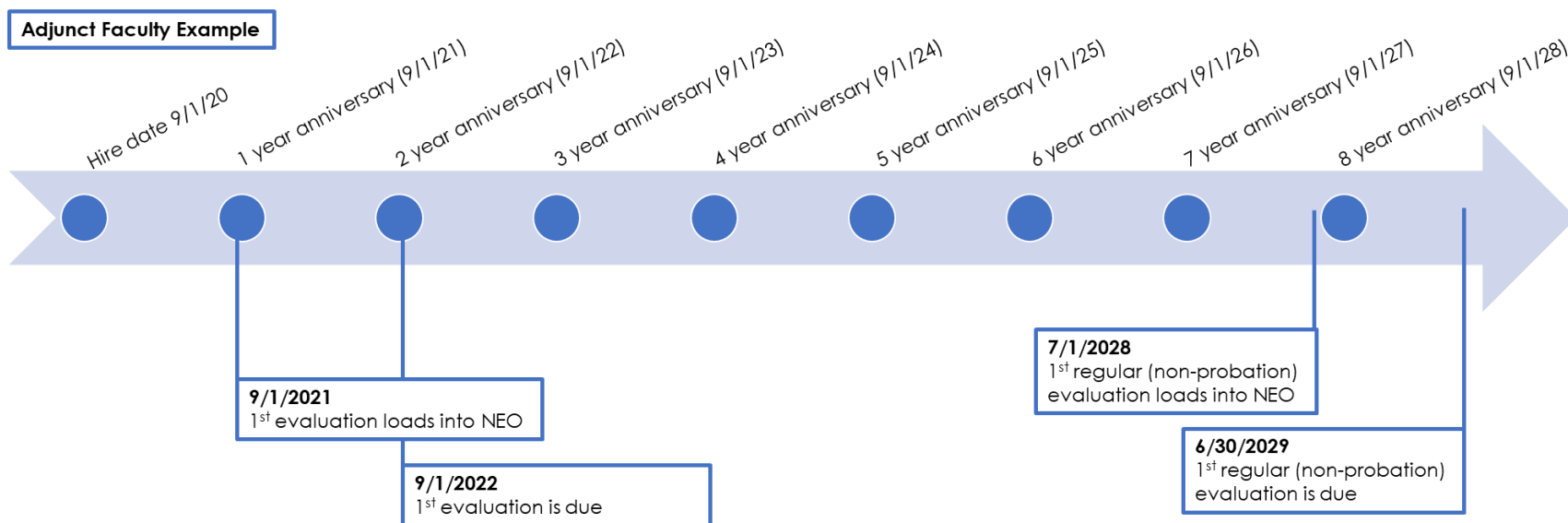
- 2 Evaluation Title:** (Employee Name) Full-Time Faculty Intensive Evaluation
Evaluation contains the following question types:

- [Narrative](#)
- [Rating](#)
- [Request for Action](#)
 - [Request to Upload Documents](#)

Faculty evaluations are based on the employee's department; some departments do not have all question styles

Evaluation Timeline: Intensive adjunct faculty evaluations are completed once in the first three years of employment (Initial) and then every five years thereafter (Regular). Below is a detailed schedule of uploads and due dates.

The first evaluation will be uploaded into the Perform system on the adjunct Faculty's 1-year anniversary and due on their 2-year anniversary. The subsequent intensive evaluations will occur during the academic year their 8-year anniversary falls within. While the first evaluation is based on the employee hire date, all subsequent evaluations are based on the academic year.



The Dean's responsibility is to review all faculty evaluations at the start of each academic year and determine which term each employee will be evaluated. Before the first week of the term, Deans will "initiate" the evaluations they plan to complete that term. At the end of the first week of the term, HR will adjust the evaluation to be due on the last day of the term. The tasks outlined below are due by the end of the third week of the term.

Once a Dean has "initiated" an evaluation, the faculty employee will receive an email stating they have a new task. Within this task, you will be asked to complete:

1. Scheduling a classroom observation
2. Uploading required documents
 - a. Course Evaluations from Blackboard
 - i. Include the three most recent terms (if applicable)
 - ii. Not sure how to access these? View the tutorial available within this guide [HERE](#), or contact the T&LC
 - a. Current Course Assessments (1-3 recent examples can be homework, tests, quizzes, etc.)
3. Complete your self-evaluation within the Perform system

Faculty Professional

Evaluation Title: Faculty Professional Evaluation (Due MM/DD/YY)

Evaluation Timeline: Intensive faculty professional evaluations are completed annually for the first three years of employment (probationary period) and then every three years thereafter (Regular). Evaluations will populate 90 days before they are due.

