Updating your Employee Development Goal and Employee Performance goals in NEOGOV Perform:

There are 3 items that need to be updated:

- 1. Update definition of Employee Performance Goal
- 2. Update definition of Employee Development Goal
- 3. Update weight of "Safety & Security" in Employee Competencies



- 1. Open NEOGOV.
- 2. Ensure you are in Perform



4. Select the Annual due 3-31-2022 evaluation



5. Select "pause" in the evaluation



6. Select "add goals" in the Employee Performance Goals Section.





7. Select "new goal" from the drop-down screen.



8. Update goal information (see bullet #12 for a reminder of required goals).

Goal Due Date	Category *		
select date (MM/DD/YYY	Y) Select one	~	

9. As an example, for Joe Legander, his goals have been entered as "Assign a SMART Goal" to direct reports. As he has 4 direct reports, he has 4 goals.

"By June 30, update Accuracy SMART goal for General Non-exempt employees and collaboratively assign at least one SMART goal for professional level employees to be complete no later than March 31, 2022.

- S- One goal per employee. Update goal individually for each employee by 3/30/2021 with goal to complete no later than 3/1/2022 and assigned quarterly milestones.
- M- Measured by assignment and completion
- A-Yes, achievable
- R- Goals will be relevant and tied in to overall strategic direction of HR.
- T- Time-bound with completion dates/follow-up"

Employee Performance Goals

Collaboratively developed baseline performance/productivity expectations that align the employee's contributions to department and County success. Performance goals must be SMART bound)

Items	Description	Weight	Pro
Smart Goals- Ryan	By June 30, update Accuracy SMART goal for General Non-exempt employees and collaboratively assign at	25.00 %	0%
Smart goals- Eddle	By June 30, update Accuracy SMART goal for General Non-exempt employees and collaboratively assign at	25.00 %	0%
Smart Goals- New Hire Trainer	By June 30, update Accuracy SMART goal for General Non-exempt employees and collaboratively assign at	25.00 %	0%
Smart goals- New Hire Media e-learning	By June 30, update Accuracy SMART goal for General Non-exempt employees and collaboratively assign at	25.00 %	0%

- 10. Adjust the weight of the Performance Management goal (as needed). This will be determined by you and your leadership team.
- + Add Goals 23% Weight goal Section I goal and competency rating scale () Employee Performance Goals b. Change weights as needed. Item Weights Cancel Save Employee Performance Goals Smart Goals- Ryan Smart goals- New Hire Media... 25 % 25 X 25 **X** Smart goals-Eddie Smart Goals- Nev Hire Trainer Distribute Evenly Smart Goals- Ryan 25 % ÷ Smart goals- Eddie 25 ŀ % Smart Goals- New Hire Trainer 25 ŀ % Smart goals- New Hire Media e-learning ÷ 25 Total 100%
- a. Click on "weight" in the Performance Management

Collabo bound)

<u>STEP 2</u>

- 1. Select "add goals" and ensure category is Employee Development Goals Section (Ensure they are in Development section and NOT in the Performance Goals) if not already there from evaluation closure.
- 2. Every employee has the same 2 Goals.
 - a. COJET Training- Proactively met good faith COJET and all required training.
 - b. Leader Assigned Training- Proactively completed leader assigned training by due date assigned. **Supervisors must update the description for "Leader Assigned Training"** to include **what** training is being assigned to be completed by what **due date**.

