



PERFORM

NEOGOV's Performance Evaluation

WWCC Training
July 2025

BENEFITS OF PERFORM

- Automated performance reviews
- User-friendly process
- Supervisors are able to make notes about their employees' accomplishments and areas for development throughout the year
- Supervisors are able to rate and review their employees' performance
- Supervisors are able to set future goals with their employees



EVALUATION TIMELINE

Supervisor & Employee Meeting

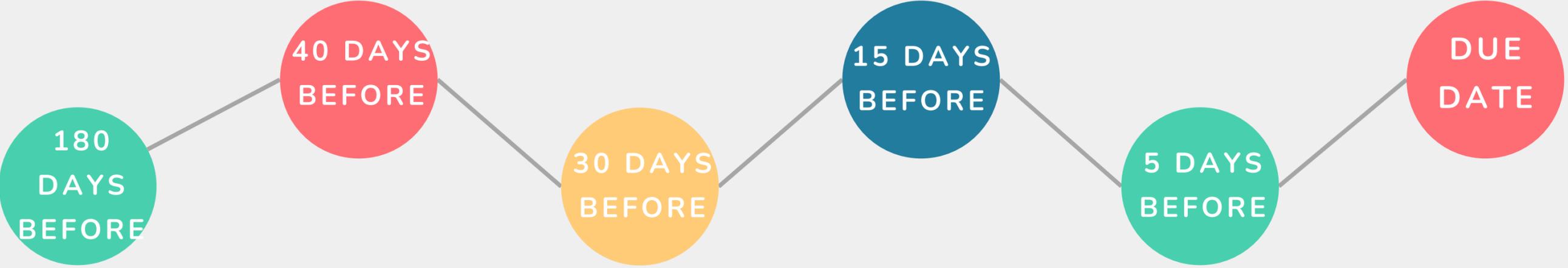
Supervisor and Employee will meet to discuss the evaluation process and who will be participating in the Peer Feedback Survey

Supervisor Rating

Once Employee's self-rating is completed the Supervisor will be able to complete their employee's evaluation.

Review/Sign

The Employee has the option to sign the evaluation OR deny signature.
Then the evaluation will go to the area Vice President for review and signature.



6-month Check-in

During this meeting, you will discuss current and new goals, reflect on accomplishments so far, realign objectives and discuss areas of improvement.

Employee Self-Rating

The Employee's self-rating will launch.

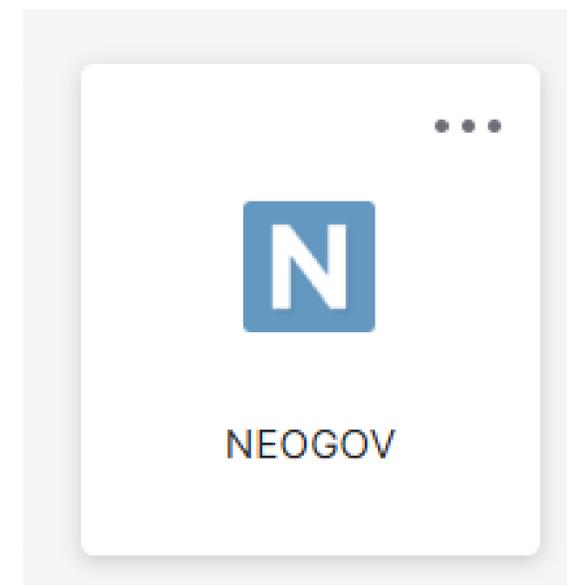
Evaluation Meeting

Once the Supervisor's rating is complete, the evaluation will go to HR for approval/signature.
Then the Supervisor and Employee will meet to discuss the evaluation results.