Evaluation contains the following question types:

- [Narrative](#)
- [Rating](#)

Department Chair/Coordinator

Evaluation Title: (Employee Name) Annual Department Chair/Coordinator Evaluation (Due MM/DD/YY)

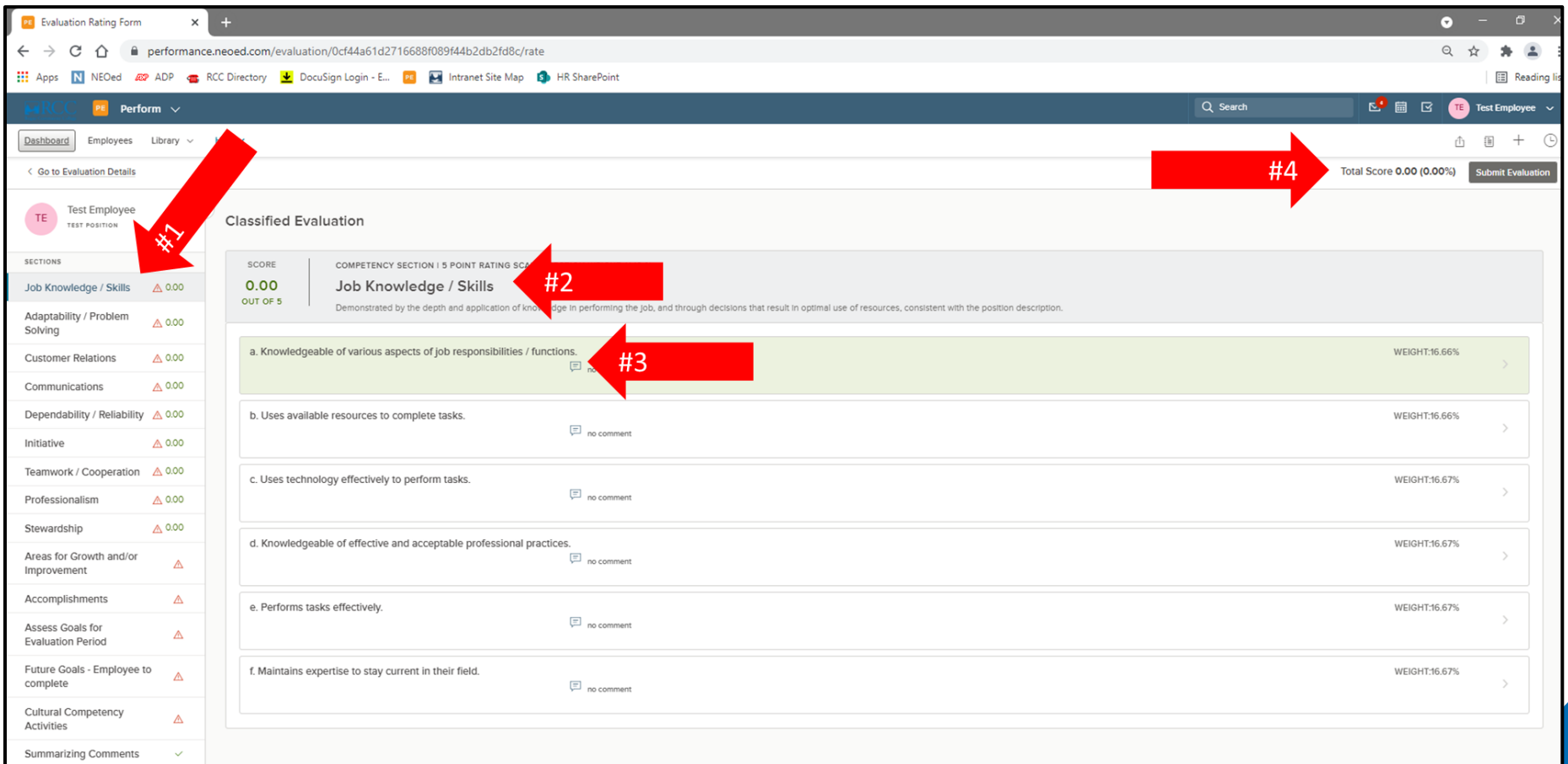
Evaluation Timeline: Populates every year July 1st and due April 1st.

Evaluation contains the following question types:

- [Narrative](#)
- [Rating](#)

Evaluation Overview Page

1. The left column is a view of all the sections in the evaluation. You can navigate to other sections as desired. You can complete your evaluation in any order you choose so long as all required sections get completed.
 - a. Next to each section, you will see symbols:
 - i. Red Triangle  - There is something required, and it has not yet been completed
 - ii. Green Checkmark  - All required questions have been completed
 - iii. Green Numbers  - This is a "rated" section, and this number is the current aggregate score of the section. A score of 0.00 typically means that you have not started rating the questions in this section yet.
 - iv. Eye Icon  - This section is read-only
2. The section you are currently evaluating. A brief description is also included.
3. Each question within the section that you are evaluating.
4. As you move through the evaluation, a running Total Score will be generated here. Some evaluations do not have a numeric score associated with them. In that case, the score may remain 0.00. Once you have completed all required items in the evaluation, the grey "Submit Evaluation" button will turn green.



The screenshot displays the 'Evaluation Rating Form' interface. On the left, a sidebar lists various sections under 'Test Employee' (TE). The main area shows the 'Classified Evaluation' for 'Job Knowledge / Skills'. The interface includes a 'Total Score 0.00 (0.00%)' and a 'Submit Evaluation' button. Red arrows with numbers #1 through #4 point to specific elements: #1 points to the 'Test Employee' section in the sidebar; #2 points to the 'Job Knowledge / Skills' section header; #3 points to a specific evaluation item 'a. Knowledgeable of various aspects of job responsibilities / functions.'; and #4 points to the 'Total Score' and 'Submit Evaluation' area.

