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

180 DAYS BEFORE

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.

40 DAYS BEFORE

Supervisor & Employee Meeting

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

30 DAYS BEFORE

Employee Self-Rating

The Employee's self-rating will launch.

15 DAYS BEFORE

Supervisor Rating

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

5 DAYS BEFORE

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.

DUE DATE

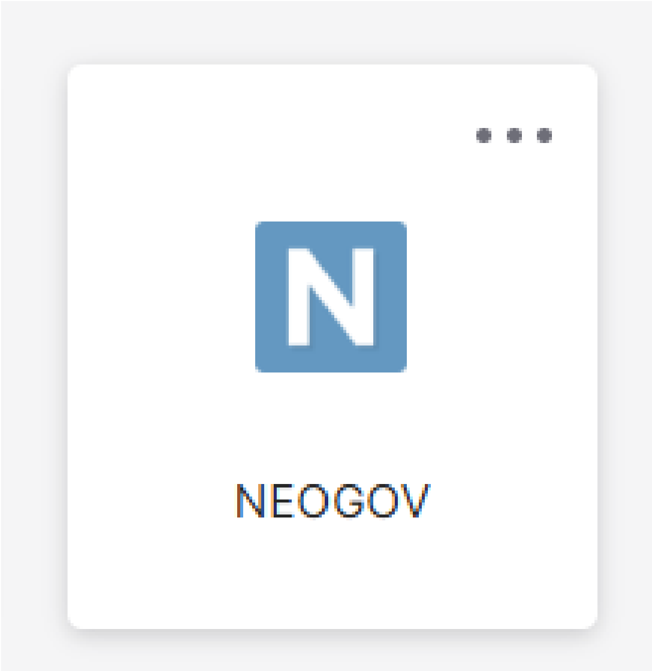
Review/Sign

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.

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

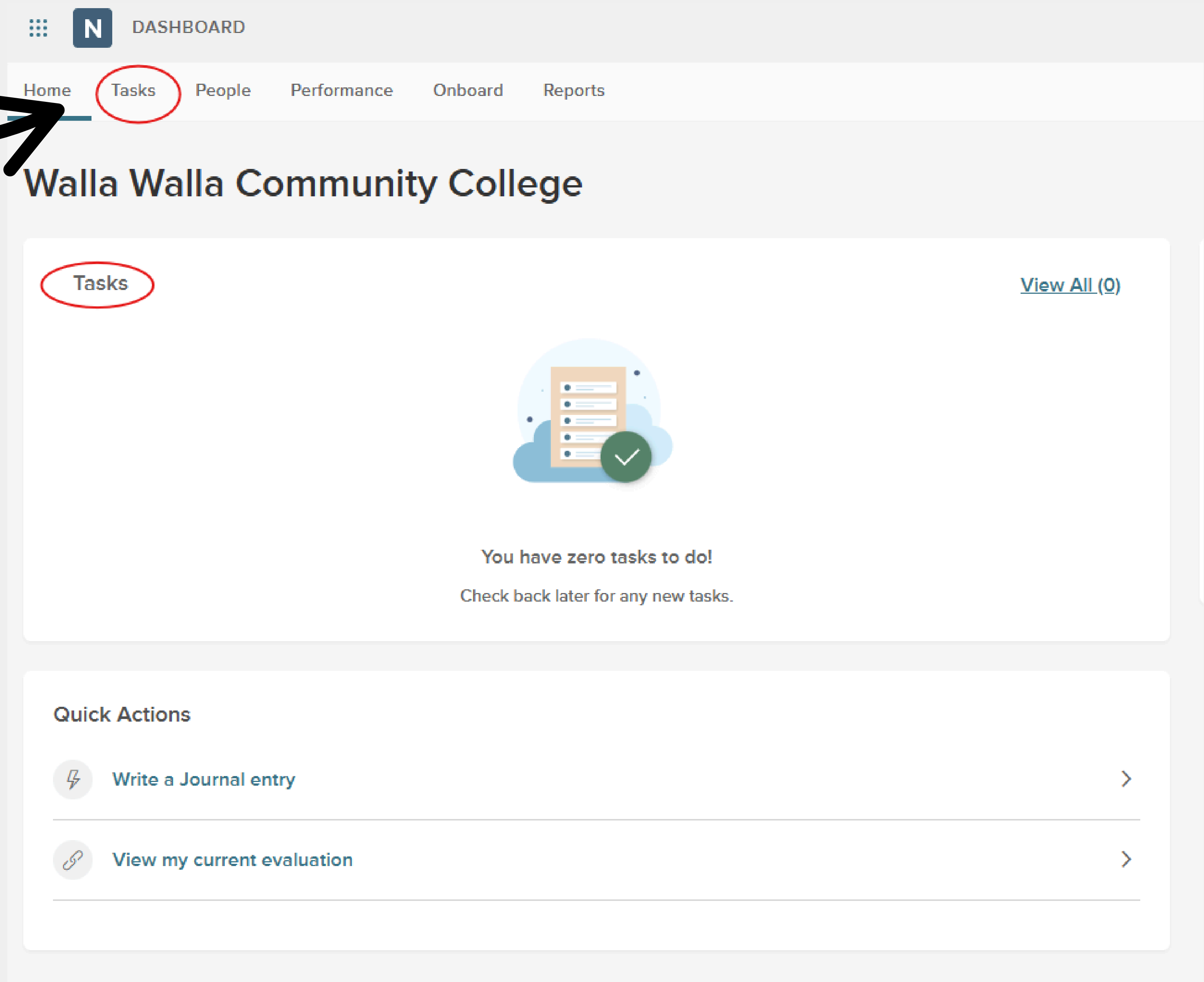


NOTE: Corrections employees, NEOGOV is only linked to your WWCC email.

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.

