

# NEOGOV

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## PERFORM

Performance management software nurtures communication, identifies and promotes employee strengths, and establishes a sense of purpose.



## TRACK EMPLOYEE PERFORMANCE – *and provide constructive feedback to* – BUILD A MORE CAPABLE WORKFORCE

NEOGOV's employee evaluation software, Perform, is the only full-featured performance management software in the marketplace with specific public sector functionality and a mobile-friendly interface. Perform automates annual and probationary employee evaluations, allowing your HR team to automate the process of identifying skill gaps and areas of improvement in their employees.

Perform is an integrated performance tracking solution that works seamlessly with NEOGOV's Onboard, Insight, and Learn. Use Perform to provide continuous feedback to your employees based on desired competencies established by your organization. Create employee or role-specific criteria for measuring performance, identify areas for growth, and schedule regular check-ins to see how employees are progressing. Avoid recency bias by regularly adding confidential journal entries to help you compose annual performance reviews.

Discover the best performers within departments and those that need more support using one-on-one performance reviews and employee self-rating. Generate individual development plans and recommend trainings based on an employee's competency scores.

### CREATED FOR YOU *and your employees*

- ✓ Automate employee performance review processes
- ✓ Increase transparency and engagement between employees and managers
- ✓ Pinpoint shortcomings and growth opportunities for professional development





# HIGHLIGHTED FEATURES

## PUBLIC SECTOR-FOCUSED

Designed specifically for the public sector, Perform includes multiple features to ensure compliance and accommodate different processes based on each department's requirements.

- Automatically adds shift managers to public safety evaluations
- Multiple managers can collaborate on a single evaluation
- Generate automatic employee acknowledgment tasks
- Handles varying frequencies and approval workflows to maintain efficiency

## REPORTING & DATA

With Perform's reports and dashboards, analyze individual employee, team, or departmental data to identify skill gaps across the agency and optimize employee development based on common themes.

- Easily analyze data and identify bottlenecks in the evaluation process
- Track status of performance review completion across managers & departments
- Measure goal achievement progress and determine where additional training is needed within the organization
- Quickly identify employees eligible for a merit increase

## CONTINUOUS FEEDBACK

Perform allows for continuous communication with employees regarding manager feedback and goal tracking through email notifications, mobile or desktop journals, and scheduled and recurring check-ins. Managers can complete journal entries throughout the year to document performance and refer back during performance reviews.

- Schedule periodic check-ins to provide feedback and track goal progress
- Implement PIPs (performance improvement plans) and electronically document every step of the process
- Managers can refer to journal entries and check-ins to expedite ratings

“The ease & flexibility of having performance evaluations online has been a huge factor that generates feedback from employees.”

DARCY LOWERY  
City of Avondale, AZ





# IMPLEMENTATION



## PHASE 1 INITIATION

1-3 Weeks

### KICK OFF

Bring stakeholders, internal resources, and project team members together to review scope, align expectations, clarify roles and responsibilities, and agree upon milestones.

### PROCESS ANALYSIS

Examine your current processes and decide if changes are needed. Using our process-proven implementation workbook as a guide, answer questions designed to make your implementation smoother and faster.

*Add-On Service: Business Process Facilitation available for purchase.*

## PHASE 2 CONFIGURATION

2-3 Weeks

### DISCOVER

Choose from self-directed learning or purchase on-site / remote instruction to learn how to use and configure Perform's features, allowing you to meet your needs and goals.

### CONFIGURE

Set up your system based on your analysis and discovery. Build your performance evaluations, goals, and development plans. Design your evaluation process to meet expectations for all roles involved: HR, Managers, and Employees.

*Add-On Service: On-site training available for purchase.*

### *Best Practice:*

Use journal entries to help avoid recency bias in employee performance reviews.

## PHASE 3 PRODUCTION

2-3 Weeks

### PREPARE

Conduct mock evaluations to test your system to ensure functionality, security, and experience meet your organizational expectations. Review your system set up with your implementation consultant and fine-tune to ensure Perform is ready to use.

### TRAIN

Ensure successful adoption through end user training for HR Users, Managers, and Employees. Leverage the online resources available from NEOGOV to conduct training sessions.

*Add-On Service: On-site or remote training for end users available for purchase.*