NEOGOV: TRAINING AND DEVELOPMENT NEW HIRE TRAINING

Division of Administrative Services
Position Management

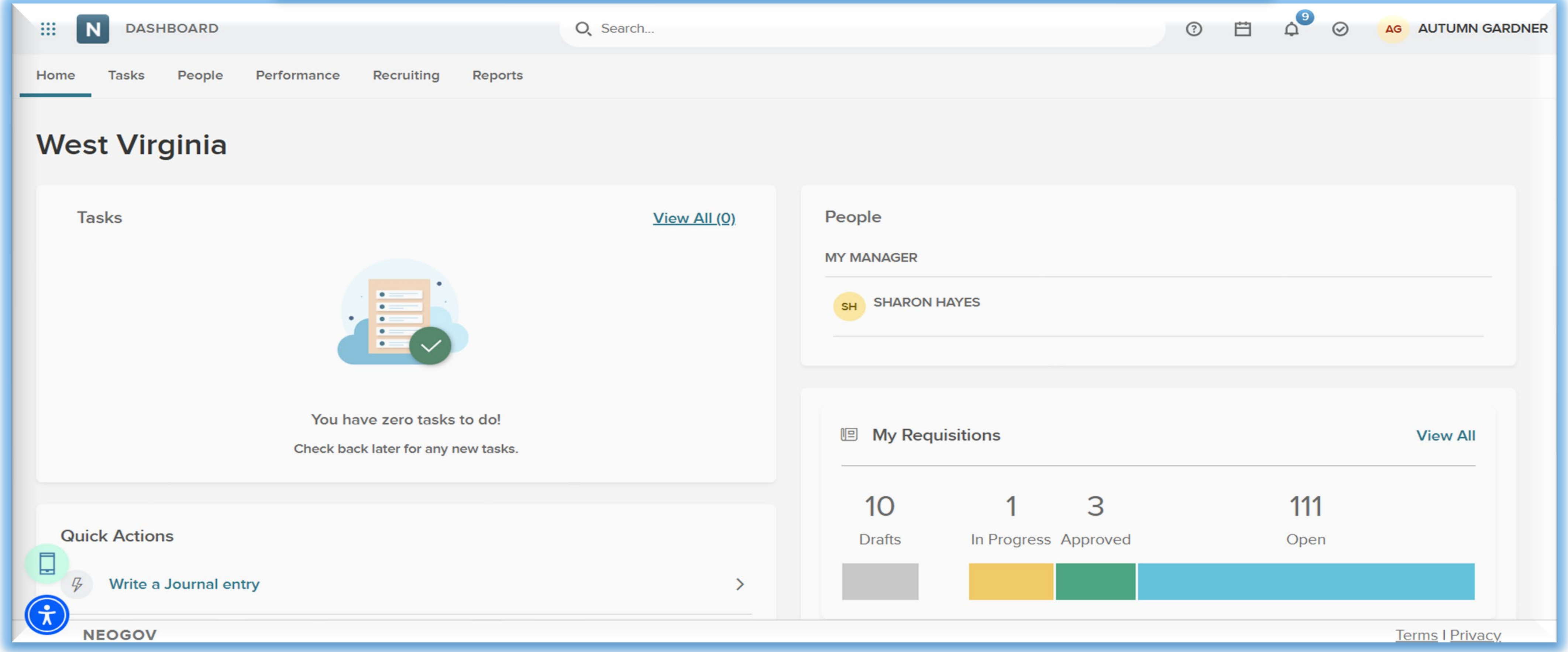
During Orientation, New Hires should have a Neo-Gov account set-up, then activated

Neo-Gov is the program used to manage the Employee Performance Appraisals (EPAs)

Any changes to an employee's supervisor or position number requires updates to both their NeoGov profile and EPAs by the facility

ENTERING NEW EMPLOYEE INFORMATION IN PERFORMANCE

Navigate web browser to ***https://www.neogov.com/***


N
DASHBOARD
Search...
9
AG
AUTUMN GARDNER
Home
Tasks
People
Performance
Recruiting
Reports

West Virginia

Tasks

View All (0)

You have zero tasks to do!

Check back later for any new tasks.

People

MY MANAGER

SH SHARON HAYES

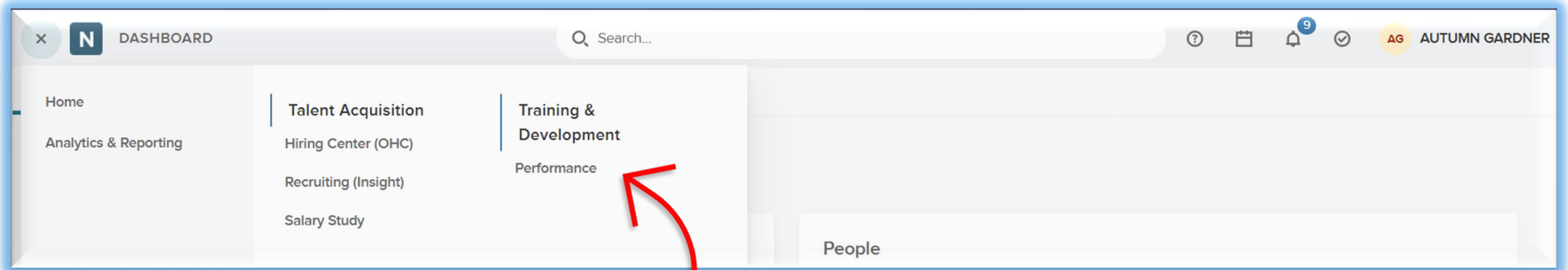
My Requisitions

View All

10	1	3	111
Drafts	In Progress	Approved	Open

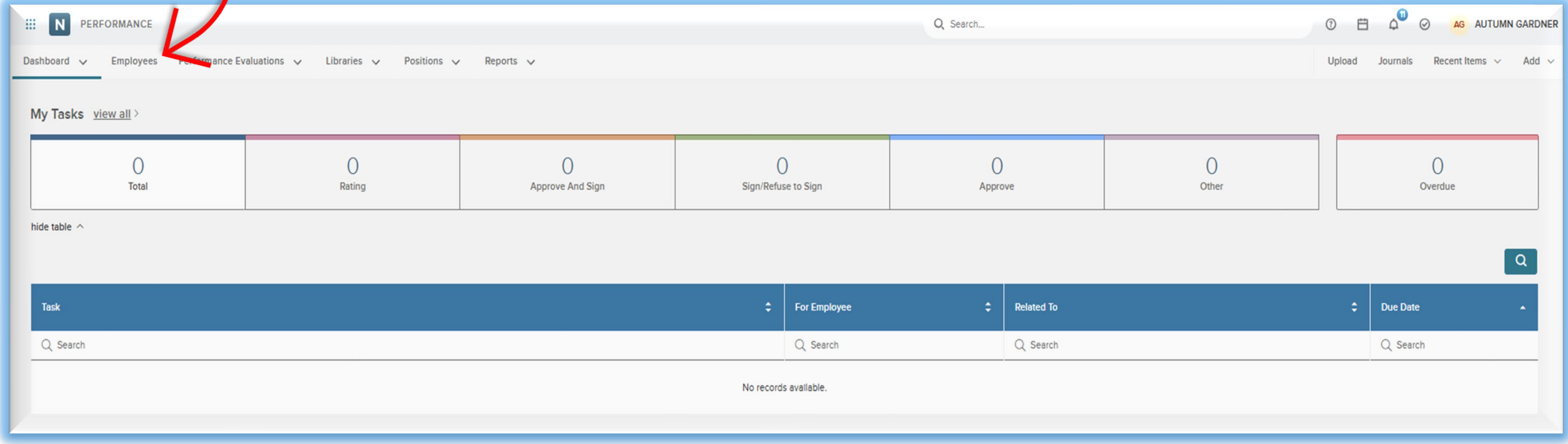
Quick Actions

Write a Journal entry
NEOGOV
Terms | Privacy

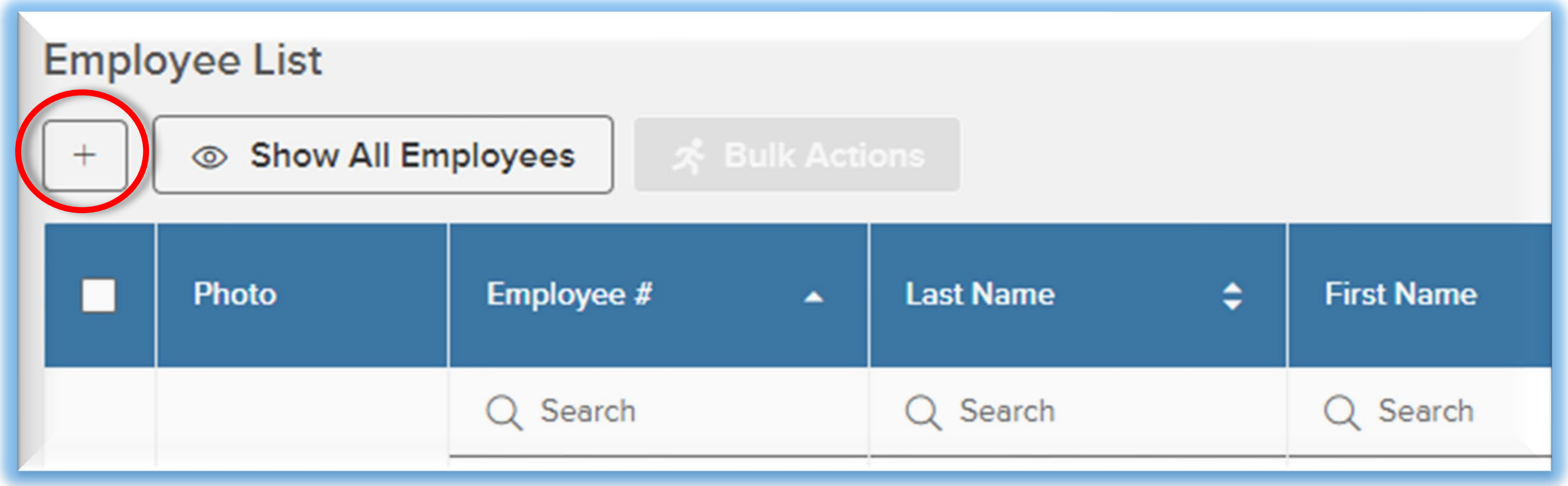

DASHBOARD
Search...
9
AG
AUTUMN GARDNER
Home
Analytics & Reporting
Talent Acquisition
Hiring Center (OHC)
Recruiting (Insight)
Salary Study
Training & Development
Performance
People

To access employee's profile, navigate to the **Performance** section

In Performance, select **Employees**

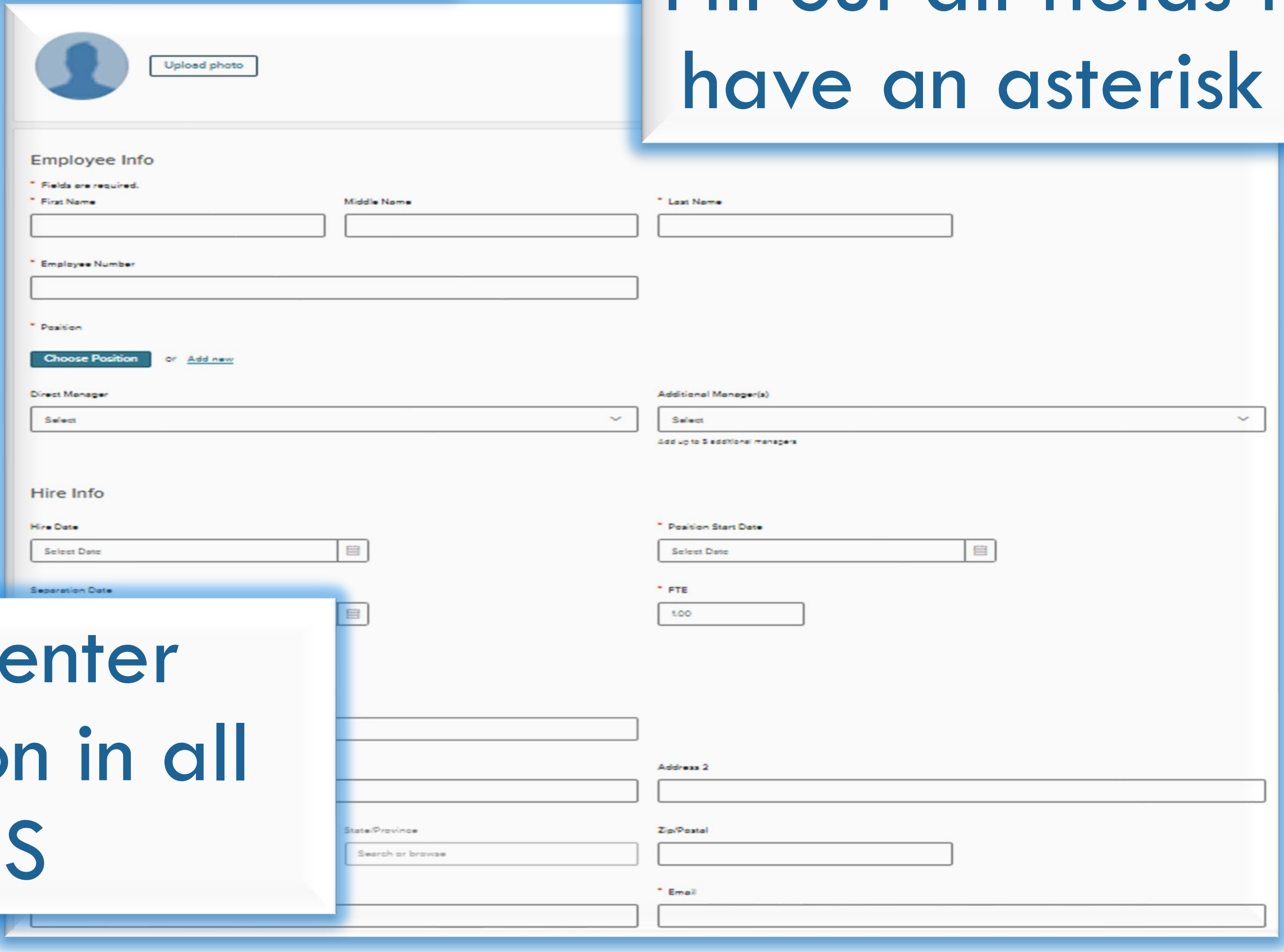

PERFORMANCE
Search...
AG AUTUMN GARDNER
Dashboard
Employees
Performance Evaluations
Libraries
Positions
Reports
Upload
Journals
Recent Items
Add
My Tasks
view all
0
Total
0
Rating
0
Approve And Sign
0
Sign/Refuse to Sign
0
Approve
0
Other
0
Overdue
hide table
Task
For Employee
Related To
Due Date
Search
Search
Search
Search
No records available.

Begin adding a new employee manually by selecting the + button in the upper left of the table


Employee List
+
Show All Employees
Bulk Actions
Photo
Employee #
Last Name
First Name
Search
Search
Search

(Temporary employees should never be entered into NeoGov)

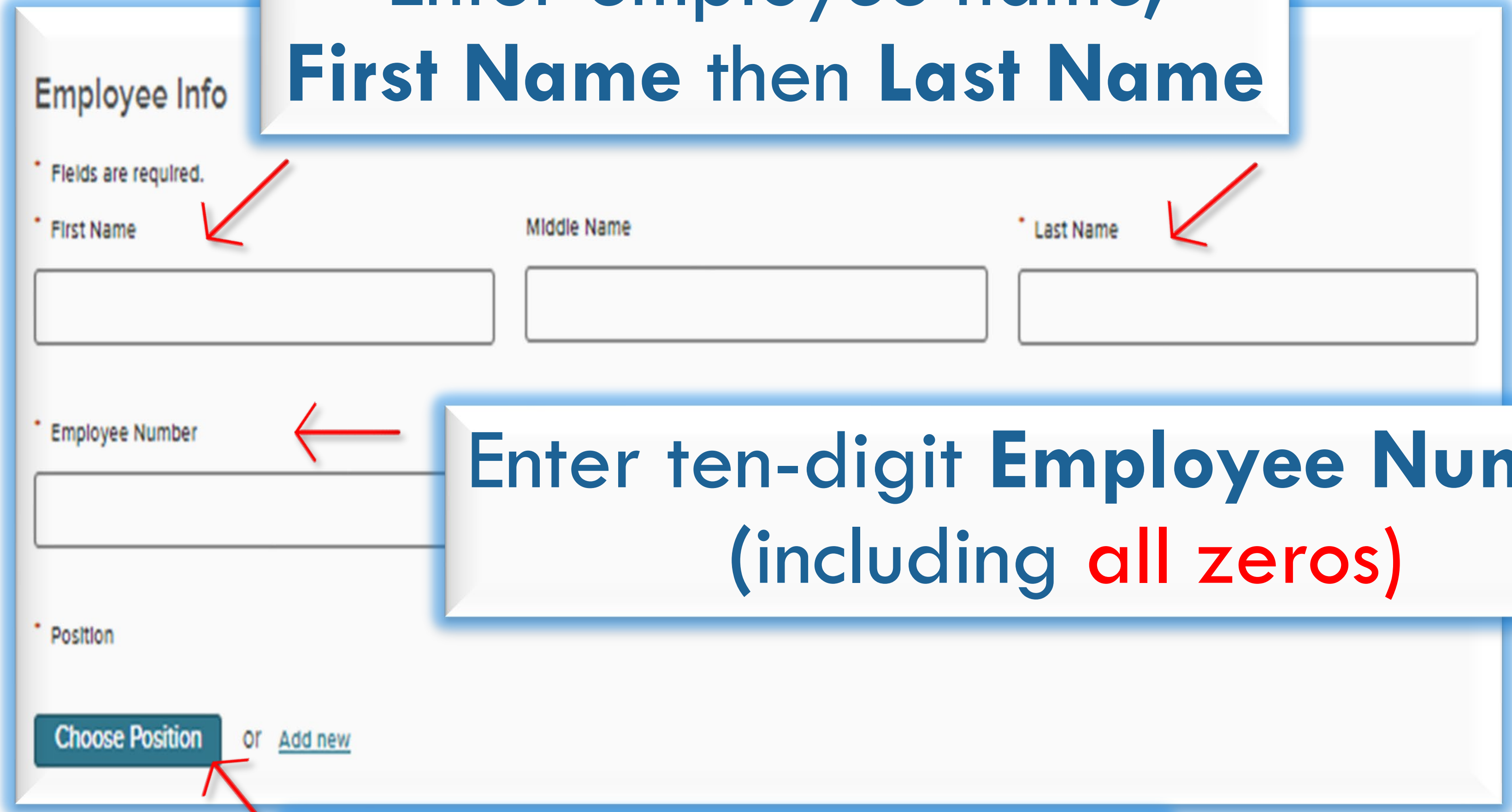
This screen will appear:


Upload photo
Employee Info
* Fields are required.
* First Name
Middle Name
* Last Name
* Employee Number
* Position
Choose Position
or
Add new
Direct Manager
Select
Additional Manager(s)
Select
Add up to 5 additional managers
Hire Info
Hire Date
Select Date
* Position Start Date
Select Date
Separation Date
* FTE
1.00
Address 2
State/Province
Search or browse
Zip/Postal
* Email

Fill out all fields that have an asterisk (*)

Always enter information in all CAPS

Enter employee name,
First Name then **Last Name**



Employee Info

* Fields are required.

