

NeoGov PERFORM Quick Reference Sheet

EMPLOYEE USERTYPE

Step 1: Login

KU portal at: <https://neogov.kutztown.edu>

Hint: Enter your KU Network ID with just the name part of your email address WITHOUT @kutztown.edu and "PERFORM" for "Application"

Step 2: My Dashboard

Once you are logged into the system, all the actions will be waiting for you from your dashboard under "My Tasks". To go back to your dashboard from any point in NeoGov, just click on the NEOGOV logo on the upper left corner.

Look for this logo. 

Hint: If your dashboard is EMPTY, you do NOT have any tasks or it is NOT your turn to take action yet.

1. Click on the action icon  on the left side or the link next to it to acknowledge the evaluation.
2. Use the scroll bar to read the comments and ratings submitted by your supervisor.
3. When finished, add comments to the comment box if desired (**not required**) and click "Submit"

Note: If you disagree with the review and/or would like to meet with the reviewing officer, this should be noted in the comment box before signing the evaluation. Employee will make the arrangement to meet with the reviewing officer.

Signature Line Statement:

I acknowledge that I have read this report and I have been given an opportunity to discuss it with the evaluator; my signature does not necessary mean that I agree with the report.

Employee Comment Example:

I would like to discuss this report with the reviewing officer.

Hint: You will have the opportunity to print the evaluation after you submit the form.

FINISHED!

PRINT HISTORIC EVALUATION FORMS

1. Click on "View all of my evaluations" next to the "My Evaluations" section below my tasks.
2. You will be prompted to another screen, click on the "Evaluation Name" under the "Performance Evaluation" section.
3. Click on the print icon  print preview to view and print.

To ask additional questions related to the PERFORM system or schedule an in-person demo, please contact Human Resources at extension 34876 or use our automated ticketing system at <http://www.kutztown.edu/hr/askhr.html>. Thank you!