

NeoGov PERFORM Quick Reference Sheet

TWO APPROVERS

RATER (Manager who does employee evaluations):

1. Log into ***PERFORM***.
2. Look for the ***Rating Task*** on ***My Tasks***.
3. Click on ***Rate Star*** under ***Actions***.
4. Click on ***Card***, rate ***Card***, type comments and scroll down to next ***Card***. ***NOTE:** Employees will not be rating themselves.
5. Type final comments in ***Overall Rating*** section.
6. Click ***Summary*** to review score.
7. Click ***Submit***.
8. Click ***Submit Evaluation***.
9. Click ***DONE*** in the ***SUCCESS*** window.

FIRST APPROVER (Manager's Manager):

1. Log into ***PERFORM***.
2. Click ***Checkmark*** under ***Actions***.
3. Review ***Evaluation Summary***.
4. Click ***Approve*** or click ***Deny*** if changes need to be made.
5. Click ***Submit***.



SECOND APPROVER (Rater):

1. Log into ***PERFORM***.
2. Click ***Checkmark*** under ***Actions***.
3. Review ***Evaluation Summary***.
4. Click ***Approve*** or click ***Deny*** if changes need to be made.
5. Click ***Submit***.

EMPLOYEE SIGNATURE:

1. Log into ***PERFORM***.
2. See your ***Approval*** task in ***My Tasks***, and Click the ***Checkmark***.
3. Review your evaluation with your manager; make comments if desired.
4. Click ***Submit***.