* First Name

Middle Name

* Last Name

* Employee Number

* Position

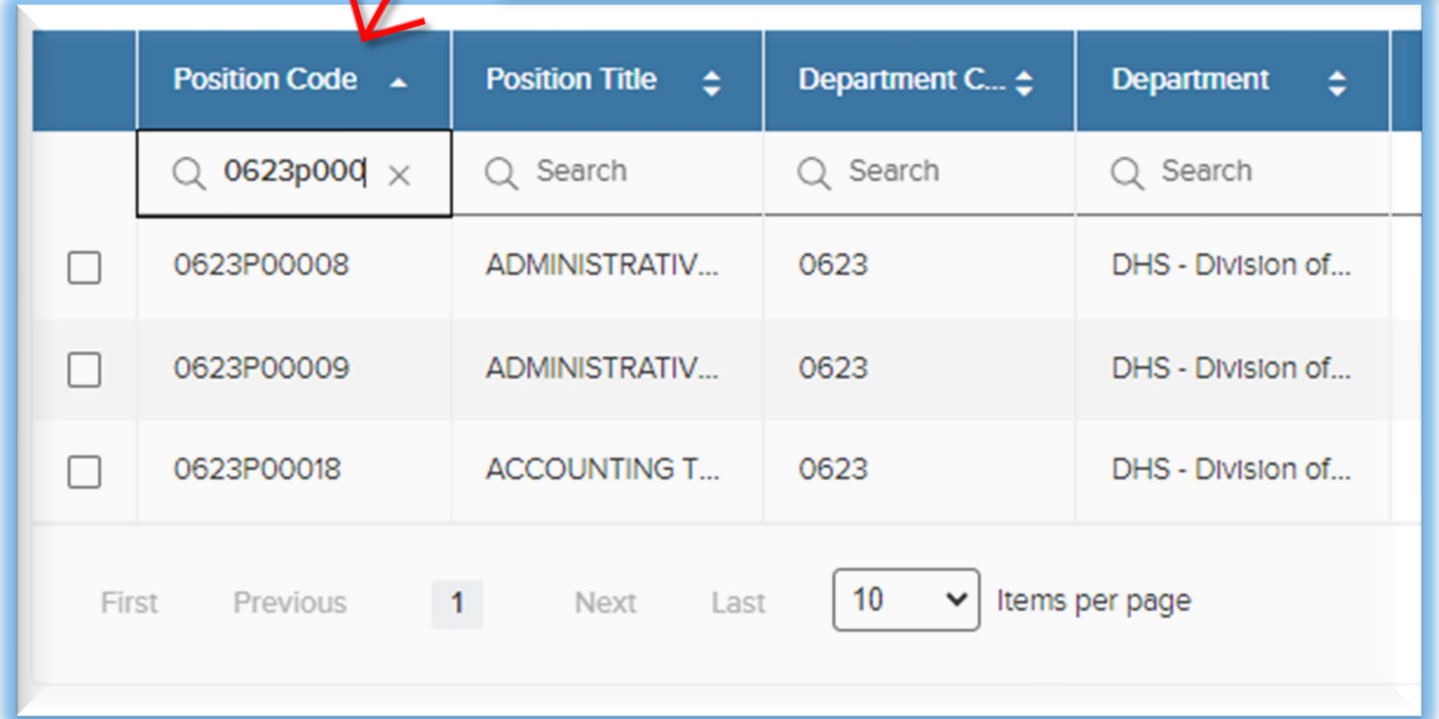
Choose Position or Add new

Enter ten-digit **Employee Number**
(including all zeros)

Select **Choose Position**

Position information will auto-populate once position number has been entered

Search position number by **Position Code**

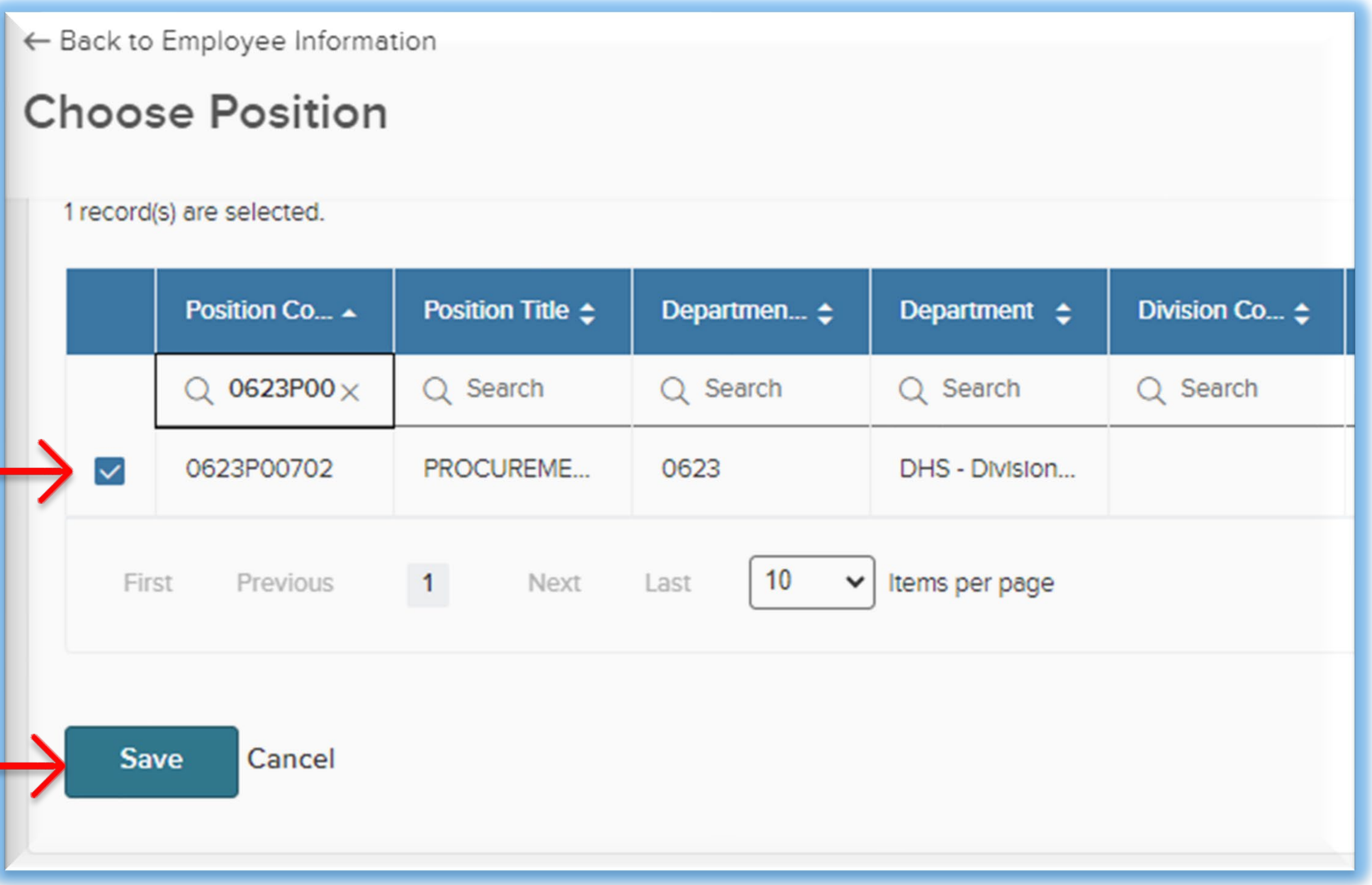


	Position Code	Position Title	Department C...	Department
	0623p000	Search	Search	Search
☐	0623P00008	ADMINISTRATIV...	0623	DHS - Division of...
☐	0623P00009	ADMINISTRATIV...	0623	DHS - Division of...
☐	0623P00018	ACCOUNTING T...	0623	DHS - Division of...

First
Previous
1
Next
Last
10
Items per page

Select Position

Select **Save**


← Back to Employee Information

Choose Position

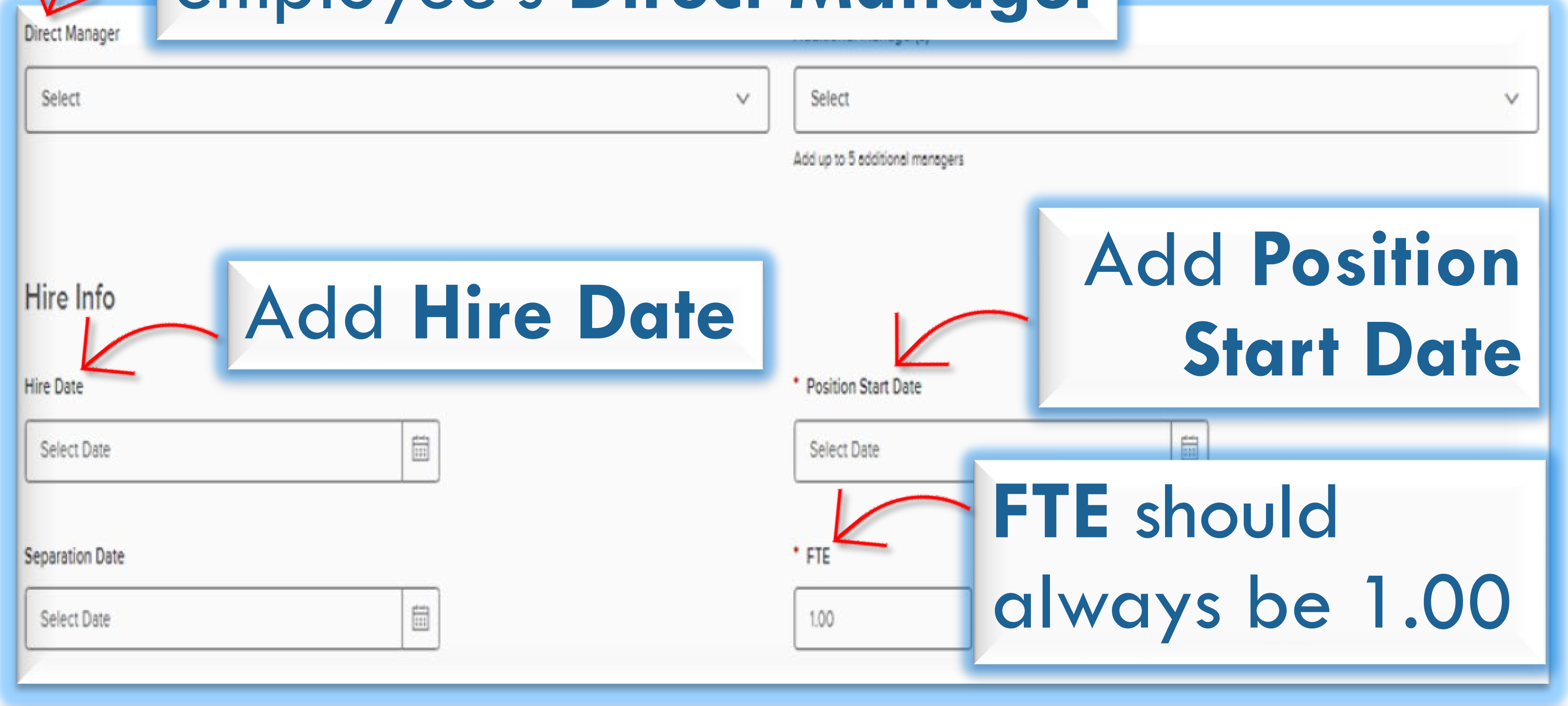
1 record(s) are selected.

	Position Co... ▲	Position Title ⬍	Departmen... ⬍	Department ⬍	Division Co... ⬍
	0623P00 ×	Search	Search	Search	Search
☑	0623P00702	PROCUREME...	0623	DHS - Division...	

First
Previous
1
Next
Last
10
Items per page
Save
Cancel

(Never select **Add New**; contact DAS if position is not listed)

Search and select the employee’s **Direct Manager**



Direct Manager

Select

Select

Add up to 5 additional managers

Hire Info

Hire Date

Select Date

* Position Start Date

Select Date

Separation Date

Select Date

* FTE

1.00

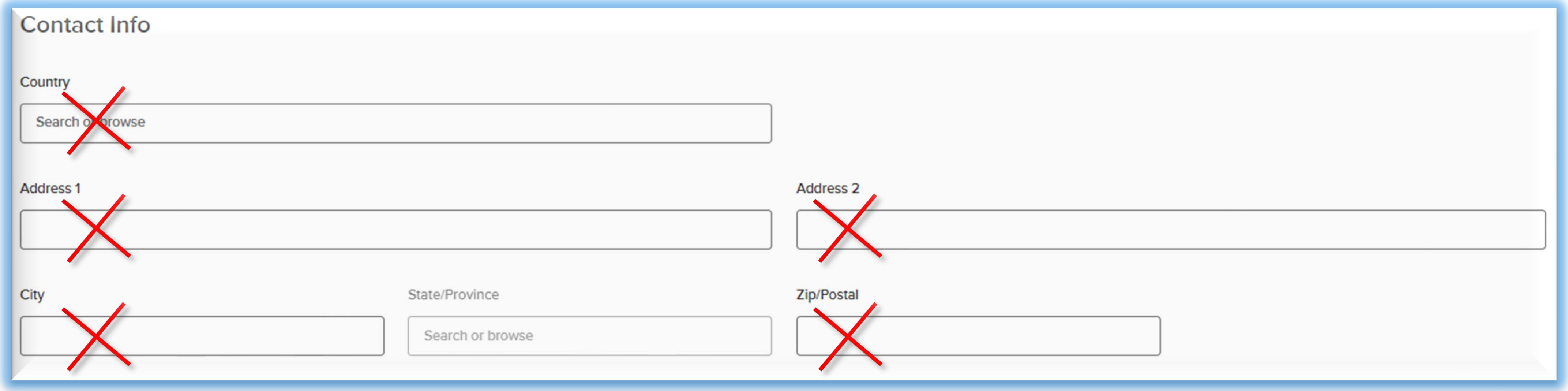
Add **Hire Date**

Add **Position Start Date**

FTE should always be 1.00

Never list Additional Managers; only 1 manager should be listed

Do not enter employee's address; leave blank



Contact Info

Country

Search or browse

Address 1

Address 2

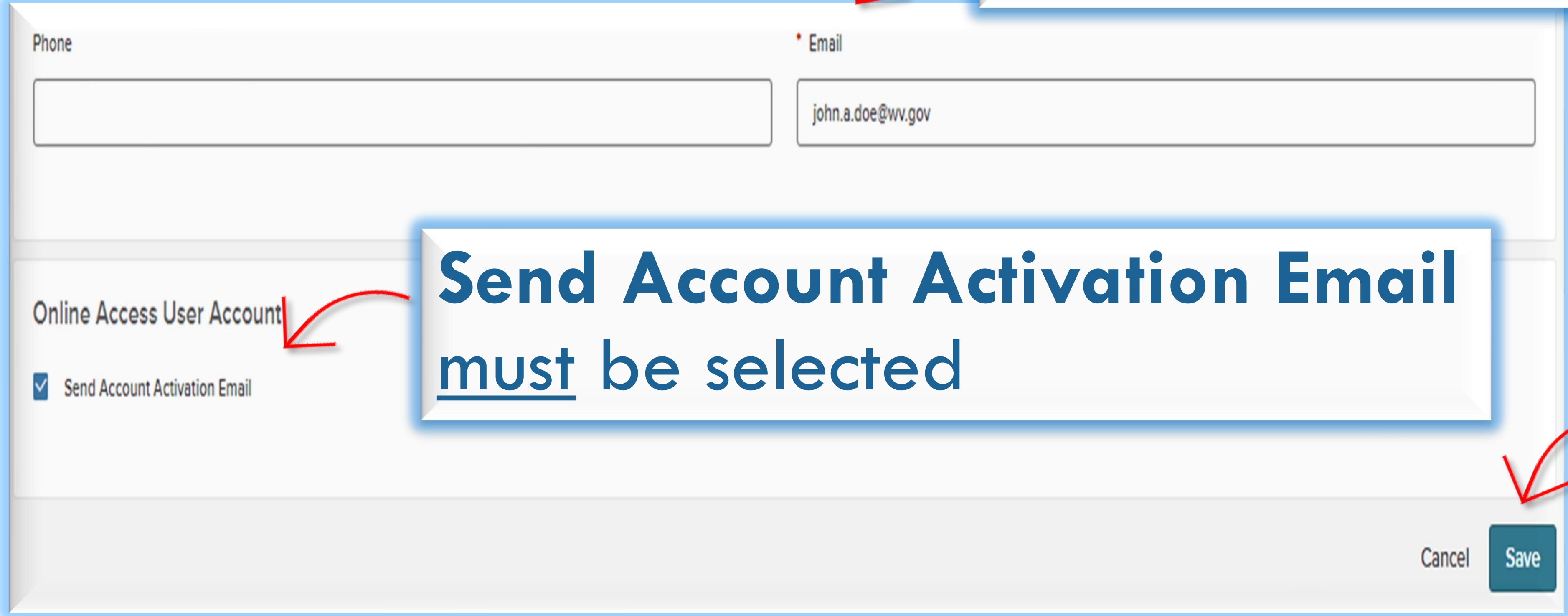
City

State/Province

Search or browse

Zip/Postal

Enter employee’s wv.gov email address



* Email: john.a.doe@wv.gov

Online Access User Account

☑ Send Account Activation Email

Send Account Activation Email must be selected

Select **Save**

Where can the new hire's NeoGov activation link be found?

The activation link is sent to the new hire's email

Activation link is only good for 24 hours and may go to spam folder

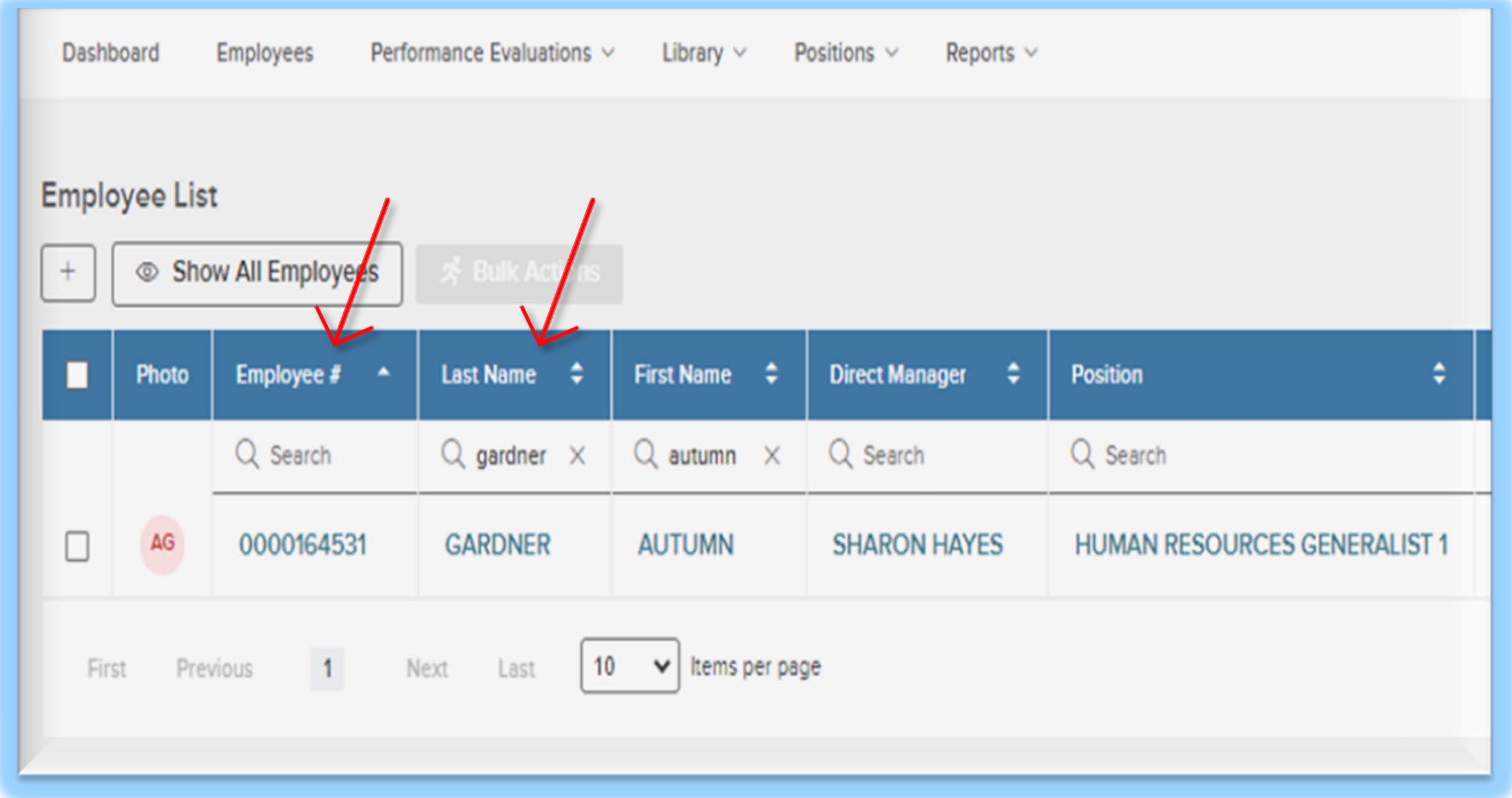
CHANGING POSITION NUMBERS IN PERFORMANCE

When does an employee change position numbers?