Sections in the sidebar:

- Job Knowledge / Skills  0.00
- Adaptability / Problem Solving  0.00
- Customer Relations  0.00
- Communications  0.00
- Dependability / Reliability  0.00
- Initiative  0.00
- Teamwork / Cooperation  0.00
- Professionalism  0.00
- Stewardship  0.00
- Areas for Growth and/or Improvement 
- Accomplishments 
- Assess Goals for Evaluation Period 
- Future Goals - Employee to complete 
- Cultural Competency Activities 
- Summarizing Comments 

Classified Evaluation: Job Knowledge / Skills

SCORE: 0.00 OUT OF 5

COMPETENCY SECTION | 5 POINT RATING SCALE

Demonstrated by the depth and application of knowledge in performing the job, and through decisions that result in optimal use of resources, consistent with the position description.

a. Knowledgeable of various aspects of job responsibilities / functions.  WEIGHT:16.66%

b. Uses available resources to complete tasks.  WEIGHT:16.66%

c. Uses technology effectively to perform tasks.  WEIGHT:16.67%

d. Knowledgeable of effective and acceptable professional practices.  WEIGHT:16.67%

e. Performs tasks effectively.  WEIGHT:16.67%

f. Maintains expertise to stay current in their field.  WEIGHT:16.67%

Total Score 0.00 (0.00%) Submit Evaluation

Types of Questions

There are four types of questions you will encounter when completing your evaluation. The kind of question can be determined by clicking on the question and seeing what response options are given. In this example, you will see your response option is to give yourself a "rating," as such, this question is a "rating" question.

1. Area where the response type is shown.
2. This area houses "Reviewer Entries" and "Journal Entries":
 - a. Review Entries – by expanding this section, you will see how you and your supervisor rated this question in past years.
 - b. Journal Entries – Review the [Journal Entries section](#) of this guide for details.
3. Continue the evaluation in order by selecting "Next" if you prefer to complete the evaluation out of order, select "Done" and navigate using the Evaluation Overview Page.

The screenshot shows the evaluation interface for '3. Standards and Practices.' The main question is 'b. Ensure college understanding and compliance with regulatory requirements?'. Below the question, there is a 'RATING SCALE' section with two options: 'Satisfactory' and 'Unsatisfactory', both marked with a checkmark. To the right of the rating scale is a 'COMMENTS' section with a text area and a toolbar. On the far right, there is a sidebar with 'Reviewer Entries' (1 entries) and 'Journal Entries' (0 entries), both with 'Expand' links. At the top right, there are navigation buttons: '< Prev', 'Next >', and 'Done'. Three red arrows point to specific UI elements: #1 points to the 'RATING SCALE' section, #2 points to the 'COMMENTS' section, and #3 points to the 'Next >' button.

COMPETENCY SECTION
3. Standards and Practices.

b. Ensure college understanding and compliance with regulatory requirements?

Standards and Practices. Does this person...

* Fields are required.

RATING SCALE *

Show descriptions >

✓ Satisfactory

✓ Unsatisfactory

COMMENTS

Type something

Press Alt - F10 to move to toolbar. Press ALT - O for Help.

Reviewer Entries 1 entries Expand

Journal Entries 0 entries Expand

< Prev Next > Done

Narrative

1. The narrative section title and description are located here.
2. Notice how comments are required for all narrative sections (signified by the red asterisk). If you forget to include your comments, you will not be able to submit the evaluation.

The screenshot displays a web browser window with the URL `performance.neod.com/evaluation/0cf44a61d2716688f089f44b2db2fd8c/rate`. The page title is "Evaluation Rating Form". The main content area is titled "NARRATIVE SECTION Areas for Growth and/or Improvement". A "Total Score 3.23 (64.52%)" is displayed. The section "Areas for Growth and/or Improvement" includes a description: "List areas for growth, or areas that have been identified for improvement." and a note: "* Fields are required." A red arrow labeled "#1" points to this section. Below it is a "COMMENTS" section with a red asterisk indicating it is required. A red arrow labeled "#2" points to the "COMMENTS" section. The comments area has a rich text editor with buttons for Bold (B), Italic (I), Underline (U), and a link icon. A sidebar on the right shows "Reviewer Entries" and "Journal Entries", both with 1 entry each. A "View Survey Results" button is located at the top right of the main content area.

Rating

4. The rating section title and description are located here.
5. Additional details are listed here (some questions do not have additional details).
6. Select a score of 1-5 here. Different classifications have different scoring rubrics. If you are unsure how to score yourself, please partner with your supervisor or Dean.
7. Comments section – you are welcome and encouraged to comment on your evaluation. Sometimes comments are required based on the question or the score you have selected. If comments are required, a red asterisk will appear.
8. This area houses "Reviewer Entries" and "Journal Entries":
 - c. Review Entries – by expanding this section, you will see how you and your supervisor rated this question in past years.
 - d. Journal Entries – Review the [Journal Entries section](#) of this guide for details.
9. Once you have entered a score (#3) and written any required comments (#4), you can move on to the next question. You can automatically move to the next question by selecting "Next." Selecting "Done" will take you back to the overview page, allowing you to jump to other evaluation sections.