ACCESSING NEOGOV FROM SINGLE SIGN-ON PAGE

1. Go to MyWWCC link from your desktop
2. Click on the NEOGOV title from the single sign-on page

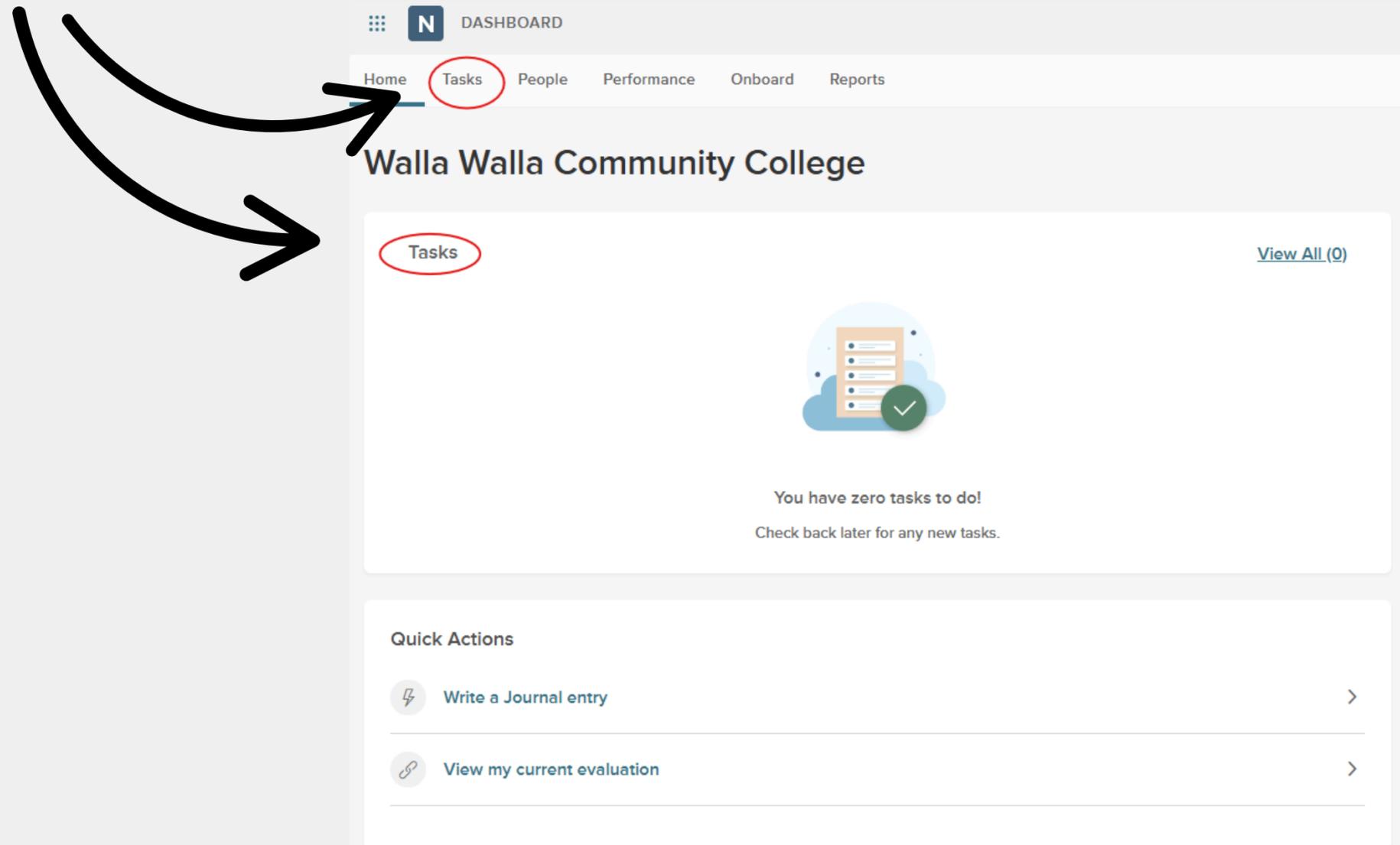


NOTE: Corrections employees, NEOGOV is only linked to your WWCC email.

DASHBOARD MENU

The NEOGOV Dashboard is the central landing page, where system tasks and records can be accessed.

TASKS: Lists all your overdue, due this week, due later and completed tasks.



DASHBOARD MENU

The NEOGOV Dashboard is the central landing page, where system tasks and records can be accessed.

