Walla Walla Community College
NEOGOV Perform Employee Guide

June 2025

The Table of Contents

Overview

This guide details how to navigate the system as an employee, covering how to rate evaluations and complete various tasks.

Who Should Use This Guide

This guide is intended for Employees.

Contacts for Questions

Please contact your HR office should you have any additional questions.

Navigating the Dashboard

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

Navigating to the Dashboard

You can access NEOGOV/Perform through the College's signal sign-on website: sso.wwcc.edu

Click on the NEOGOV tile, and log in using your WWCC credentials.

Upon logging into NEOGOV/Perform, you arrive at your **Dashboard**.

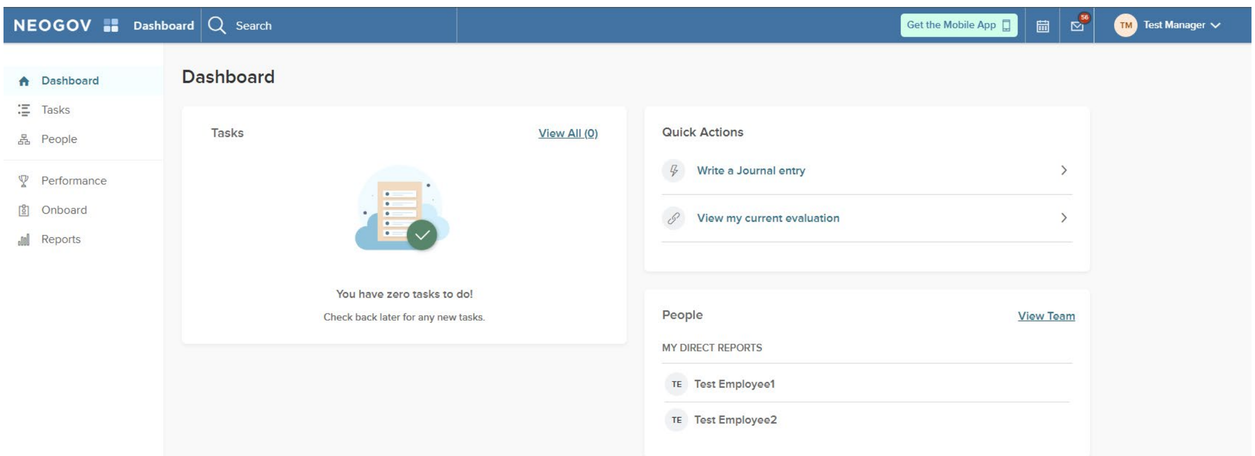


Figure 1: Dashboard

Dashboard Menu: You should see the following pages on the left-hand side menu:

1. **Dashboard:** Brings you to the Dashboard at any time
    a. From your dashboard, you will have a quick view of:
        i. Current Tasks, Overdue Tasks, and All Tasks
        ii. Quick Actions: Journal Entries, Current Evaluation
        iii. People: View your manager
2. **Tasks:** Lists all your overdue, due this week, due later and completed tasks
3. **People**: Within this page you will see the org chart where you can search for all employees
4. **Performance:** This is the Perform page. You should see the following:
    a. Overview: will list your current Perform tasks and Perform links
    b. My Evaluations: Displays your three most recent performance evaluations (if applicable), along with current, upcoming and completed evaluations
    c. Journal Hub: Contains all Journal Entries that you have created or that have been shared with you, as well as any pending entries and Drafts
5. **Onboard:** This page will take you to your Onboarding portal overview. From here you can access the following:

a. My Onboarding Portal: this was your portal when you started your onboarding process. There's a lot of information here regarding benefits, ctcLink, Employee Assistance Program and other helpful links and resources.
b. Forms: Any forms that HR still needs completed.
c. Downloads: Any downloads from your onboarding process.
d. Notes & Attachments: Any attachments from your onboarding process.

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

My Tasks

Any current tasks that require your action appear in **My Tasks**. You can filter on each status by selecting a task type. The list below will then only show tasks of that type.

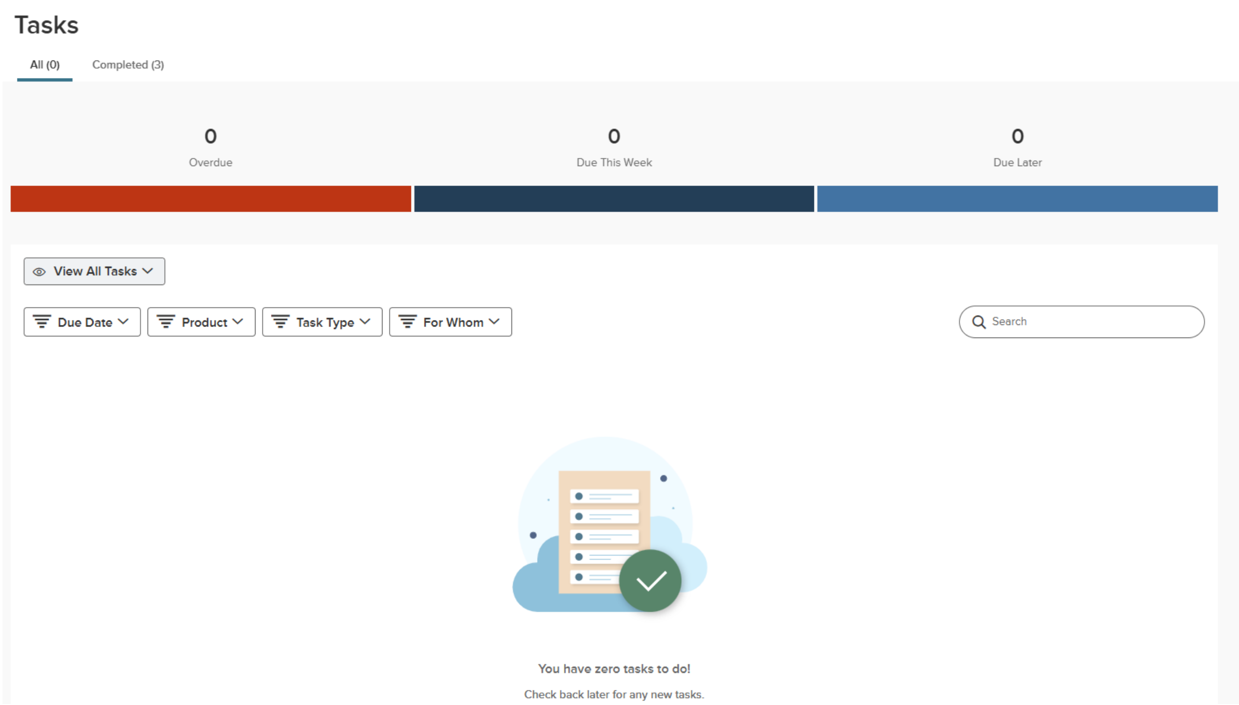


Figure 2: My Tasks

View All: Select this to view tasks that are Current, Completed, Canceled, Pending, and Skipped

1. **Current:** Tasks currently requiring action
2. **Completed:** Tasks you've already acted on
3. **Canceled:** Tasks no longer required
4. **Pending:** Tasks pending another user's action, or tasks for Draft evaluations
5. **Skipped:** Tasks that had been assigned to you, but skipped by an HR Admin
6. To **complete a task**, select the name to be re-directed to the task

a. For more information, please refer to **Completing Tasks**

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, a peer rating task, recurring Journal Entry tasks, and Check-Ins (one-time or recurring)
- **Approve and Sign:** Task to approve and 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 (one-time or recurring) and Add/Edit Content tasks
- **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 or Manual tasks
	= Recurring Manual task
	= Check-In
	= Recurring Journal Entry

Figure 3: Task Icon Legend

Completing Tasks

This section covers how to complete various types of tasks.