The screenshot shows a web browser window with the URL `performance.neoed.com/evaluation/0cf44a61d2716688f089f44b2db2fd8c/rate`. The page title is "Evaluation Rating Form". The main header is "COMPETENCY SECTION Job Knowledge / Skills". The total score is "0.00 (0.00%)".

The form contains the following sections and elements:

- ITEM WEIGHT: 16.66%**
- a. Knowledgeable of various aspects of job responsibilities / functions.** (labeled #1)
- Job Knowledge / Skills** (labeled #2)
- Fields are required.** (labeled #3)
- RATING SCALE** (labeled #4) with a red asterisk indicating "Rating is required". The scale includes:
 - 5 Significantly exceeds standards
 - 4 Exceeds standards
 - 3 Meets standards
 - 2 Partially meets standards
 - 1 Does not meet standards
- COMMENTS** (labeled #5) with a text area and a "Show descriptions" link.
- Journal Entries** (labeled #6) with a search bar and a list of entries.
- Writing Assistant** (labeled #7) with a list of entries.
- Next >** and **Done** buttons (labeled #8).

Evaluate Previous Year Goals

1. Each item listed in this section is a goal that you must evaluate. These goals were uploaded either by your supervisor manually adding them to the evaluation, or the system automatically pulled these goals from your last evaluation the prior year.

The screenshot shows the 'Classified Evaluation' page. On the left is a sidebar with a list of sections: Notes & Attachments, Job Knowledge / Skills, Adaptability / Problem Solving, Customer Relations, Communications, Dependability / Reliability, Initiative, Teamwork / Cooperation, Professionalism, Stewardship, Areas for Growth and/or Improvement, Accomplishments, and Assess Goals for Evaluation Period. The 'Assess Goals for Evaluation Period' section is highlighted in blue. A red arrow labeled '#1' points to this section. The main content area is titled 'Classified Evaluation' and contains a section for 'Assess Goals for Evaluation Period' with three example goals listed: Example Goal #1, Example Goal #2, and Example Goal #3. Each goal has a 'no comment' status.

Once you click on one of the goals, this flyout window will open. Remember you must complete this step for each goal listed.

2. Goal title and description.
3. Acts the same as a narrative question, you must include comments.

The screenshot shows the 'Goal Section' flyout window for 'Example Goal #1'. The window has a dark blue header with the title 'GOAL SECTION Assess Goals for Evaluation Period' and buttons for '< Prev', 'Next >', and 'Done'. Below the header is a 'Total Score 0.00 (0.00%)' display. The main content area shows the goal title 'Example Goal #1' and a description 'This is an example goal for test employee.' Below this is a text area for comments, labeled 'COMMENTS *'. A red arrow labeled '#2' points to the goal title, and a red arrow labeled '#3' points to the comments text area. On the right side of the flyout is a sidebar with a search bar for 'Search Feedback Entries' and a section for 'Journal Entries' with filters for 'Author: Myself' and 'Date: Past 12 Months'. The sidebar also shows 'No Journal Entries found.'

Request for Action

1. The action title is located here.
2. Instructions on how to complete the required action are described here.
3. Signifying you have completed the action. Sometimes you are asked to confirm you have completed the action. Ensure you have completed all steps discussed in the description (#2) before confirming you have completed the action. If there is no option to select, most likely, comments are required; see step #4.
4. A red asterisk will appear here if you are required to add a comment. What to include in the comment section is included in the description (#2).
5. You can select "Next" to continue working through the evaluation in order or select "Done" to be brought back to the overview page

The screenshot shows a web form titled "Schedule Classroom Observation" under the "COMPETENCY SECTION". The form includes a description, a "RATING SCALE" section with a "Show descriptions" link, and a "COMMENTS" section with a rich text editor. A red asterisk is visible next to the "COMMENTS" label. The form is annotated with five red arrows and numbers:

- #1 points to the "Schedule Classroom Observation" title.
- #2 points to the instructions: "To schedule your classroom observation please contact the appropriate scheduler as listed here: INSERT LINK HERE. Please include the date of the scheduled classroom observation in the comments."
- #3 points to the "RATING SCALE" section, which includes a "Show descriptions" link and a radio button labeled "I have scheduled a classroom observation."
- #4 points to the "COMMENTS" section, which includes a rich text editor with a "Type something" placeholder.
- #5 points to the "Next >" button in the top right corner.

The right sidebar shows a search bar for "Feedback Entries" and two sections: "Reviewer Entries" (1 entries) and "Journal Entries" (0 entries), both with "Expand" links.