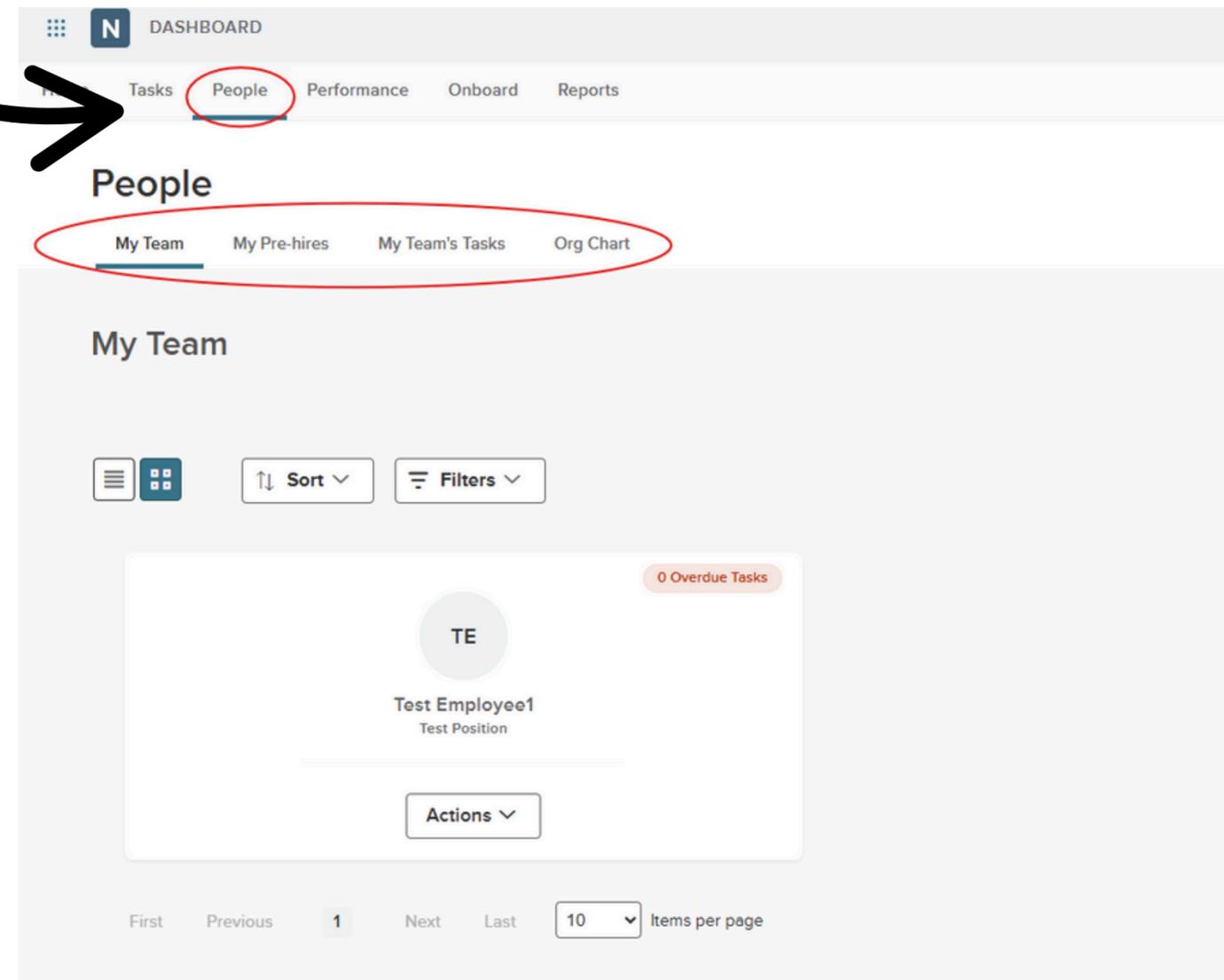
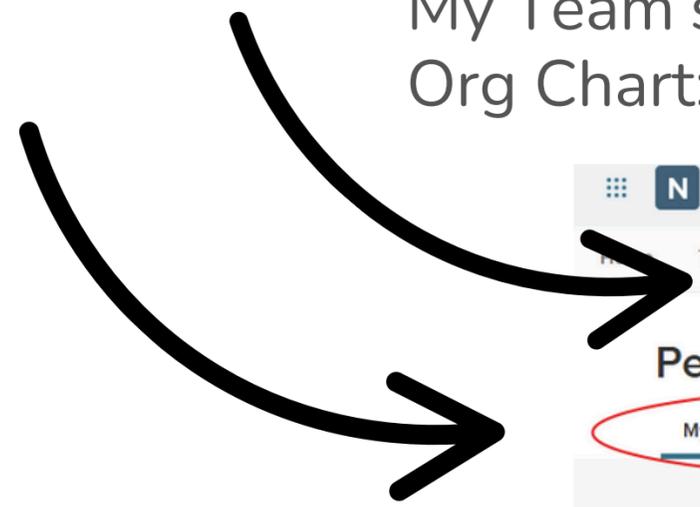
PEOPLE:

My Team: all of your direct reports

My Pre-hires: any upcoming new hires

My Team's Tasks: Perform tasks for your direct reports

Org Chart: Org chart of your team



DASHBOARD MENU

The NEOGOV Dashboard is the central landing page, where system tasks and records can be accessed.