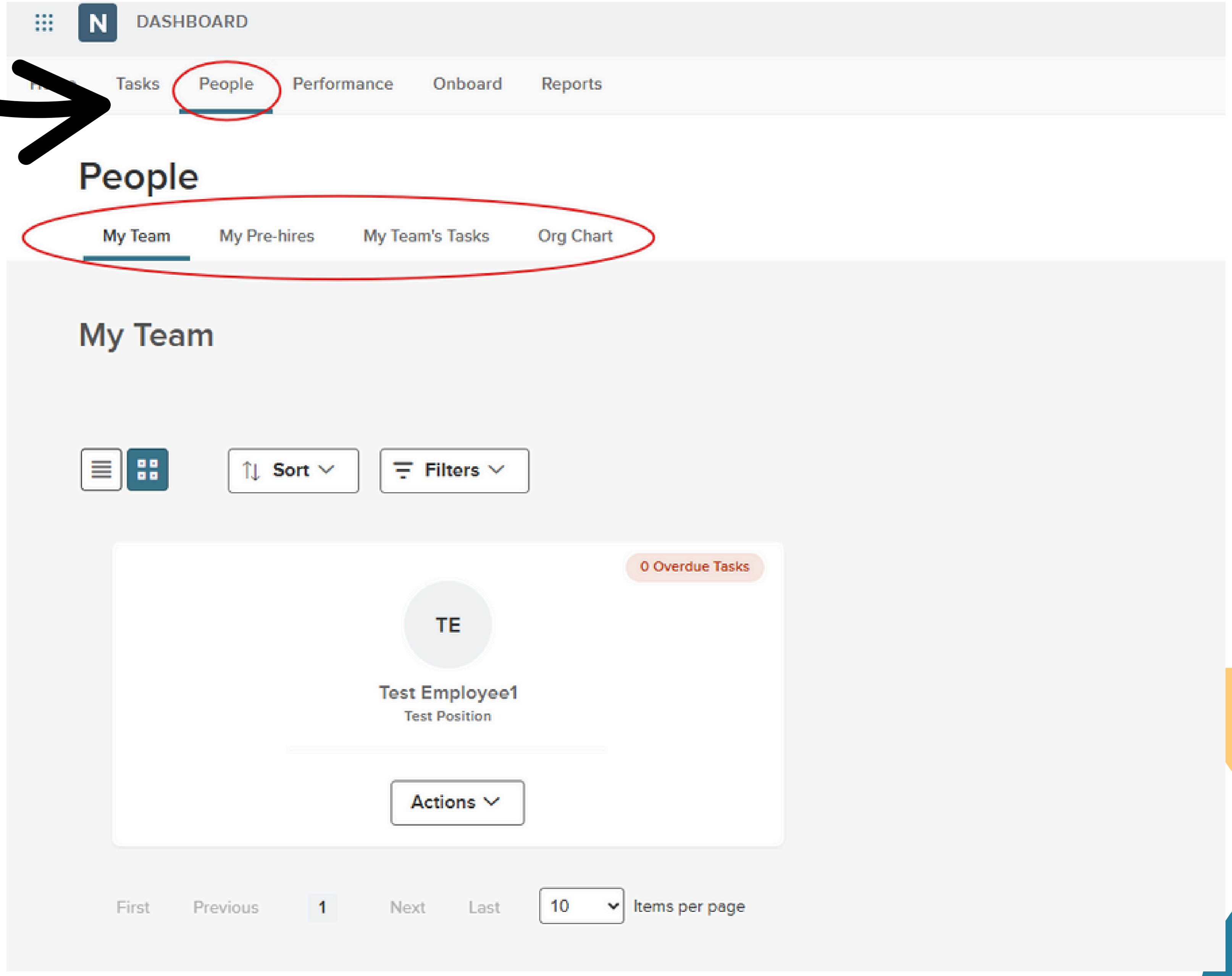


DASHBOARD MENU

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

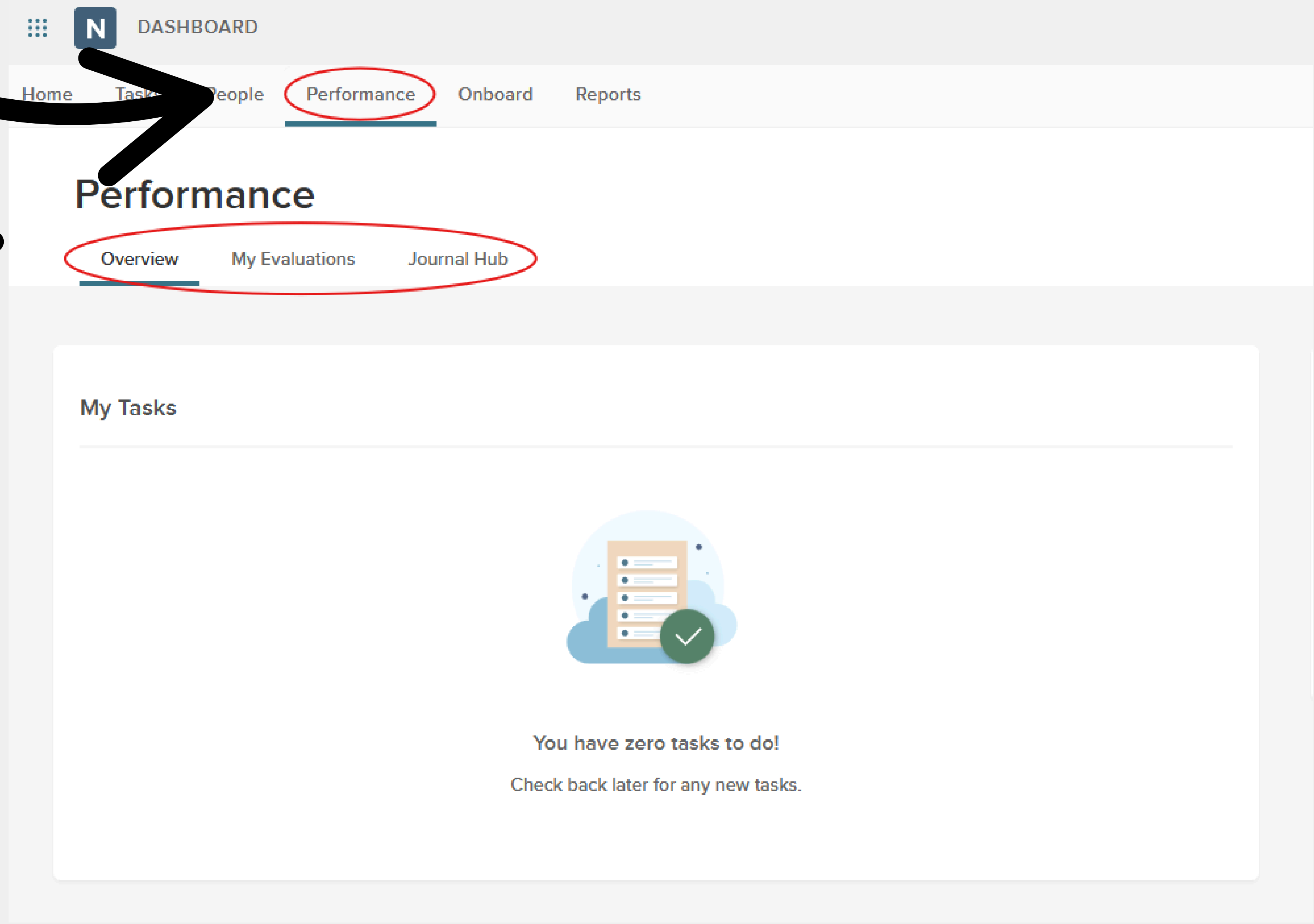


DASHBOARD MENU