Request to Upload Documents

Step 1

1. Lists out all the required documents to be uploaded, and a description of what is requested in the comments section.
2. Comments are typically required in this step. A red asterisk will appear next to "comments" if comments are required. Review the description in #1 for what you should write in the comments section.
3. Select "Done" before moving on to step 2

NARRATIVE SECTION
Action Items

Upload Required Documents

To complete this step, you must upload all of the following required documents:

- Course Evaluations (From Blackboard - last 3 terms if applicable)
- Current Assessments (1-3 recent examples such as homework, tests, quizzes, etc.)
- Course Outcome Report (FT Faculty only)

For directions on uploading documents to your evaluation, please reference the Employee Perform Guide linked at the beginning of this evaluation in the Notes & Attachment section.

In the comments below, please provide the number of attachments uploaded.

* Fields are required.

COMMENTS *

B i U A: = = = ¶: ↻

Type something

Search Feedback Entries

Reviewer Entries 1 entries [Expand](#)

Journal Entries 0 entries [Expand](#)

< Prev Next > Done

Step 2

From the evaluation overview page, select the "Go to Evaluation Details" button on the top left corner

Dashboard Employees Library Help

Go to Evaluation Details

Submit Evaluation

Adjunct Faculty Evaluation

COMPETENCY SECTION | FACULTY REQUIRED DOCUMENTS

Upload Required Documents

Upload each of the required documents to the evaluation.

no comment

SECTIONS

- Schedule Classroom Observation ✓
- Upload Required Documents ⚠
- Essential Practices of Holistic Teaching ⚠
- Additional Practice: Service to RCC or General Community ✓

Search Test Employee

Step 3

1. Scroll to the bottom of the evaluation details page until you see the "Add Notes & Attachments" section
2. Select Add Notes & Attachments

The screenshot shows the 'Perform' page for a 'Test Employee' (TE). The left sidebar contains the employee's profile and manager information. The main content area lists several strategies (33-38) with their descriptions. Below this is a 'NARRATIVE SECTION | TEXT ONLY' section titled 'Additional Comments'. A red arrow labeled '#1' points to the 'Add Notes & Attachments' link. Another red arrow labeled '#2' points to the '+ Add Notes & Attachments' button.

Step 4

Before attaching the documents, please ensure that the document titles allow your supervisor to quickly identify what the file will contain. The system only allows one attachment at a time, so you must complete this step for each required document.

1. Use this button to select the attachment from your computer
2. Notes are optional
3. Save

The screenshot shows the 'Add Note/Attachment' dialog box. At the top, there are 'Cancel' and 'Save' buttons, with a red arrow labeled '#3' pointing to the 'Save' button. Below this is a 'Note' section with a red arrow labeled '#2' pointing to the 'Note' label. The 'Note' section contains a text input field with a placeholder 'Enter text' and a rich text editor with various formatting options. Below the 'Note' section is an 'Attachment' section with a red arrow labeled '#1' pointing to the '+ Attachment' button. The 'Attachment' section shows 'Nothing selected' and a note that 'limit one attachment per note'. At the bottom, there is a checkbox for 'Private Note'.

Step 5

Verify that all your intended attachments have been uploaded

Dashboard Employees Library Help

Strategy 37: Set up processes to get feedback... Participate in workshops, conferences, or in-service opportunities to learn new teaching strategies and improve your teaching.

Strategy 38: Set up processes to get feedback... Provide opportunities for students to reflect on the course and give feedback (e.g. an anonymous mid-term survey) and reflect on integrating those changes into your class.

NARRATIVE SECTION | TEXT ONLY

Additional Comments

Items	Description
Additional Comments	Please add any additional or summarizing comments to your evaluation in this section.

Add Notes & Attachments(3) [+ Add Notes & Attachments](#)

Note/Attachment	Created By	Show On Rating Form	Actions
[TestEmployee Annual Plans 21-22.docx]	Test Employee	No	
[TestEmployee Course Evaluations 21-22.docx]	Test Employee	No	
[TestEmployee Current Assessments 21-22.docx]	Test Employee	No	

Left sidebar: **TEST EMPLOYEE**
Position: Test Position
Division: Department for testing only
[View Org Chart](#)
Manager(s): TM

Step 6

Scroll back to the top of the evaluations details page and click the green "RATE" button to return to your self-evaluation, returning you to the evaluation overview page.

BRCC Perform Search Test Employee

Dashboard Employees Library Help

Adjunct Faculty Evaluation

Due Date: Thu. Jun. 30, 2022

[★ Rate](#)

EVALUATION DETAILS
Current Status: Rating
Type: Periodic

SCORES
OVERALL RATING
Pending

EMPLOYEE DETAILS
Position: Test Position
Division: Department for testing only

Content Process

COMPETENCY SECTION | FACULTY CLASSROOM OBSERVATION (EMPLOYEE)

Schedule Classroom Observation

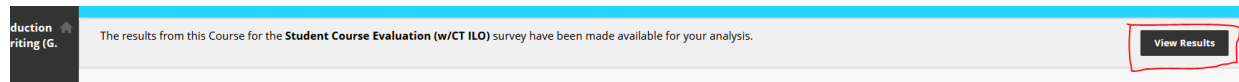
Items	Description
-------	-------------

Left sidebar: **TEST EMPLOYEE**
Position: Test Position
Division: Department for testing only
[View Org Chart](#)
Manager(s): TM

Finding Course Evaluations (using Blackboard)

To access Course Evaluations, look for a button at the top of every Blackboard course that says View Results. If you have a parent shell, you won't be able to see the results from the parent. Instead, you'll need to click View Results in the individual children shells.