Navigating to My Tasks

My Tasks is located on your Dashboard. Upon logging into NEOGOV, you land on your Dashboard. Here, you see any current or overdue tasks that require your action.

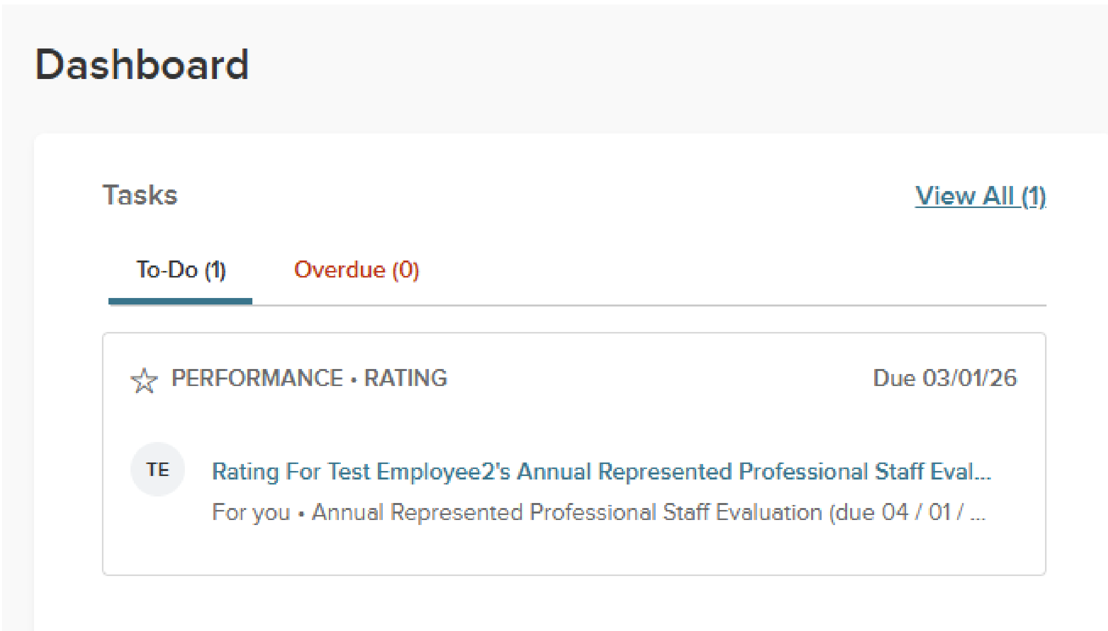


Figure 4: Task List

1. Click into the corresponding **Task Name** from the list
2. A flyout appears with the task details
   a. Enter any comments as necessary
3. When you have completed the task, select **Complete Task**
   a. You receive a green banner once the step has been completed

My Evaluations

Within the Performance page of the Dashboard is the **My Evaluations** section. Here are your three most recent performance evaluations (if applicable). Select any one of the evaluations to be redirected to the Evaluation Detail page for the corresponding evaluation. If the evaluation status is Completed, you are directed to the Evaluation Print Preview.

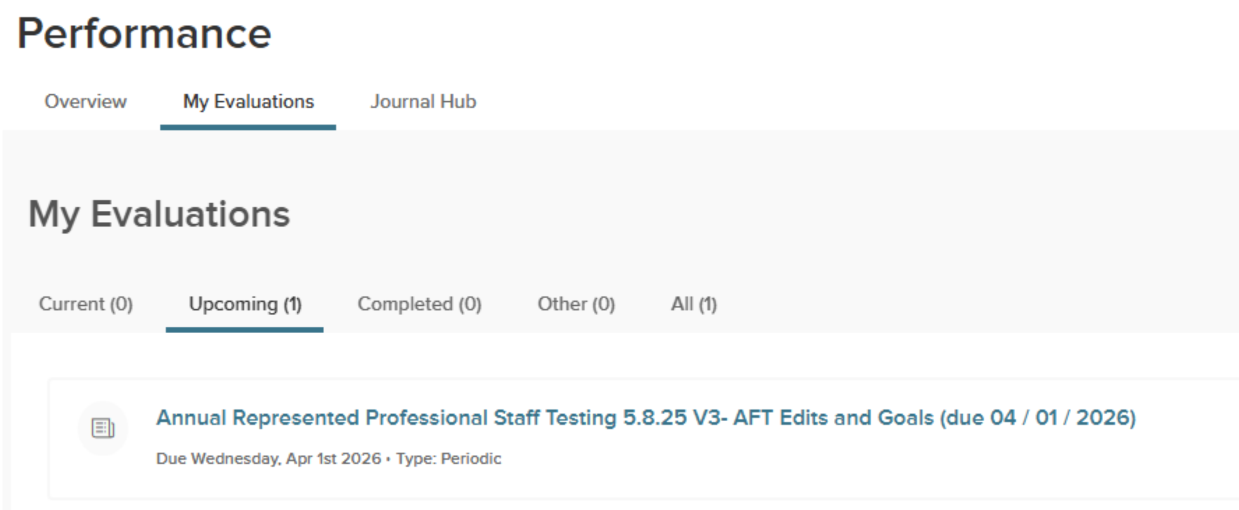


Figure 5: My Evaluations

To view all historical evaluation, select **All** under the **My Evaluations** section. To view the Print Preview of a specific completed evaluation, select the title of the evaluation.

My Profile

To access your **Talent Profile** page, click on your name in the top right corner and select **My Profile**.