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.

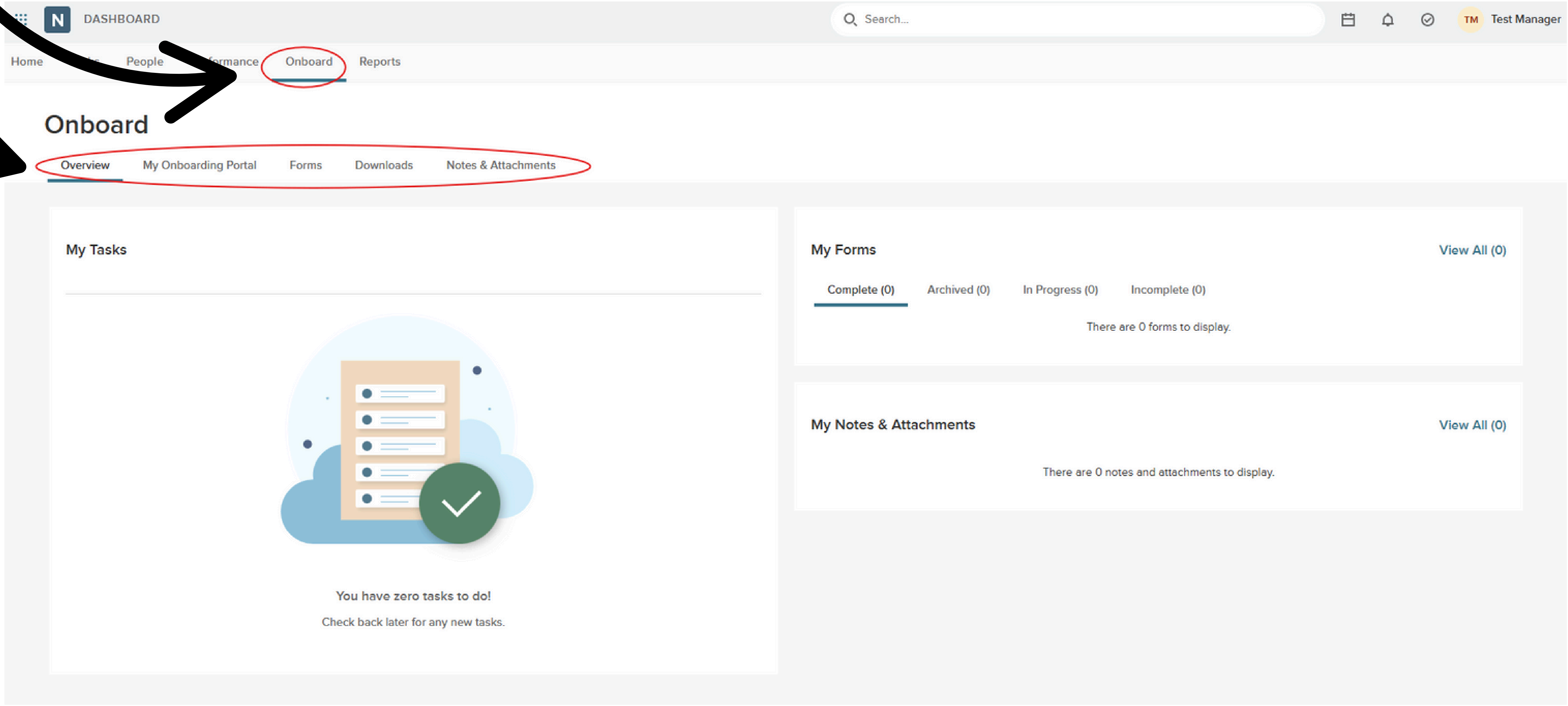


DASHBOARD MENU

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.

