# Completing a Self-Evaluation

1. You will receive an email notifying you that your self Evaluation is ready to be completed. Click the link in the email to be taken to your self-evaluation. This link uses Okta for Single sign-on, so if you are prompted to log in please use the same credentials you use to log into a County computer. If you cannot locate the email, you can always access the task directly from your NEOGOV Dashboard.
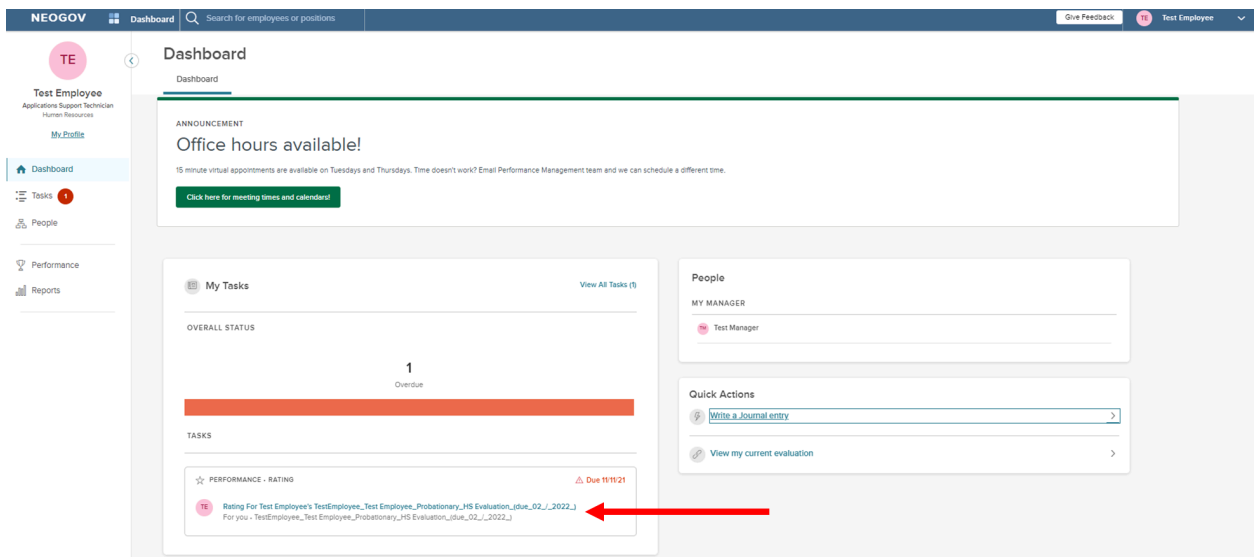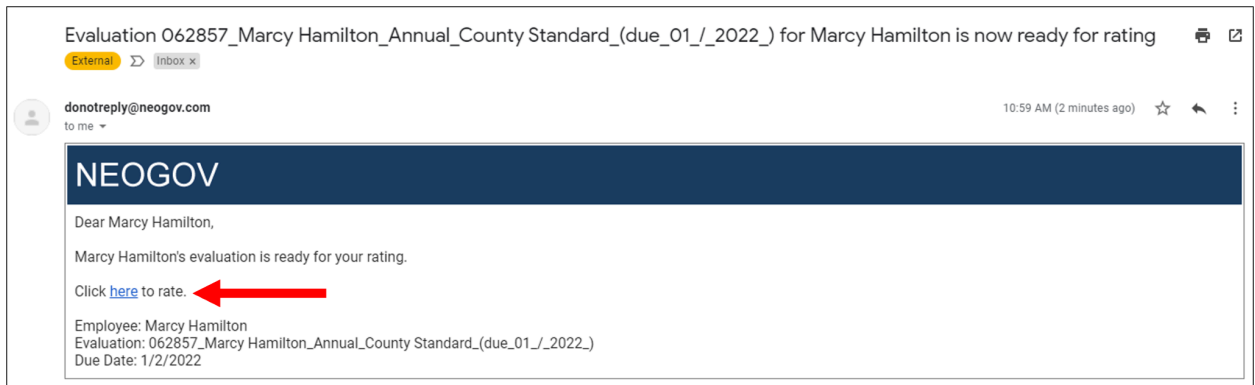
2. List any goals that you would like to have your supervisor consider for the next year. Click the green Next arrow to continue.