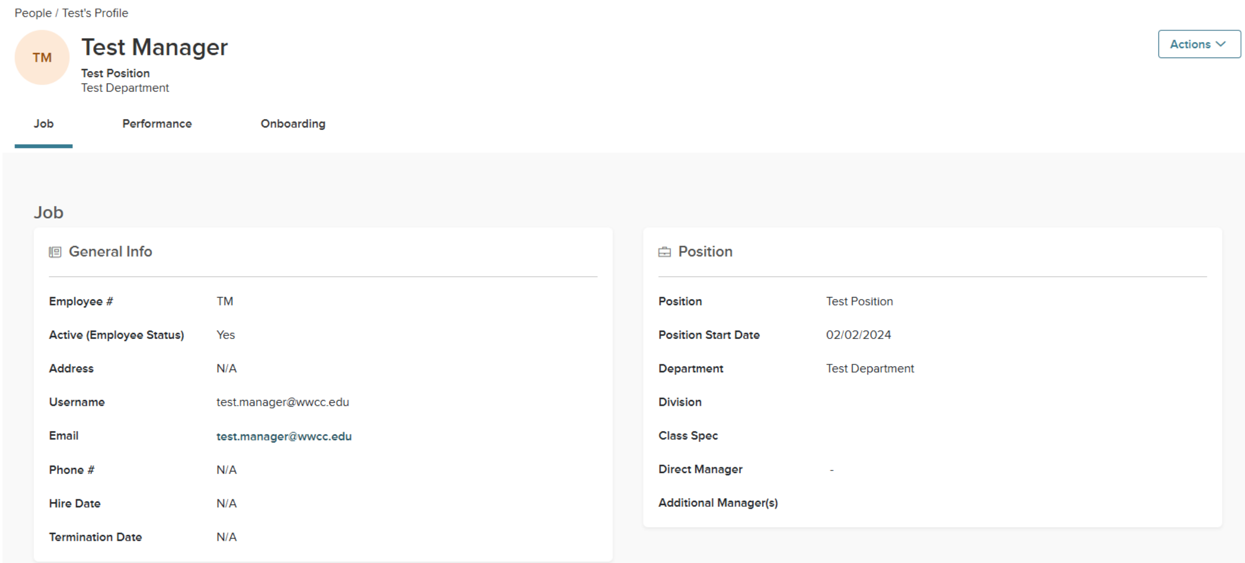


Figure 6: My Profile

From your profile you will have the following tabs:

1. **Job:** General Info about the employee such as employee ID #, address, username, email, phone number; as well as Position information such as the position title, start date, department, and direct manager.
2. **Performance:** Will list any current, upcoming, or completed performance evaluations. As well as your uploaded job description.
3. **Onboarding:** If you have any outstanding onboarding forms, they will be listed here.
4. **Recruiting:** This will list your Roles, Permissions and Accessible Departments within NEOGOV.

NOTE: You cannot edit any of your Employee Information, such as position, email address, etc. If you need to update that information, please contact HR.

Journal Entries

Journal Entries are an easy and effective way to take notes of accomplishments throughout the year for yourself.

Navigating to Journal Entries

There are several ways to log Journal Entries in Perform. They can be created from the Quick Actions from the **Dashboard,** from the employee **Profile,** and from the Journal Entry button or Journal Hub from the **Performance** page.

Adding Journal Entries via the Dashboard

From the Dashboard, click on Write a Journal Entry from the Quick Actions section.

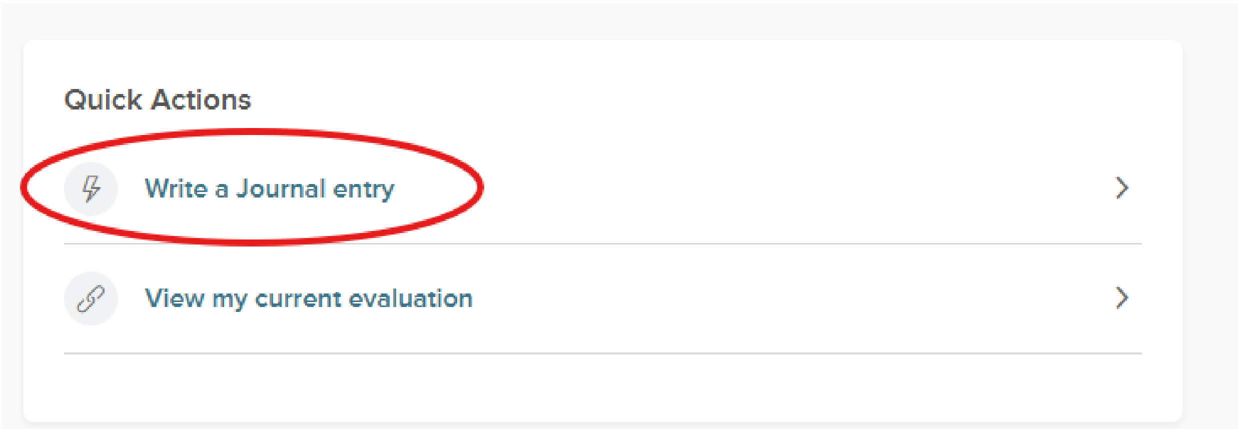


Figure 7: Quick Action Journal Entry

This will directly navigate you to the **Performance** page with a **Write a Journal Entry** flyout.

How to Write a Journal Entry

Once you are within the Write a Journal Entry flyout you will be asked:

1. **Who is this entry about?:** As an employee without direct reports, your only option will be to select your name.

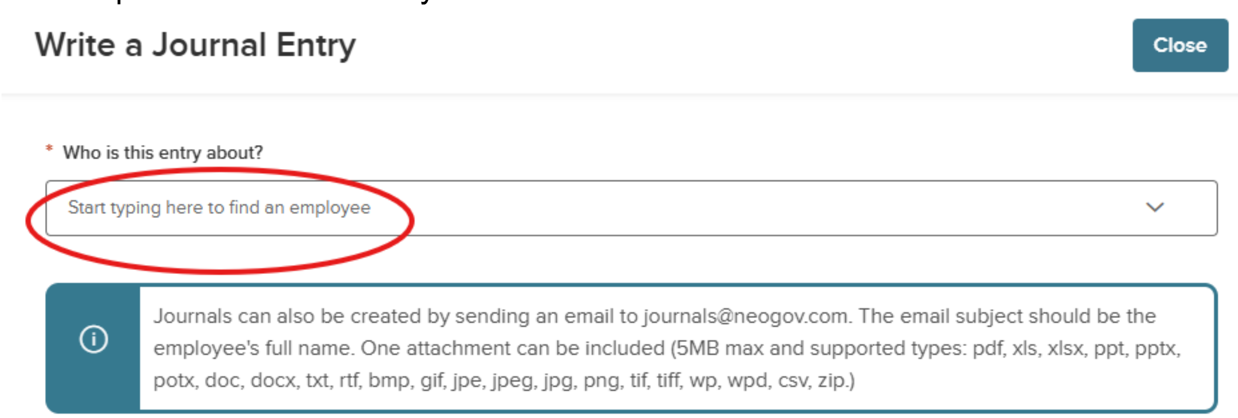


Figure 8: Selecting Entry Name

Once you've selected a name, a text box will appear.