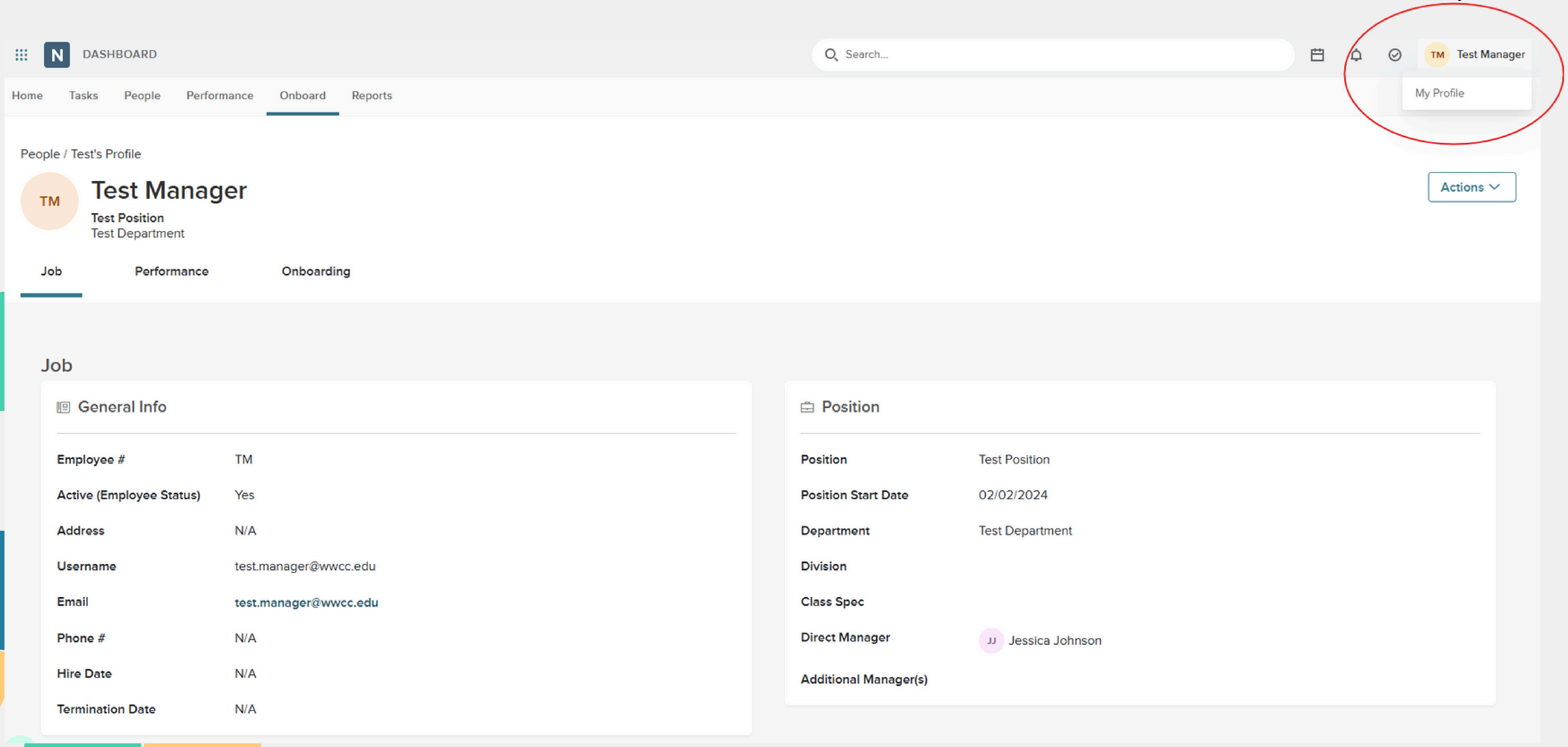


DASHBOARD MENU

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

MY PROFILE:

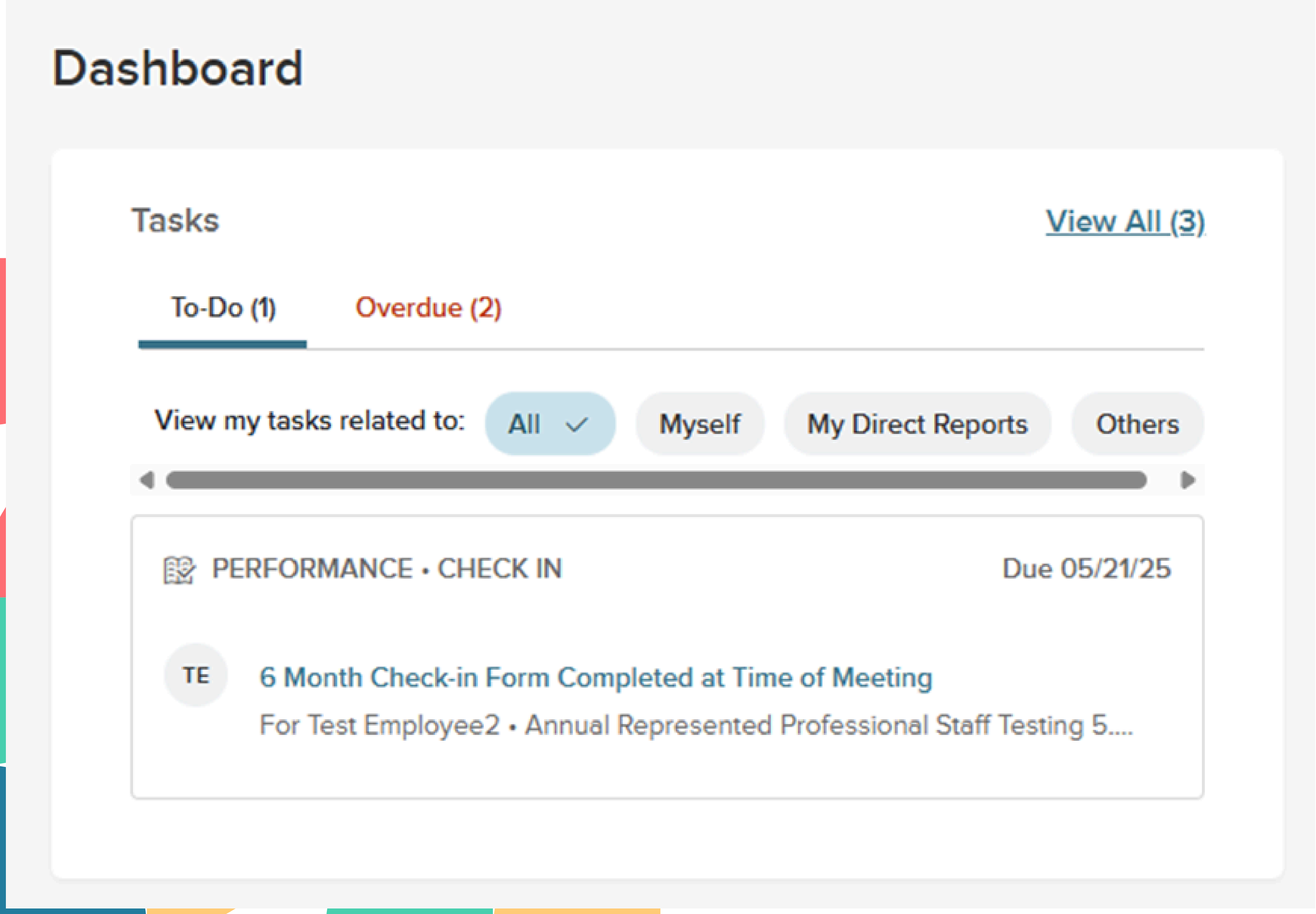
Access your profile by clicking on your name in the upper right-hand corner and select ‘My Profile’

