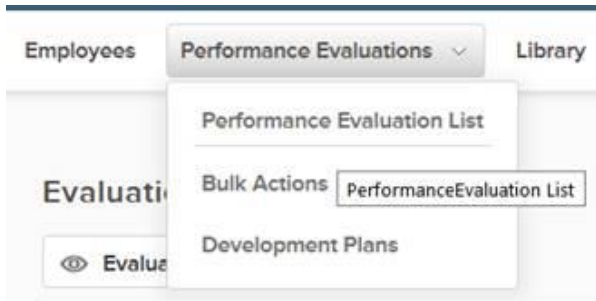
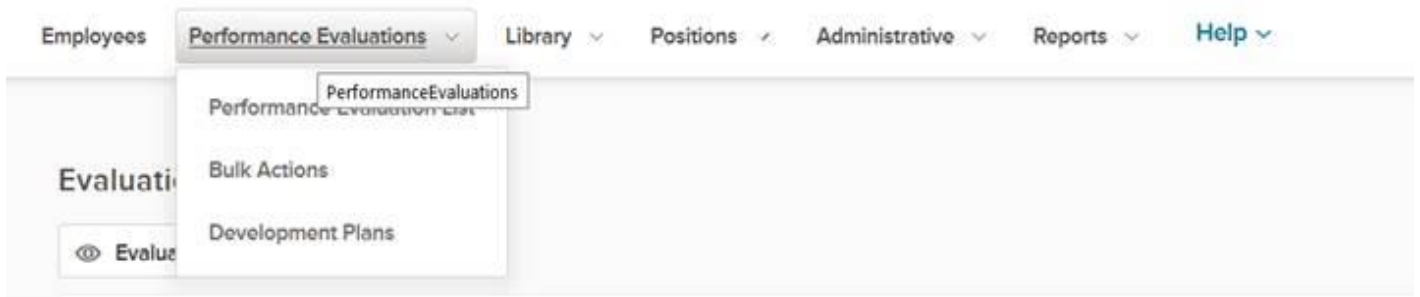


## Adding Goals into NeoGov Perform Evaluation

- On the white banner, go to “Performance Evaluations” and select “Performance Evaluation List” – this will give you all of your direct reports
- In the third column (i.e. Employee) type in the employee’s name, then check the box to highlight that row
- Click “Bulk Actions” for the flyout
- Click “Assign Goals”
- In the upper right side of the page you will see the “+ Goal” – click this icon and choose “New Goal” (or Goal Library) to add your goals
- Save after each; select the goal type then submit and they will be added to the evaluation
- Once added, go back to the dash board to complete the task; you must complete the task in order to release to the employee for acknowledgement signature

### Screen shots of this process:



Evaluation List

Evaluation List

1 records are selected. [View more options for this selection.](#)

<input type="checkbox"/>	Name	Employee #	ash	Department	Raters of Rec	Type
<input checked="" type="checkbox"/>	Annual-Ashley DiMuzio-(due-06-/-2018-)	104618	Ashley DiMuzio	Superior Court Administration	Adrienne Ward	Periodic
<input type="checkbox"/>	Annual-Ashley Harmon-(due-06-/-2018-)	102450	Ashley Harmon	Adult Probation	Kristie Wooley	Periodic

## Evaluation List

Evaluation List

Bulk Actions

1 records are selected

Click to show more options for this list

Name

### Evaluation List

Evaluation List Bulk Actions

1 records are selected

	Name	Employee ID	ashl	Department	Raters of Rec	Type
<input checked="" type="checkbox"/>	Annual-Ashley DiMuzio (due-06-/2018)	104618	Ashley DiMuzio	Superior Court Administration	Adrienne Ward	Periodic
<input type="checkbox"/>	Annual-Ashley Harmon (due-06-/2018)	102450	Ashley Harmon	Adult Probation	Kristie Wooley	Periodic

NEOGOV

Export to PDF



Export to Excel



Export to CSV



#### EVALUATION BULK ACTIONS

Change Due Date



Delete



Assign Goals



Configure Reminder & Overdue Notifications



### Step 2 of 3: Goals Assignment

+ Goal



No Goals have been added

### Selected Evaluations 1 section(s) still blank

Name	Employee	Department	Type	Due Date	Status	Overdue	Section to Add Goal
Annual-Ashley DiMuzio (...)	Ashley DiMuzio	Superior Court Administr...	Periodic	06/20/2018	Not Started	No	Select one

1 - 1 of 1 items

Cancel

Next

Add Goal

Cancel Save

\* Fields are required.

Goal Name \*

Goal Due Date

Category \*

Description

Add to Goal Library

ADDITIONAL SETTINGS

REMINDER SETTINGS

Add Goal

Cancel Save

\* Fields are required.

Goal Name \*

Complete four (4) HR specific training sessions.

Goal Due Date

Category \*

Description

Complete four HR specific training sessions (in-person or web based) by June 30, 2018.  
After each session share what was learned and the applicability of the content with the HR division:

Selected Evaluations △1 section(s) still blank

Name	Employee	Department	Type	Due Date	Status	Overdue	Section to Add Goal
Annual-Ashley DiMuzio-...	Ashley DiMuzio	Superior Court Administr...	Periodic	06/20/2018	Not Started	No	<input type="text" value="Select one"/> <ul style="list-style-type: none"> <li>Current Employee Goals</li> <li>Future Employee Goals</li> </ul>

Cancel Next

Name	Employee	Department	Type	Due Date	Status	Overdue	Section to Add Goal
Annual-Ashley DiMuzio-...	Ashley DiMuzio	Superior Court Administr...	Periodic	06/20/2018	Not Started	No	Current En

Cancel Next

### Step 2 of 3: Confirmation Page



Employee Name	Evaluation Name	Evaluation Type	Evaluation Status	Evaluation Due Date	Section Name	Section Weight	Section Response Format
Ashley DiMuzio	Annual-Ashley DiMuzio (due...	Periodic	Not Started	06/20/2018	Current Employee Goals	0%	Complete/Incomplete

1 - 1 of 1 items

Edit **Submit**

### Step 3 of 3: Bulk Actions Status

#### Action progress

If selecting many records, the bulk action may require some time to complete. You can check the progress and results of the bulk action on this screen.

**Bulk operation is complete, records that could not be processed are shown below.**



Need to go? You can always find this screen by visiting this link:

<https://performance.neogov.com/evaluation/BulkOperationStatus/fbcd3f8a-6f24-4657-9768-df9d4ff7ceed>

### Failed Records

Name	Employee	Type	Due Date	Status	Released	Overdue	Language
------	----------	------	----------	--------	----------	---------	----------

No Results Found

NEOGOV **Perform**

Employee Performance Evaluations Library Positions Administrative Reports Help

#### My Tasks view all >

2 Total	0 Rating	0 Approve And Sign	0 Sign	0 Approve
------------	-------------	-----------------------	-----------	--------------

hide table ^

Task	For Employee
<input type="checkbox"/> Manager Add Goals For The Current Evaluation Period	Ashley DiMuzio
<input type="checkbox"/> Manager Add Goals For The Current Evaluation Period	Mind Bond

### Task Detail

Cancel **Save**

**Title**  
Manager Add Goals For The Current Evaluation Period

**Related to**  
Annual-Ashley DiMuzio (due 06/20/2018)

**Due Date**  
05/09/2018

**Update status from Current to**

Completed

**Comments**