Every time they move into a new position

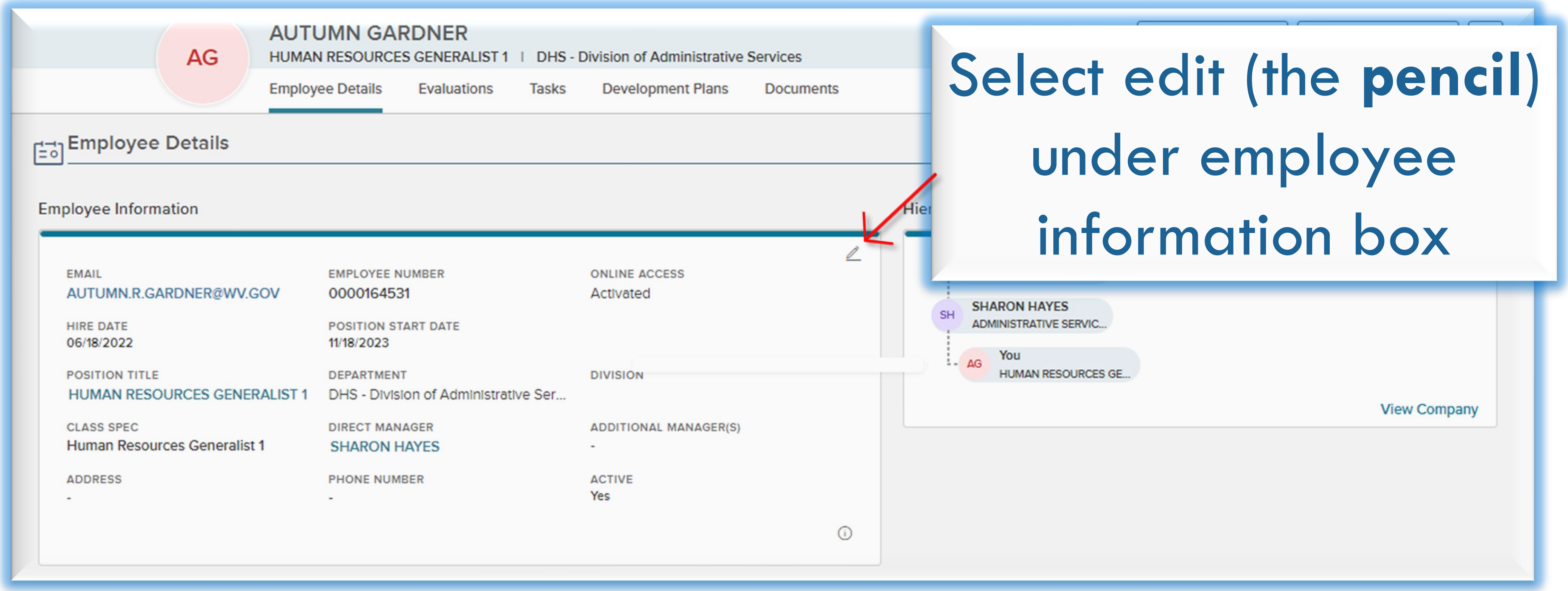
With the exception of moving through the Correctional Officer 1-3 or Correctional Counselor 1-2 series

Search for employee, either by employee number or employee name


Dashboard
Employees
Performance Evaluations
Library
Positions
Reports
Employee List
+
Show All Employees
Bulk Actions
First
Previous
1
Next
Last
10
Items per page

☐	Photo	Employee #	Last Name	First Name	Direct Manager	Position
		Search	gardner	autumn	Search	Search
☐	AG	0000164531	GARDNER	AUTUMN	SHARON HAYES	HUMAN RESOURCES GENERALIST 1

Select edit (the **pencil**) under employee information box



AG

AUTUMN GARDNER

HUMAN RESOURCES GENERALIST 1 | DHS - Division of Administrative Services

Employee Details
Evaluations
Tasks
Development Plans
Documents

Employee Details

Employee Information

EMAIL
AUTUMN.R.GARDNER@WV.GOV

EMPLOYEE NUMBER
0000164531

ONLINE ACCESS
Activated

HIRE DATE
06/18/2022

POSITION START DATE
11/18/2023

POSITION TITLE
HUMAN RESOURCES GENERALIST 1

DEPARTMENT
DHS - Division of Administrative Ser...

DIVISION

CLASS SPEC
Human Resources Generalist 1

DIRECT MANAGER
SHARON HAYES

ADDITIONAL MANAGER(S)
-

ADDRESS
-

PHONE NUMBER
-

ACTIVE
Yes

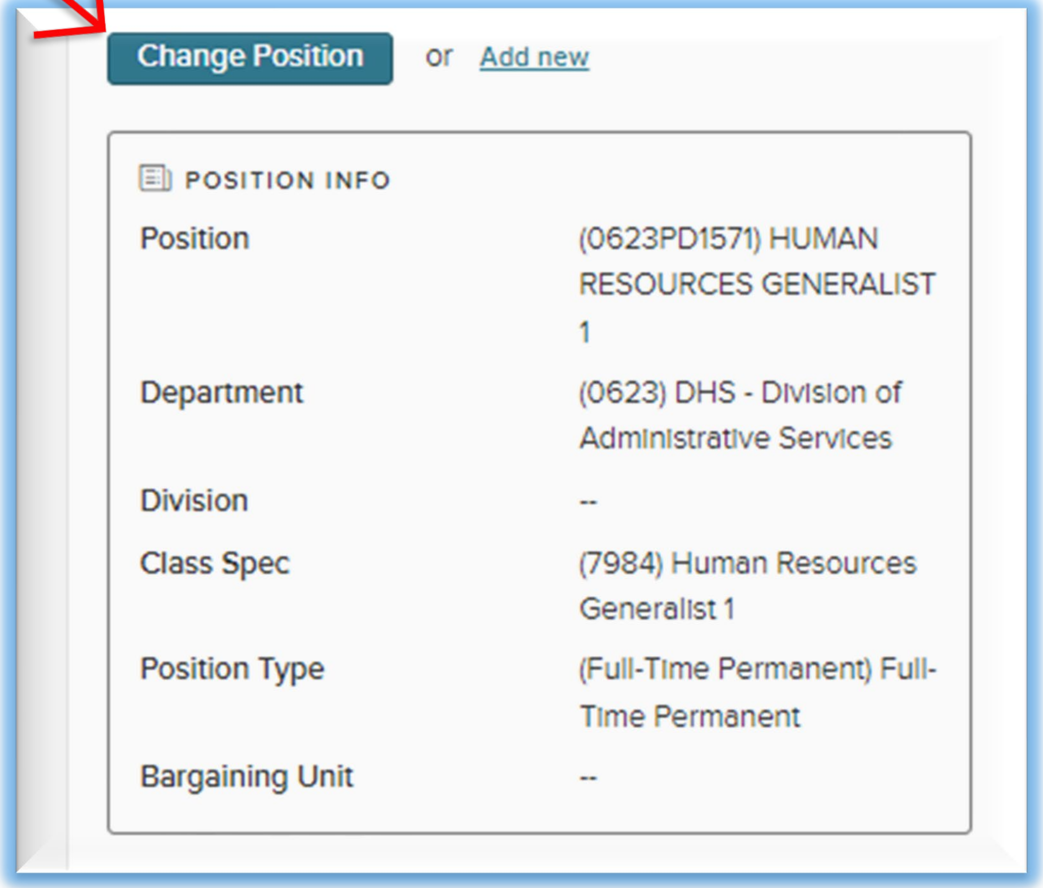
Hier

SH SHARON HAYES
ADMINISTRATIVE SERVIC...

AG You
HUMAN RESOURCES GE...

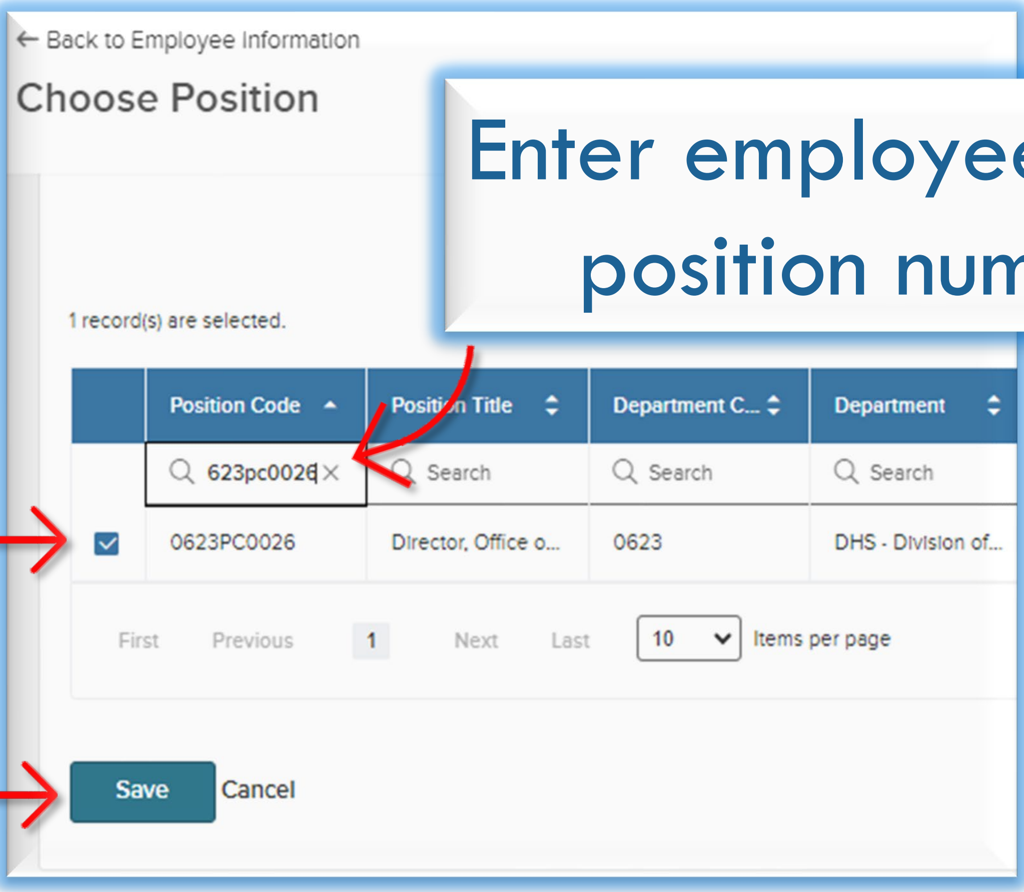
View Company

Select **Change Position**



POSITION INFO

Position	(0623PD1571) HUMAN RESOURCES GENERALIST 1
Department	(0623) DHS - Division of Administrative Services
Division	--
Class Spec	(7984) Human Resources Generalist 1
Position Type	(Full-Time Permanent) Full-Time Permanent
Bargaining Unit	--



← Back to Employee Information

Choose Position

1 record(s) are selected.

	Position Code	Position Title	Department C...	Department
	623pc0026 ×	Search	Search	Search
☑	0623PC0026	Director, Office o...	0623	DHS - Division of...

First
Previous
1
Next
Last
10
Items per page
Save
Cancel

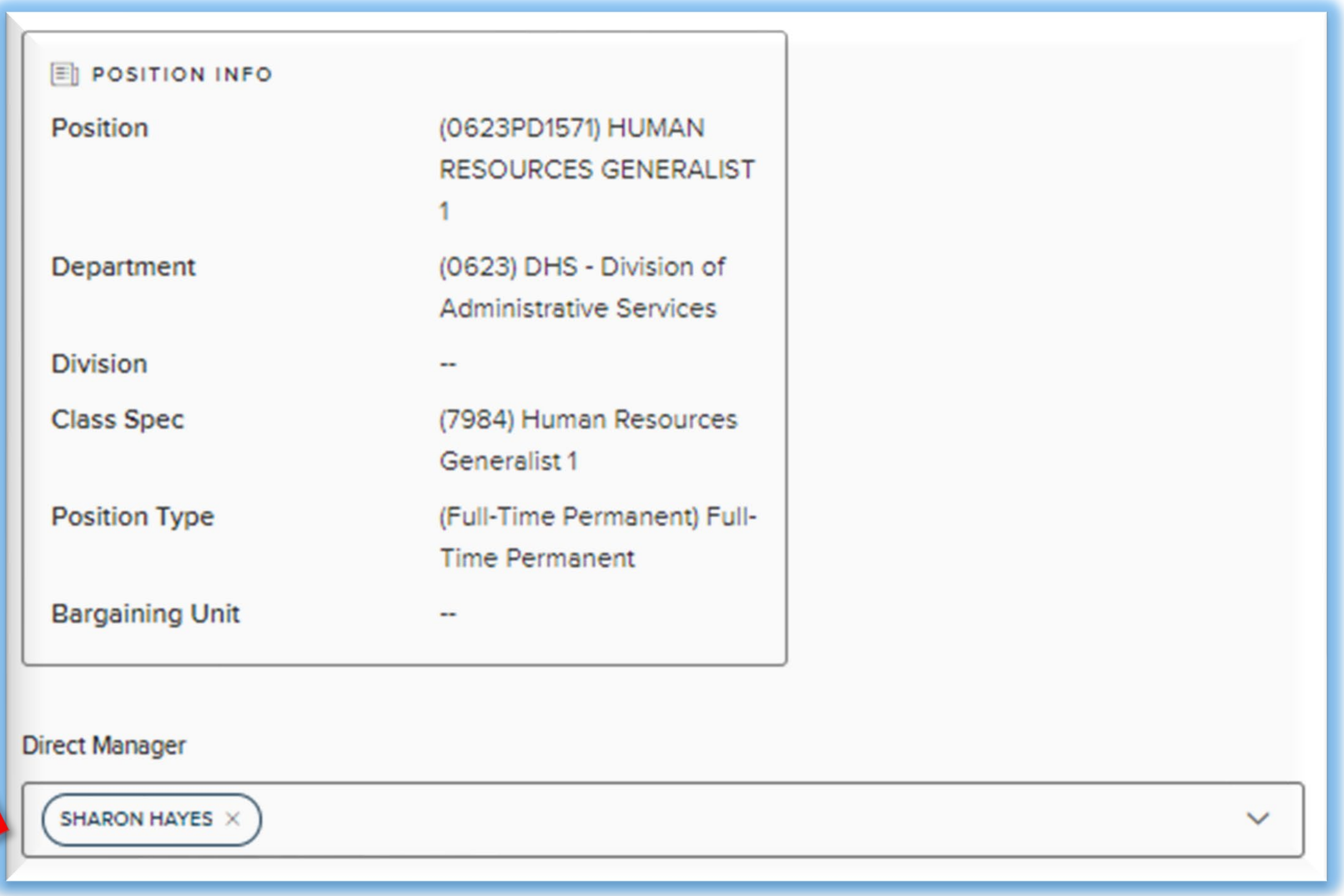
Enter employee’s new position number

Select position number

Save

(Never select **Add New**; contact DAS if position is not listed)

Remember to always change the **Direct Manager** when changing position numbers


POSITION INFO

Position: (0623PD1571) HUMAN RESOURCES GENERALIST 1

Department: (0623) DHS - Division of Administrative Services

Division: --

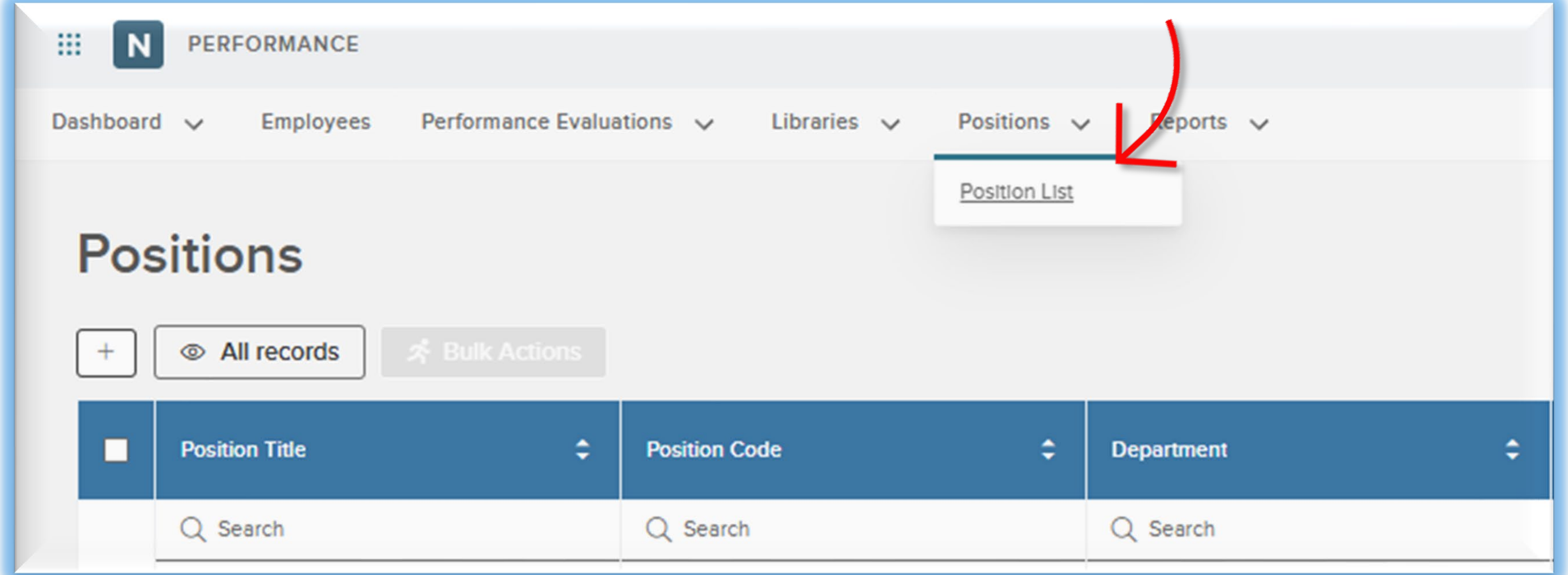
Class Spec: (7984) Human Resources Generalist 1

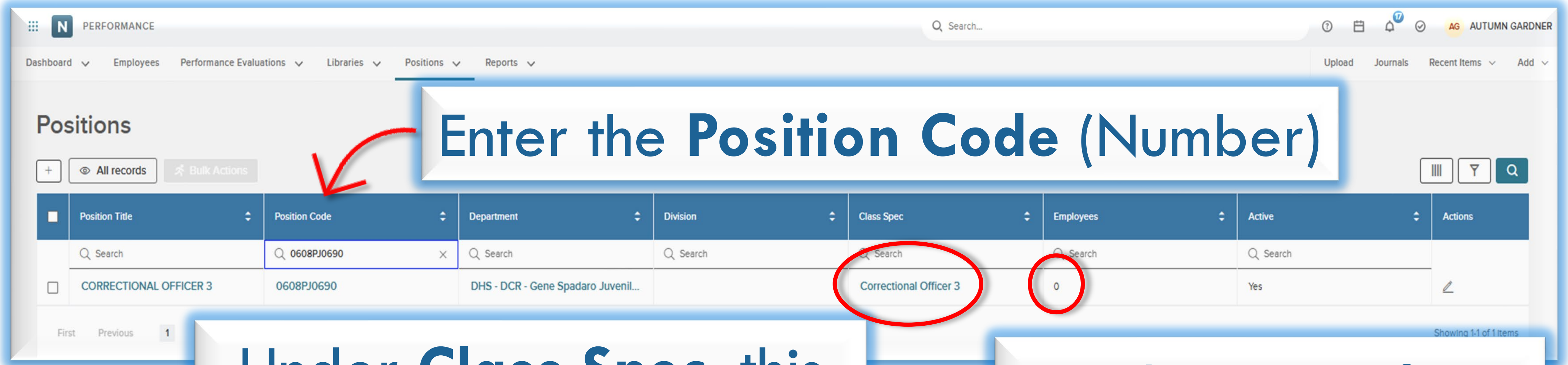
Position Type: (Full-Time Permanent) Full-Time Permanent

