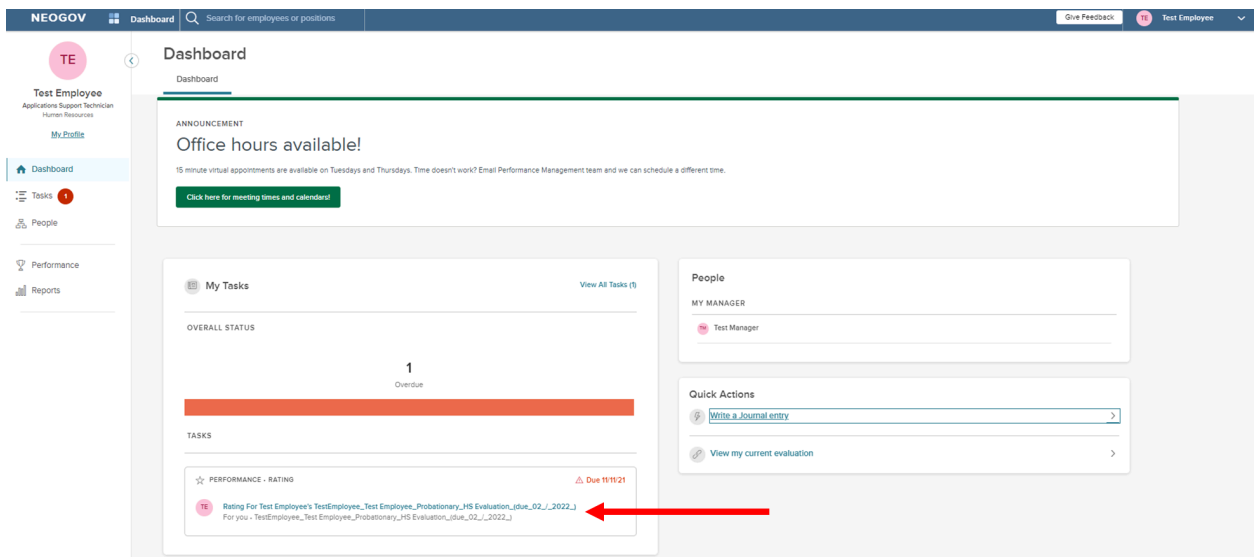
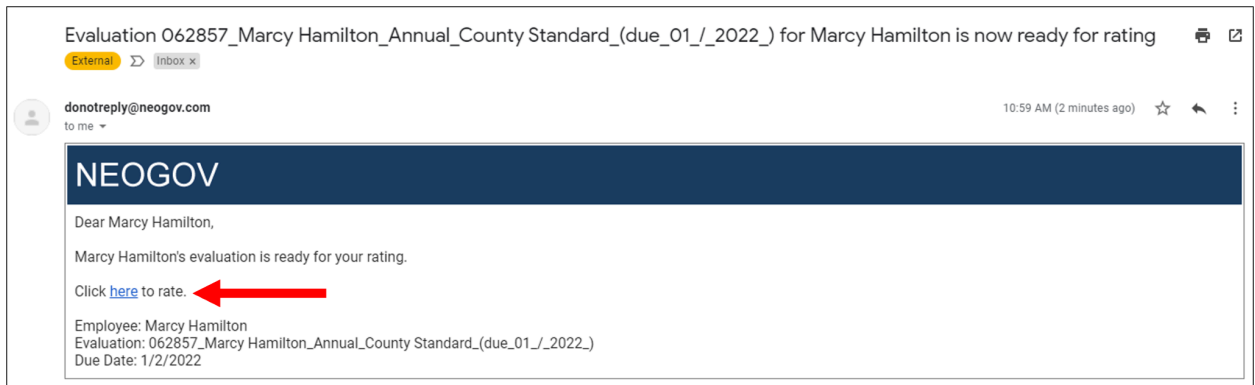


Completing a Self-Evaluation

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.



- List any goals that you would like to have your supervisor consider for the next year.
Click the green Next arrow to continue.

- 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.

COMPETENCY SECTION
Employee Self Evaluation

< Prev Next > Done

Job Description

Needs

What can't do more of to help you? What can't do less of to help you?

Fields are required.

COMMENTS

I don't need anything right now.

Click to expand section

Journal Entries 1 entries Expand

Press Alt + F10 to move to toolbar. Press Alt + D for help.

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.