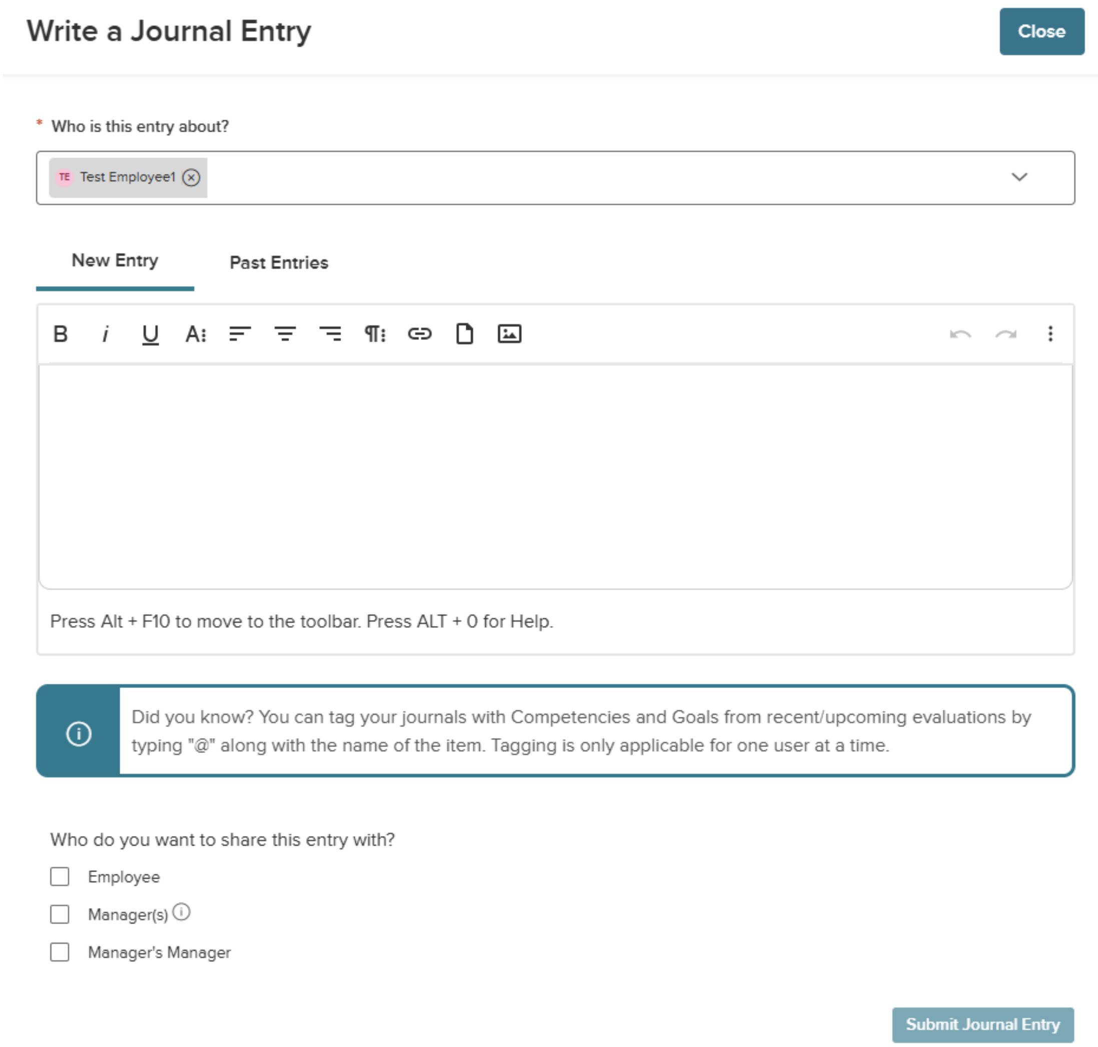


Figure 9: Write a Journal Entry

1. **New Entry:** In this box you will type your new journal entry.
    a. The rich text editor can be used for additional formatting and one (1) attachment can be included (5MB)
2. **Past Entries:** Under this tab will be all past entries that you saved and/or were shared with you.
    a. To **Archive** a Journal Entry, select **Past Entries** from the Write a Journal Entry flyout, and click the three dots to the left. Select Archive. Using this feature removes older journal entries from view, making it easier to search through current feedback entries
        i. Once archived, the entry moves from your current list to the archived list. The archived entry no longer appears for selection in the rating form.
    b. To **unarchive**, select the unarchived icon.
    c. To **delete** any entries you created, select the Trash Icon

   d. To **edit** your entry, select the Pencil icon.
3. **Who do you want to share this entry with?**: Select any combination of options to quickly share the entry upon submitting with the:
   a. Employee
   b. Manager(s)- NOTE: if there are any Additional Managers assigned to the Employee, the journal entry will be shared with them as well
   c. Manager's Manager: Supervisor's Manager
   d. Not selecting an option keeps the Journal private to the creator- NOTE: HR administration has access to view ALL journal entries, even private entries.
4. **Submit Journal Entry**: Select to post the Journal Entry
5. Perform continuously saves your work as a **Draft** while you type. You can select to **Keep it as Draft** and come back to it later, or **Discard Draft**.

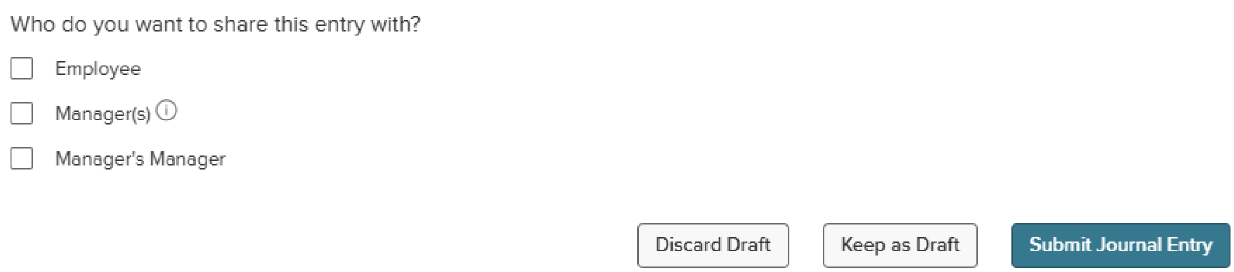


Figure 10: Share Journal Entry

Adding Journal Entries via the Employee Profile

Select **My Profile** from the drop-down menu after clicking on your name in the upper right of your screen. This will take you to your Profile page where you can click on the Actions menu on the far right, and then select **Write Journal Entry**.

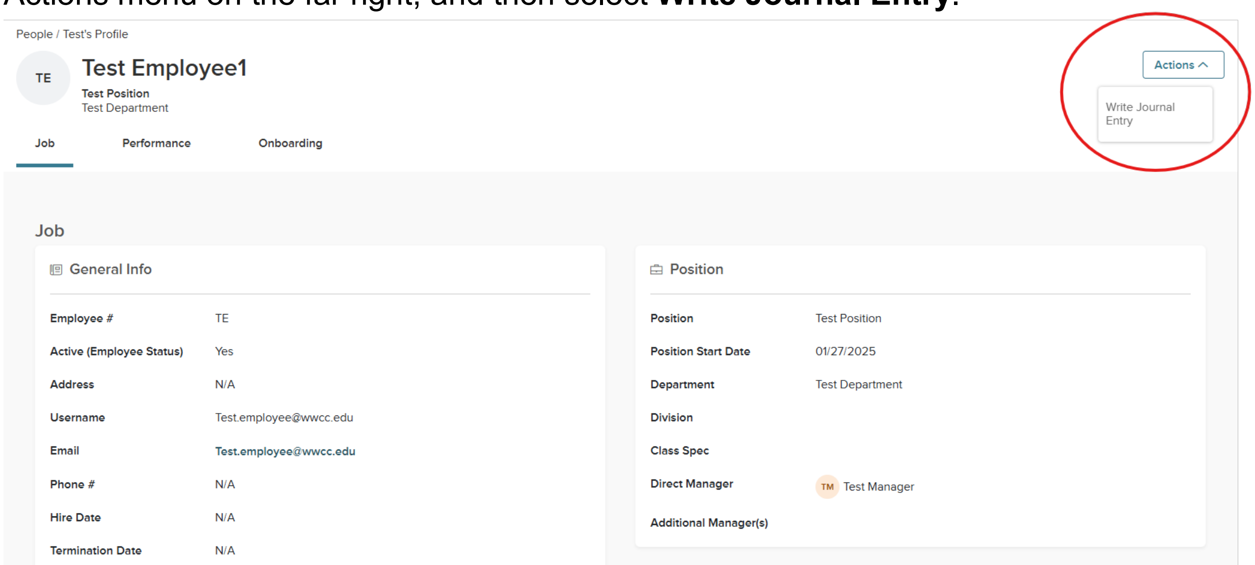


Figure 11: Write Journal Entry

Follow the remaining steps from the **How to Write a Journal Entry** section.