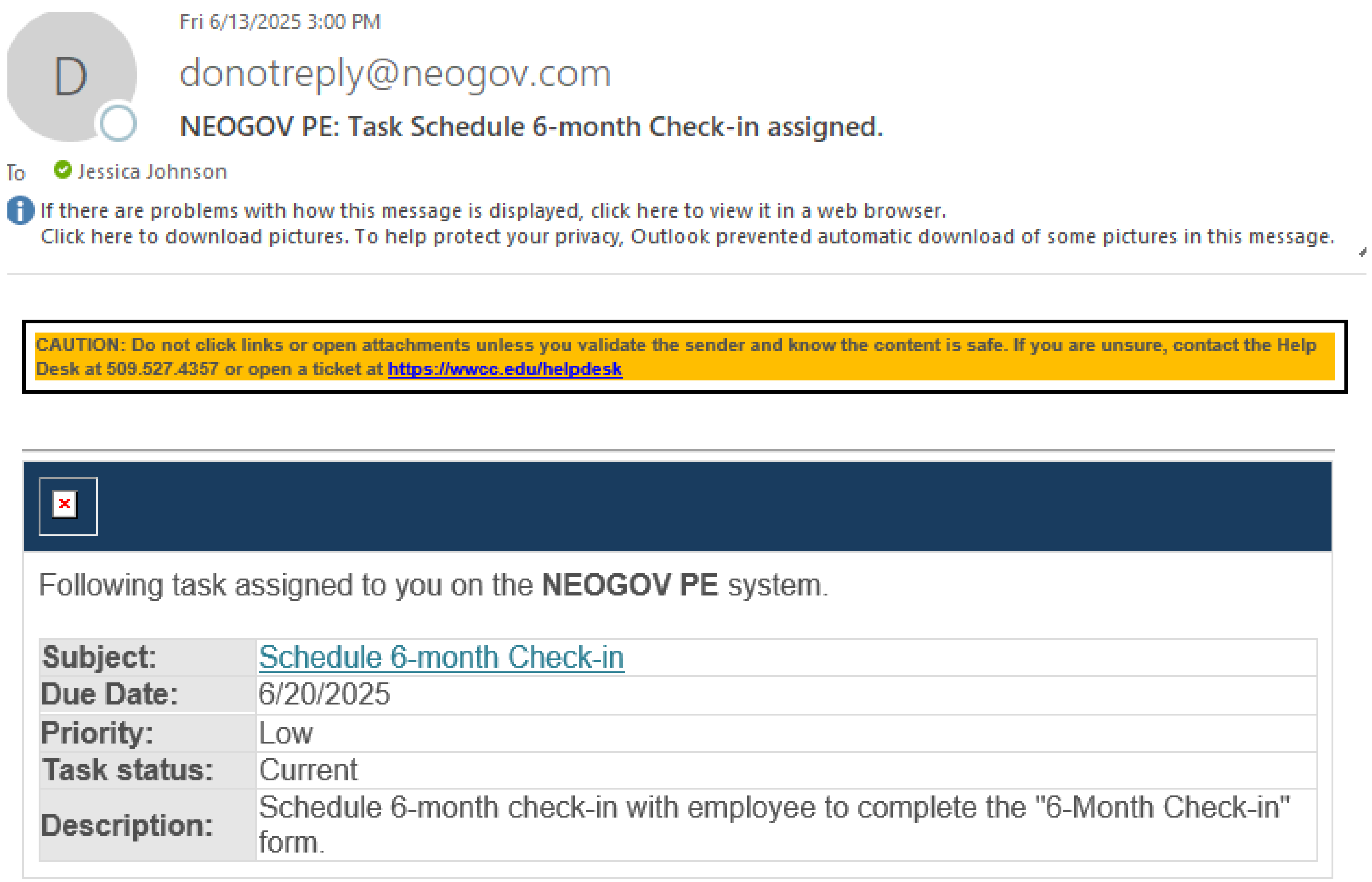


TASKS

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.