Bargaining Unit: --

Direct Manager: SHARON HAYES

Position titles for Correctional Officer’s (1-3) and Correctional Counselor’s (1-2) are interchangeable and are updated in Performance under **Positions List**


PERFORMANCE
Dashboard
Employees
Performance Evaluations
Libraries
Positions
Reports
Position List
Positions
All records
Bulk Actions
Position Title
Position Code
Department
Search
Search
Search


PERFORMANCE
Search...
AUTUMN GARDNER
Dashboard
Employees
Performance Evaluations
Libraries
Positions
Reports
Upload
Journals
Recent Items
Add
Positions
All records
Bulk Actions
First
Previous
1
Showing 1-1 of 1 items

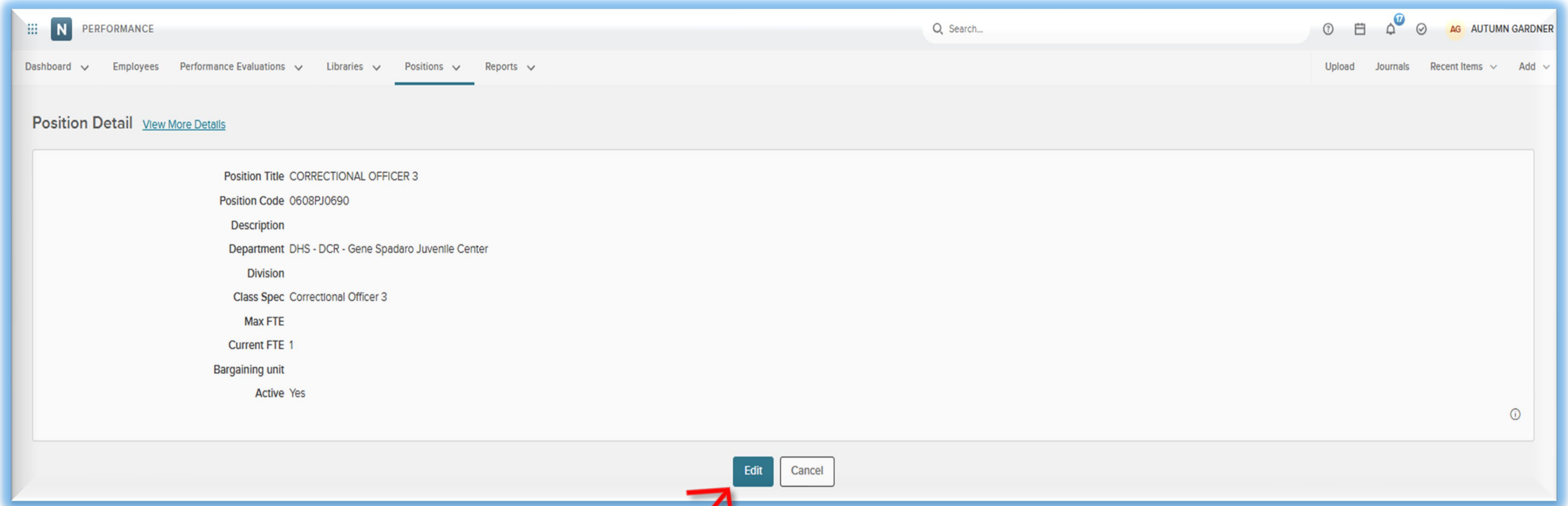
☐	Position Title	Position Code	Department	Division	Class Spec	Employees	Active	Actions
	Search	0608PJ0690	Search	Search	Search	Search	Search	
☐	CORRECTIONAL OFFICER 3	0608PJ0690	DHS - DCR - Gene Spadaro Juvenil...		Correctional Officer 3	0	Yes	

Enter the **Position Code** (Number)

Under **Class Spec**, this position is listed as a Correctional Officer 3

There are 0 **Employees** filling this position

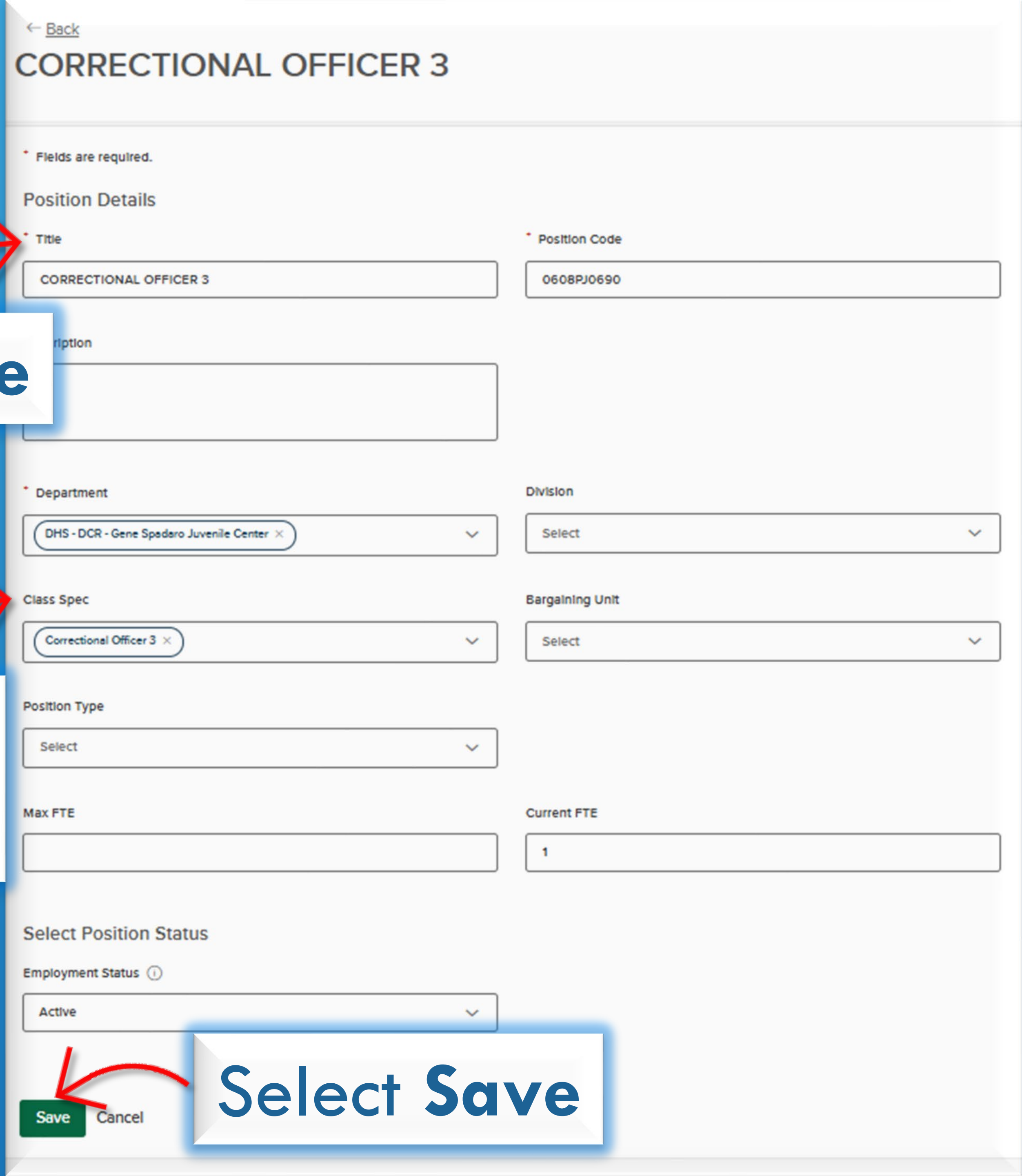
Click on the position to open


N
PERFORMANCE
Search...
AG
AUTUMN GARDNER
Dashboard
Employees
Performance Evaluations
Libraries
Positions
Reports
Upload
Journals
Recent Items
Add
View More Details
Edit
Cancel

Position Detail

Position Title CORRECTIONAL OFFICER 3
Position Code 0608PJ0690
Description
Department DHS - DCR - Gene Spadaro Juvenile Center
Division
Class Spec Correctional Officer 3
Max FTE
Current FTE 1
Bargaining unit
Active Yes

Select **Edit**



← Back

CORRECTIONAL OFFICER 3

* Fields are required.

Position Details

* Title: CORRECTIONAL OFFICER 3

* Position Code: 0608PJ0690

ription

* Department: DHS - DCR - Gene Spadaro Juvenile Center

Division: Select

Class Spec: Correctional Officer 3

Bargaining Unit: Select

Position Type: Select

Max FTE:

Current FTE: 1

Select Position Status

Employment Status: Active

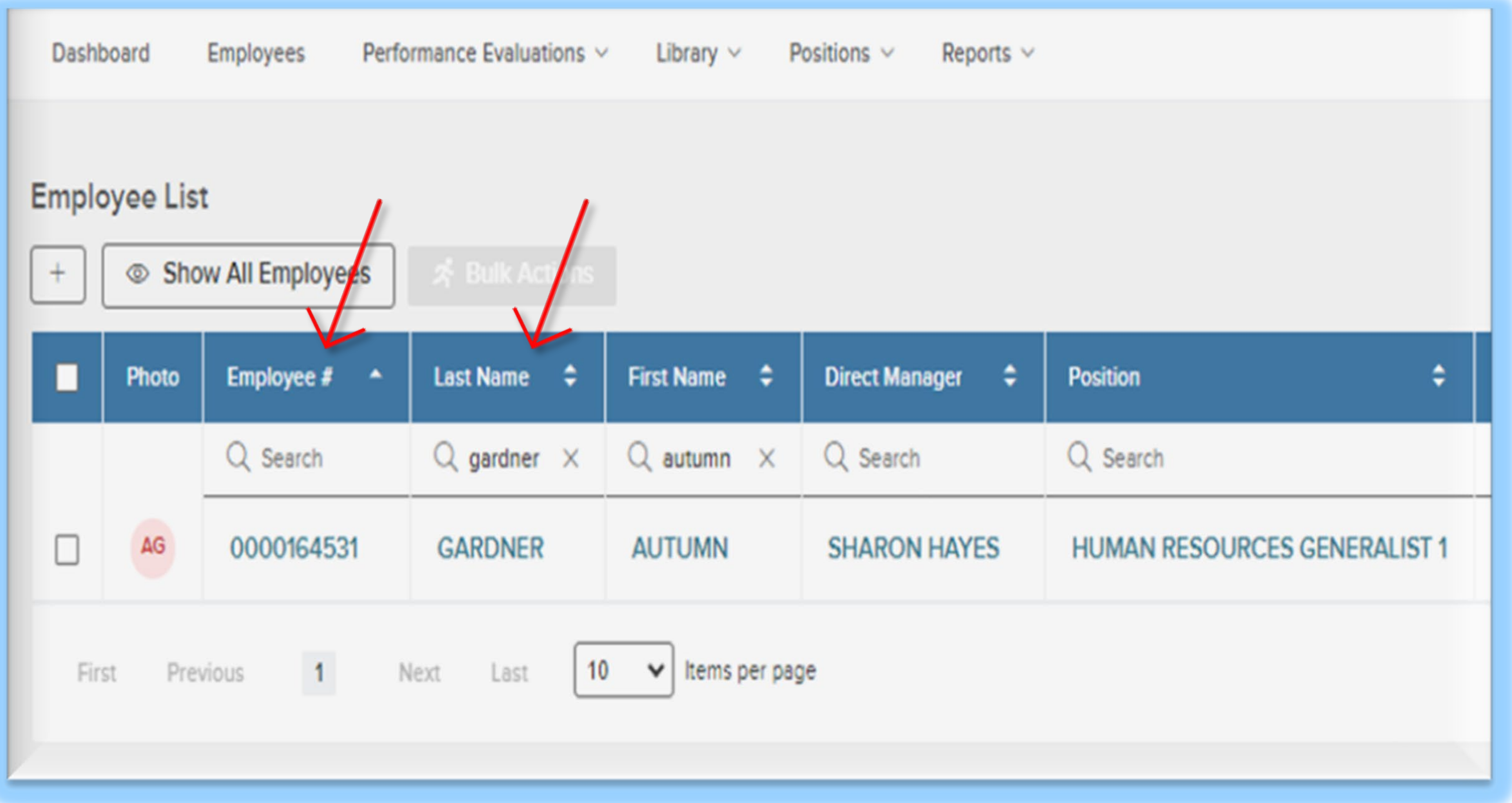
Update the **Title**

Update the **Class Spec**

Select **Save**

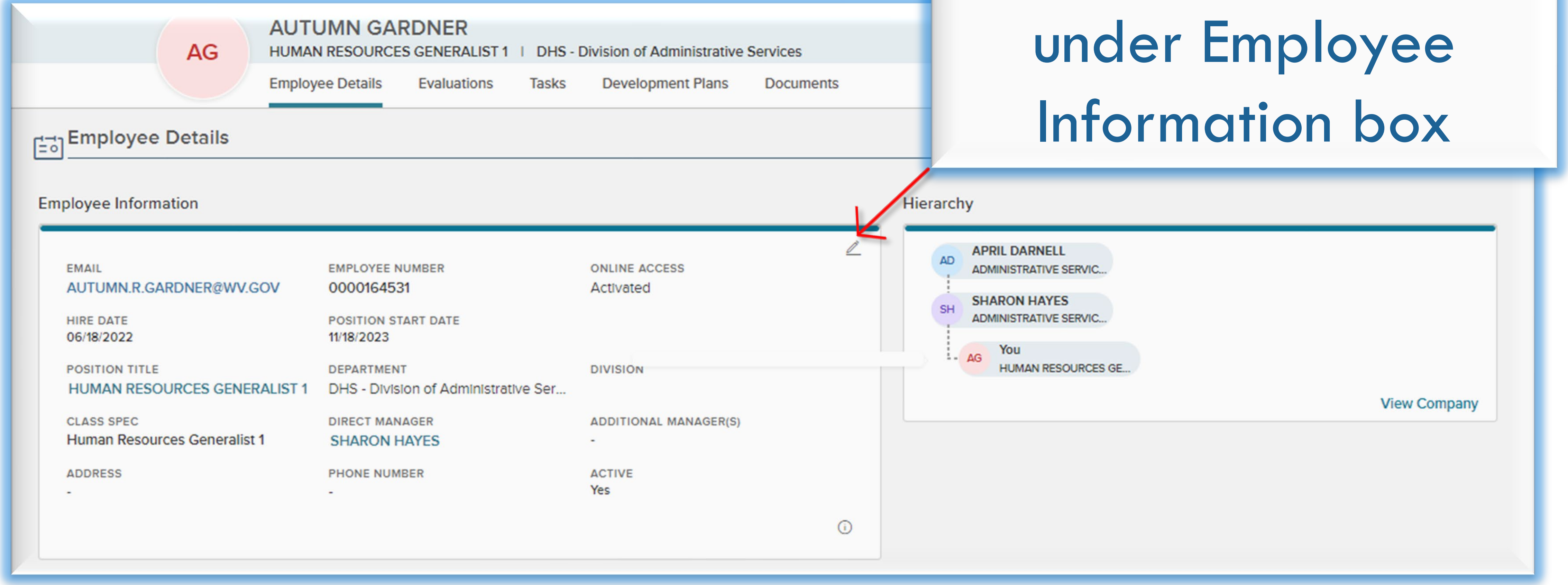
TERMINATING EMPLOYEES IN PERFORMANCE

Search for employee, either by employee number or employee name


Dashboard
Employees
Performance Evaluations
Library
Positions
Reports
Employee List
+
Show All Employees
Bulk Actions
First
Previous
1
Next
Last
10
Items per page

☐	Photo	Employee #	Last Name	First Name	Direct Manager	Position
		Search	gardner	autumn	Search	Search
☐	AG	0000164531	GARDNER	AUTUMN	SHARON HAYES	HUMAN RESOURCES GENERALIST 1

Select edit (the **pencil**) under Employee Information box


AG
Employee Details
Evaluations
Tasks
Development Plans
Documents
View Company

AUTUMN GARDNER

HUMAN RESOURCES GENERALIST 1 | DHS - Division of Administrative Services

Employee Details

Employee Information

EMAIL AUTUMN.R.GARDNER@WV.GOV	EMPLOYEE NUMBER 0000164531	ONLINE ACCESS Activated
HIRE DATE 06/18/2022	POSITION START DATE 11/18/2023	
POSITION TITLE HUMAN RESOURCES GENERALIST 1	DEPARTMENT DHS - Division of Administrative Ser...	DIVISION
CLASS SPEC Human Resources Generalist 1	DIRECT MANAGER SHARON HAYES	ADDITIONAL MANAGER(S) -
ADDRESS -	PHONE NUMBER -	ACTIVE Yes

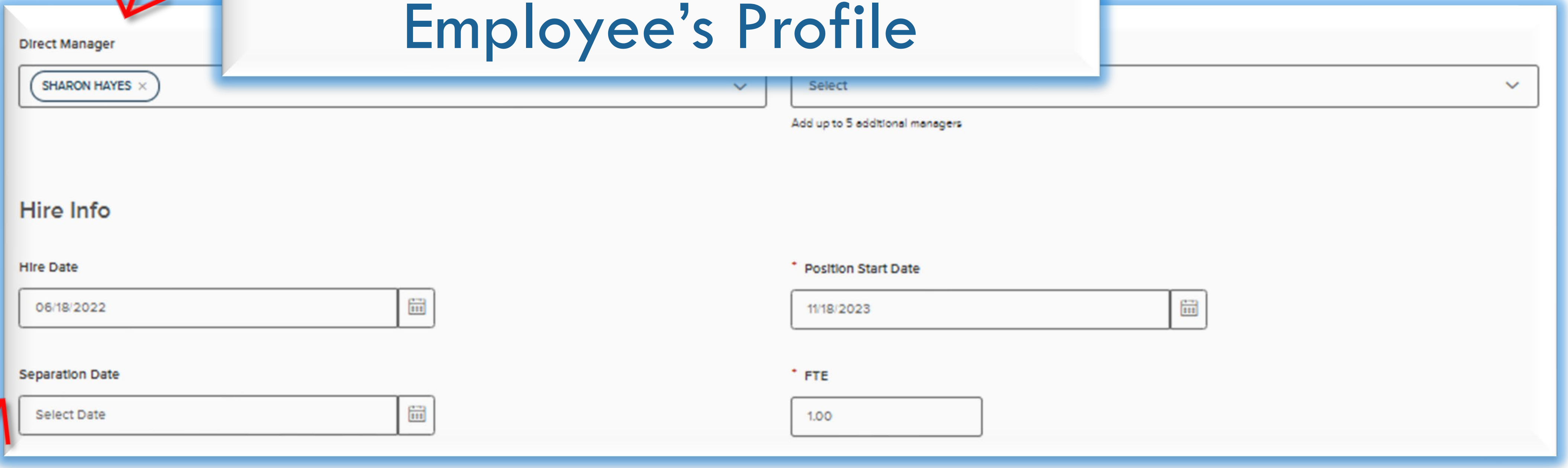
Hierarchy

AD APRIL DARNELL ADMINISTRATIVE SERVIC...

SH SHARON HAYES ADMINISTRATIVE SERVIC...

AG You HUMAN RESOURCES GE...

