NeoGov Perform

Employee Training

Getting Started

- You will receive an activation email from NeoGov with instructions to activate your account.

- Your username is your Douglas County email address

- Throughout the evaluation process, you will receive emails from noreply@neogov.net notifying you of tasks such as signatures.

LOGIN

To log into Perform, go to: https://performance.neogov.com/login.

Enter your username and password then click **Sign In**:

NEOGOV

Username

testmanager@douglasnv.us

Password

•••••••••

Log In

Forgot username?

Forgot your password?

If you forget your password, click the "**Forgot your password?**" link. After entering the required information, an email will be sent to the email address in your profile containing a hyperlink to set a new password.

Password Reset

Username

Email

First Name

Last Name

What's 3 + 5?

Cancel **Reset Password**

NOTE: Passwords must be a minimum of 8 characters and contain at least one number, one upper case letter, one lower case letter, and a special character (example: %$#2&*!).

If the username is forgotten, click the "**Forgot username?**" link. After entering the required information, a confirmation email will be sent to the email address in your profile with the username.
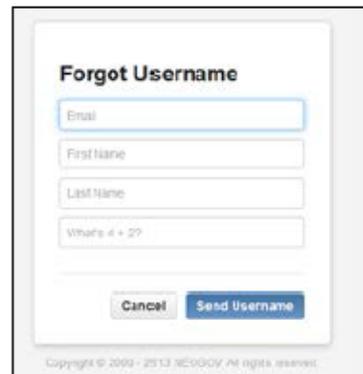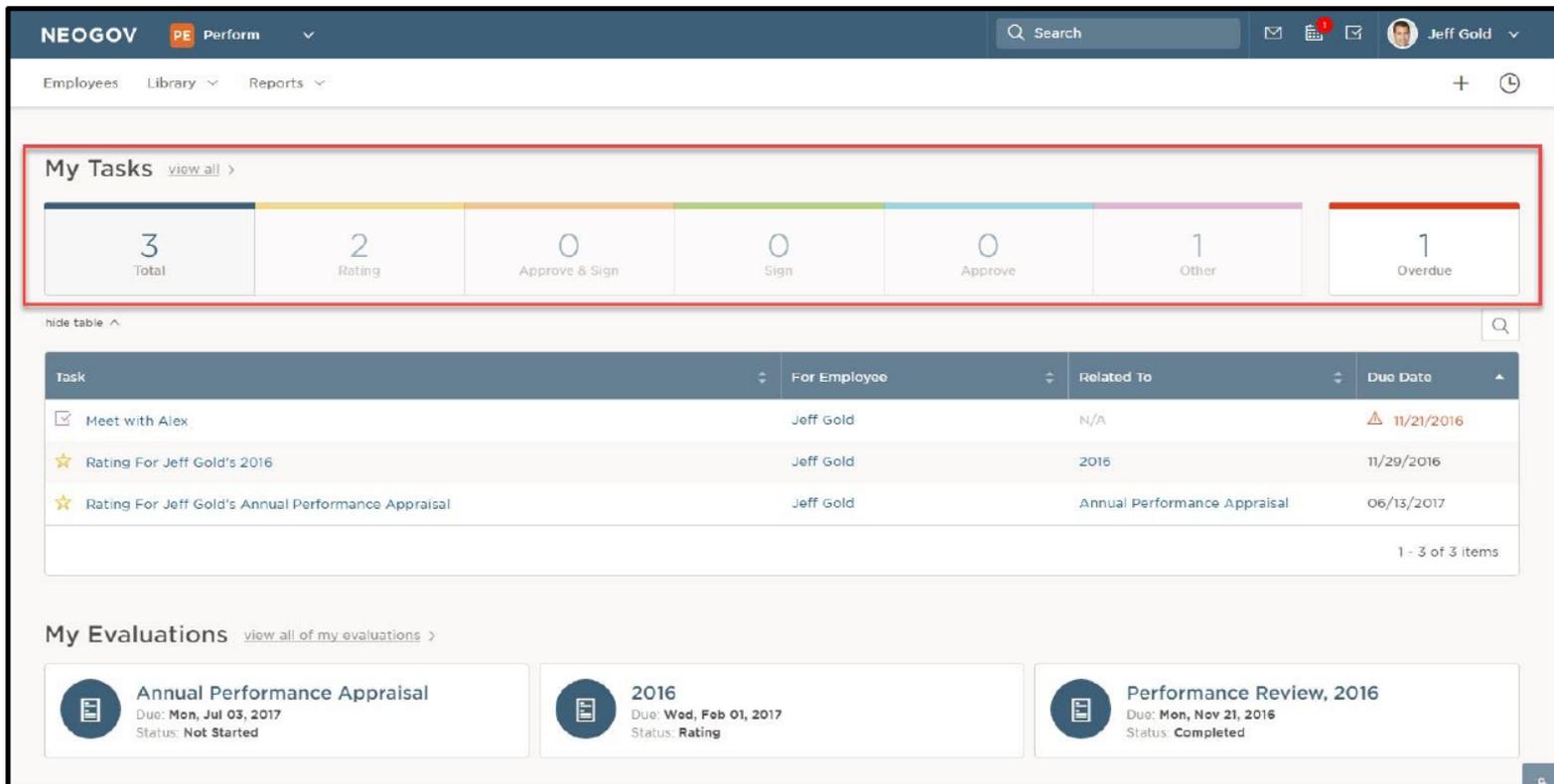
Forgot Username