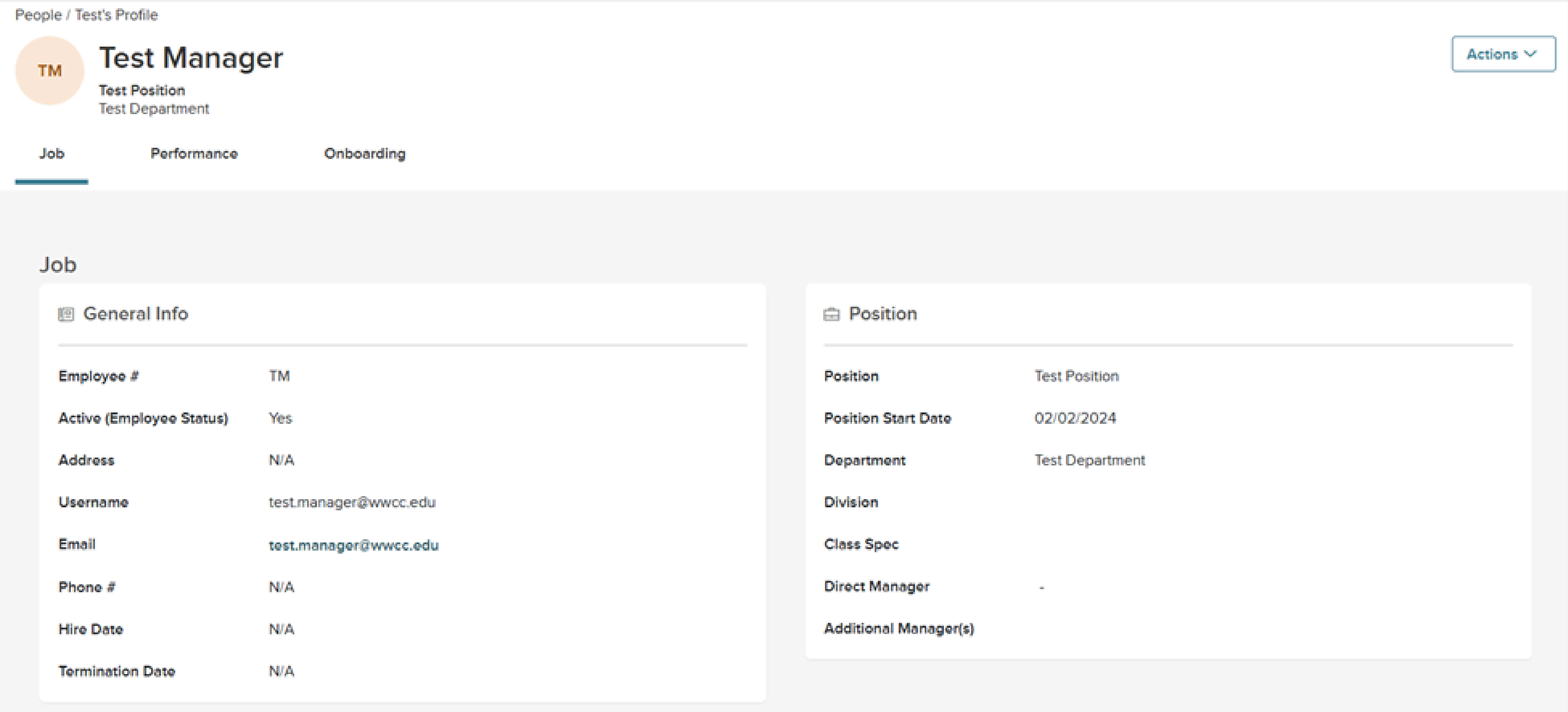
EMPLOYEE PROFILE

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:

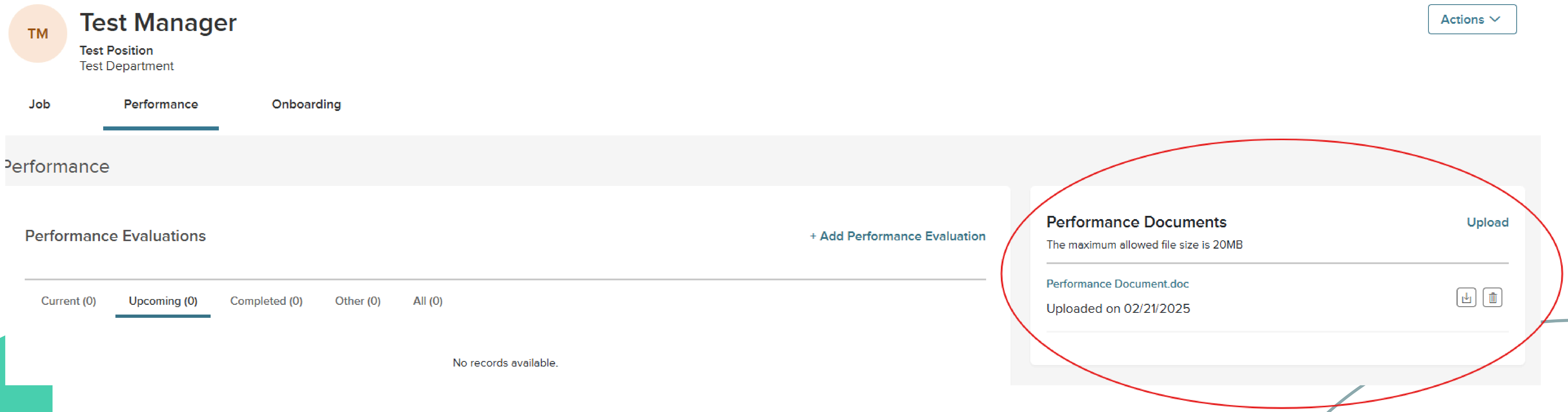
- Click your name in the upper right-hand corner
- Select My Profile