Scroll down and remove the **Direct Manager** from the Employee's Profile



Direct Manager

SHARON HAYES ×

Select

Add up to 5 additional managers

Hire Info

Hire Date

06/18/2022

* Position Start Date

11/18/2023

Separation Date

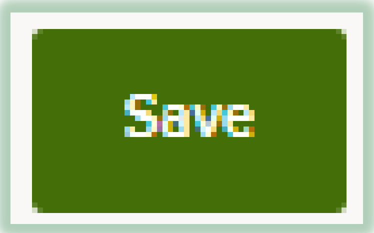
Select Date

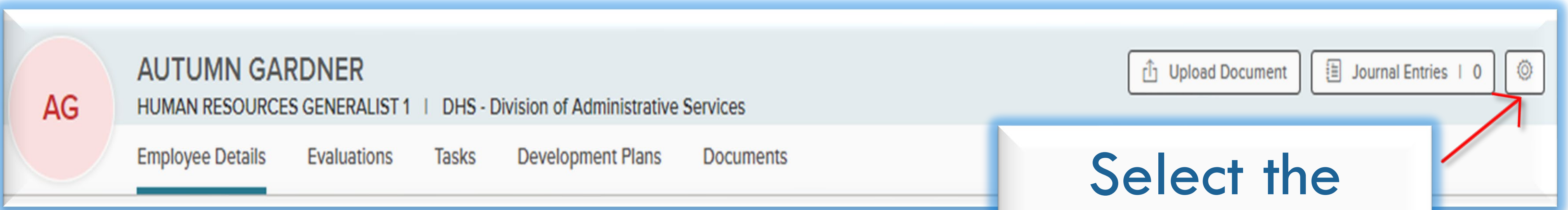
* FTE

1.00

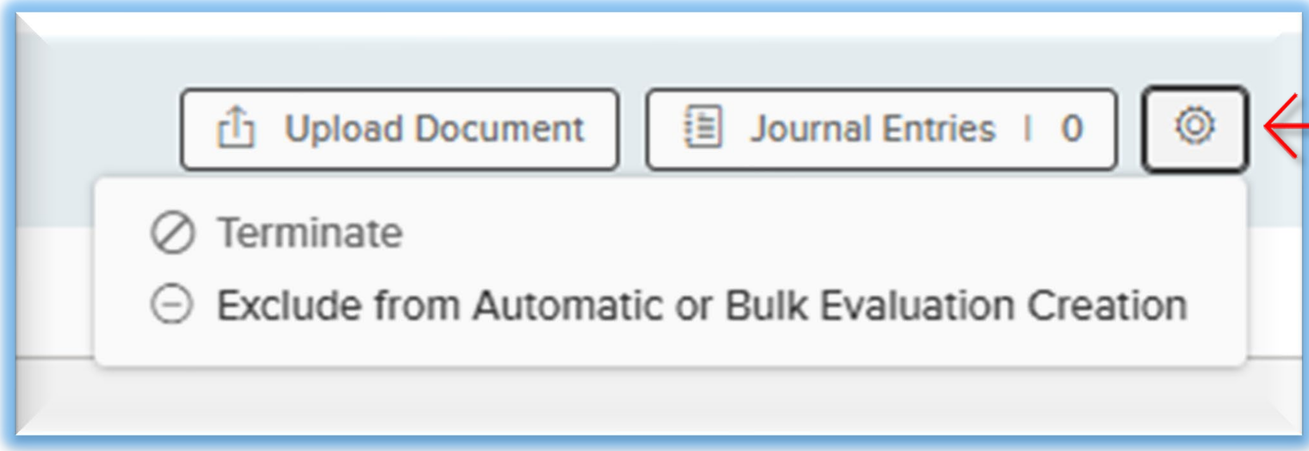
Do not enter **Separation Date**

Remember to select **Save**

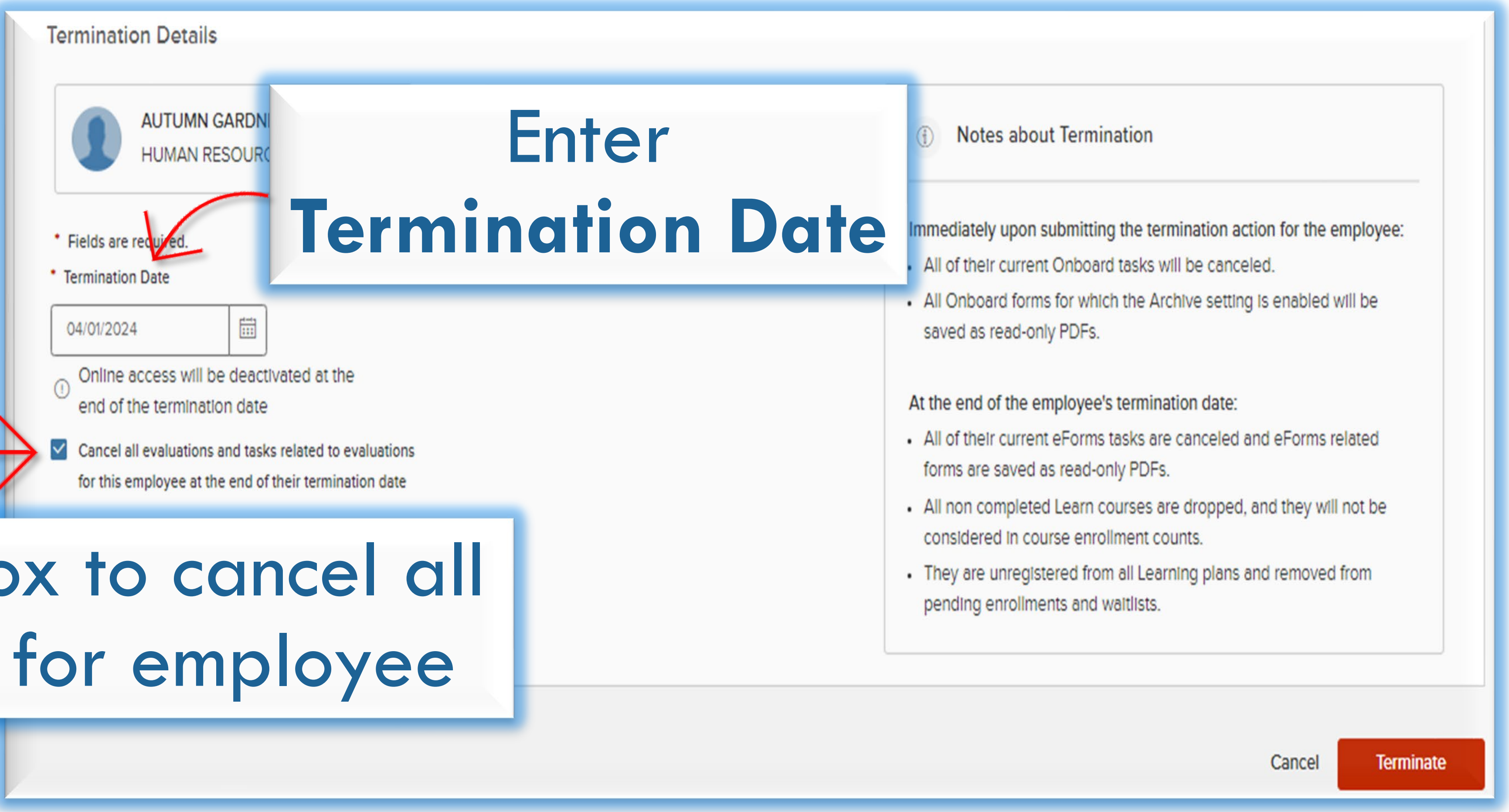



AG
AUTUMN GARDNER
HUMAN RESOURCES GENERALIST 1 | DHS - Division of Administrative Services
Employee Details
Evaluations
Tasks
Development Plans
Documents
Upload Document
Journal Entries | 0

Select the **Settings Wheel**


Upload Document
Journal Entries | 0
Terminate
Exclude from Automatic or Bulk Evaluation Creation

Select **Terminate**



Termination Details

AUTUMN GARDN
HUMAN RESOURC

* Fields are required.

* Termination Date

04/01/2024

Online access will be deactivated at the end of the termination date

☑ Cancel all evaluations and tasks related to evaluations for this employee at the end of their termination date

Notes about Termination

Immediately upon submitting the termination action for the employee:

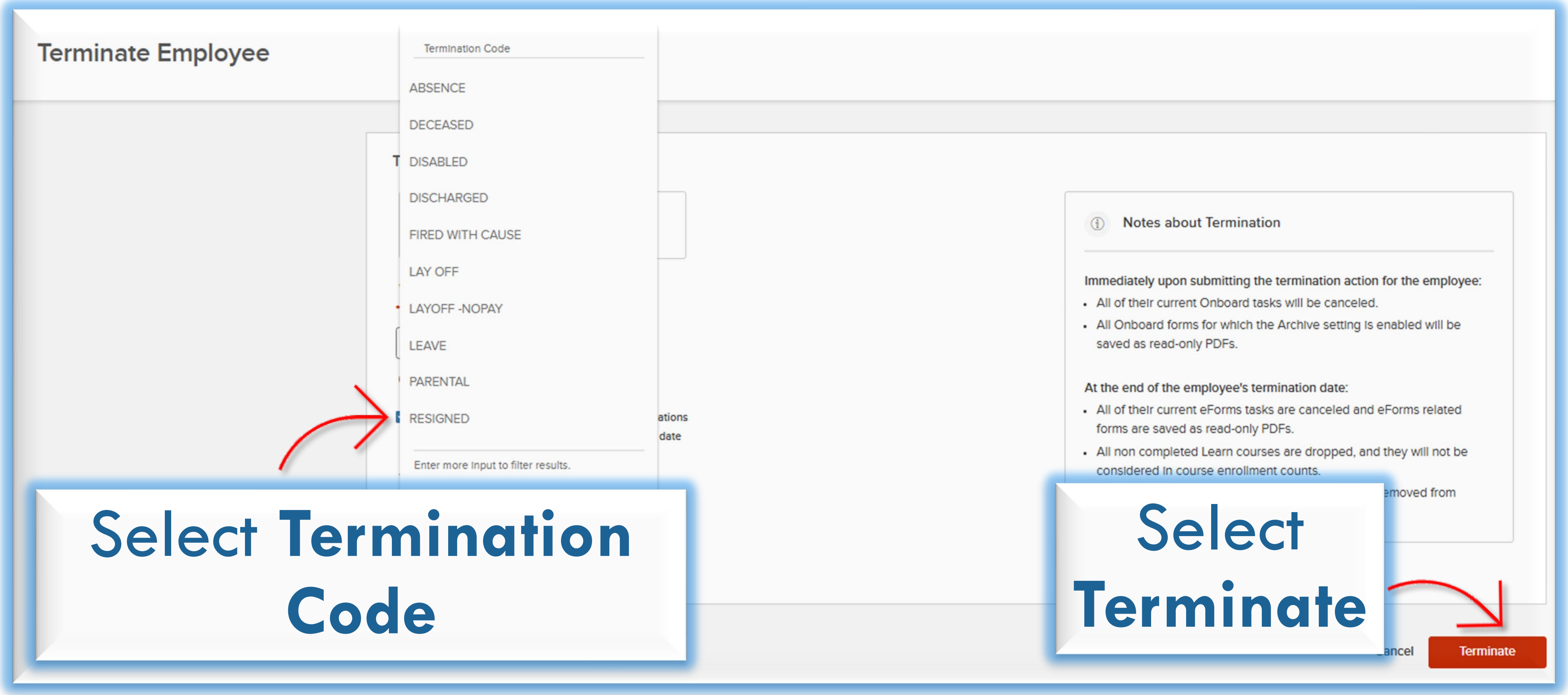
- All of their current Onboard tasks will be canceled.
- All Onboard forms for which the Archive setting is enabled will be saved as read-only PDFs.

At the end of the employee's termination date:

- All of their current eForms tasks are canceled and eForms related forms are saved as read-only PDFs.
- All non completed Learn courses are dropped, and they will not be considered in course enrollment counts.
- They are unregistered from all Learning plans and removed from pending enrollments and waitlists.

Enter
Termination Date

Check the box to cancel all evaluations for employee


Terminate Employee
Termination Code
ABSENCE
DECEASED
DISABLED
DISCHARGED
FIRED WITH CAUSE
LAY OFF
LAYOFF -NOPAY
LEAVE
PARENTAL
RESIGNED
Enter more input to filter results.
ations
date
ancel
Terminate

Notes about Termination

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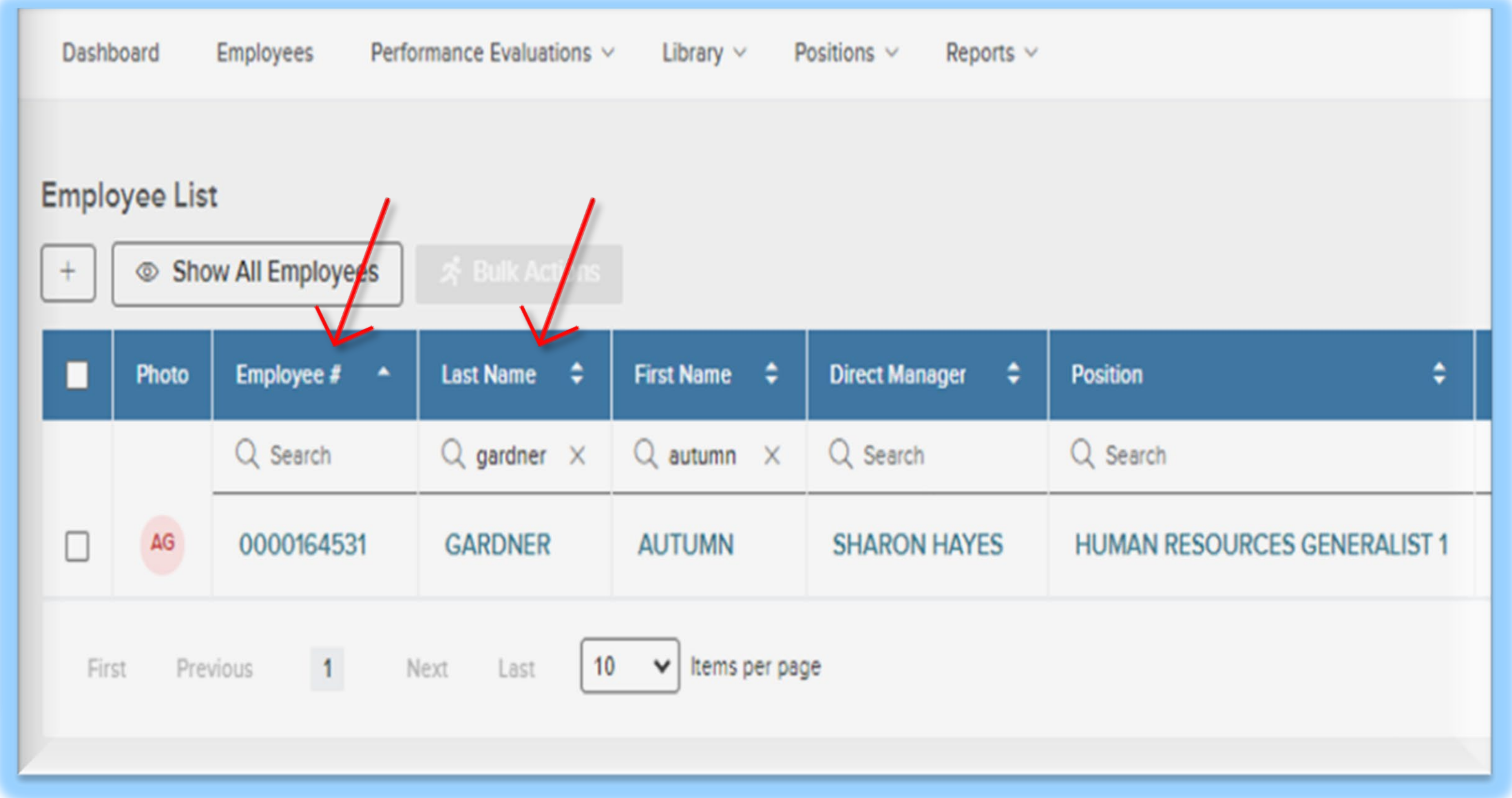
- All non completed Learn courses are dropped, and they will not be considered in course enrollment counts.
- emoved from

Select **Termination Code**

Select **Terminate**

TERMINATING SUPERVISORS IN PERFORMANCE

Search for employee, either by employee number or employee name


Dashboard
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Bulk Actions
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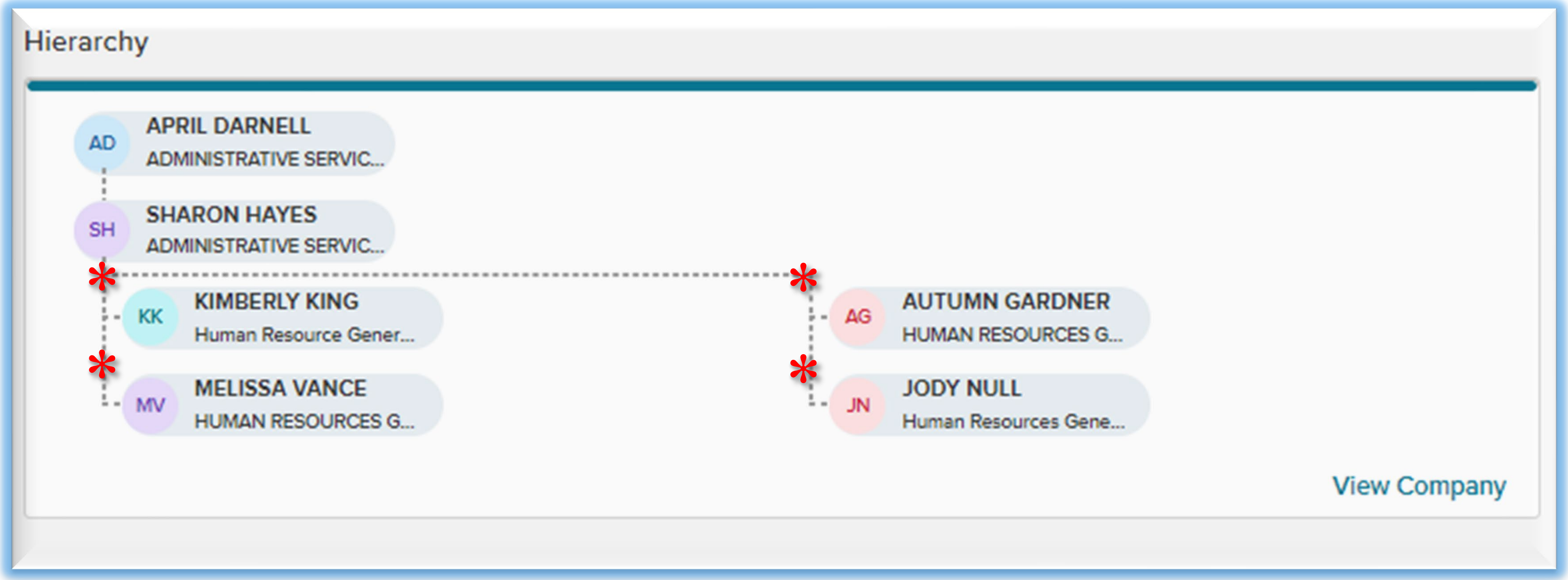
Items per page

☐	Photo	Employee #	Last Name	First Name	Direct Manager	Position
		Search	gardner	autumn	Search	Search
☐	AG	0000164531	GARDNER	AUTUMN	SHARON HAYES	HUMAN RESOURCES GENERALIST 1



Hierarchy

AD **APRIL DARNELL**
ADMINISTRATIVE SERVIC...

SH **SHARON HAYES**
ADMINISTRATIVE SERVIC...

KK **KIMBERLY KING**
Human Resource Gener...