Email

First Name

Last Name

What's 4 + 2?

Cancel **Send Username**

Navigating the Dashboard

Upon logging into Perform, you will arrive at your **Dashboard.** The Dashboard is a central location from which all tasks can be completed in the system.

The **My Tasks** section contains all tasks currently requiring your action. Color-coded boxes, located within this section, can be used to filter the various task types:

The task types are designated as follows:

Total: All tasks currently requiring your action.
Rating: Any rating required on a self-evaluation, a Direct Report's evaluation, or a peer rating task.
Approve and Sign: Task to approve & sign the evaluation, after it's been rated.
Sign: Task to acknowledge an evaluation before rating can begin, or to sign the evaluation after it's been rated.
Approve: Task to approve the evaluation, after it's been rated.
Other: Any manual task such as having a meeting with your manager or an employee or adding goals to an evaluation.
Overdue: Any task with a past due date.

The following legend can be used to identify actions that can be taken from the Dashboard:

☆	= Rate an evaluation
☑	= Approve and sign
✒	= Sign
✓	= Approve an evaluation
☑	= Other tasks

NOTE: My Tasks only displays *current* tasks. To view all tasks, including pending or completed tasks, select the **view all** link in the upper left hand corner.

Use the **My Tasks** dropdown to filter the tasks by status. The various statuses are:
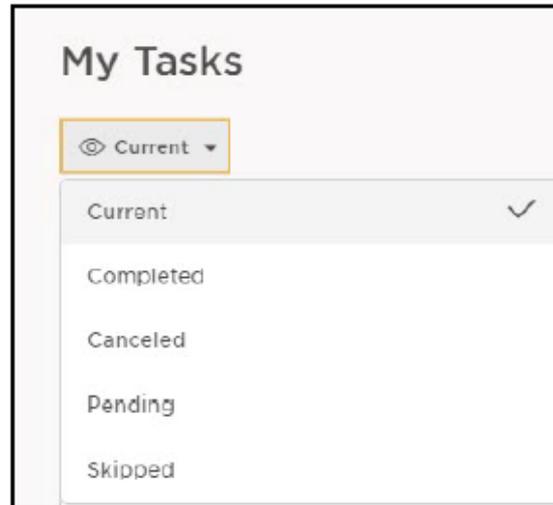
Current: tasks currently requiring action.
Completed: tasks you've already acted on.
Canceled: tasks no longer required.
Pending: tasks pending another user's action, hence your action not currently required; or tasks for *draft* evaluations.
Skipped: tasks that had been assigned to you, but skipped by an HR Admin.

