

Employee Requesting Higher Review of Rated Evaluation

An employee will follow the process steps below when they want to “Deny” their current rated review and submit a Request for Higher Review to their manager.

Before following the steps below, check immediately with your HR Representative to obtain the policy and/or procedure requirements for a Request for Higher Review.

1. Login to the Perform System.

2. Click on the task to Approve and Sign Annual...

Task	For Employee	Related To	Due Date
★ Rating For Ricky Shuttle's Annual (due06//30I2019) I833456789	Ricky Shuttle	Annual (due06//30I...	06/16/2019
☑ Approve and Sign Annual (due06//30I2019) I811345678 for Roger R...	Roger Rocket	Annual (due06//30I...	06/27/2019
📅 Periodic Check-In with Employee	Ricky Shuttle	Annual (due06//30I...	07/15/2019

3. You have just reviewed your rated Performance Evaluation, and determined that you would like to request a higher review (Deny).

DO NOT CLICK DENY UNTIL YOU FOLLOW THE PROCESS STEPS BELOW.

NEGOV PE Perform

Employees Performance Evaluations Library Reports Help

Feedback

Ratings

Roger Rocket Payroll Supervisor

EVALUATION NAME Annual (due1061/3012019) 1811345678

DUE DATE Sun. Jun. 30, 2019

approve & sign deny

Rating Summary

Rachel Splane Payroll & Employee Records... Total Score 1.89 out of 3 Overall Rating Successful Weight 100 %

Rating Details Rating Chart

SECTIONS Collapse all sections

Employee Performance Goals

2 OUT OF 3

GOAL SECTION | GOAL AND COMPETENCY RATING SCALE | SECTION WEIGHT 40 %

Collaboratively developed baseline performance/productivity expectations that align the employee's contributions to department and County success. Performance goals must be SMART (i.e., specific, measurable, attainable, relevant and time-bound).

4. Return to the Dashboard by clicking the NEOGOV label.

Note:
If necessary *logout* until you have the opportunity to check with your HR Department to see what documentation is required.

NEGOV PE Perform

Employees Performance Evaluations Library Reports Help

Feedback

Ratings

Roger Rocket Payroll Supervisor

EVALUATION NAME Annual (due1061/3012019) 1811345678

DUE DATE Sun. Jun. 30, 2019

approve & sign deny

Rating Summary

Rachel Splane Payroll & Employee Records... Total Score 1.89 out of 3 Overall Rating Successful Weight 100 %

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Collaboratively developed baseline performance/productivity expectations that align the employee's contributions to department and County success. Performance goals must be SMART (i.e., specific, measurable, attainable, relevant and time-bound).

5. Under **My Evaluations**, click on your current evaluation to open the page.

NEGOV PE Perform

Employees Performance Evaluations Library Reports Help

Task	For Employee	Related To	Due Date
★ Rating For Ricky Shuttle's Annual (due06//30/2019) IB33456789	Ricky Shuttle	Annual (due06//30/2019) IB3...	06/16/2019
✓ Approve and Sign Annual (due06//30/2019) IB11345678 for Roger Rocket	Roger Rocket	Annual (due06//30/2019) IB11...	06/27/2019
📅 Periodic Check-In with Employee	Ricky Shuttle	Annual (due06//30/2019) IB3...	07/15/2019

1 - 3 of 3 items

My Evaluations [view all of my evaluations >](#)