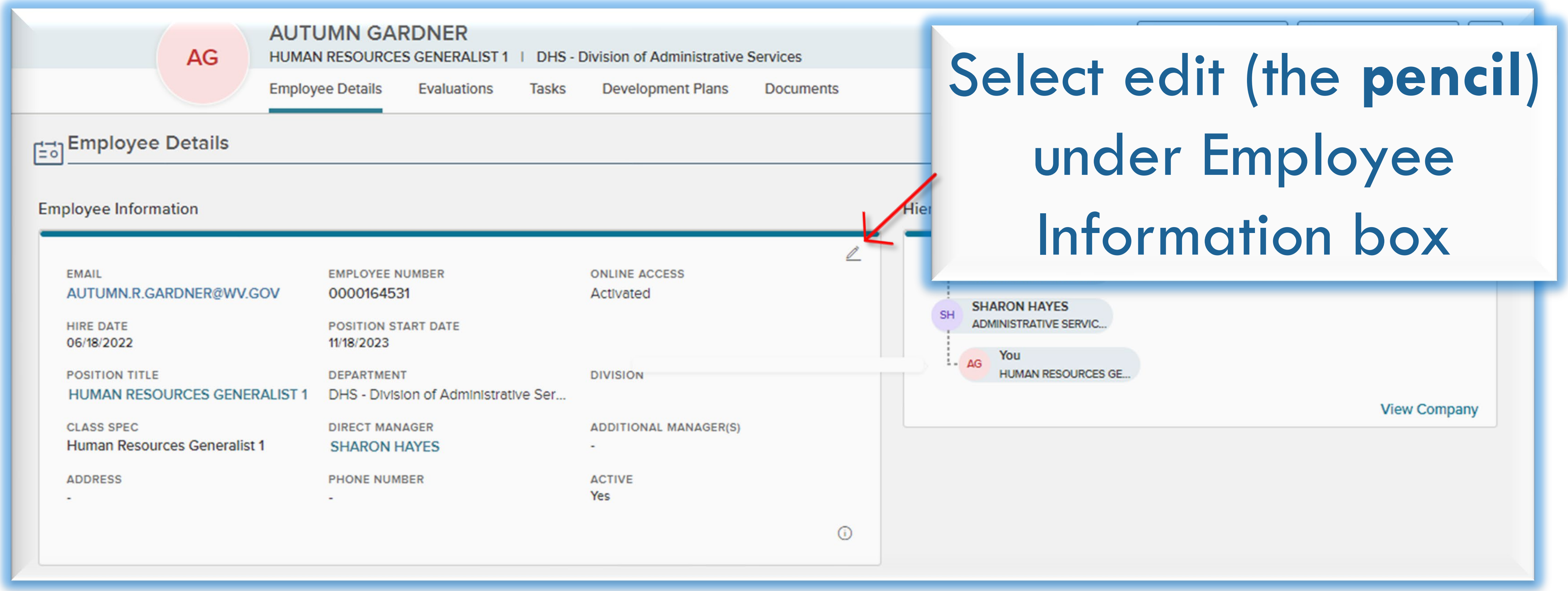
MV **MELISSA VANCE**
HUMAN RESOURCES G...

AG **AUTUMN GARDNER**
HUMAN RESOURCES G...

JN **JODY NULL**
Human Resources Gene...

View Company

Each direct report must be reassigned to a new manager


AG
Employee Details
Evaluations
Tasks
Development Plans
Documents
Hier
SH
AG
View Company

AUTUMN GARDNER

HUMAN RESOURCES GENERALIST 1 | DHS - Division of Administrative Services

Employee Details

Employee Information

EMAIL
AUTUMN.R.GARDNER@WV.GOV

EMPLOYEE NUMBER
0000164531

ONLINE ACCESS
Activated

HIRE DATE
06/18/2022

POSITION START DATE
11/18/2023

POSITION TITLE
HUMAN RESOURCES GENERALIST 1

DEPARTMENT
DHS - Division of Administrative Ser...

DIVISION

CLASS SPEC
Human Resources Generalist 1

DIRECT MANAGER
SHARON HAYES

ADDITIONAL MANAGER(S)
-

ADDRESS
-

PHONE NUMBER
-

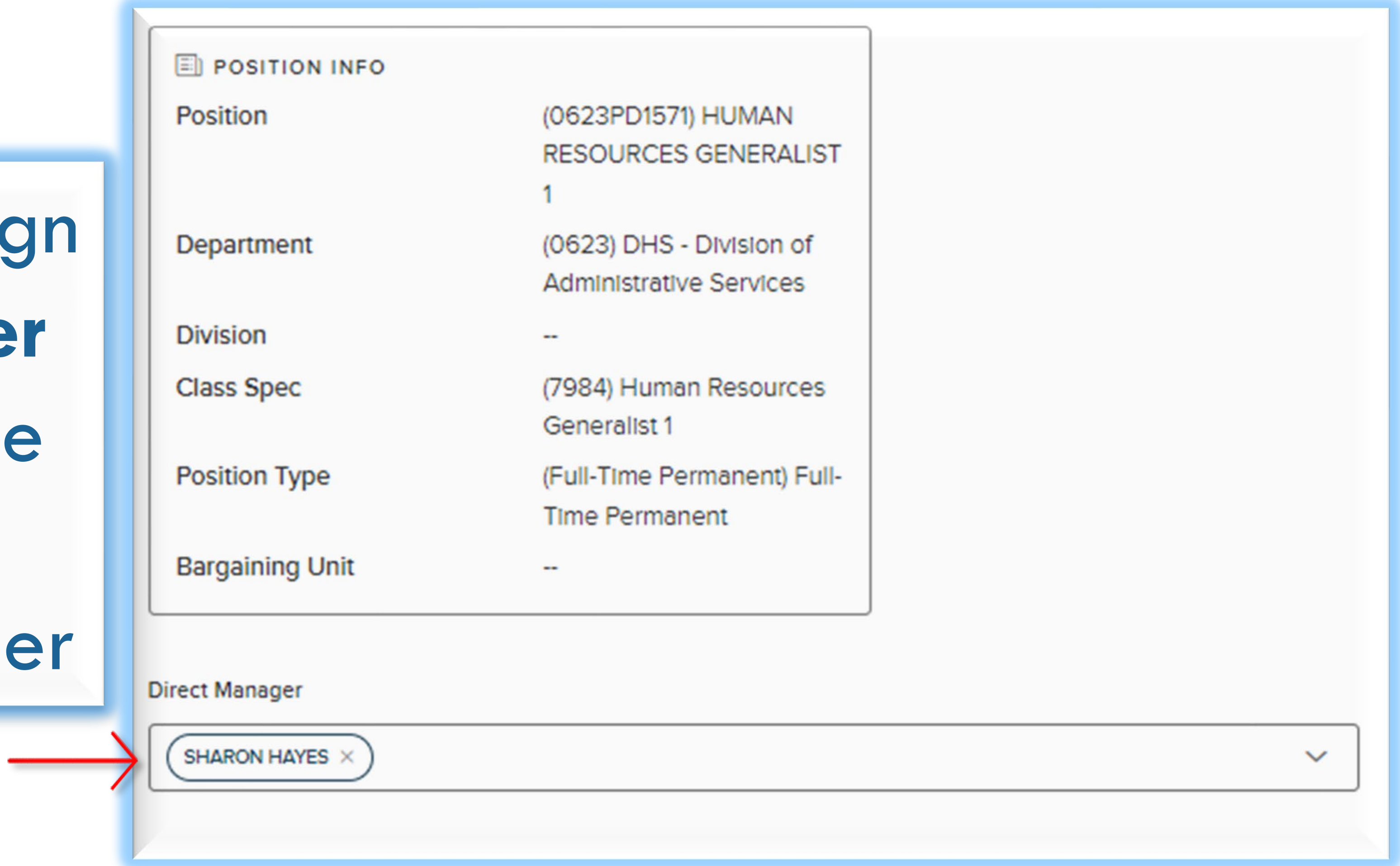
ACTIVE
Yes

SHARON HAYES
ADMINISTRATIVE SERVIC...

You
HUMAN RESOURCES GE...

Select edit (the **pencil**) under Employee Information box

Delete and reassign a **Direct Manager** to each employee assigned to departing manager

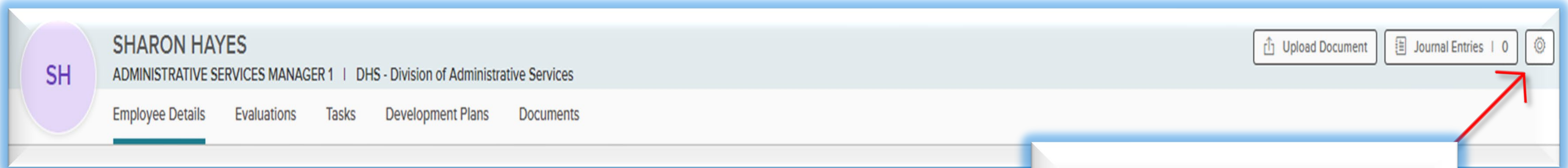


POSITION INFO

Position	(0623PD1571) HUMAN RESOURCES GENERALIST 1
Department	(0623) DHS - Division of Administrative Services
Division	--
Class Spec	(7984) Human Resources Generalist 1
Position Type	(Full-Time Permanent) Full-Time Permanent
Bargaining Unit	--

Direct Manager: SHARON HAYES ×

Once the employees have been assigned a new manager, you can now go in and terminate the departing manager

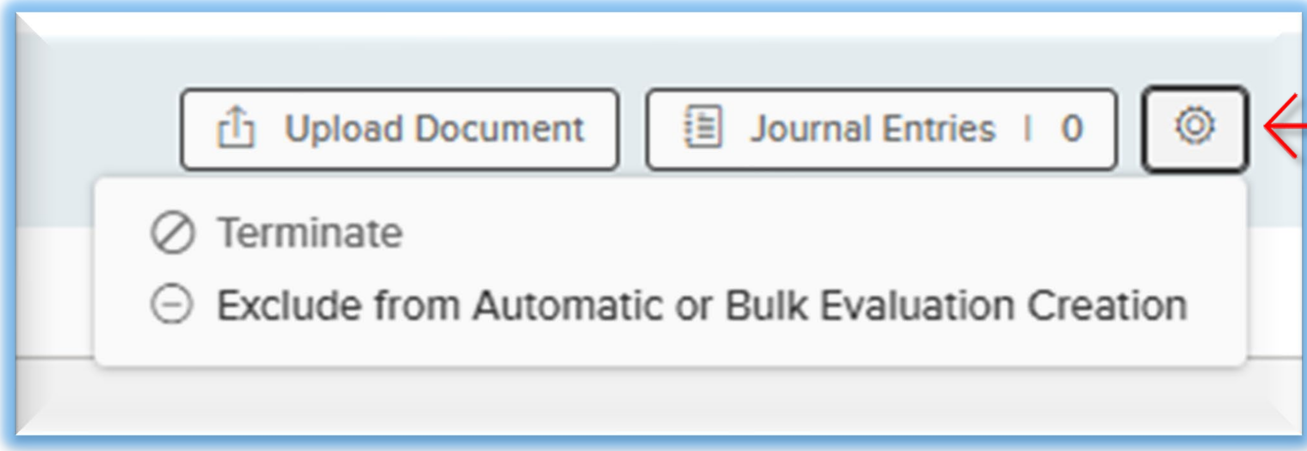


SHARON HAYES

ADMINISTRATIVE SERVICES MANAGER 1 | DHS - Division of Administrative Services

SH
Employee Details
Evaluations
Tasks
Development Plans
Documents
Upload Document
Journal Entries | 0

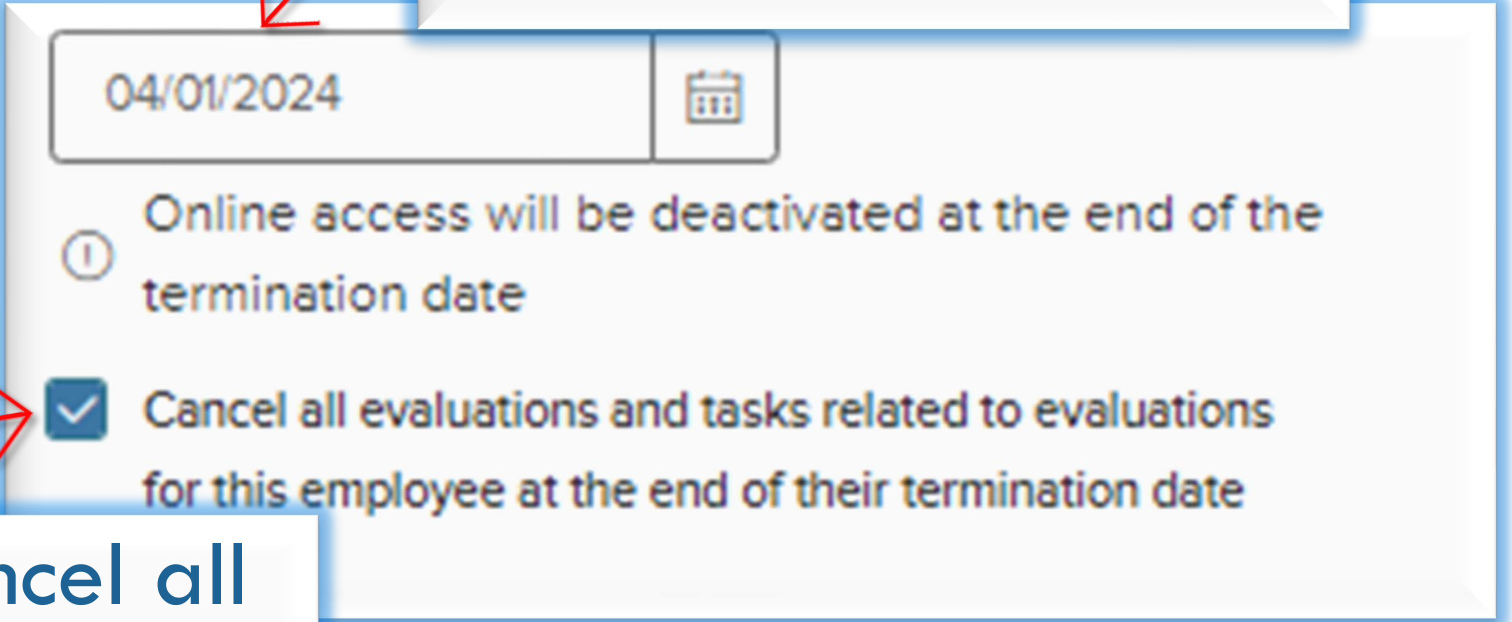
Select the **Settings Wheel**



Upload Document
Journal Entries | 0
Terminate
Exclude from Automatic or Bulk Evaluation Creation

Select **Terminate**

Enter Termination date

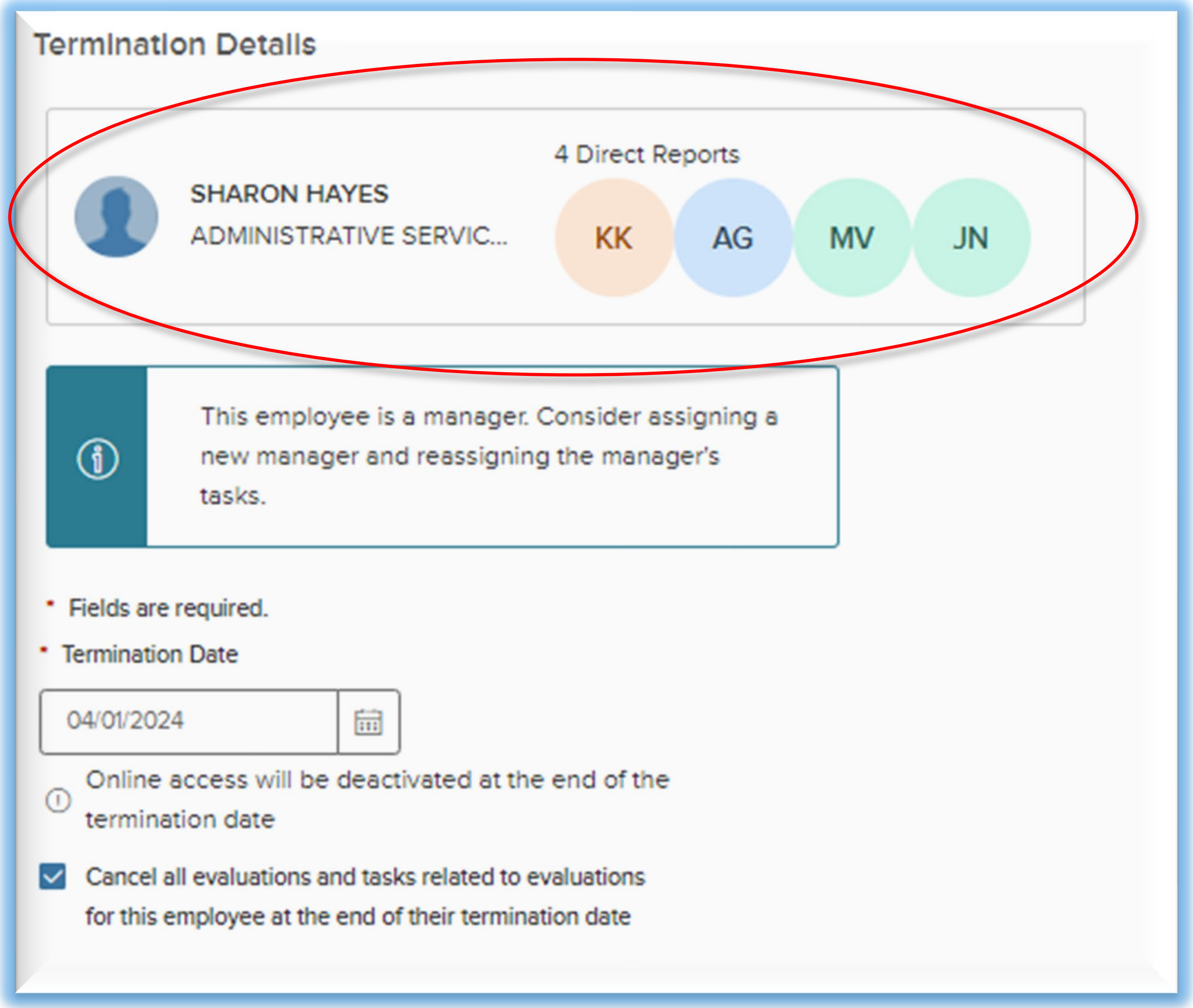


04/01/2024

Online access will be deactivated at the end of the termination date

☑ Cancel all evaluations and tasks related to evaluations for this employee at the end of their termination date

Check box to cancel all evaluations for employee


Termination Details
SHARON HAYES
ADMINISTRATIVE SERVIC...
4 Direct Reports
KK
AG
MV
JN

This employee is a manager. Consider assigning a new manager and reassigning the manager's tasks.

* Fields are required.