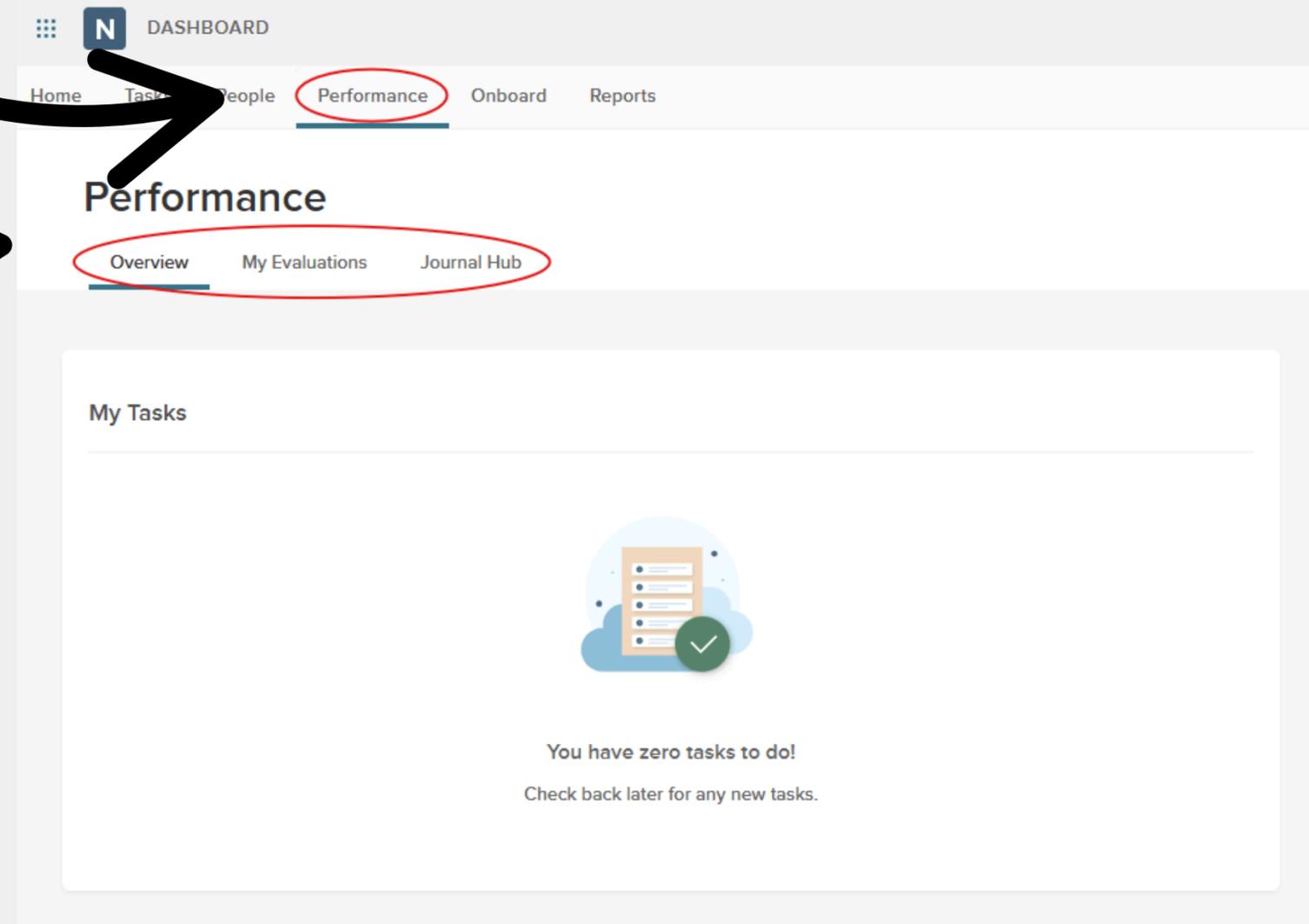
PERFORMANCE

Overview: current Perform tasks, status of your team's evaluations.

