

NeoGov PERFORM Quick Reference Sheet

REVIEW (2ND LEVEL APPROVAL) 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: Rate evaluation – Go to

Once you are logged into the system, all the actions will be pending under "My Tasks".



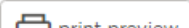
1. Click on the  icon or link next to it on the left side to open the evaluation form.
2. Use scroll bar to review the entire evaluation form (supervisor and employee comments).
3. When finished, add comments to the comment box if desired (**not required**) and click on "Approve" to sign evaluation.

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

Note: If you disagree with the ratings and would like to recommend changes, you have the option to "DENY" with a comment to send the form back to the rater/supervisor.

THANK YOU FOR YOUR TIME!

PRINT HISTORIC EVALUATION FORMS ON YOUR EMPLOYEES

1. Click on  and select the desired name to go to their profile
2. From the employee detail screen, click on the "Evaluation Name" under the "Performance Evaluation" section.
3. Click on the print icon   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!