

## 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

### **STEP 1**

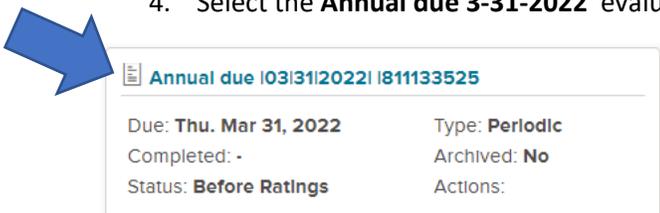
1. Open NEOGOV.
2. Ensure you are in Perform



3. Click into the employee profile



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



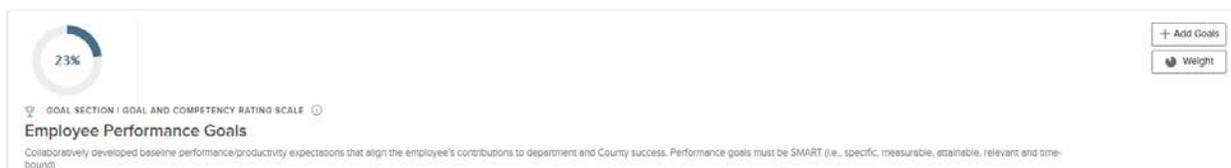
5. Select "pause" in the evaluation

Annual due |03|31|2022| |811045354

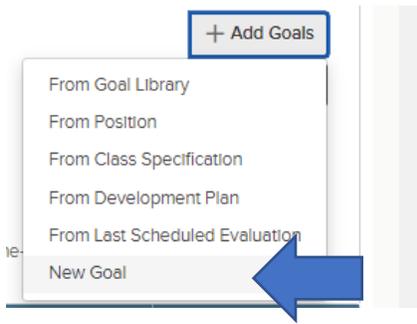
Due Date: Thu. Mar. 31, 2022



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).



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- Eddie	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.

a. Click on “weight” in the Performance Management

23%

GOAL SECTION 1: GOAL AND COMPETENCY RATING SCALE

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 (i.e., specific, measurable, attainable, relevant and time-bound).

+ Add Goals

Weight

b. Change weights as needed.

Item Weights

Cancel Save

Employee Performance Goals

Smart goals- New Hire Media... 25 %

Smart Goals- Ryan 25 %

Smart Goals- New Hire Trainer 25 %

Smart goals- Eddie 25 %

Distribute Evenly

Smart Goals- Ryan	25 %
Smart goals- Eddie	25 %
Smart Goals- New Hire Trainer	25 %
Smart goals- New Hire Media e-learning	25 %
Total	100%



## STEP 2

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.**

\* Fields are required.

Goal Name \*

Leader Assigned Training- Project Planning / Milestones

Goal Due Date

12/31/2021

Category \*

Employee Development

Description

Attend a project management / time-management training to assist in submitting on time deliverables and setting team expectations.

3. A reminder about goals for each evaluation type:

	General Non-Exempt		Professional		Manager
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/productivity expectations that align the employee's contributions to COSC and County success.	Employee Performance Goals	Collaboratively developed baseline performance/productivity expectations that align the employee's contributions to COSC and County success.
Accuracy	ADD DEFINITION OF ACCURACY PER AREA S(specific) M(measurable)- A(achievable) R(relevant) T(timebased)	GOAL	SUPERVISOR WILL DEVELOP AND ASSIGN S(specific) M(measurable)- A(achievable) R(relevant) T(timebased)	SMART 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, 2021.
Employee Development Goals	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.	Employee Development Goals	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.	Add/Recommend goals for your Supervisory Chain	
Leader Assigned Training	Proactively complete leader assigned training by due date assigned. SUPERVISOR ADD TRAINING SELECTION AND DUE DATES	Leader Assigned Training	Proactively complete leader assigned training by due date assigned. SUPERVISOR ADD TRAINING SELECTION AND DUE DATES	Employee Development Goals	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.
COJET Training	Proactively meet good faith COJET and all required training.	COJET Training	Proactively meet good faith COJET and all required training.	Leader Assigned Training	Proactively complete leader assigned training by due date assigned. SUPERVISOR ADD TRAINING SELECTION AND DUE DATES
				COJET required training	Proactively meet good faith COJET and all required training.

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)

### Step 3

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.



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.