My Evaluations: your three most recent performance evaluations.

My Team's Evaluations: the current step for any in process evaluations for your direct reports.

Journal Hub: contains all Journal Entries that you have created, or that have been shared with you. As well as any pending and drafts.

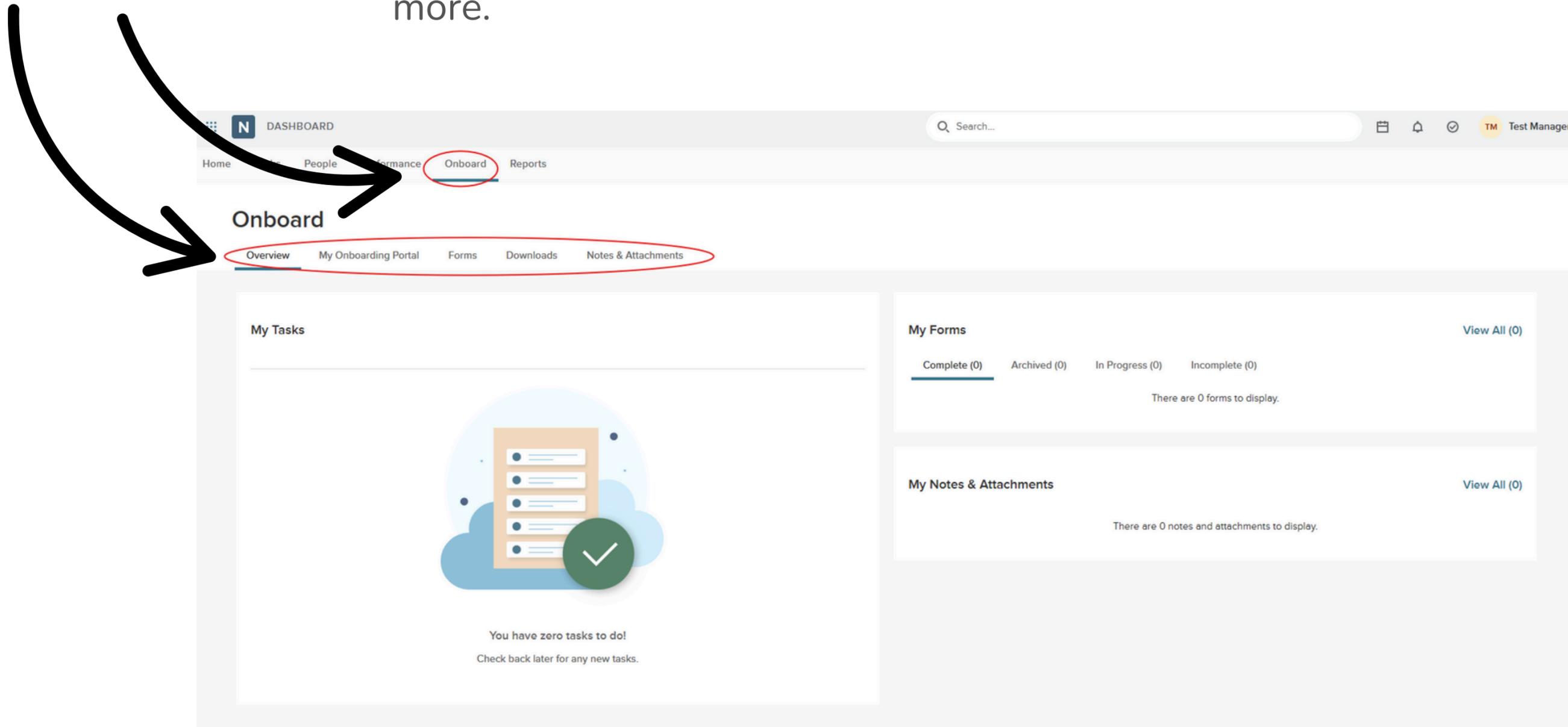


DASHBOARD MENU

The NEOGOV Dashboard is the central landing page, where system tasks and records can be accessed.

ONBOARD:

Onboarding portal from when you started the onboarding process. This is still active with a lot of information regarding benefits, ctcLink, and more.