3. List any accomplishments you have from the year in review, click Next to continue.

4. Add any job preferences that you have and click next to continue.

5. Add any job challenges that you have and click next to continue.

6. Add any professional development goals you have. These may be things to help you grow in your current role or more long term development goals to further your career. Click next to continue.

7. Specify any needs you have from your supervisor, then click next.

8. Finally, review your job description by clicking on the Job Description button in the upper right corner. Suggestions will need to be approved by HR, and whether or not the job is used in other departments may have an impact on the decision to make the change. Click done to review and submit your self evaluation.

9. You have the option to review and make changes to any section on your self-evaluation. When ready, click the Submit Evaluation. If it is greyed out, it means you have skipped something and the self-evaluation is incomplete - look for the red exclamation point on the navigation bar on the left side of the screen, then find the skipped question and click on it to enter comments.
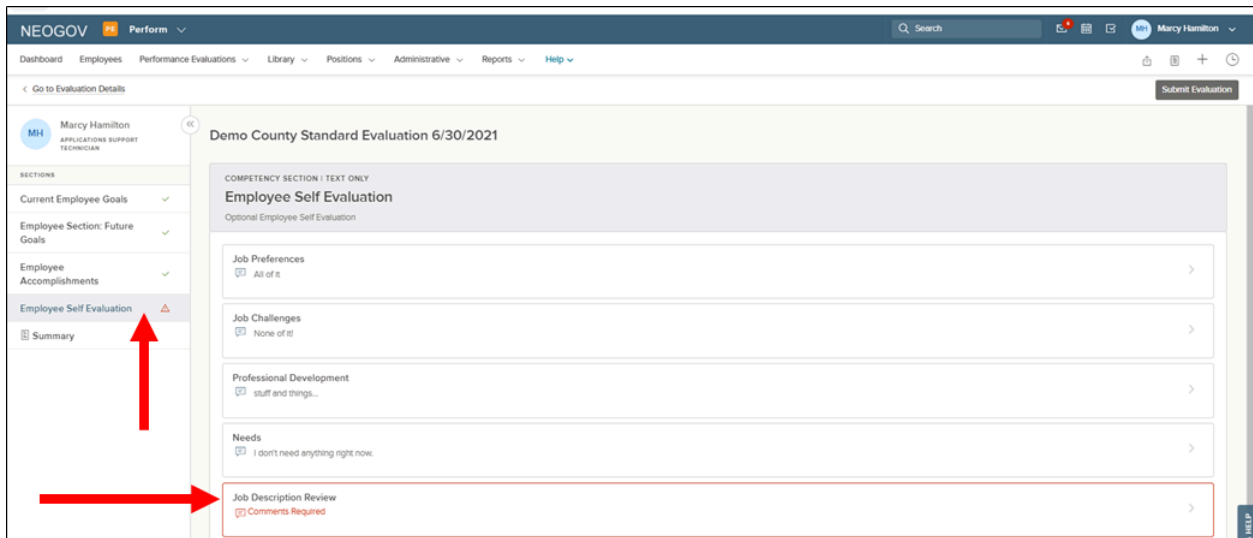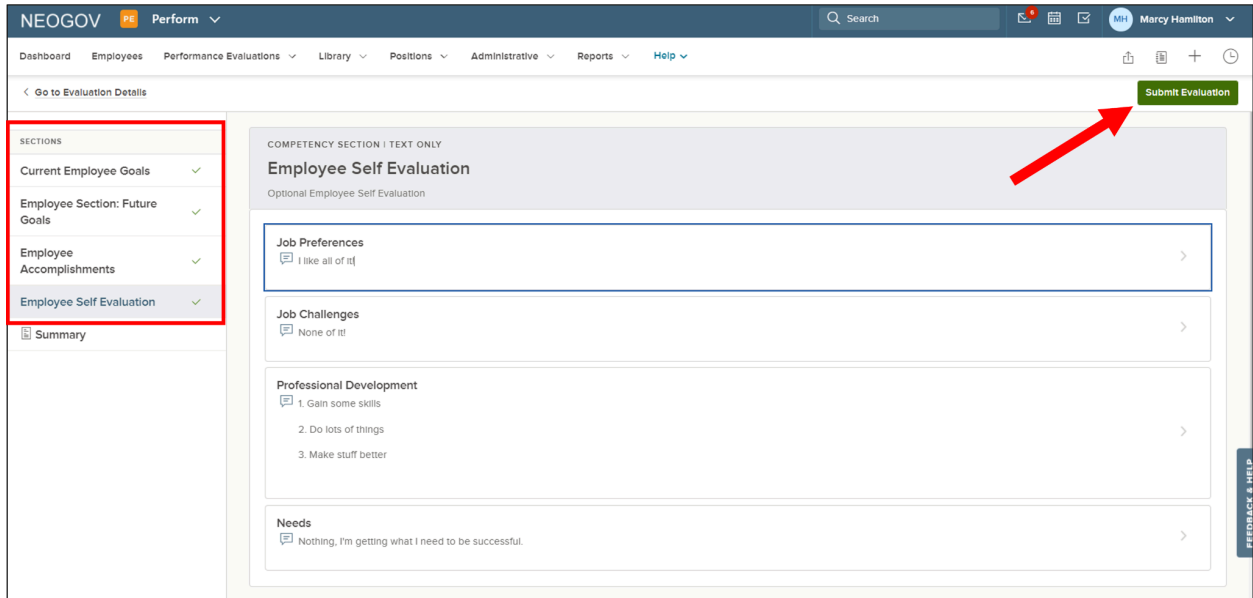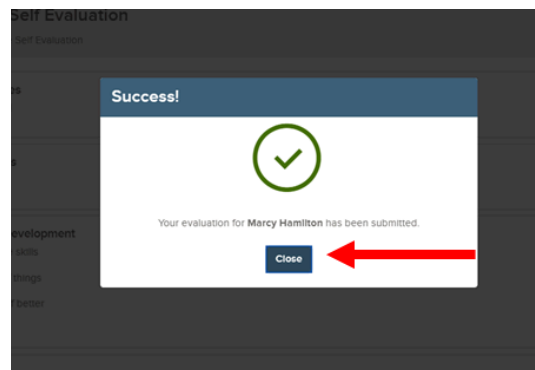
10. Once you click on the green submit button, click on the continue button to submit and certify the evaluation. You cannot make changes once submitted.
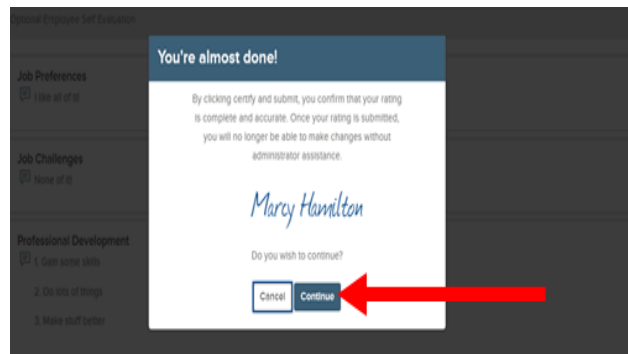
11. Your self evaluation is complete and your Supervisor will receive a notification. Click close and exit out of NEOGOV Perform.

12. Return back to your NEOGOV dashboard by clicking on Dashboard in the upper left corner.