* Termination Date

04/01/2024

Online access will be deactivated at the end of the termination date

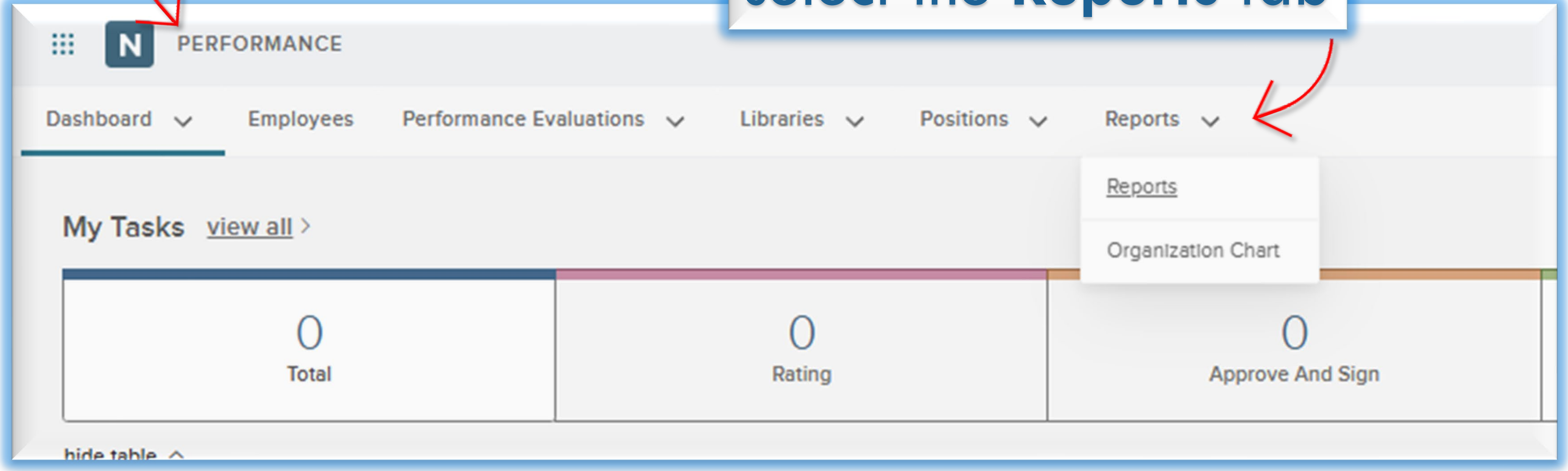
☑ Cancel all evaluations and tasks related to evaluations for this employee at the end of their termination date

If direct reports have not been reassigned, NeoGov will remind you in the termination screen

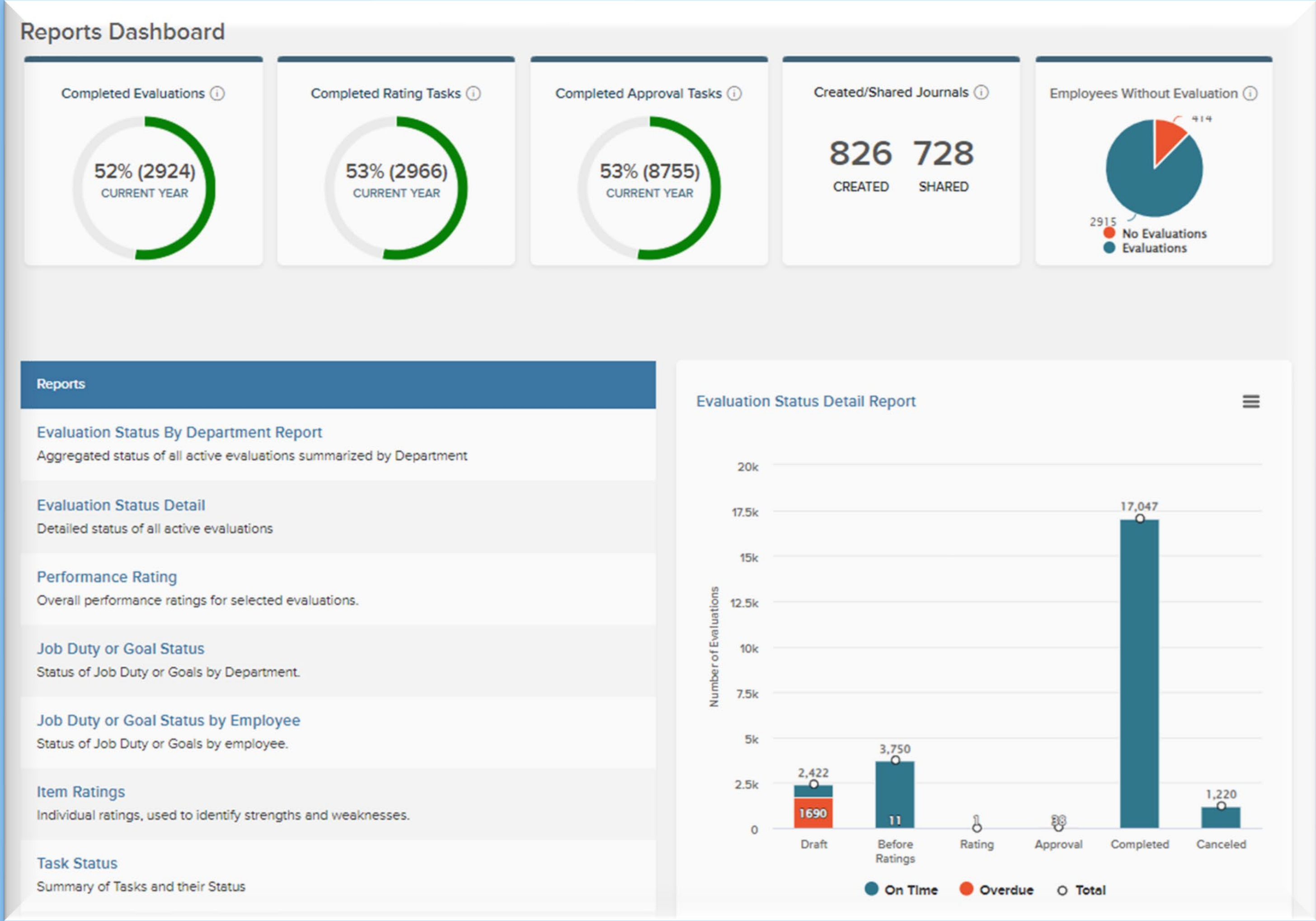
ACCESSING EPA REPORTS

In **Performance,**

select the **Reports** tab


PERFORMANCE
Dashboard
Employees
Performance Evaluations
Libraries
Positions
Reports
Reports
Organization Chart
My Tasks
view all
0
Total
0
Rating
0
Approve And Sign
hide table

The **Reports Dashboard** screen will appear


Reports Dashboard
Completed Evaluations ⓘ
52% (2924)
CURRENT YEAR
Completed Rating Tasks ⓘ
53% (2966)
CURRENT YEAR
Completed Approval Tasks ⓘ
53% (8755)
CURRENT YEAR
Created/Shared Journals ⓘ
826
CREATED
728
SHARED
Employees Without Evaluation ⓘ
414
2915
No Evaluations
Evaluations
Reports
Evaluation Status Detail Report
20k
17.5k
15k
12.5k
10k
7.5k
5k
2.5k
0
Number of Evaluations
2,422
1690
3,750
11
1
38
17,047
1,220
Draft
Before Ratings
Rating
Approval
Completed
Canceled
On Time
Overdue
Total

Evaluation Status By Department Report
Aggregated status of all active evaluations summarized by Department

Evaluation Status Detail
Detailed status of all active evaluations

Performance Rating
Overall performance ratings for selected evaluations.

Job Duty or Goal Status
Status of Job Duty or Goals by Department.

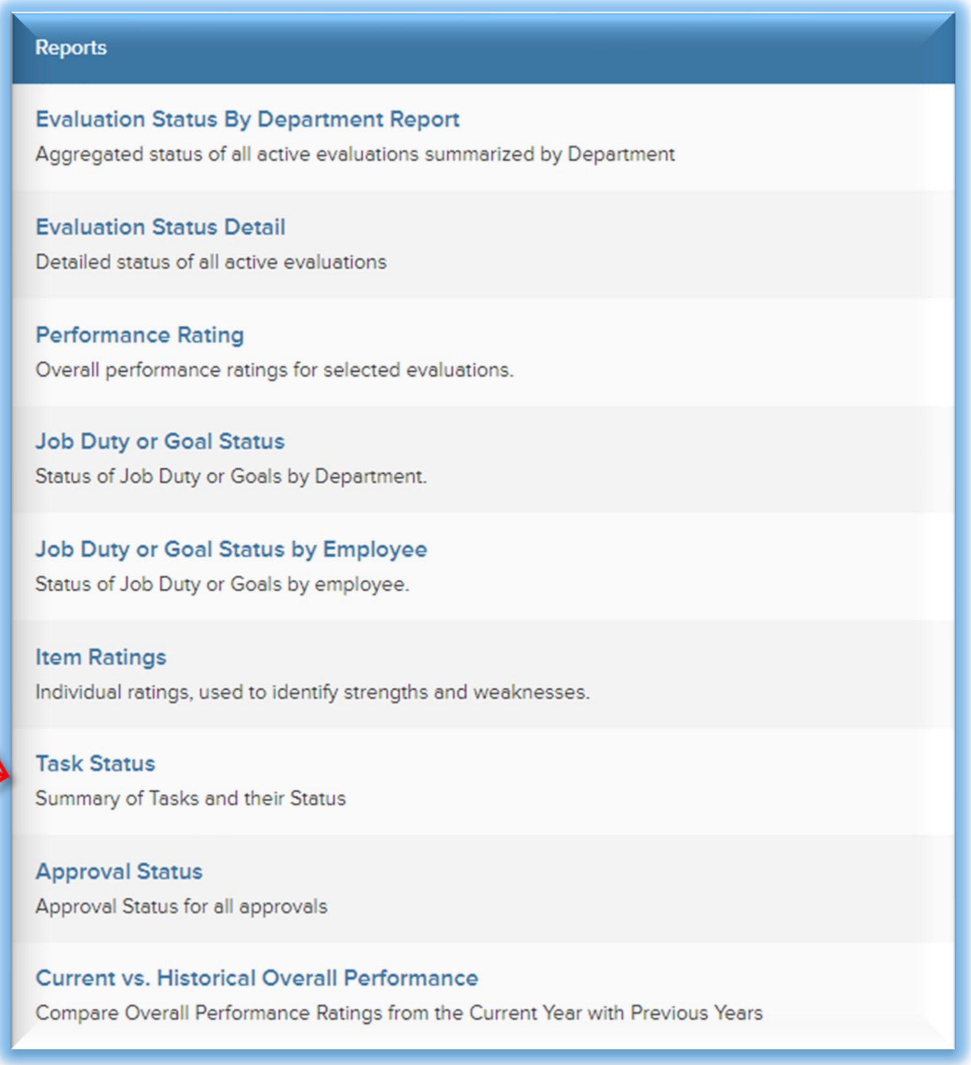
Job Duty or Goal Status by Employee
Status of Job Duty or Goals by employee.

Item Ratings
Individual ratings, used to identify strengths and weaknesses.

Task Status
Summary of Tasks and their Status

Select

Task Status



Reports

Evaluation Status By Department Report
Aggregated status of all active evaluations summarized by Department

Evaluation Status Detail
Detailed status of all active evaluations

Performance Rating
Overall performance ratings for selected evaluations.

Job Duty or Goal Status
Status of Job Duty or Goals by Department.

Job Duty or Goal Status by Employee
Status of Job Duty or Goals by employee.

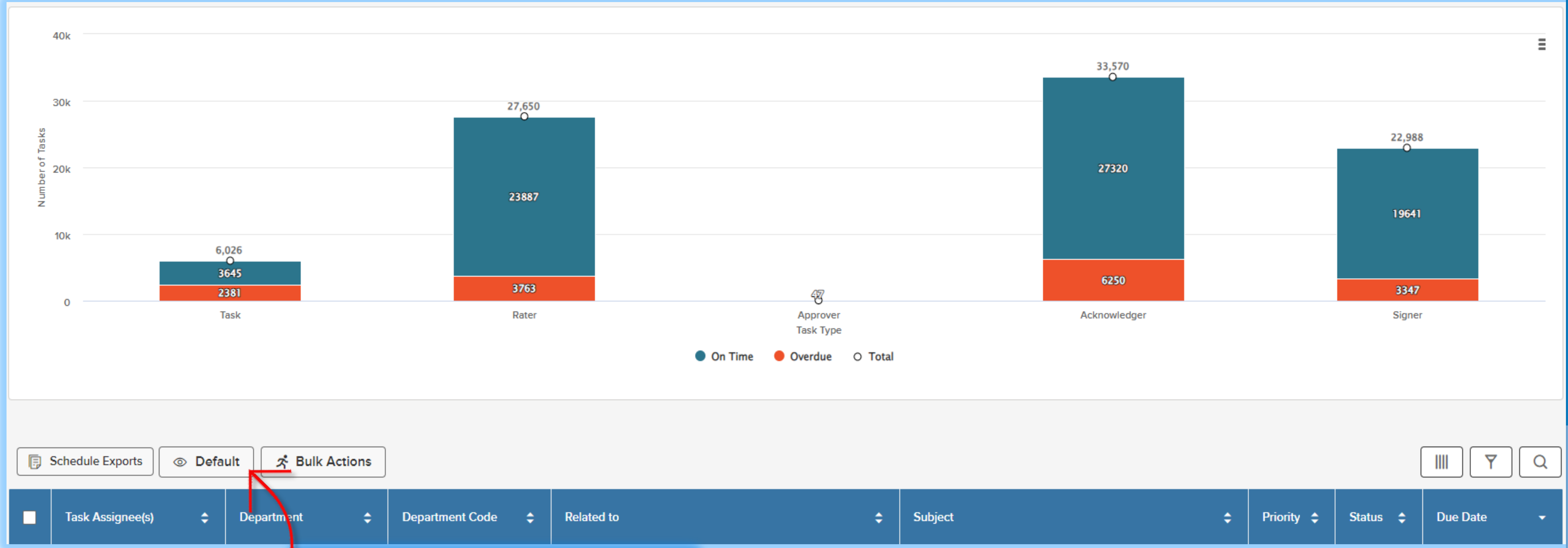
Item Ratings
Individual ratings, used to identify strengths and weaknesses.

Task Status
Summary of Tasks and their Status

Approval Status
Approval Status for all approvals

Current vs. Historical Overall Performance
Compare Overall Performance Ratings from the Current Year with Previous Years

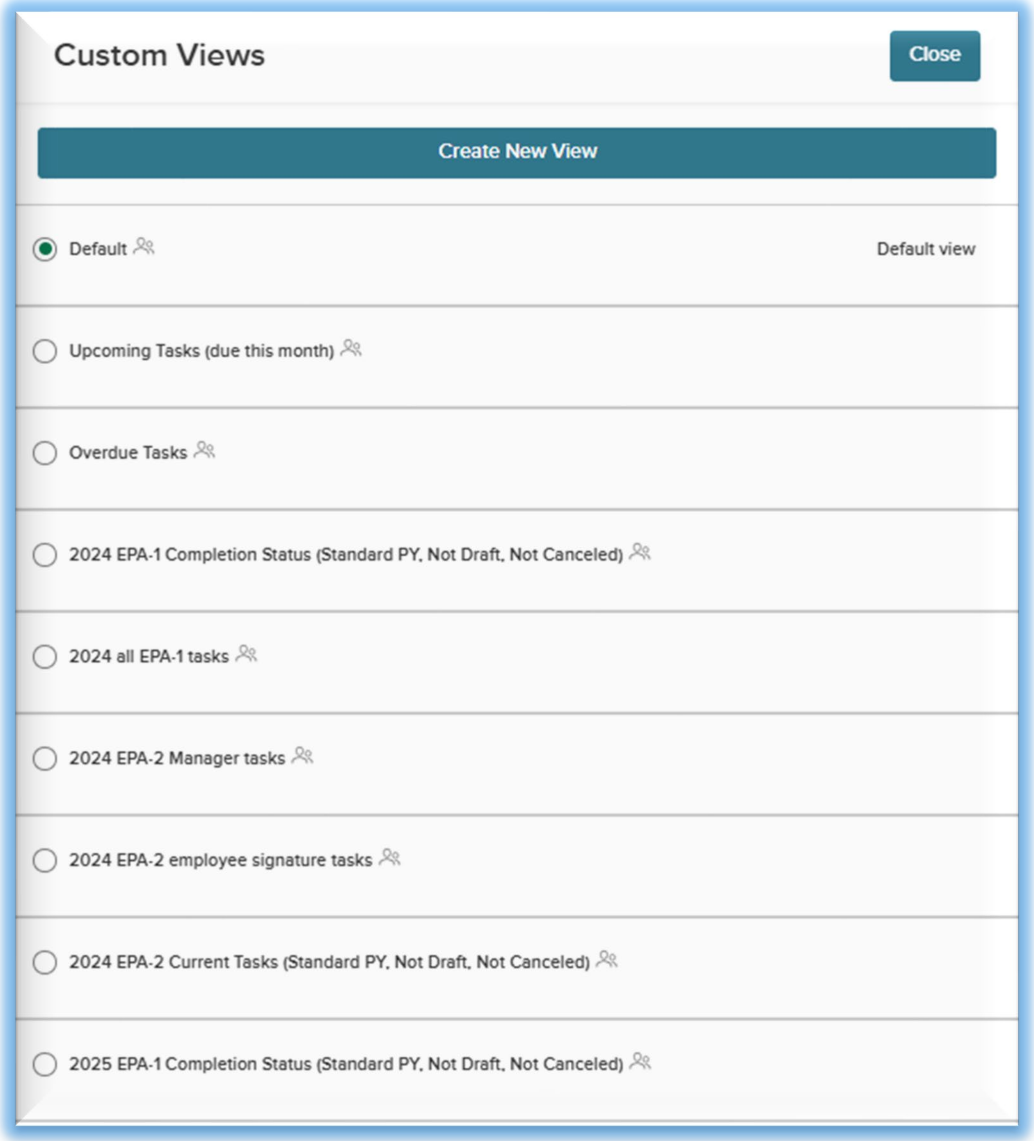
Scroll down


40k
30k
20k
10k
0
Number of Tasks
6,026
3645
2381
Task
27,650
23887
3763
Rater
47
Approver
33,570
27320
6250
Acknowledger
22,988
19641
3347
Signer
Task Type
● On Time
● Overdue
○ Total
Schedule Exports
Default
Bulk Actions
☐
Task Assignee(s)
Department
Department Code
Related to
Subject
Priority
Status
Due Date

Select Default

This side panel will appear and display several filter options

DOP will create a New View for every new EPA cycle



Custom Views

Close

Create New View

● Default — Default view

○ Upcoming Tasks (due this month)

○ Overdue Tasks

○ 2024 EPA-1 Completion Status (Standard PY, Not Draft, Not Canceled)

○ 2024 all EPA-1 tasks

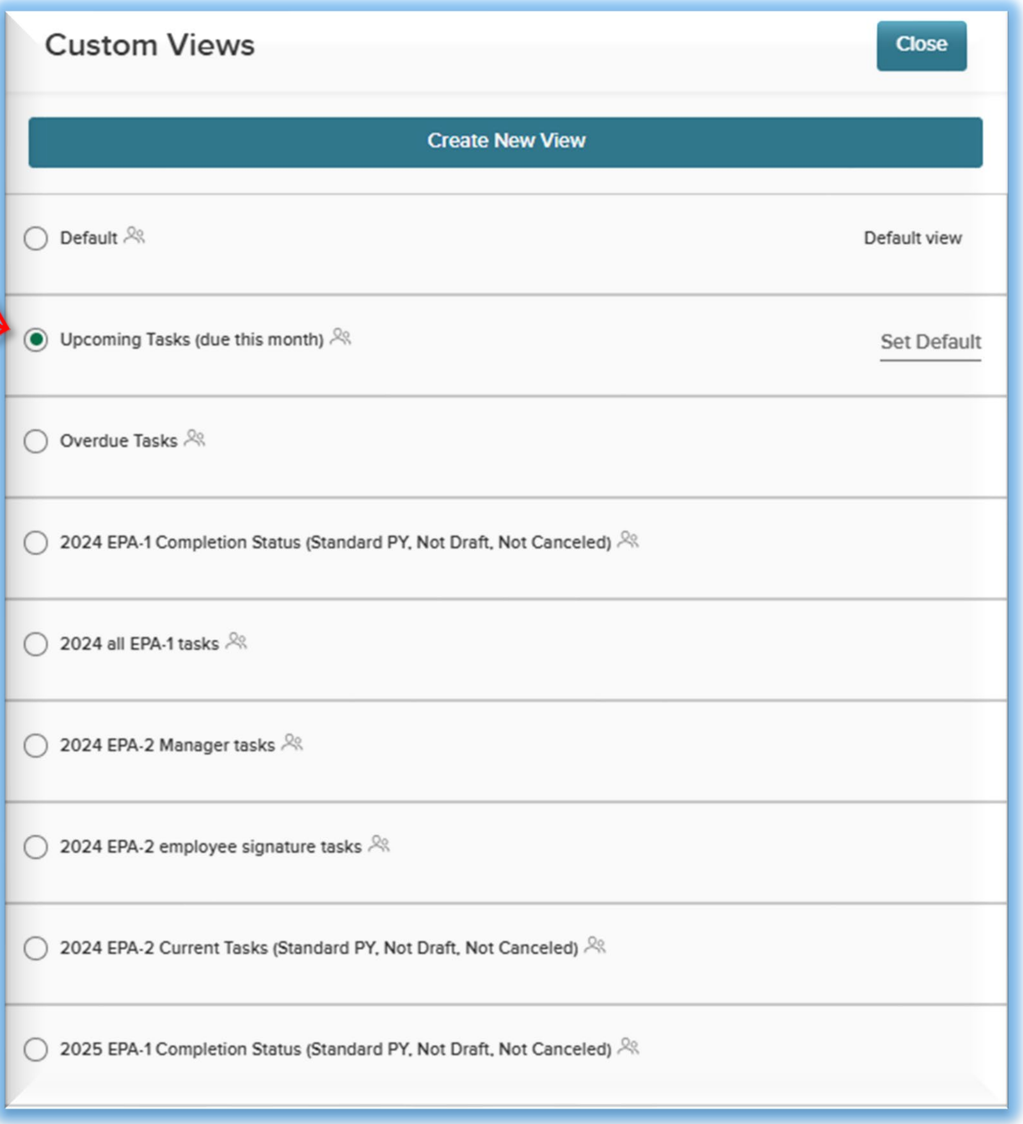
○ 2024 EPA-2 Manager tasks

○ 2024 EPA-2 employee signature tasks

○ 2024 EPA-2 Current Tasks (Standard PY, Not Draft, Not Canceled)