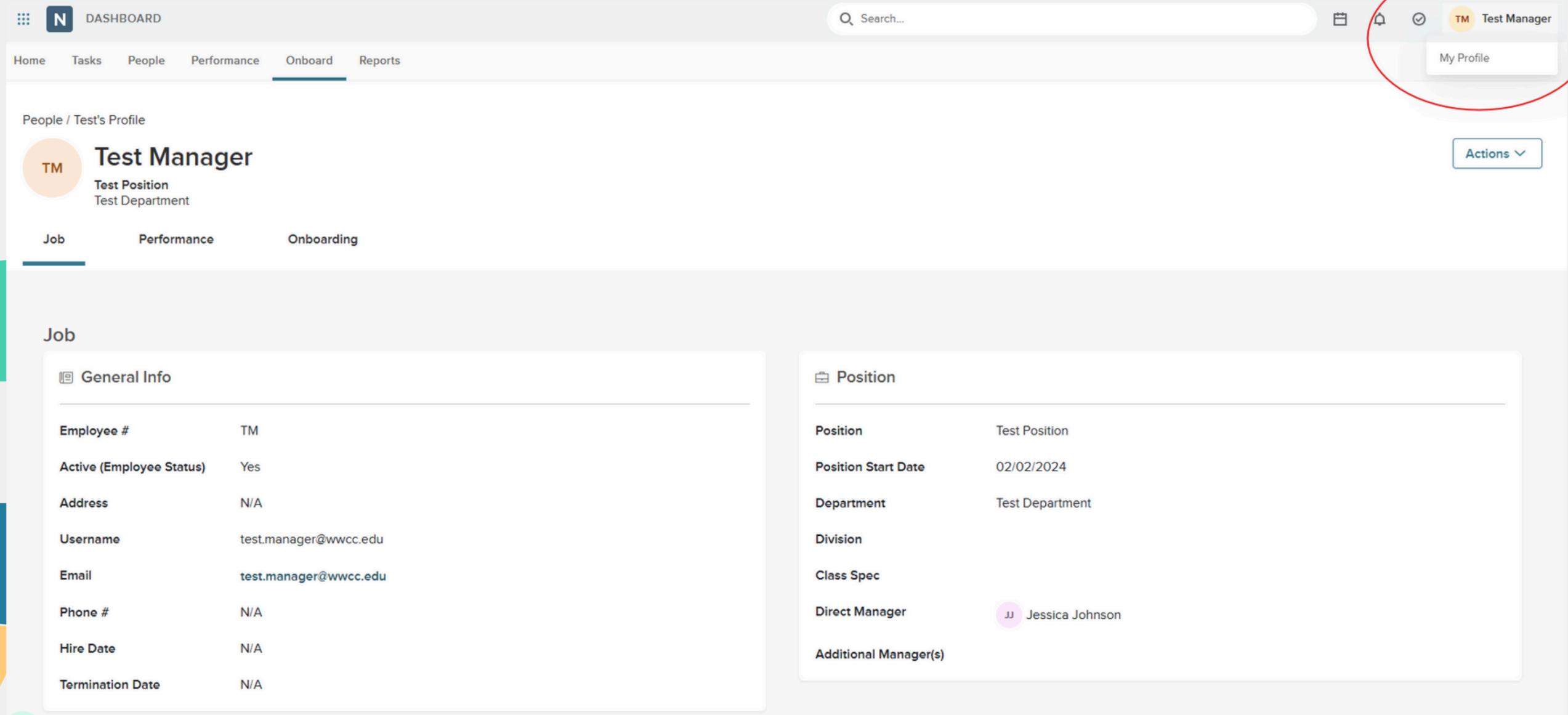


DASHBOARD MENU

The NEOGOV Dashboard is the central landing page, where system tasks and records can be accessed.

MY PROFILE:

Access your profile by clicking on your name in the upper right-hand corner and select 'My Profile'



The screenshot shows the NEOGOV Dashboard interface. At the top right, the user's name 'TM Test Manager' is displayed next to a profile icon. A dropdown menu is open, showing 'My Profile' as an option. A red circle highlights the user's name and the dropdown menu, with a black arrow pointing to it from the text above. Below the navigation bar, the 'People / Test's Profile' section is visible, showing the user's name 'Test Manager', their position 'Test Position', and department 'Test Department'. The 'Job' tab is selected, displaying a 'General Info' table and a 'Position' table.