Goal Name *							
Leader Assigned T	raining- Project Planning / Milestones						
Goal Due Date	Soal Due Date Category *						
12/31/2021		Employee Development 🗸					
Description			¥]		
Attend a project m	anagement / time-management training to	assist in submitting on time o	deliverables and setting team expectations.	- -			
					12		
3 Aror	ninder about goals fo	r oach ovaluati					
J. ATE		l each evaluati	lon type.				
G	eneral Non-Exempt		Professional		Manager		
ployee Performance Goals	Collaboratively developed baseline performance/productivity expectations that align th employee's contributions to COSC and County succe	Employee Performance Goals	Collaboratively developed baseline performance/productivity expectations that align the employee's contributions to COSC and County success.	Employee Performance Goals	Collaboratively developed baseline performance/pro expectations that align the employee's contributions t and County success.		
	ADD DEFINITION OF ACCURACY PER AREA S(specific) M(measurable)-		SUPERVISOR WILL DEVELOP AND ASSIGN S(specific)		By June 30, update Accuracy SMART goal fo		
curacy	A(achievable) R(relevant) T(timebased)	GOAL	M(measurable)- A(achievable) R(relevant) T(timebased)	SMART Goals	General Non-exempt employees and collaboratively assign at least one SMART gr professional level employees to be complete later than March 31, 2021.		
uracy Novee Development Goals	A(achievable) R(relevant) T(timebased) Collaboratively developed expectations for an employee's training, education, and development activities intended to lead an employee to improved performance in the job, or to enhance the organizati ability to meet is objectives.	GOAL <u>n's</u> <u>Employee Development Goals</u>	M(measurable)- A(achievable) R(relevant) T(timebased) Collaboratively developed expectations for an employee's training, education, and development activities intended to lead an employee to improved performance in the job, or to enhance the organization's ability to meet its objectives.	SMART Goals Add/Recommend goals for your Superivsory Chain	General Non-exempt employees and collaboratively assign at least one SMART gc professional level employees to be complete later than March 31, 2021.		
uracy lovee Development Goals der Assigned Training	A(achievable) R(relevant) T(timebased) Collaboratively developed expectations for an employee's training, education, and development activities intended to lead an employee to improved performance in the job, or to enhance the organizati ability to meet its objectives. Proactively complete leader assigned traini by due date assigned. SUPERVISOR ADD TRAINING SELECTION AND DUE DATES	GOAL GOAL m's Employee Development Goals vg Leader Assigned Training	M(measurable)- A(achievable) R(relevant) T(timebased) Collaboratively developed expectations for an employee's training, education, and development activities intended to lead an employee to improved performance in the job, or to enhance, the organization's ability to meet its objectives. Proactively complete leader assigned training by due date assigned. SUPERVISOR ADD TRAINING SELECTION AND DUE DATES	SMART Goals Add/Recommend goals for your Superivsory Chain Employee Development Goals	General Non-exempt employees and collaboratively assign at least one SMART gc professional level employees to be complete later than March 31, 2021. Collaboratively developed expectations for an employ training, education, and development activities inten lead an employee to improved performance in the lot enhance the organization's ability to meet its objective		
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- 4. Review that you have completed all the following steps:
 - a. Employee Performance Goals:
 - i. Added SMART definition.
 - ii. Updated weight of goal (if necessary)
 - b. Employee Development Goals:

i. Added Training Selection and due dates for Leader Assigned Training

ii. Updated goal weights (if necessary)

<mark>Step 3</mark>

- 1. Update Core Employee Competency weight for Safety and Security
 - a. General Hourly & Professional- 4.61% with all others distributed equally.
 - b. Leadership- 4.00% with all others distributed equally.
- 2. After all of the prior steps are complete, click the "start button" at the top.

Annual due	Annual due 103131120221 1811 5354					
Due Date: Thu	Due Date: Thu. Mar. 31, 2022					
Print 🗸	Start	••• Use Wizard Editor				

- 3. This will send a notification to the employee to review and acknowledge the goals.
- 4. In order to track progress of signature:
 - a. Enter the evaluation and select "process".
 - b. You can see the required steps and this will show you whether the goals have been acknowledged.
 - c. Once the employee has acknowledged the goals, it will allow you to move the next phase which is your "period check-in".
 - d. Please refer to "Completing quarterly and 6 month evaluations in Perform" for next steps.

Annual d Due Date: 1	ue (I0313120221 I811133525 hu: Mar. 31, 2022				(S) Cancel
EVALUATION Current Stat Type: Perior	Inortaxus suc Binfure Richtigs de	SCORES TOTAL SCORE Pending	OVERALL RATING Pending	CMPCOVEL DECALS Poulisis: Munish Resources Manager Department: Clenk of the Superior Count Division: Admin Svice and Pub Affans	.c
Content	Process bes a required step				+ Add Task
Ť	Before Ratings				
0	Manager Add Goals For The Current Evaluation Period * Lorene Piscus	Due Mon, Apr 26, 2021	Status Completed on 06/01/2021		
•	Signature * Ets Sterman	Dut Thu, Apr 29, 2021	Statue Completed on 06/04/2021		(****) NZ Siel
0	Periodic Check-In with Employee *	Dué Mon, Jul 12, 2021	Status Current		Check-In