Annual (due06//30/2019) IB1134...
Due: Sun, Feb 30, 2019
Status: Approval

6. Scroll down the page to locate and click the **+Add Notes and Attachments**.

NEGOV PE Perform

Employees Performance Evaluations Library Reports Help

Feedback

Notes & Attachments

+ Add Notes & Attachments

ROGER ROCKET
PAYROLL SUPERVISOR

My Dashboard
Employee
Org Chart

Manager

Process

+ Add Task

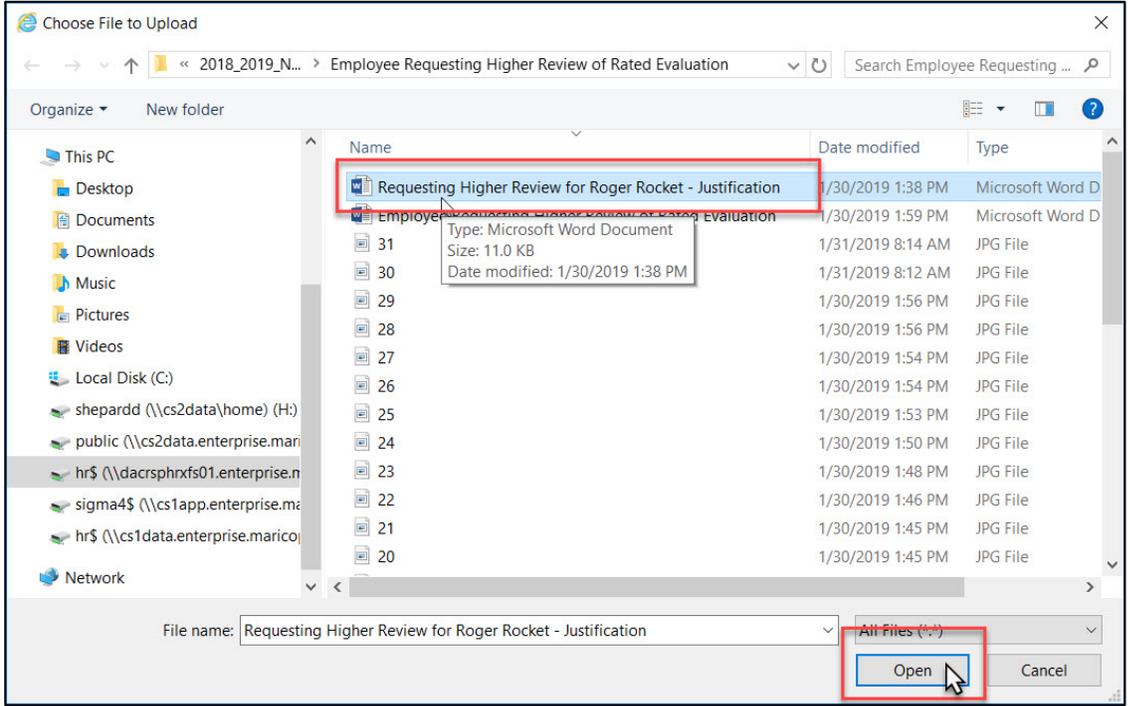
Before Ratings

1	Manager Add Goals For The Current Evaluation Period Rachel Splane	Due Thu, Jan 31, 2019	Status Completed	Step is required Yes
2	Signature Roger Rocket	Due Sun, Feb 3, 2019	Status Completed	Step is required Yes

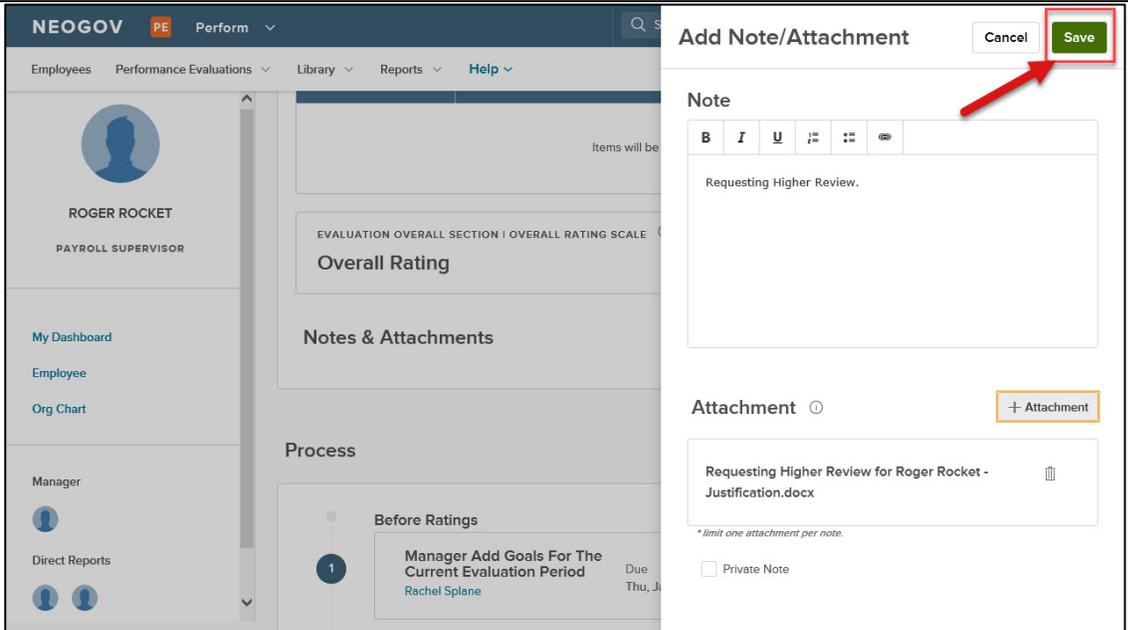
7. When you are attaching your justification keep in mind the following requirements:
 - a. Valid file types include; pdf, Excel, PowerPoint, Word, Image files and more (see image to the right).
 - b. Max file size is **5MB**.