***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.



__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.

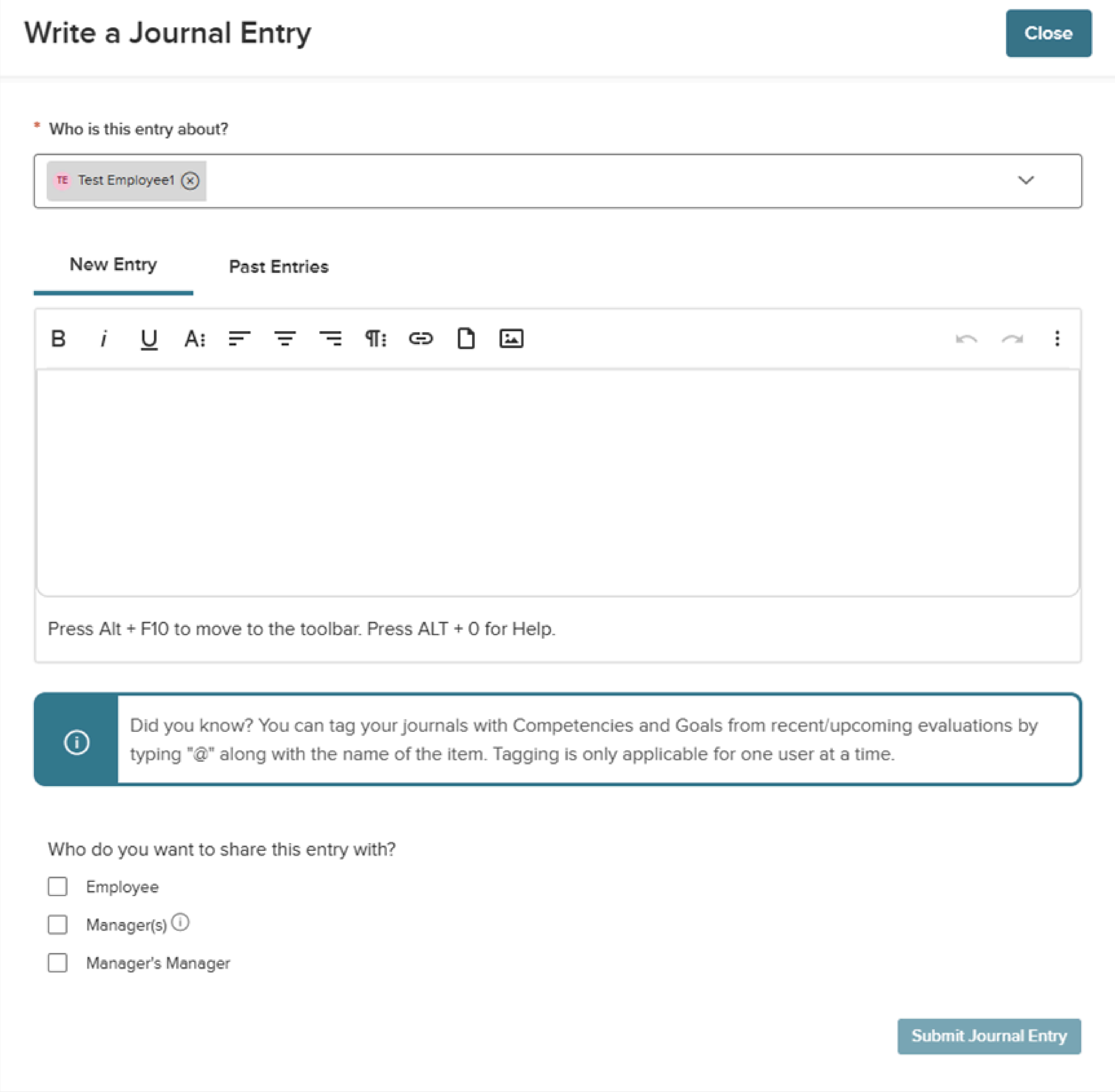
JOURNAL ENTRIES

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.

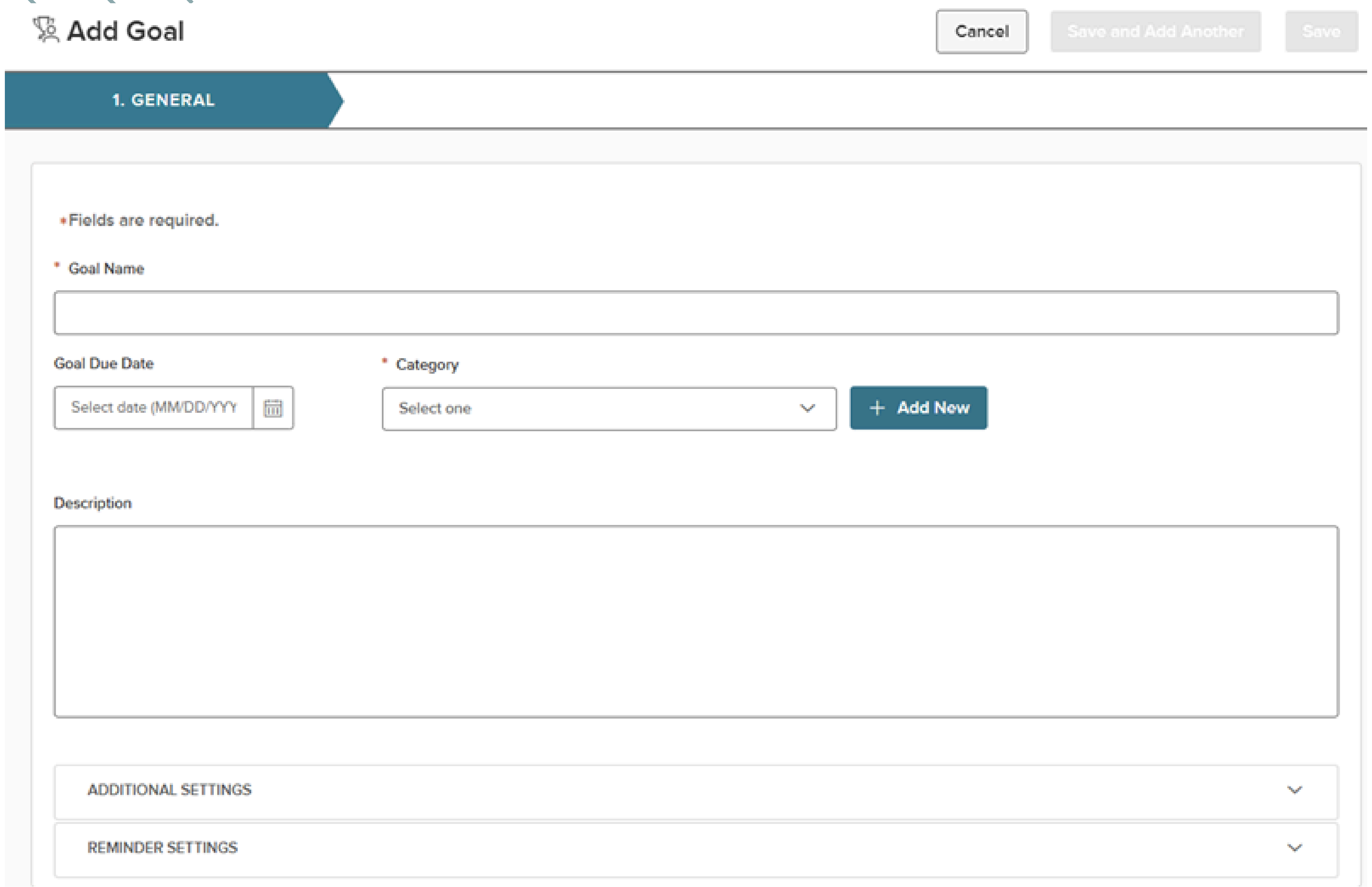
Employee's can only make journal entries about themselves. Supervisors can only make journal entries about their direct reports.