1. Click View Results



2. You will then have to select the response period. (If you do all the courses I teach, it will lump them together.)

Analyze Survey Results

* Indicates a required field.

SURVEY INFORMATION

Student Course Evaluation (w/CT ILO)

* Included Questions: 10 of 10 [\[exclude questions from analysis?\]](#)

* Response Periods:

☐	2021 Fall <i>Sent to Courses</i>
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* Compare Responses By:

- ☒ No Comparison Needed
- ☐ Response Periods
- ☐ Demographics
- ☐ All courses I teach
- ☐ Business Units
- ☐ Specified Survey Question

A red arrow points to the 'All courses I teach' radio button.

3. Select View Results at the bottom.

4. You will have to be patient. It sometimes takes a while to generate. This is a pdf that you can save to your drive.

Finishing Your Evaluation

Review the Summary

1. From the Evaluation Overview Page, select "Summary" to review the complete evaluation.
2. This column shows you each score you entered for each question.
3. This column shows you each comment you entered for each question.
4. Verify the total score is accurate. Some evaluations do not have a numeric score. In that case, the score will be 0.00.
5. When you are confident that everything is accurate, submit the evaluation.
 - a. If the "Submit Evaluation" button is grey and not working, you have not completed a required item for the evaluation. Please review the left column and ensure that no sections have a red triangle (⚠).

The screenshot shows the 'Evaluation Rating Form' interface. On the left, a sidebar lists sections with green checkmarks, indicating completion. The main area displays 'Classified Evaluation' details for 'Job Knowledge / Skills' and 'Adaptability / Problem Solving'. Red arrows point to specific elements: #1 points to the 'Summary' link in the sidebar; #2 points to the 'Job Knowledge / Skills' section header; #3 points to the 'Adaptability / Problem Solving' section header; #4 points to the 'Total Score 3.25 (64.96%)' and 'Submit Evaluation' button; and #5 points to the 'Submit Evaluation' button.

SECTION	SCORE	COMMENTS	WEIGHT
Job Knowledge / Skills	2.83 OUT OF 5		11.12 %
Adaptability / Problem Solving	3.00 OUT OF 5		11.11 %

QUESTION	SCORE	COMMENTS	WEIGHT
a. Knowledgeable of various aspects of job responsibilities / functions.	2 Partially meets standards		16.66%
b. Uses available resources to complete tasks.	3 Meets standards		16.66%
c. Uses technology effectively to perform tasks.	3 Meets standards		16.67%
d. Knowledgeable of effective and acceptable professional practices.	3 Meets standards		16.67%
e. Performs tasks effectively.	3 Meets standards		16.67%
f. Maintains expertise to stay current in their field.	3 Meets standards		16.67%

QUESTION	SCORE	COMMENTS	WEIGHT
a. Ability to manage multiple priorities.	3 Meets standards		20%
b. Responds appropriately and adapts to change.	3 Meets standards		20%
c. Effectively manages time and task completion.	3 Meets standards		20%

Signing the Evaluation

Some evaluations require a final signature after the supervisor has made their comments. This step ensures that you have reviewed and understood the result of your evaluation. Once this step is ready to be completed, a task will populate on your Dashboard for you to review.

The screenshot shows the 'My Tasks' section of the Perform dashboard. At the top, there is a progress bar with six categories: Total (1), Rating (0), Approve And Sign (0), Sign (1), Approve (0), and Other (0). Below this is a table of tasks. A red arrow points to the task 'Sign Classified Evaluation for Test Employee'. The task details show it is for 'Test Employee', related to 'Classified Evaluation', and has a due date of '09/22/2021'. The bottom of the task list shows 'Showing 1 - 1 of 1 items'.

Task	For Employee	Related To	Due Date
Sign Classified Evaluation for Test Employee	Test Employee	Classified Evaluation	09/22/2021

You will be directed to an overview page to double-check that all scores and comments are correct. If everything looks accurate, select the green "Sign" button.

The screenshot shows the 'Acknowledgment Form' for a 'Classified Evaluation' for 'Test Employee'. The due date is 'Fri. Sep. 24, 2021'. A red arrow points to the green 'Sign' button. Below the form is a 'Rating Summary' section showing the score of 3.25 (64.96%). The summary includes a table with the following data:

Appraiser	Total Score	Weight
Test Employee (TE)	3.25 (64.96%)	0 %
Test Manager (TM)	3.25 (64.96%)	100 %

At the bottom, there is a 'Job Knowledge / Skills' section with a score of 2.88 out of 5. The section weight is 11.12 %, and the item weight is 16.66 %.

You can then add any additional comments and finally select the green "Submit" button.