Adding Journal Entries via the Performance Page

Select the Performance page from the left menu, and click on the Journal Entry button in the upper right-hand corner of the page.

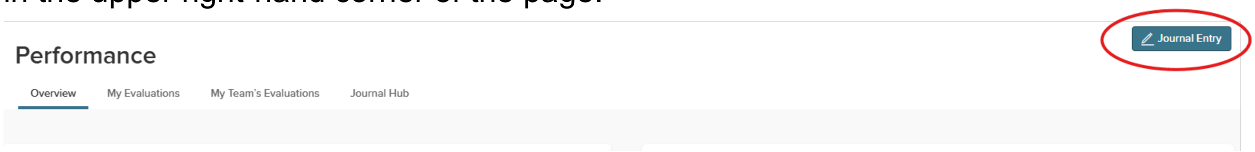


Figure 12: Adding Journal Entry

Follow the remaining steps from the **How to Write a Journal Entry** section.

Managing Journal Entry Drafts

Users with access to create Journal Entries can save any in-progress entry as a draft to be completed later. The system will auto save all entries as a draft upon typing in the Rich Text Editor until the finalized entry is submitted.

This prevents the accidental loss of entries should the user experience any technical difficulties or accidentally close out of the Journal feature prior to saving. To finalize any draft and submit as a Journal Entry select the **All Drafts** tab from the **Journal Hub** within the **Performance** page.

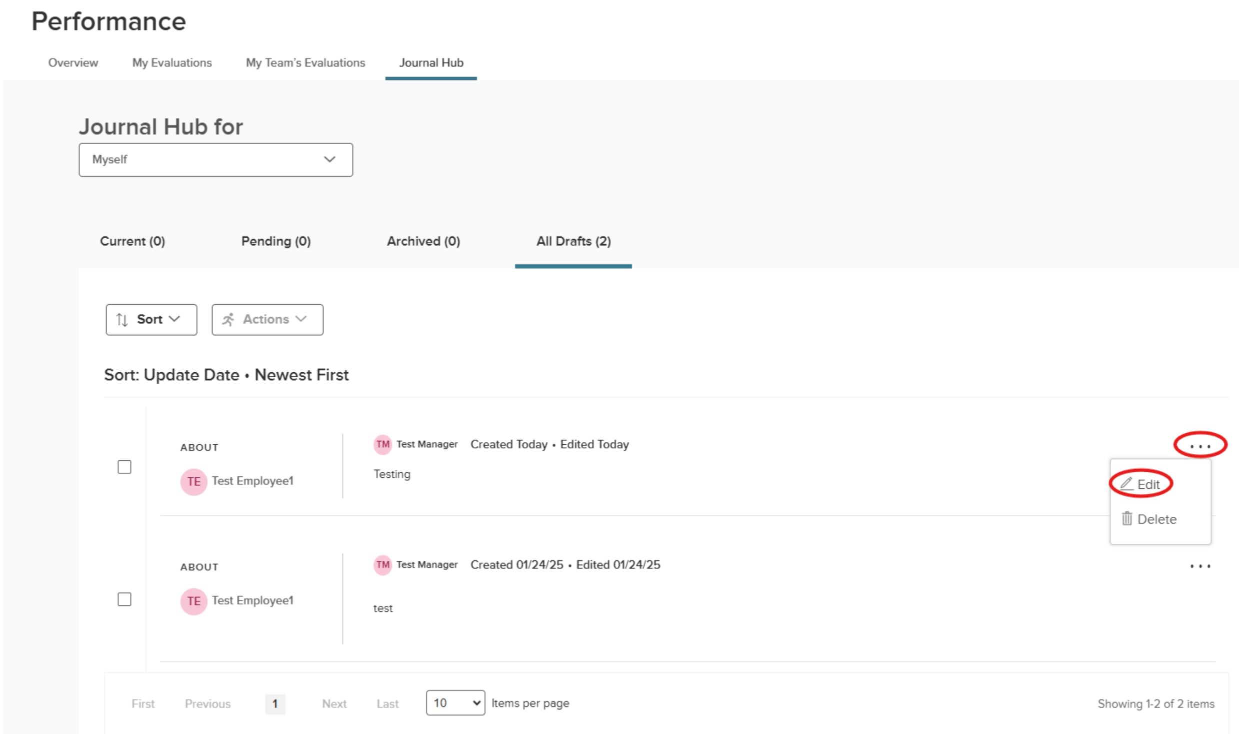


Figure 13: Managing Journal Entries

1. Select the three (3) dots off to the right-hand side and select Edit or Delete.
2. Entries can be deleted in bulk using the check boxes and Action button.

If existing Journal Entries are edited, the User can choose to keep the in-progress version as a draft. In this instance the original saved entry remains visible until the draft is submitted as a finalized entry. Click on **View Draft** to see the in-progress draft of the saved Journal Entry, finalize, and submit.

Once the Draft is submitted, the original entry is replaced, and the edited time stamp is updated.

The Evaluation Process

Human Resources will assign every existing or new employee to the corresponding evaluation program. Evaluations will be based on the employee's hire date.

6-month Check-in

Every 6 months, you and your direct reports will have a check-in meeting and complete the **6-Month Check-in Form**. During this meeting you will:

a. Review current goals
b. Reflect on accomplishments
c. Realign objectives
d. Discuss areas of improvement

The goal for this meeting and check-in form is to be in regular contact with your direct report about these areas as they will be rated on during their yearly evaluation.

During this same meeting, you as the Supervisor, should discuss goals that can be added to the upcoming evaluation. Please view the section **Adding Goals**, for instructions on how to add these goals prior to the evaluation launch.

Supervisor and Employee Meeting to Discuss Evaluation Steps

Fifty (50) days before the evaluation due date, you will receive a task to schedule a meeting between yourself and your direct report to discuss the evaluation steps and to decide who you'd like to participate in the **Peer Feedback Survey**.

Issue Peer Feedback Survey

Forty (40) days before the evaluation due date, HR will issue the **Peer Feedback Survey.**

Employee's Self-Rating

Thirty (30) days before the evaluation due date, the employee's self-rating (or self-evaluation), will be available to the employee to complete.

Supervisor's Rating

Fifteen (15) days before the evaluation due date, or whenever the employee's self-rating is complete, the Supervisor will be able to complete the employee's evaluation.

HR's Approval and Signature

Once the Supervisor approves and signs the evaluation, it will be released to the HR Administration for approval and signature. Once complete, the evaluation will be released to the employee.