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.*

GOALS



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 I 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

1 Area of evaluation

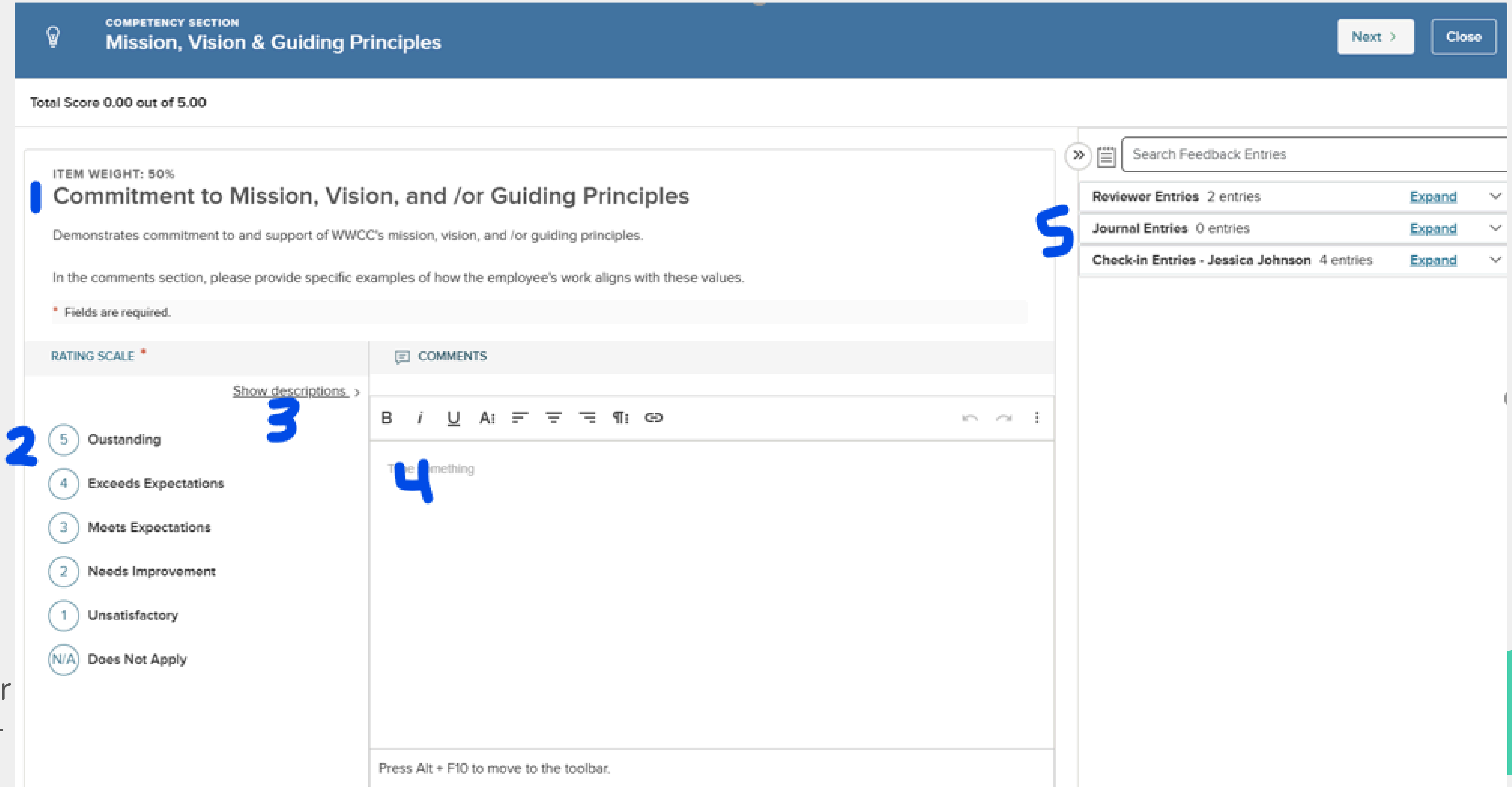
2 Rating Scale

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?