COMPETENCY SECTION
Employee Self Evaluation

< Prev Next > Done

Job Description

Job Description Review

Click on the job description button in the upper right corner of the browser to view your current job description. Make any notes in the comment section confirming accuracy or noting any suggested changes. Note that all requested changes will be reviewed and approved by your HR Generalist and while we appreciate and consider all suggestions, not all changes will be made.

Fields are required.

COMMENTS

Job Description

Applications Support Technician

Overview

Responsible for basic configuration, maintenance and support of small to medium sized department business applications. Includes supporting vendor or custom software applications by understanding functional aspects of the applications. Participates in the research and analysis of application needs and provides for customers' needs. Provides technical support to customers, troubleshoots, and provides application support to customers. Maintains job requirements, workflow, design, delivery, and improvement of the software applications.

Responsibilities

The following statements are illustrative of the duties and responsibilities of the job. The organization reserves the right to modify or change the duties and responsibilities of the job at any time.

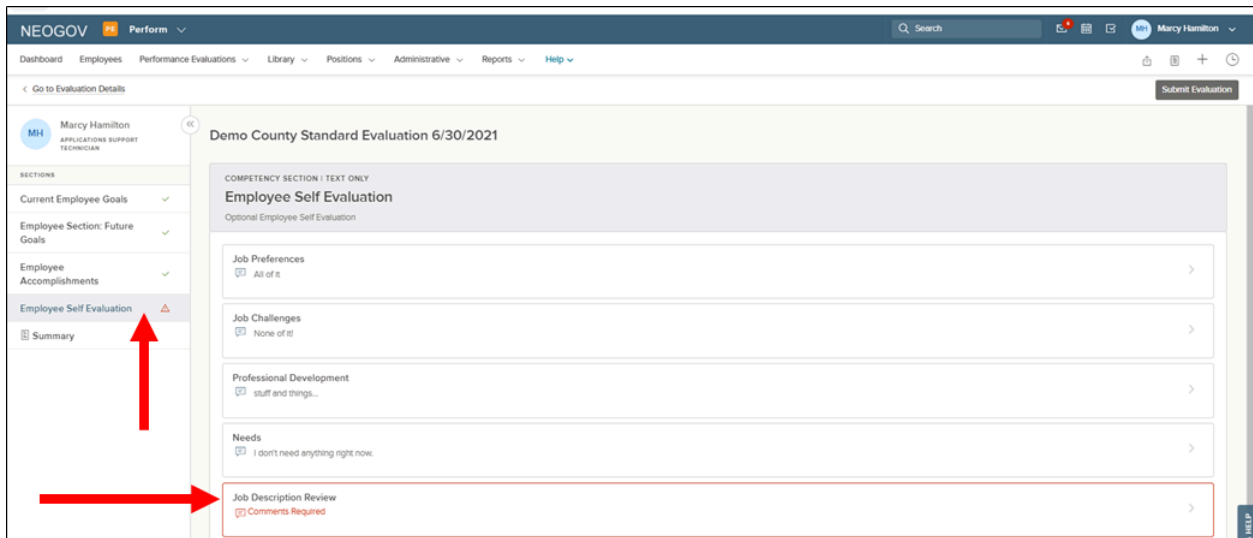
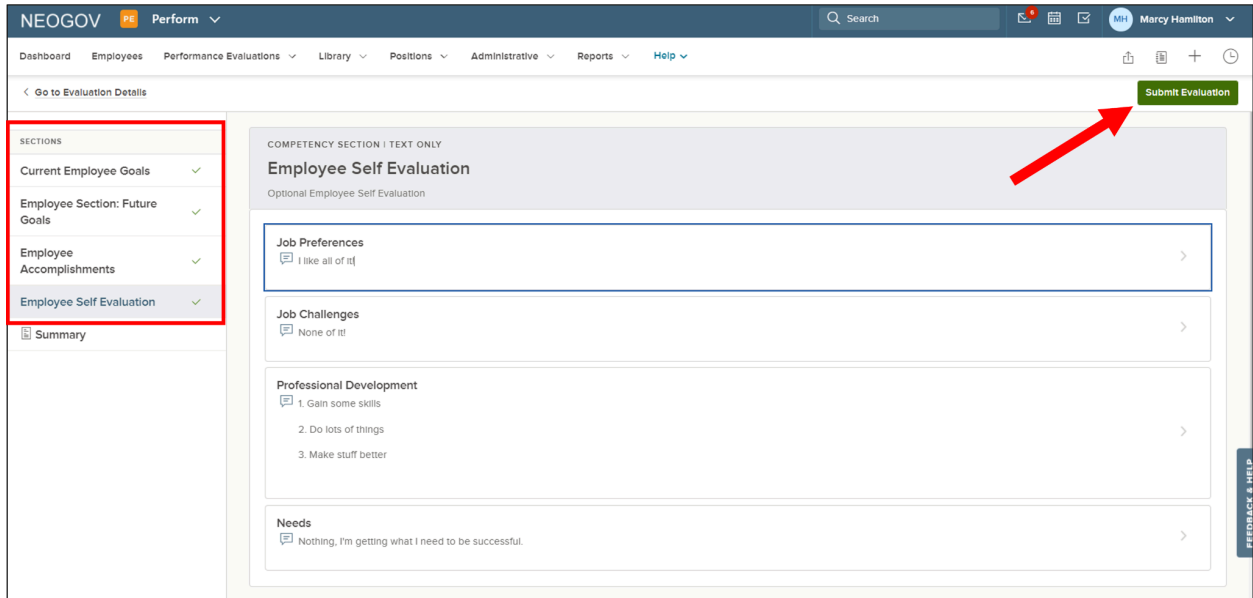
- With guidance and direction formulates and defines assigned application scope, critical requirements, needs, and objectives.
- Works with users to support business applications and investigates operational problem/equipment requirements.
- Responsible for the configuration, testing, and implementation of new and existing applications, software systems, modules, or functionality.
- Sets up and maintains user system access, security profiles, and roles according to established procedures; provides troubleshooting, account unlocks, password resets.
- Develops and modifies reports from applications.
- Develops, prepares, and updates user manuals, procedures, process flows, and testing materials. Provides guidance and training as needed to users.
- Generates, receives, and reviews application produced output, verifying for completeness and accuracy; consults with coworkers as necessary, and makes corrections when required.
- Schedules data/informational routines; reviews data routines; investigates operational problems; reviews product specification and determines root cause of incidents; coordinates with the appropriate vendor team for resolution.
- Processes and resolves issues; routes appropriate issues to vendor or Information Technology; tracks the progress of service and problem resolution.