Supervisor and Employee Meeting to Discuss Evaluation
After HR Administration's approval and signature, the Supervisor will schedule a meeting with their direct report in order to review the evaluation's results.

Employee's Signature or Denial
Once the Supervisor and Employee's meeting is complete, the employee will sign or deny the evaluation.

Vice President's Review and Signature
Once the employee signs or denies to sign the evaluation, it will go to the area's Vice President for review and signature.

Evaluation is Complete
The evaluation is now complete, and available to view from the employee's Performance page and/or under the Performance tab from the employee's Profile.

Goals

Your Supervisor will be able to add goals during the 6-month check-in meeting and at during their rating of your evaluation as a Future Goal. Future Goals will move to Current Goals once the next evaluation launches.

How to Update Your Goal Progress

Once your goals have been added by your Supervisor, you can go into your current evaluation and update your progress.

To Access Your Current Evaluation

1. From your NEOGOV Dashboard, click on the Performance tab on the left-hand menu.
2. Once on the Performance page, click on ‘My Evaluations’ from the top menu.
3. Your current evaluation will appear under the ‘Upcoming’ tab.
4. Click on the evaluation in order to access it.

Figure 14: My Evaluations

5. You will now be in the evaluation and will need to click on the ‘Content’ tab.

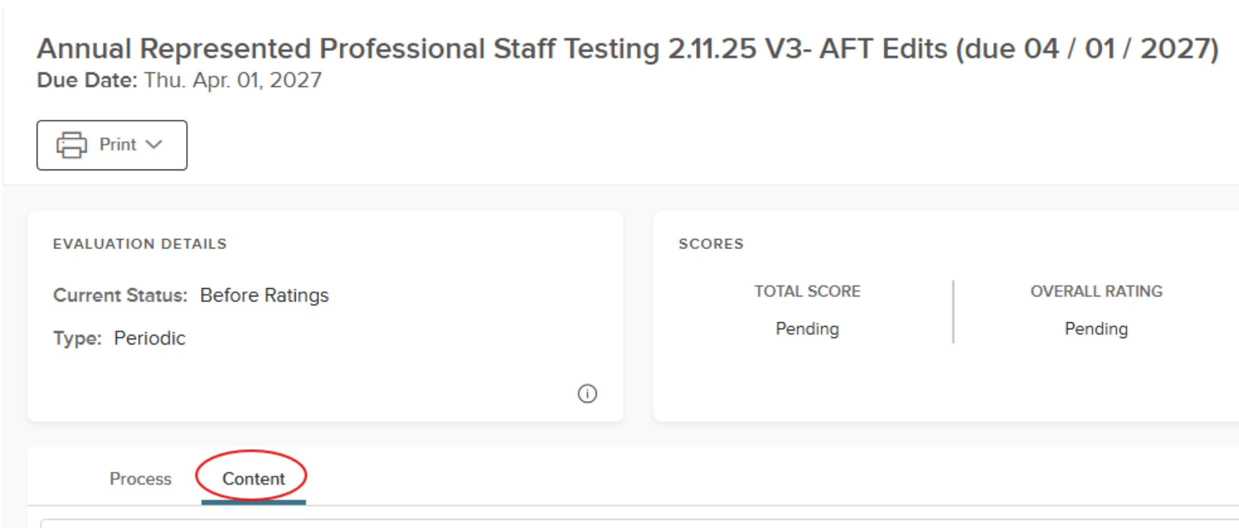
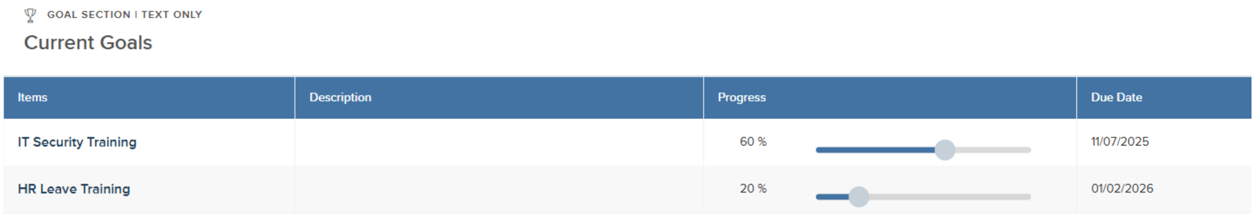


Figure 15: Evaluation Screen

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

Figure 16: Goal Scale

7. It will automatically save as your move the scale.

Needing to Edit Goals

Once goals are submitted, only HR Administration can edit these goals.

Rating a Self-Evaluation

As an employee you will be required to complete a self-evaluation. This section covers how to rate an evaluation and what tools you can use.

Navigating to My Tasks

My Tasks is located on your Dashboard. Upon logging into Perform, you land on your Dashboard. To navigate to your dashboard from any other page in Perform, select NEOGOV in the top left corner. Here, you see the task to complete your Self-Rating.

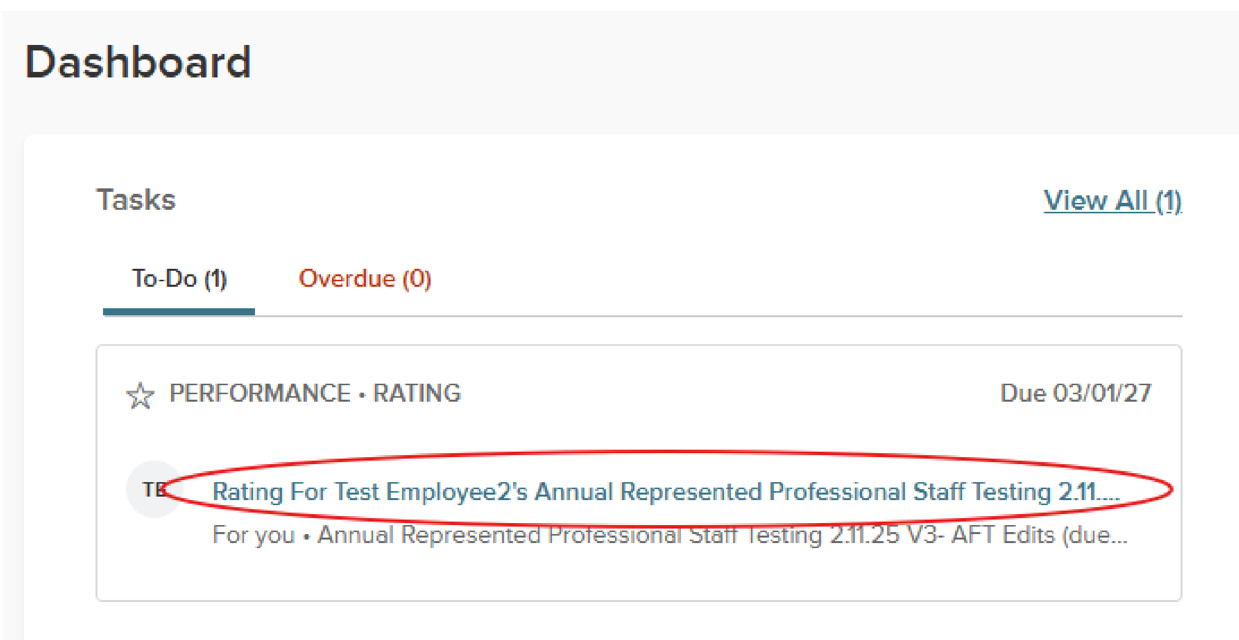


Figure 17: Dashboard Task

To complete a Self-Rating, click into the rating task name on the dashboard.

