**FAQ on NEOGOV Perform Goal Entry**

1. **ARE WE CREATING YEAR-LONG GOALS OR TIME PERIOD GOALS?** Either can be created using the tool.

2. **IS JUNE 30TH THE YEARLY GOAL COMPLETION DEADLINE?** No, goals should be set to end prior to the end of the review process

3. **WHAT IF MY SCREEN DOES NOT SHOW THE PROPER PERFORM SCREEN?** The Perform option is located in the upper left corner of the screen. This option should be used for any review tasks. If you do not have access to NEOGOV Perform please contact Human Resources.

4. **CAN YOU EDIT GOALS?** Yes, prior to goal submission. If after goal submission please contact Human Resources for assistance

6. **WHEN ARE THE GOALS DUE?** 14 days from when managers receive system notification.

7. **WHEN IT GOES LIVE, WILL MY STAFF BE ABLE TO VIEW THEM IN THE SYSTEM?** Staff will access goals/narrative after they receive system notification.

8. **CAN YOU COPY AND PASTE FROM ANOTHER SYSTEM OR DOCUMENT?** Yes

9. **THE MANAGER WILL ALWAYS BE THE ONE INPUTTING GOALS, CORRECT?** Yes

10. **CAN A SIMILAR SYSTEM BE SET UP FOR STUDENT WORKERS?** No not currently

11. **THE SUBMIT TASK IS FOR EACH EMPLOYEE, CORRECT?** Yes

12. **DO YOU ADD BULK GOALS PRIOR TO HITTING SUBMIT TASK ON ANY EMPLOYEE?** It is recommended to add Bulk Goals first and then add individual prior to hitting submit task.

13. **WILL EMPLOYEES BE NOTIFIED WHEN GOALS ARE SUBMITTED AND WHAT THEY NEED TO DO?** Yes, a system notification will be generated.

14. **DO WE HAVE TO BUILD ANYTHING WITHIN THE EVALUATION PROGRAM?** No, the system is already configured. Managers will be responsible for goals and rating.

15. **ARE THERE OPTIONS TO EDIT PRE-POPULATED GOALS FROM THE LIBRARY?** Currently there is no way to edit pre-populated goals as they are global goals.

16. **DO WE EDIT THE WEIGHT?** Yes, once goals have been added click the Weight button to modify.

17. **WHAT’S THE PROCESS IF YOU SUBMIT A SHORT TERM GOAL AND LATER WANT TO EXTEND THE DEADLINE?** If goals are not yet submitted simply click on the pencil icon and change. If goals have already been submitted please contact Human Resources for assistance.

18. **MAY WE STILL MEET AND INTERACT WITH OUR EMPLOYEES?** Meeting with the employee is the most important part of the process.

19. **IS THERE A LIST OF GOALS TO CHOOSE FROM OR DO WE MAKE OUR OWN?** There is one Strategic Goal to select from the library for all Staff employees. This goal relates to required university training. All other goals are either Bulk or Individual.

20. **DO THE MANAGERS HAVE TO HAVE THEIR GOALS FROM THEIR SUPERVISOR BEFORE WE SUBMIT OUR GOALS TO OUR EMPLOYEES**? Best practice is that all goals align.

21. **WHAT ARE THE EXPECTED NUMBER OF GOALS? IF I ADD MORE THAN SOMEONE ELSE, IT WILL ADJUST THE WEIGHT UNFAIRLY ACROSS THE BOARD.** Typically an employee should have between 3-5 goals. The system will automatically adjust the weight equally across all goals.

22. **IF MY COMPUTER OR INTERNET CRASHES, DOES IT SAVE?** The system will autosave any progress.