

NeoGov **PE** PERFORM Quick Reference Sheet

SUPERVISOR/MANAGER USERTYPE

▶ Step 1: Login

KU portal at: <https://neogov.kutztown.edu>

Hint: Enter your KU Network ID with just the name part of your email address WITHOUT @kutztown.edu and "PERFORM" for "Application"

▶ Step 2: Rate evaluation – Go to ☆

Hint: If your dashboard is EMPTY, you do NOT have any tasks or it is NOT your turn to take action yet.
Hint: There are TWO steps and ONE reminder task for supervisors. (1) Rate (2) Reminder and (3) Sign

Note: As a best practice, the supervisor and the employee should meet to discuss the performance evaluation.

Once you are logged into the system, all the actions will be waiting for you under "My Tasks".

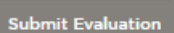
1. Click on the ☆ icon or link next to it on the left side to open the evaluation form. See image of an evaluation form below.
2. Complete all categories on the entire menu to the evaluation form.
3. Use the "Writing Assistant" to insert a standard comment and add your own comment below the standard one, if desired. When finished, click on 

Image of the dashboard

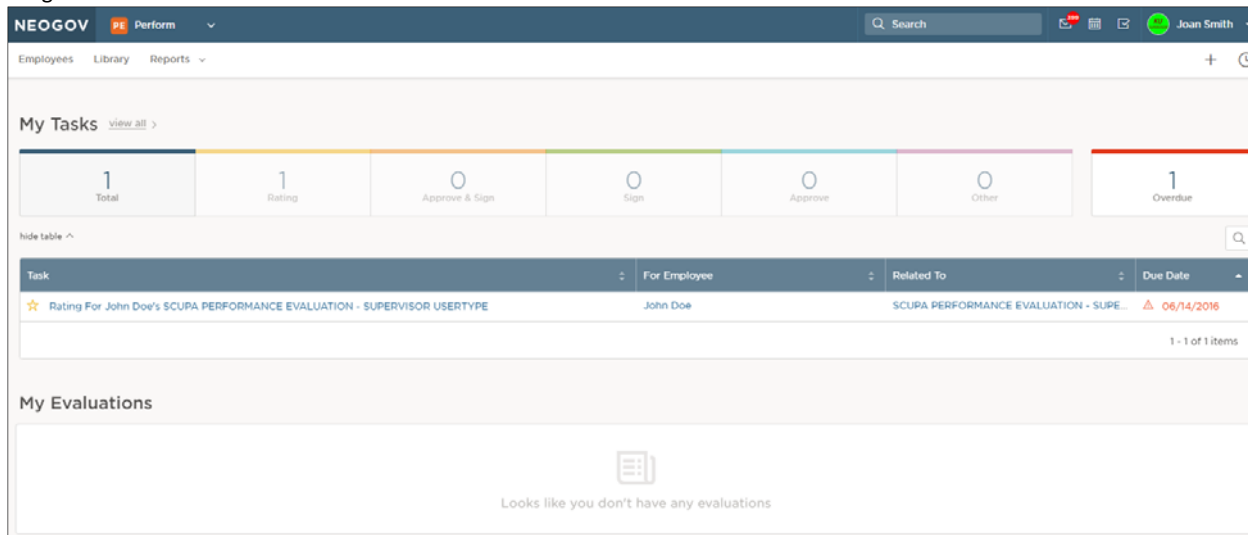
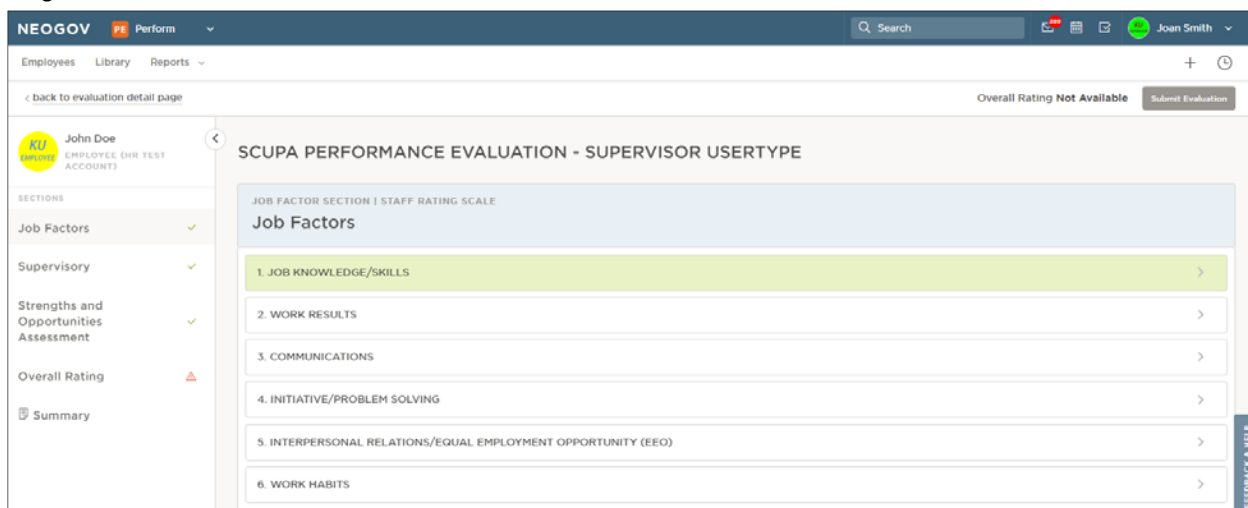


Image of the evaluation screen



► Step 2: Acknowledge Reminder




1. A reminder will appear on your dashboard for acknowledgement labeled as shown below. This serves as a reminder to meet with your employee. As always, Human Resources encourages supervisors to meet with their employee.

 **Reminder - Meet with employee to discuss performance evaluation**

► Step 3: Sign or Edit Evaluation



Go back to the dashboard by clicking on the NEOGOV logo on the upper left corner

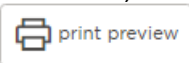


1. Click on the  icon or the link next to it under “Tasks” to sign/approve the evaluation. You may use the scroll bar to review the evaluation one last time before signing it. You can still make changes at this time.
2. To edit the evaluation from this point, click on “Deny”. This action will trigger the system to return to the first step. At this time, please repeat step 1. REMEMBER: If you are not ready to finalize the evaluation, do not click on the “Approve” button. After you click “Approve”, you must contact Human Resources to unlock the form to edit.
3. When you are ready to finalize the evaluation, please click on “Approve” and “Submit”. Your evaluation will route to the next user (employee) on the workflow for signature.

FINISHED!

PRINT HISTORIC EVALUATION FORMS ON YOUR EMPLOYEES

1. Click on  and select the desired name to go to their profile
2. From the employee detail screen, click on the “**Evaluation Name**” under the “**Performance Evaluation**” section.
3. Click on the print icon  **print preview** to view and print.



To ask additional questions related to the PERFORM system or schedule an in-person demo, please contact Human Resources at extension 34876 or use our automated ticketing system at <http://www.kutztown.edu/hr/askhr.html>. Thank you!