Underneath the tasks section of the Dashboard is the **My Evaluations** section. Here you will find your three most recent performance evaluations. Select any one of the three evaluations to be redirected to the Evaluation Detail page for the corresponding evaluation:

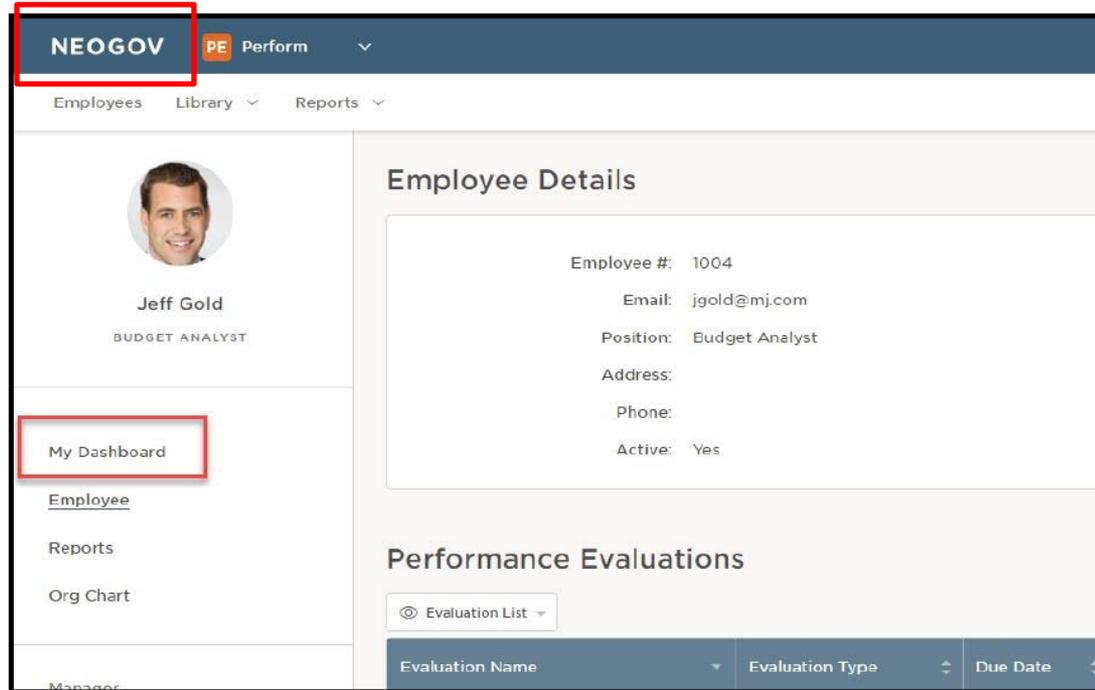To access your **Employee Detail Page**, hover over your name in the top right corner. Select **My Profile**:

To navigate back to your Dashboard, select the **My Dashboard** link.

TIP! You can also click on the **NEOGOV** link in the upper left to return to the Dashboard at any time.

Signing Your Evaluation

Click the signature task from the task list on your Dashboard:

Select any section from the **Content Section** to review the details of your evaluation. Once you have reviewed the evaluation, select the **Sign** button.

A fly-out will appear for you to add any comments, then sign and submit.

Journal Entries

There are several ways you can add a Journal Entry: from your **Dashboard**, or from the **Employee Details Page**.