May be responsible for managing small projects or completion of a phase of a project.

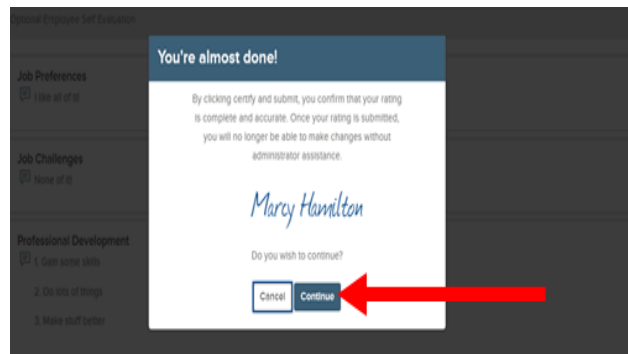
- Coordinates with Information Technology or vendor to monitor releases.

Press Alt + F10 to move to toolbar. Press Alt + D for help.

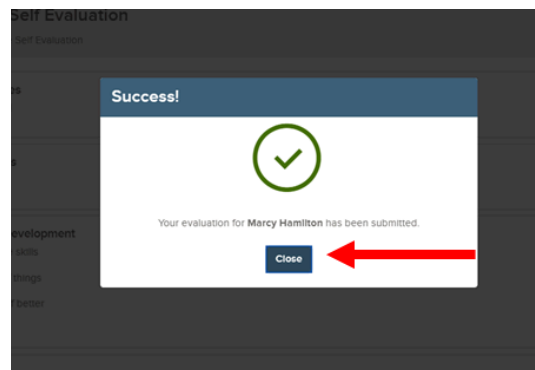
9. You have the option to review and make changes to any section on your self-evaluation. When ready, click the Submit Evaluation. If it is greyed out, it means you have skipped something and the self-evaluation is incomplete - look for the red exclamation point on the navigation bar on the left side of the screen, then find the skipped question and click on it to enter comments.



- 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.



- Your self evaluation is complete and your Supervisor will receive a notification. Click close and exit out of NEOGOV Perform.



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