Acknowledgment Form

TE Test Employee
Test Position

EVALUATION NAME: Classified Evaluation
DUE DATE: Fri. Sep. 24, 2021

Rating Summary

	Score
TE Test Employee Test Position	3.25 (64.96%)
TM Test Manager Test Position	3.25 (64.96%)

SECTIONS

SECTION	SCORE	COMPETENCY SECTION 5 POINT RATING SCALE SECTION WEIGHT 11.12 %
Job Knowledge / Skills	2.88 OUT OF 5	Job Knowledge / Skills Demonstrated by the depth and application of knowledge in performing the job, and through decisions that result in optimal use of resources, consistent with the position description.
Adaptability / Problem Solving		
Customer Relations		a. Knowledgeable of various aspects of job responsibilities / functions. Job Knowledge / Skills
Communications		
Dependability / Reliability		
Initiative		
Teamwork / Cooperation		b. Uses available resources to complete tasks. Job Knowledge / Skills

Sign

Comments

Write comment here...

Please sign your name below

By signing, I acknowledge that I have received this evaluation and have been given an opportunity to participate in the process; my signature does not necessarily indicate agreement with its contents.

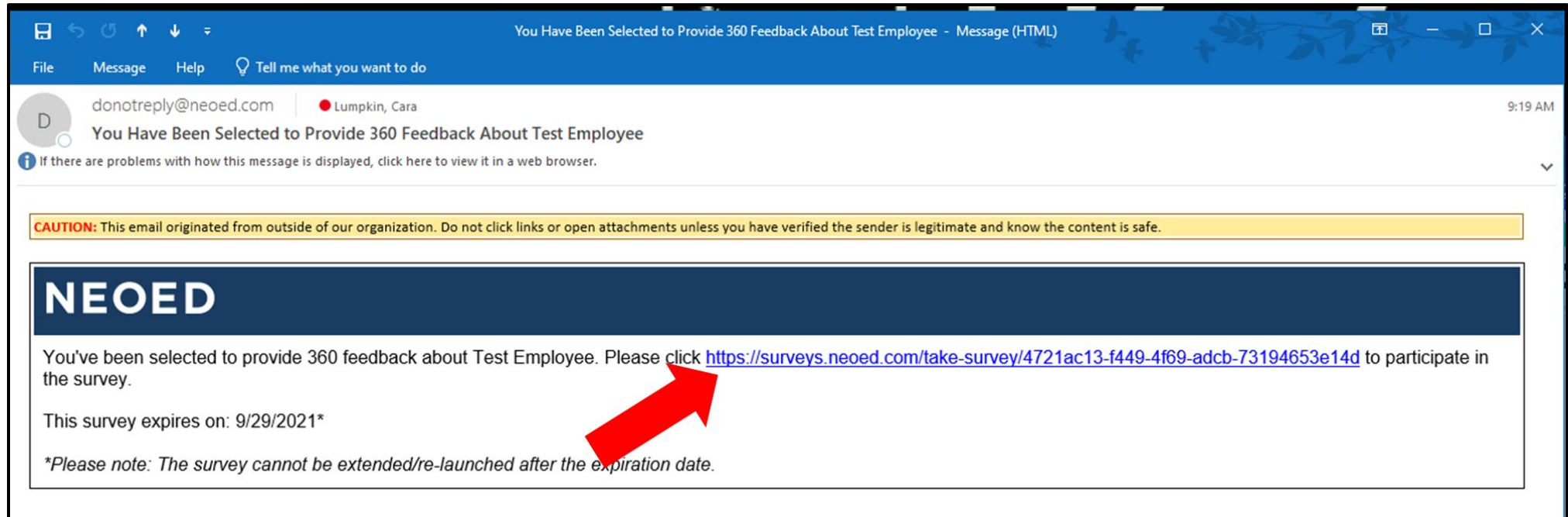
Test Employee
September 15, 2021

Auto-Generate Draw Signature

Submit

Peer 360 Evaluations

Managers can request feedback from the peers of their direct reports when writing an evaluation. If you have received a request to provide feedback, it is entirely optional but does help the supervisor give better feedback during the review process. You will receive the request in your RCC email as well as the mail system within the Perform platform. To complete, select the link in either message. Follow the prompts to complete the 360 feedback form.