From your **Dashboard**, locate the **+** icon in the top right corner. This quick link menu will allow you to add a new **Goal**, **Task**, or **Journal Entry**. Select Journal Entry:
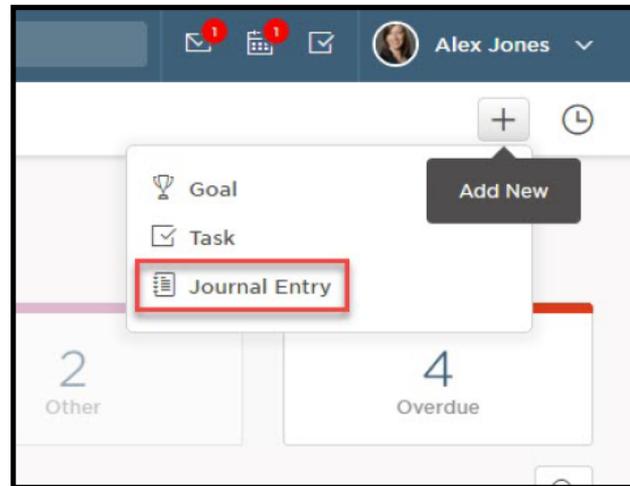
From your Employee Details page, select the Journal Icon, 🗎 , in the top right corner:
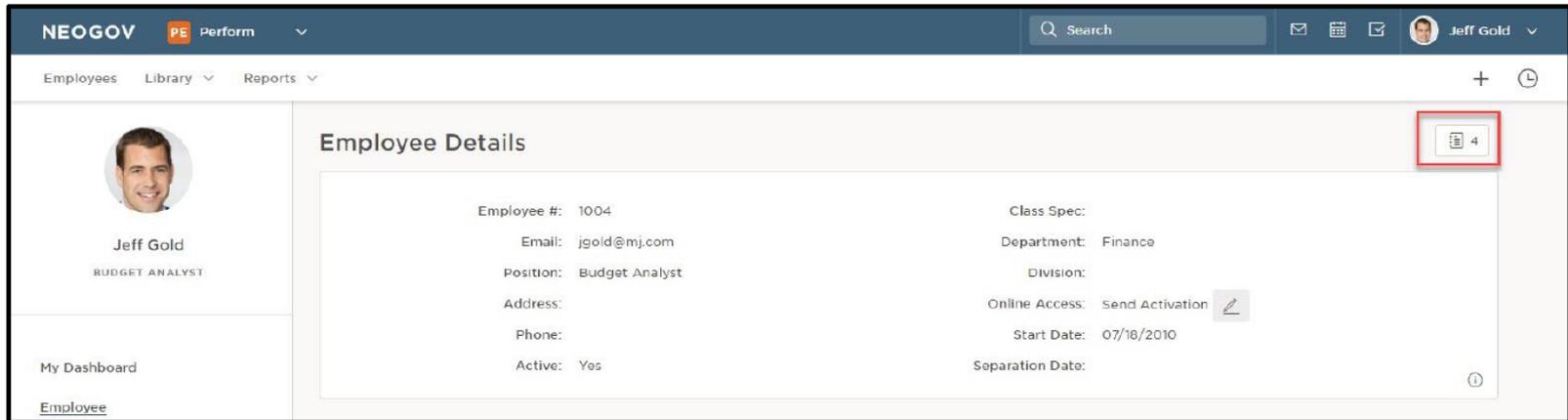
A fly-out will appear with all Journal Entries that you have entered previously, as well as any that have been shared with you.

To add an entry, select **Click here to start a new entry...**

To share a journal entry, hover over the upper right of the entry until three icons appear.

The blue people icon allows you to share your **Journal Entry** with your Manager or any other employees. Select the icon to enter their name:

To edit a journal entry you've created, click the pencil icon.

To delete a journal entry you've created, click the trash icon.

Tips and Tricks

All users are highly encouraged to use one of three supported browsers:
- **Chrome**
- **Internet Explorer 11 or higher**
- **Microsoft Edge**

You may use Firefox or Safari, but as these are not supported browsers, any issues encountered will unlikely be resolved.

If you encounter any issues, the first step in trying to resolve the issue would be to clear the browser's *cookies and cache.* To do so, select:

- **Ctrl + Shift + Delete**

This simple fix solves most user issues. If this still does not fix the issue, try using a different supported browser.

If you are still encountering the issue, please take any relevant screen shots of the issue, such as an error message, and send this to your HR Admin. Include as much information as possible.

EVALUATION CRITERIA

The new evaluation criteria is based on the **VALUES** of Douglas County as defined in the **Strategic Plan**.

VISION

A Community to match the scenery!

MISSION

Working together with integrity and accountability, the Douglas County team is dedicated to providing essential and cost-effective public services fostering a safe, healthy, scenic, and vibrant community for the enjoyment of our residents and visitors.

VALUES

Integrity: We demonstrate honest and ethical conduct through our actions.

Accountability: We accept responsibility for our actions.

Customer Service: We deliver efficient and effective service with an attitude of respect and fairness.

Leadership: We establish the tone and direction for success motivating and inspiring others to accomplish a shared vision.

Communication: We ensure open dialogue through proactive listening and sharing of information throughout the organization and the community.

Teamwork: We work together to achieve shared goals.

These **VALUES** are directly related to each individual employee's position, no matter the department or organization level you are employed.