You are then re-directed to the Rating Form.

1. To view and rate the different items, click the various sections
2. To rate an item, click an item name, within a section, and a fly-out appears.

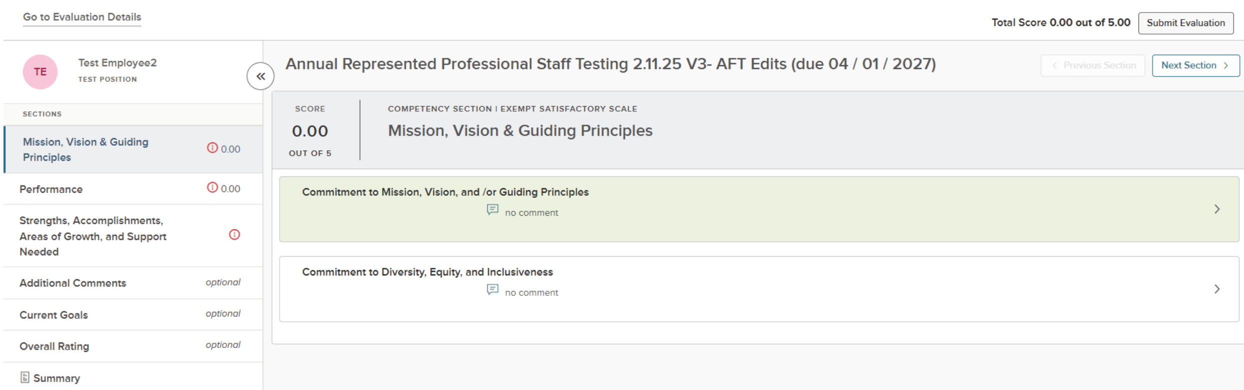


Figure 18: Evaluation Screen

Upon selecting the item name, the rating card flyout appears.

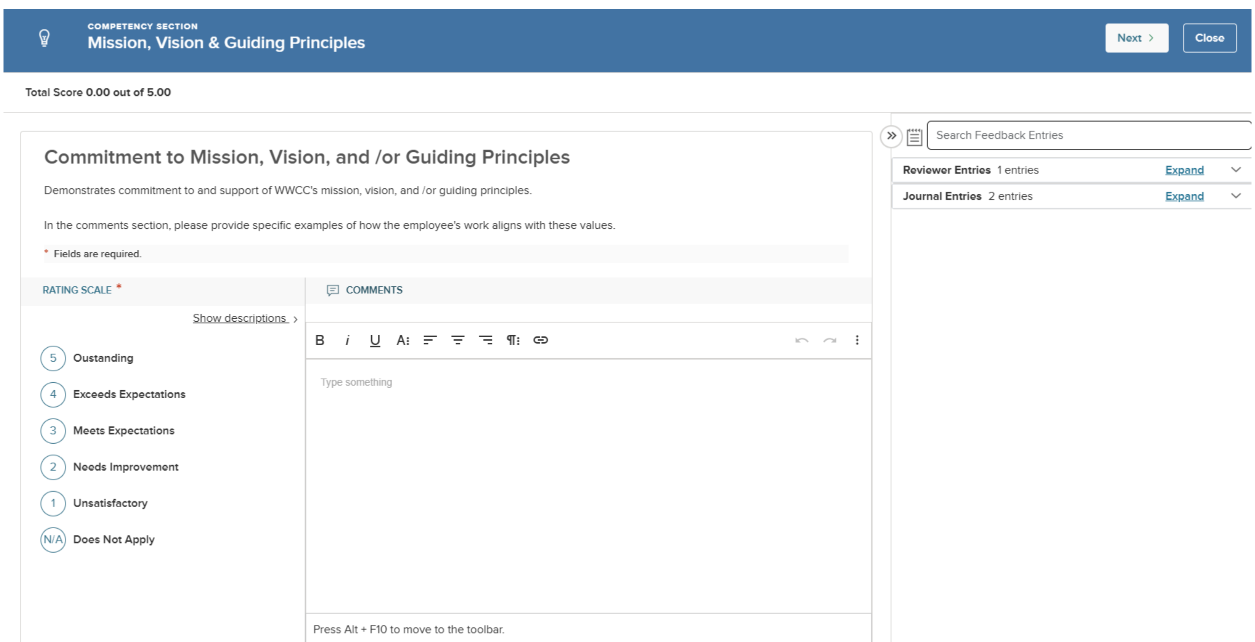


Figure 19: Evaluation Flyout

1. **Rating Scale**: To view a description of each rating scale value, select the Show descriptions button and a flyout appears with detailed information
2. **Comments box**: Edit text using the rich text editor provided
    a. Per HR configuration, if a comment is required the box is highlighted in red
    b. While rating, the system auto saves all progress made

   c. If needed, you may exit out of the rating card and resume rating at a later time
3. The **Feedback Entries** appear on the right side of the rating card. If available, you see **Journal Entries, Check-In Entries, Reviewer Entries**, and **Writing Assistant**. You can copy the feedback entries directly into the comment box by selecting **Add to Comment Box.** To filter for any specific key words, use the *Search Feedback Entries* bar
   a. Any Journal Entries created by you or shared with you will appear here
   b. If Writing Assistants have been provided by HR, the writing assistant section also appears
   c. If any previous reviews have been made, they appear in the Reviewer Entries section
   d. To view Job Description, you will need to navigate to the employee's profile page by clicking on the name of the employee in the top left-hand corner, and selecting My Profile. Select the Performance tab and see the job description document under the Performance Documents section.
4. Click **Next** to move to the next step

The Summary Page shows you a high-level overview of all ratings, in a side-by-side comparison.

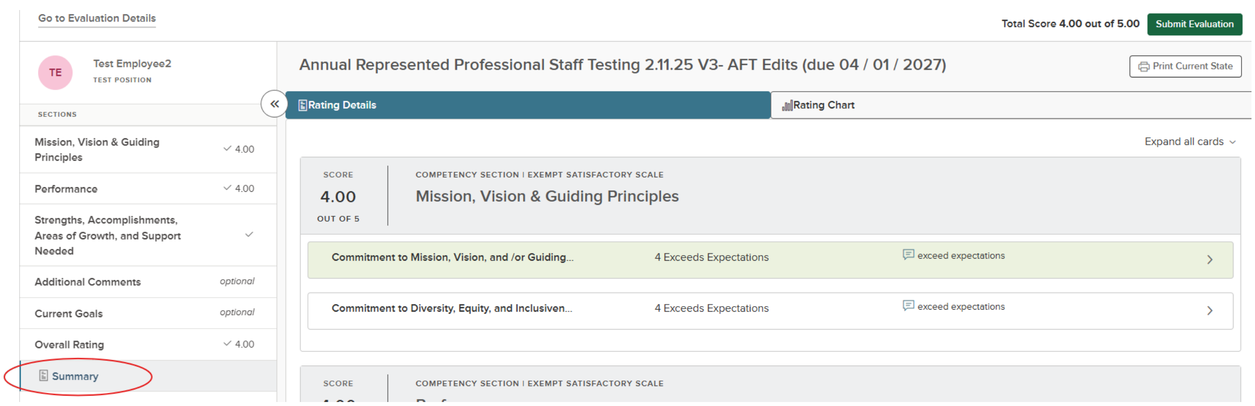


Figure 20: Evaluation Summary

1. Select the Summary section
2. Review the details of the evaluation including your ratings and comments in the Rating Details tab
3. To see a comparison of scores (if numeric scoring is used), view the Rating Chart tab
   a. Select any portion of the graph to see the ratings broken down into each item rated
4. To print the current state of the evaluation, select Print Current State
5. Once you have reviewed the evaluation, select Submit Evaluation

Once all required rating and/or comments are complete, select the Submit Evaluation button in the top right corner.