General Info	
Employee #	TM
Active (Employee Status)	Yes
Address	N/A
Username	test.manager@wwcc.edu
Email	test.manager@wwcc.edu
Phone #	N/A
Hire Date	N/A
Termination Date	N/A

Position	
Position	Test Position
Position Start Date	02/02/2024
Department	Test Department
Division	
Class Spec	
Direct Manager	JJ Jessica Johnson
Additional Manager(s)	

TASKS

When tasks are ready, they will appear under your To-Do section on your NEOGOV Dashboard. You will also get an email from NEOGOV, with a link that you can click to go directly to the task.

NOTE: If you aren't regularly checking your Dashboard, then please make sure you are receiving NEOGOV emails.

Dashboard

Tasks

[View All \(3\)](#)

To-Do (1)

Overdue (2)

View my tasks related to:

All ✓

Myself

My Direct Reports

Others

PERFORMANCE • CHECK IN

Due 05/21/25

TE

6 Month Check-in Form Completed at Time of Meeting

For Test Employee2 • Annual Represented Professional Staff Testing 5....



Fri 6/13/2025 3:00 PM

donotreply@neogov.com

NEOGOPE: Task Schedule 6-month Check-in assigned.

To Jessica Johnson

If there are problems with how this message is displayed, click here to view it in a web browser. Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

CAUTION: Do not click links or open attachments unless you validate the sender and know the content is safe. If you are unsure, contact the Help Desk at 509.527.4357 or open a ticket at <https://wwcc.edu/helpdesk>



Following task assigned to you on the NEOGOV PE system.

Subject:	Schedule 6-month Check-in
Due Date:	6/20/2025
Priority:	Low
Task status:	Current
Description:	Schedule 6-month check-in with employee to complete the "6-Month Check-in" form.

EMPLOYEE PROFILE

Supervisor: You can access your direct report's profile by:

- Go to the Dashboard
- Click on People
- Click on My Team tab
- Click on Employee's name

Employee: You can access your profile by:

- Click your name in the upper right-hand corner
- Select My Profile

The screenshot shows a web interface for an employee profile. At the top, it says 'People / Test's Profile'. Below that is a header for 'Test Manager' with a circular profile picture containing the initials 'TM'. Underneath the name, it lists 'Test Position' and 'Test Department'. On the right side of the header, there is an 'Actions' button with a dropdown arrow. Below the header are three tabs: 'Job', 'Performance', and 'Onboarding', with 'Job' being the active tab. The main content area is divided into two columns. The left column is titled 'Job' and contains a 'General Info' section with a table of employee details. The right column is titled 'Position' and contains a table of job-related information.

General Info	
Employee #	TM
Active (Employee Status)	Yes
Address	N/A
Username	test.manager@wwcc.edu
Email	test.manager@wwcc.edu
Phone #	N/A
Hire Date	N/A
Termination Date	N/A

Position	
Position	Test Position
Position Start Date	02/02/2024
Department	Test Department
Division	
Class Spec	
Direct Manager	-
Additional Manager(s)	

NOTE: You can't edit any of your Employee Profile information. If you need to update anything please contact HR at personnel@wwcc.edu

JOB DESCRIPTION

Your job description can be found by accessing the Employee's profile and clicking on the Performance tab. The job description will be found under the Performance Documents.

The screenshot shows a user profile for 'Test Manager' (TM) in the 'Test Department'. The 'Performance' tab is selected. Below the tabs, there is a 'Performance Evaluations' section with a '+ Add Performance Evaluation' button and filters for 'Current (0)', 'Upcoming (0)', 'Completed (0)', 'Other (0)', and 'All (0)'. The 'Performance Documents' section is highlighted with a red circle and contains an 'Upload' button, a file named 'Performance Document.doc' with download and delete icons, and the upload date '02/21/2025'. A note at the bottom states 'No records available.'

NOTE: Supervisors are expected to submit a signed job description to HR within 30 days of a new hire. You will receive a NEOGOV task.

JOURNAL ENTRIES

Journal entries are an easy and effective way to take notes of accomplishments and noteworthy events throughout the year for yourself and/or your direct reports.

Journal entries can be accessed straight from the Dashboard, the Employee's Profile page, or the Employee's Performance Page.

Employee's can only make journal entries about themselves. Supervisors can only make journal entries about their direct reports.

Choose to share with Employee, your Supervisor (Manager), or your Supervisor's Supervisor (Manager's Manager). Not making a selection keeps it private to the creator.

NOTE: VPHR and Director of HR can view ALL journal entries.

Write a Journal Entry Close

* Who is this entry about?