Utilizing Journal Entries

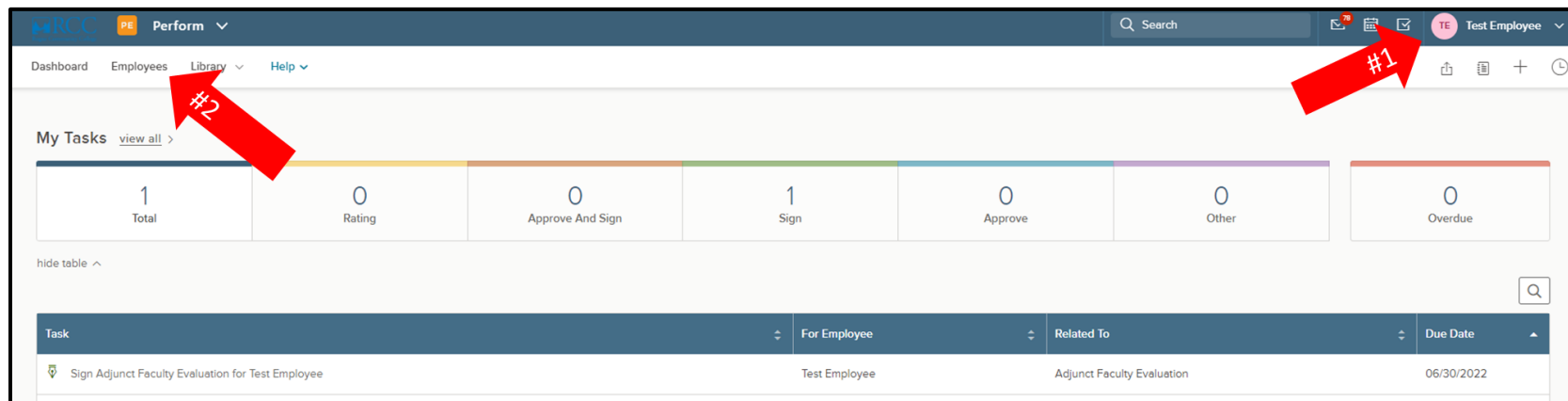
Journal Entries are quick notes that supervisors and employees can log in real time throughout the year to track accomplishments, improvement opportunities, or anything notable they want to refer to while completing evaluations. They are easily accessible while rating evaluations, which help provide concrete examples to justify ratings and speed up the rating process significantly.

There are two ways to access Journal entries from the Dashboard:

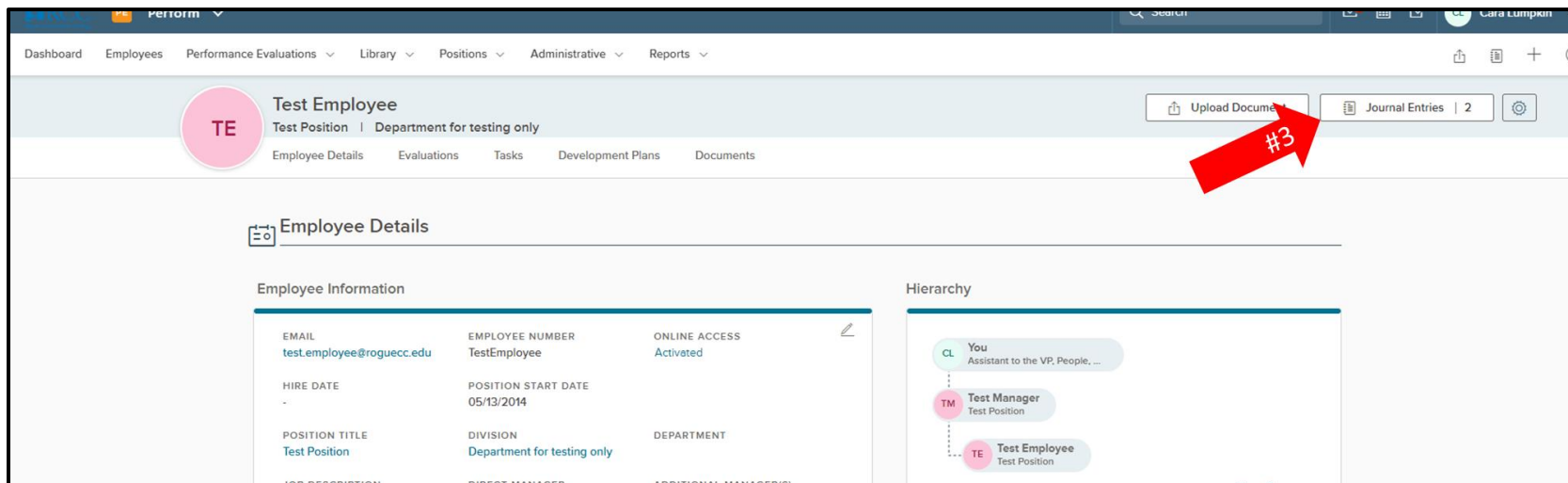
1. Select your name in the upper right corner and then select "My Profile."

OR

2. Select "Employees," then select the person you are trying to view from the list of employees. This option is best if you need to access another employee's profile. You will only be able to see employees that report to you.



3. Once you have selected an employee, you will see their "Employee Profile," from here, select "Journal Entries."



4. Once you have selected "Journal Entries," a flyout will open. This flyout allows you to read any journal entries in the employee's profile (#4) and add new journal entries (#5).

Journal Entries for Test Employee

Close

* Fields are required.

Share with...

☐ Employee

☐ Manager(s) ⓘ

☐ Direct Manager's Manager

Note: You can use tags to associate journal entries to Goals and Competencies from recent and upcoming evaluations by typing @ followed by the name of the Competency or Goal. Matching entries will appear in a drop down menu. Tagging is only applicable to journal entries for one user at a time.

CL

B i U A: = = = ¶: ↺

Type something

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

Upload attachment here Upload Attachment

Close Save

Journal Entries for Test Employee

Current ▾

2 entries

Select All Actions

☐ TM Test Manager last edited 03/08/21 05:19:42 PM • shared

Great work!

TE