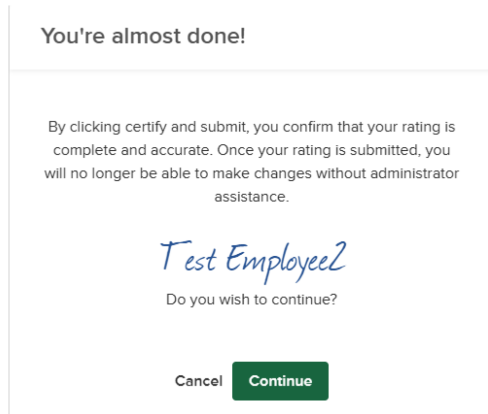


Figure 21: Evaluation Submit

You receive a confirmation message. Once the evaluation is submitted changes can no longer be made without the assistance of HR. If further changes are needed, click Cancel. Otherwise, select Continue.

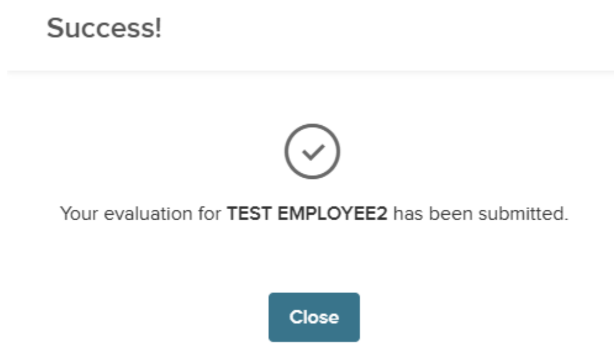


Figure 22: Success Screen

Once your evaluation has been successfully submitted, your Supervisor is notified.

Signing an Evaluation

When the evaluation has been completed by all parties, including raters and approvers, you will be required to sign the evaluation acknowledging that you have received and reviewed the content.

When an evaluation is ready for your signature it will appear under your **Tasks**, from the **Dashboard**.

Approving an Evaluation

Upon selecting the approval task, you are directed to the After Ratings Form.

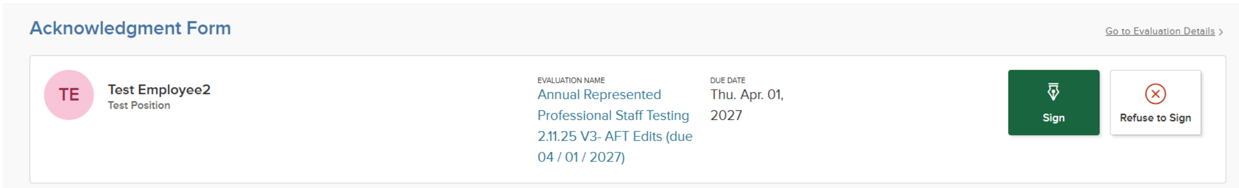


Figure 23: Approve or Deny

1. Navigate through the various Sections by clicking on the name
   a. Scroll through each section to review the ratings and any comments provided
2. Toggle between the Rating Details or the Rating Chart
   b. The rating chart displays a bar graph of all raters
3. To view other approvers and the status of their task, select View Other Approvers
   c. A fly-out appears with all other approver information

Once you have reviewed the completed evaluation, select the Sign button. A fly-out appears with the signature box and an optional comment section

Enter in any comments, sign and submit. Once approved, a green success banner appears, and you are re- directed to the evaluation details page.

Figure 24: Signature Screen

Once you have signed the evaluation, an Evaluation Acknowledged banner appears at the top of your screen. If there are no other approvers/signatures in the process, the evaluation status changes to Completed. You are then redirected to the evaluation print form where you can print your completed evaluation.

Denying an Evaluation

Employees have the option to deny the evaluation by clicking Refuse to Sign button and are required to leave a comment as to the reason why it was denied. This notice goes to HR Administration.

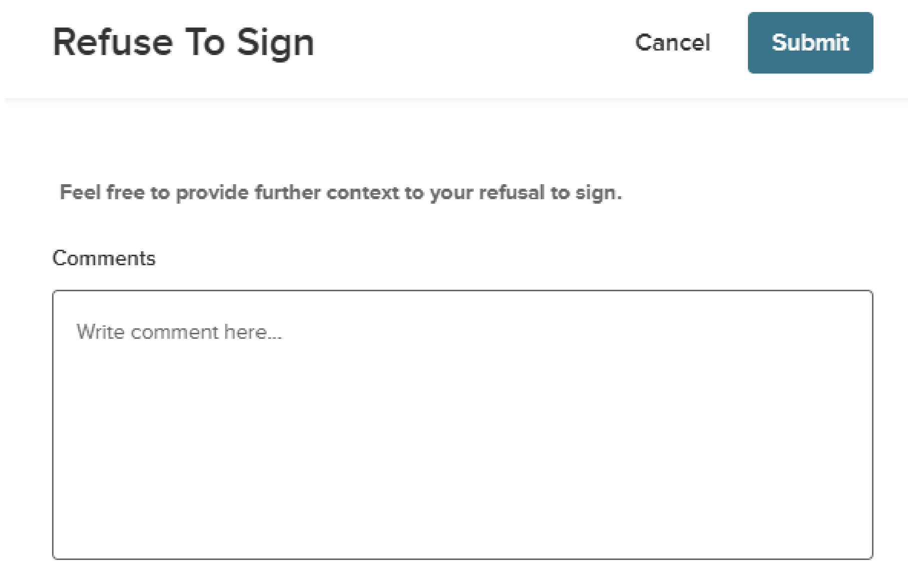


Figure 25: Refuse to Sign

Finalizing the Evaluation

Once the Manager and the Employee have both signed, or refused to sign the evaluation, the Vice President of the area will then review and sign the evaluation. Once signed the evaluation will not be visible to both the Employee and Manager under Completed Evaluations for that Employee. A paper copy of the evaluation will be filed in the Employee's personnel file with HR.

FAQs

1. Where can I view my completed evaluation?

Once an evaluation has been released to you, you can view the evaluation from the Performance Evaluation Detail page. To view your score, ratings, and comments from Raters and Approvers, click on the Print icon.