NEOGOV Perform Evaluation Process

6-Month Check-in

Supervisor and Employee meet to review current goals, discuss new goals, reflect on accomplishments, realign objectives and areas of improvement and complete the check-in form.

Peer Feedback

HR will issue the Peer Feedback Survey.

Supervisor's Rating

Once the Employee has completed their self-rating, the Supervisor will complete the Employee's rating/evaluation.

Supervisor & Employee Meeting

The Supervisor and Employee will meet to discuss the results of the evaluation.

VP's Review & Signature

The Employee's evaluation will route to the VP of the area for review and signature.

180 Days → **50 Days** → **40 Days** → **30 Days** → **15 Days** → **Approval** → **Meeting** → **Signature** → **Signature** → **Complete**

Supervisor & Employee Meeting

Supervisor and Employee meet to discuss evaluation steps and who they'd like to participate in the Peer Feedback Survey.

Employee's Self-Rating

The Employee will complete their self-rating/evaluation.

HR's Approval & Signature

Once the Supervisor's rating is complete, the evaluation will go to the VP of HR and/or the Director of HR for approval and signature.

After this step, the evaluation will be released to the Employee.

Employee's Signature

After their meeting with their Supervisor, the Employee will have the option to sign or deny the evaluation.

Evaluation is Complete

The evaluation is now complete and available on the Employee's NEOGOV profile, with a copy to be filed in their personnel file.