8. Under the **Note** section type in **Requesting Higher Review**, then click **+ Attachment**.

9. Browse to the location of the document file, select it, then click **Open** to attach the document.



10. Once it is attached click **Save**.



11. The file is now attached and readily available for the manager to review.

NEGOV PE Perform Search Roger Rocket

Employees Performance Evaluations Library Reports Help Feedback

ROGER ROCKET
PAYROLL SUPERVISOR

My Dashboard
Employee
Org Chart
Manager

EVALUATION OVERALL SECTION | OVERALL RATING SCALE
Overall Rating

Notes & Attachments + Add Notes & Attachments

Note/Attachment	Creat...	Show...	Actions
Requesting Higher Review for Roger Rocket...	Roger...	No	

Process + Add Task

Before Ratings

12. Return to the dashboard by clicking the **NEGOV** icon.

NEGOV PE Perform Search Roger Rocket

Employees Performance Evaluations Library Reports Help Feedback

ROGER ROCKET
PAYROLL SUPERVISOR

My Dashboard
Employee
Org Chart
Manager

Notes & Attachments + Add Notes & Attachments

Note/Attachment	Creat...	Show...	Actions
Requesting a Higher Review. [Employee Req...	Roger...	No	

Process + Add Task

Before Ratings

1

Manager Add Goals For The Current Evaluation Period
Rachel Splane

Due	Status	Step is required
Thu, Jan 31, 2019	Completed	Yes

13. Click on **Approve and Sign Annual...**

NEOGOV PE Perform Search Roger Rocket

Employees Performance Evaluations Library Reports Help Feedback

My Tasks [view all >](#)

3 Total	2 Rating	1 Approve An...	0 Sign	0 Approve	0 Other	0 Overdue
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hide table ^

Task	For Employee	Related To	Due Date
★ Rating For Ricky Shuttle's Annual (due06/130/2019) 833456789	Ricky Shuttle	Annual (due06/130/2019)	06/16/2019
☑ Approve and Sign Annual (due06/130/2019) 811345678 for Roger Rocket	Roger Rocket	Annual (due06/130/2019)	06/27/2019
📅 Periodic Check-In with Employee	Ricky Shuttle	Annual (due06/130/2019)	07/15/2019

1 - 3 of 3 items

14. Select **deny**.

NEOGOV PE Perform Search Roger Rocket

Employees Performance Evaluations Library Reports Help Feedback

Ratings

Roger Rocket
Payroll Supervisor

EVALUATION NAME: Annual (due06/130/2019) |811345678

DUE DATE: Sun. Jun. 30, 2019

approve & sign

deny

Rating Summary

Rachel Splane Payroll & Employee R...	Total Score 1.89 out of 3	Overall Rating Successful	Weight 100 %
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[Rating Details](#) [Rating Chart](#)

15. Type **Requesting Higher Review** in the **Comments** field, then click **Save**.

Note: this will send the plan back to the manager and begin the process steps for the higher review.

The screenshot displays the NEOGOV interface. The background page is titled 'Ratings' and shows details for Roger Rocket, a Payroll Supervisor. The 'Rating Summary' for Rachel Splane, Payroll & Employee Records Manager, indicates a total score of 1.89 out of 3. A 'Deny' dialog box is overlaid on the right side of the screen. The dialog has a 'Cancel' button and a green 'Save' button, with a red arrow pointing to the 'Save' button. The 'Comments' field in the dialog contains the text 'Requesting Higher Review|'. A red box highlights the text in the comments field. A message at the top of the dialog states '* Fields are required.'