TE Test Employee1 ✕ ▼

New Entry Past Entries

B *i* U A: ↶ ↷ ⋮

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

i Did you know? You can tag your journals with Competencies and Goals from recent/upcoming evaluations by typing "@" along with the name of the item. Tagging is only applicable for one user at a time.

Who do you want to share this entry with?

Employee

Manager(s) i

Manager's Manager

Submit Journal Entry

GOALS



Add Goal Cancel Save and Add Another Save

1. GENERAL

*Fields are required.

* Goal Name

Goal Due Date

* Category

Description

ADDITIONAL SETTINGS

REMINDER SETTINGS

Supervisors will be able to add goals right after the 6-month check-in (task will launch). This will be included in the Employee's upcoming evaluation

Supervisors will be able to add goals during the Supervisor's rating of their direct report for the next evaluation. The Supervisor can choose to:

- Roll over goals from current evaluation
- Add a new goal

UPDATING YOUR GOAL PROGRESS

1. Access your current evaluation from the Performance tab from the Dashboard.
2. Click 'My Evaluations.'
3. Your current evaluation will appear under the 'Upcoming' tab.
4. Click on the evaluation in order to access it.
5. Once within the evaluation click on the 'Content' tab.
6. Scroll down to the Current Goals section and move the linear Progress scale with your mouse.

🏆 GOAL SECTION | TEXT ONLY

Current Goals

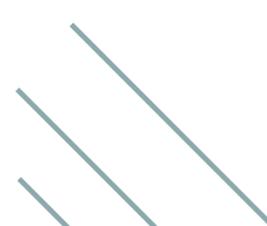
Items	Description	Progress	Due Date
IT Security Training		60 % 	11/07/2025
HR Leave Training		20 % 	01/02/2026



PEER FEEDBACK

During the Supervisor and Employee meeting to discuss the evaluation process (40 days before due date), there will be a discussion on who will be participating in the Peer Feedback Survey. Enter those names into the assigned task and HR will administer those surveys.

Here are the questions that are asked in the Peer Feedback Survey:

1. How does this person contribute to an inclusive and welcoming environment?
 2. Can you identify any areas where this person excels in their work performance?
 3. Can you identify any areas where this person could improve their work performance?
 4. How well does the employee align their work with the College's Guiding Principles?
 5. Can you describe a situation where the employee demonstrated exceptional teamwork or collaboration?
 6. How does this person demonstrate commitment to supporting students' success?
- 
- 

THE EVALUATION

The screenshot shows a web interface for a competency evaluation. At the top, a blue header contains a lightbulb icon, the text 'COMPETENCY SECTION Mission, Vision & Guiding Principles', and 'Next >' and 'Close' buttons. Below the header, it says 'Total Score 0.00 out of 5.00'. The main content area is titled 'ITEM WEIGHT: 50% Commitment to Mission, Vision, and /or Guiding Principles' and includes a description: 'Demonstrates commitment to and support of WWCC's mission, vision, and /or guiding principles. In the comments section, please provide specific examples of how the employee's work aligns with these values.' Below this is a 'RATING SCALE' section with a list of options: 5 Outstanding, 4 Exceeds Expectations, 3 Meets Expectations, 2 Needs Improvement, 1 Unsatisfactory, and N/A Does Not Apply. To the right of the rating scale is a 'COMMENTS' box with a rich text editor toolbar. On the far right, there is a 'Search Feedback Entries' sidebar with a search bar and three expandable sections: 'Reviewer Entries 2 entries', 'Journal Entries 0 entries', and 'Check-in Entries - Jessica Johnson 4 entries'. Blue callout numbers 1 through 5 are overlaid on the interface: 1 points to the competency title, 2 to the rating scale, 3 to the 'Show descriptions' link, 4 to the comments box, and 5 to the feedback entries sidebar.

- 1 Area of evaluation
- 2 Rating Scale
- 3 Rating scale descriptions
- 4 Comments box
- 5 Supervisors will see, Reviewer Entries (from Employee's self-rating), Journal Entries shared with them, Check-in Entries, and Feedback Survey Results

Employees will see Journal Entries shared with them

NOTE: You can copy feedback entries directly into the comments box by selecting 'Add to Comment Box.'



RESOURCES

1. User guides for Employees and Supervisors are on our HR webpage.
 2. Email HR with any questions and/or concerns: personnel@wwcc.edu
- 



QUESTIONS?