NEOGOV

PERFORM

DEVELOP

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

BENEFITS

PE

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

NURTURE EMPLOYEE DEVELOPMENT

Employee development is critical for the public sector. As baby boomers exit the workforce, public sector organizations are struggling to fill the positions that are opening.

According to NEOGOV's *2019 Job Seeker Report*, only 31% of public sector applicants listed Career Advancement as an attractive quality of the sector.

By conducting performance evaluations, HR can help nurture the career and skill development of teams, and ultimately improve the appeal of public sector employment.

Career Advancement as a Motivator for Working in the Public vs Private Sector

41%

31%

PUBLIC SECTOR

PRIVATE SECTOR

IMPLEMENTATION

PE
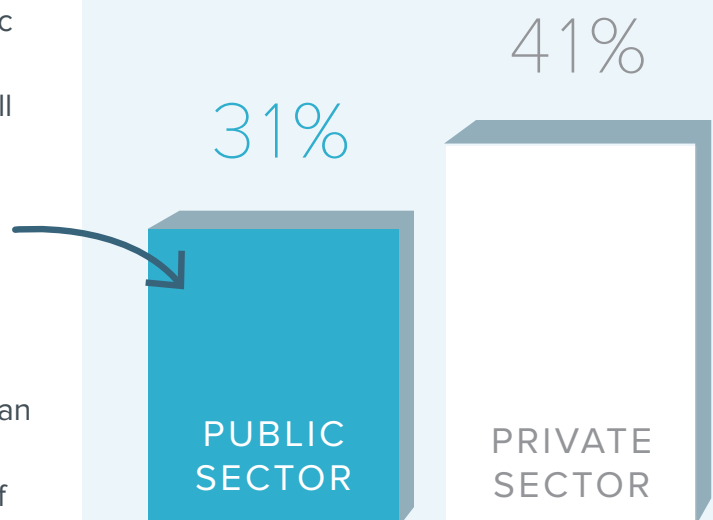
DISCOVERY

KICK OFF

Discovery sets the stage for the implementation by scoping the work needed, creating the timeline, and establishing expectations. Project resources are also assigned, including staff assignments and project management materials.

PHASES 1& 2 INITIATION

5-6 Weeks

ADMIN TRAINING

Customers start learning the Perform system through a combination of self-paced training modules, demonstrations from the implementation consultant and practicing in a training environment.

PROCESS MATCHING

Existing evaluation processes will be mapped onto the Perform system, including review cycles, approval structures, rating scales and competencies.

CONFIGURATION

The main elements and administrative settings of the Perform platform are configured together by the customer and Implementation Consultant.

PHASES 3 & 4 PRODUCTION

2-3 Weeks

TESTING & REVIEW

System validation (testing) and full production review are done before the customer signs off on the Perform system for going live.

TRAIN

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

Add-On Service: Remote training for end users available for purchase.

POST-IMPLEMENTATION

Ongoing

Transitional support is set up for the live system. Implementation Consultants conduct 30-day and 60-day check-ins to provide additional assistance.

Time to implement subject to change for agencies with more than 2,500 employees.