○ 2025 EPA-1 Completion Status (Standard PY, Not Draft, Not Canceled)

To view the current month's EPAs, select **Upcoming Tasks (due this month)**


Custom Views

○ Default — Default view

● Upcoming Tasks (due this month) — Set Default

○ Overdue Tasks

○ 2024 EPA-1 Completion Status (Standard PY, Not Draft, Not Canceled)

○ 2024 all EPA-1 tasks

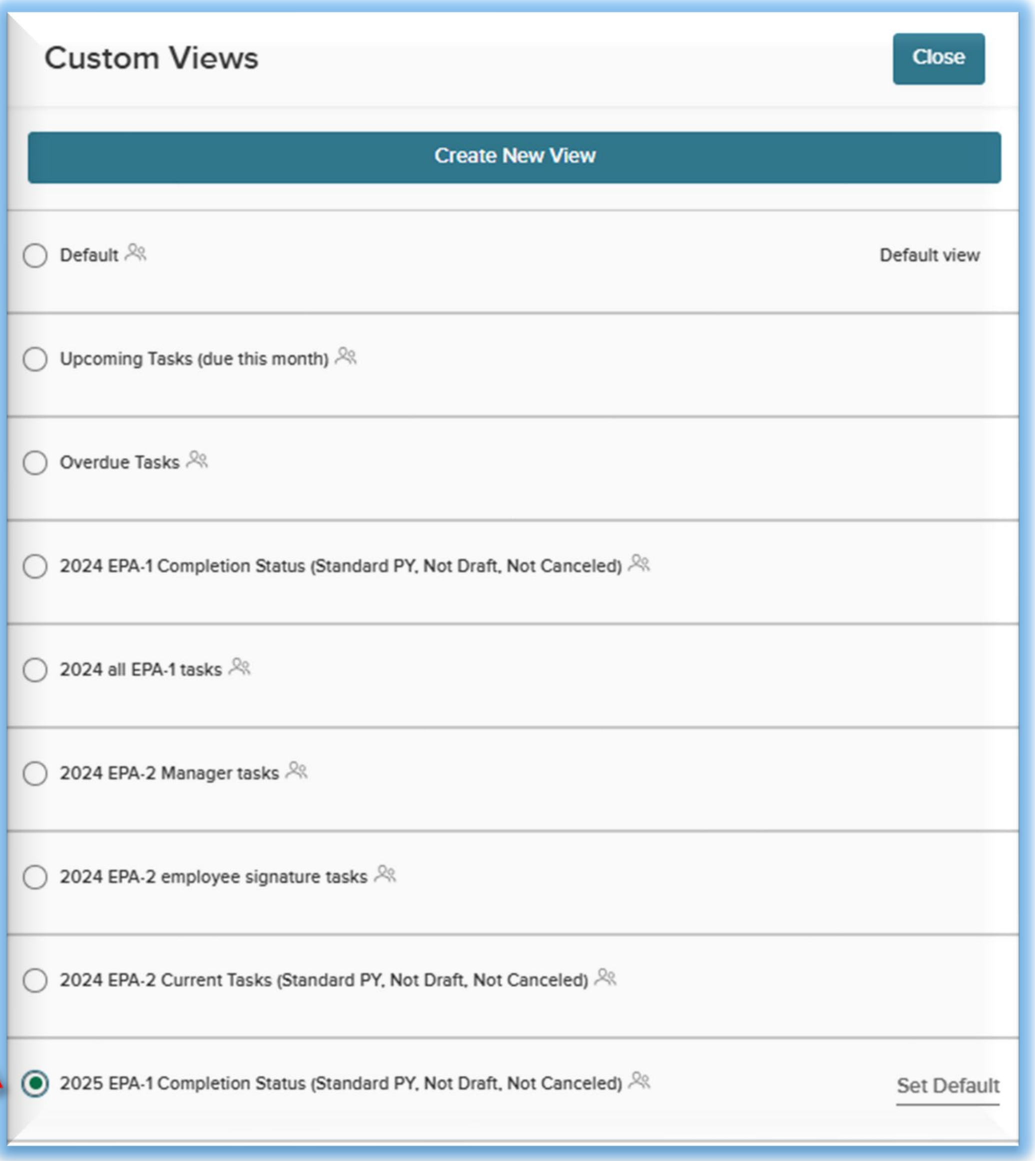
○ 2024 EPA-2 Manager tasks

○ 2024 EPA-2 employee signature tasks

○ 2024 EPA-2 Current Tasks (Standard PY, Not Draft, Not Canceled)

○ 2025 EPA-1 Completion Status (Standard PY, Not Draft, Not Canceled)

To view outstanding EPAs in the current cycle, select the view that reflects the year and current step in the cycle; for example, the 2025 EPA-1 view will show all EPA 1s due in 2025



Custom Views

○ Default — Default view

○ Upcoming Tasks (due this month)

○ Overdue Tasks

○ 2024 EPA-1 Completion Status (Standard PY, Not Draft, Not Canceled)

○ 2024 all EPA-1 tasks

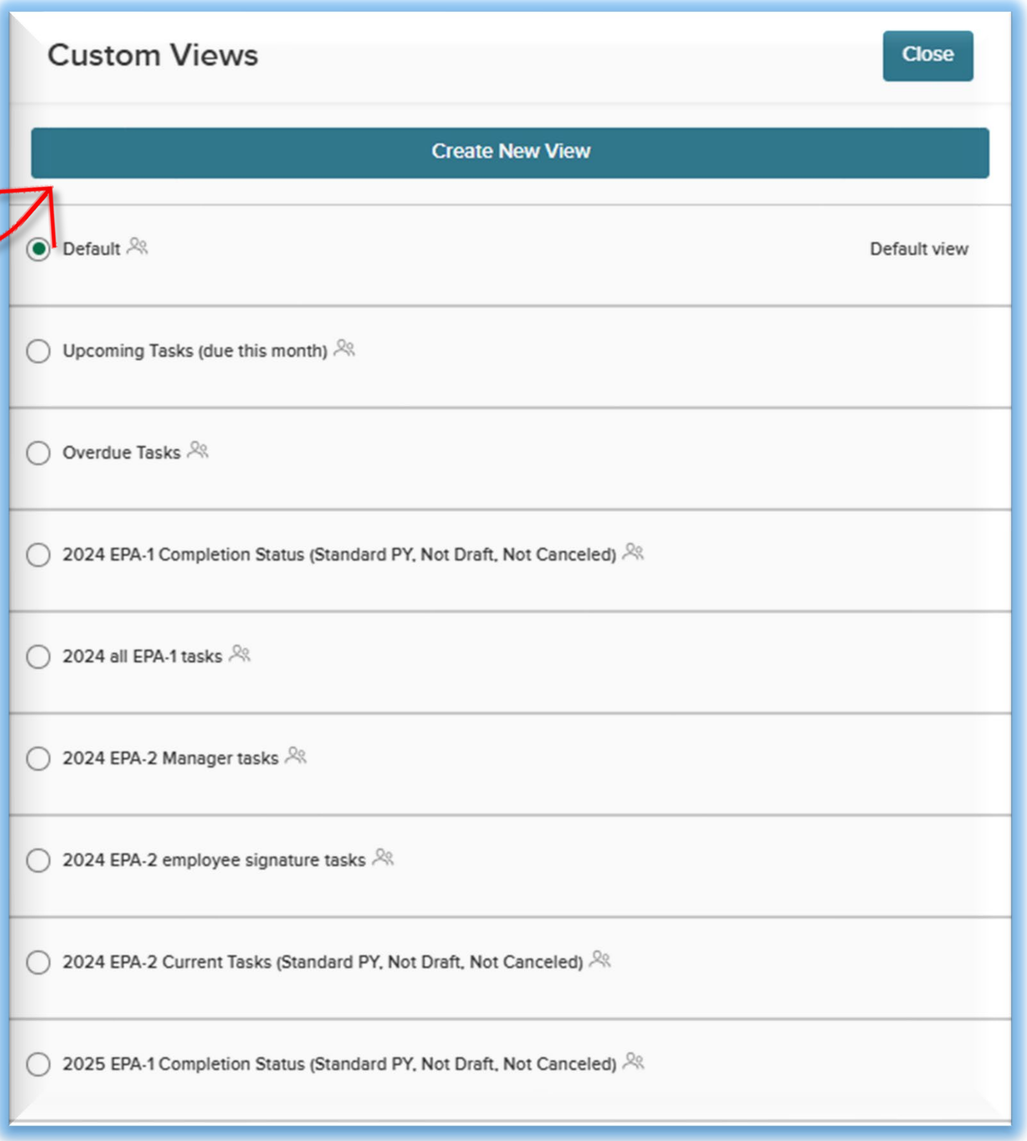
○ 2024 EPA-2 Manager tasks

○ 2024 EPA-2 employee signature tasks

○ 2024 EPA-2 Current Tasks (Standard PY, Not Draft, Not Canceled)

● 2025 EPA-1 Completion Status (Standard PY, Not Draft, Not Canceled) — Set Default

The **Create New View** button allows for the creation of Custom Views specific to the facility's EPA report generation needs



● Default — Default view

○ Upcoming Tasks (due this month)

○ Overdue Tasks

○ 2024 EPA-1 Completion Status (Standard PY, Not Draft, Not Canceled)

○ 2024 all EPA-1 tasks

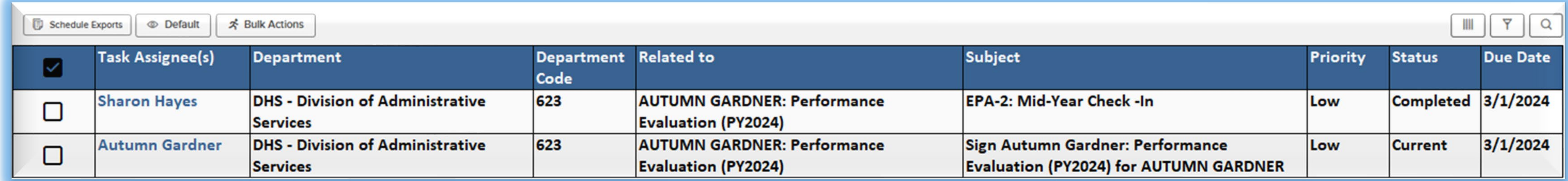
○ 2024 EPA-2 Manager tasks

○ 2024 EPA-2 employee signature tasks

○ 2024 EPA-2 Current Tasks (Standard PY, Not Draft, Not Canceled)

○ 2025 EPA-1 Completion Status (Standard PY, Not Draft, Not Canceled)

Reports are shown in the format seen below:

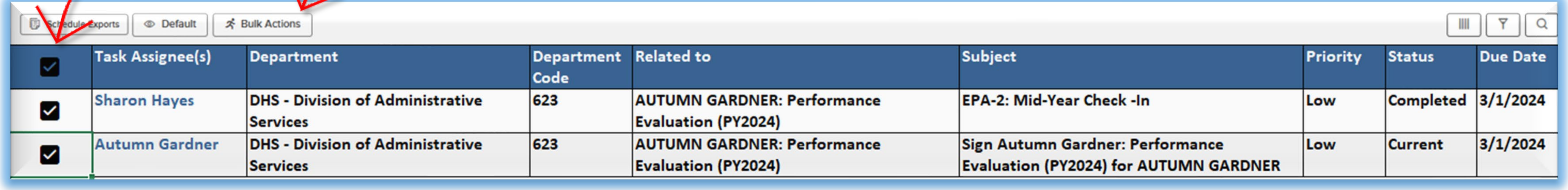


☑	Task Assignee(s)	Department	Department Code	Related to	Subject	Priority	Status	Due Date
☐	Sharon Hayes	DHS - Division of Administrative Services	623	AUTUMN GARDNER: Performance Evaluation (PY2024)	EPA-2: Mid-Year Check -In	Low	Completed	3/1/2024
☐	Autumn Gardner	DHS - Division of Administrative Services	623	AUTUMN GARDNER: Performance Evaluation (PY2024)	Sign Autumn Gardner: Performance Evaluation (PY2024) for AUTUMN GARDNER	Low	Current	3/1/2024

Reports can be exported to a PDF or Excel

Select the first **check box** to select all EPAs

Then, select **Bulk Actions**



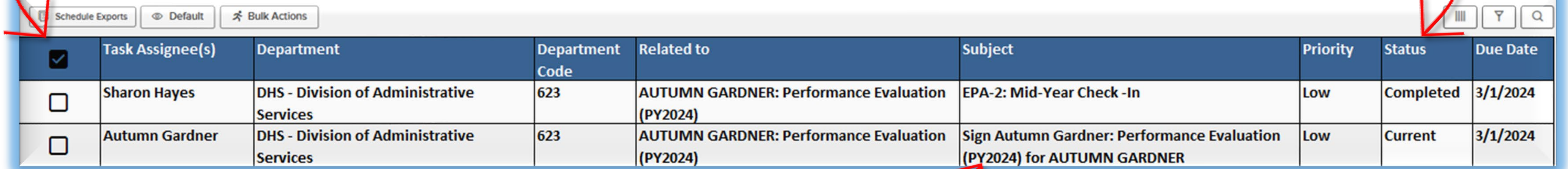
☑	Task Assignee(s)	Department	Department Code	Related to	Subject	Priority	Status	Due Date
☑	Sharon Hayes	DHS - Division of Administrative Services	623	AUTUMN GARDNER: Performance Evaluation (PY2024)	EPA-2: Mid-Year Check -In	Low	Completed	3/1/2024
☑	Autumn Gardner	DHS - Division of Administrative Services	623	AUTUMN GARDNER: Performance Evaluation (PY2024)	Sign Autumn Gardner: Performance Evaluation (PY2024) for AUTUMN GARDNER	Low	Current	3/1/2024

From there, choose the preferred export format

Understanding the Evaluation Status Details

Task Assignee(s): the person responsible for the next step in the EPA process

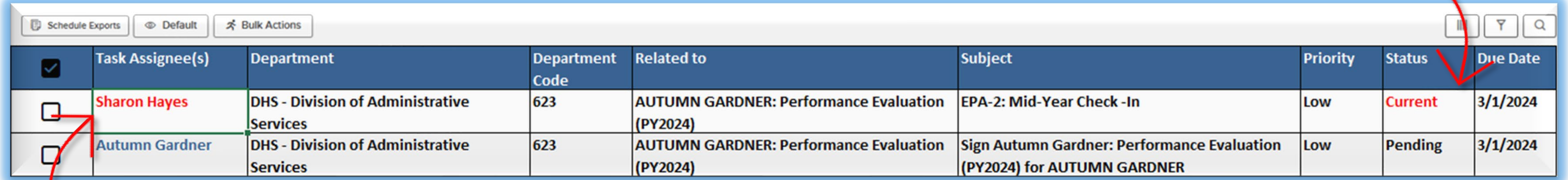
Status: Completed or Current (still pending)



☑	Task Assignee(s)	Department	Department Code	Related to	Subject	Priority	Status	Due Date
☐	Sharon Hayes	DHS - Division of Administrative Services	623	AUTUMN GARDNER: Performance Evaluation (PY2024)	EPA-2: Mid-Year Check -In	Low	Completed	3/1/2024
☐	Autumn Gardner	DHS - Division of Administrative Services	623	AUTUMN GARDNER: Performance Evaluation (PY2024)	Sign Autumn Gardner: Performance Evaluation (PY2024) for AUTUMN GARDNER	Low	Current	3/1/2024

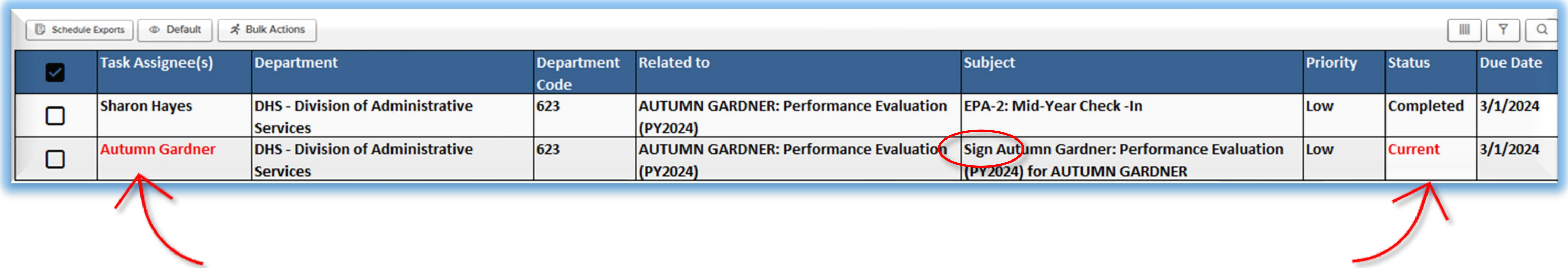
Subject: EPA level

The word **Current** under the **Status** column indicates the level at which the EPA currently resides



☑	Task Assignee(s)	Department	Department Code	Related to	Subject	Priority	Status	Due Date
☐	Sharon Hayes	DHS - Division of Administrative Services	623	AUTUMN GARDNER: Performance Evaluation (PY2024)	EPA-2: Mid-Year Check -In	Low	Current	3/1/2024
☐	Autumn Gardner	DHS - Division of Administrative Services	623	AUTUMN GARDNER: Performance Evaluation (PY2024)	Sign Autumn Gardner: Performance Evaluation (PY2024) for AUTUMN GARDNER	Low	Pending	3/1/2024

This EPA is currently at the manager’s level

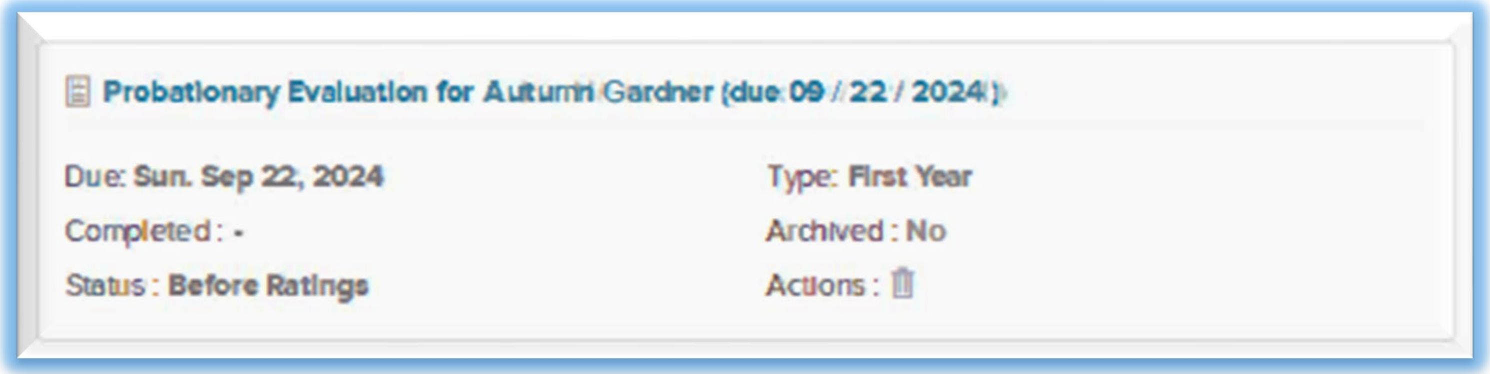


☑	Task Assignee(s)	Department	Department Code	Related to	Subject	Priority	Status	Due Date
☐	Sharon Hayes	DHS - Division of Administrative Services	623	AUTUMN GARDNER: Performance Evaluation (PY2024)	EPA-2: Mid-Year Check -In	Low	Completed	3/1/2024
☐	Autumn Gardner	DHS - Division of Administrative Services	623	AUTUMN GARDNER: Performance Evaluation (PY2024)	Sign Autumn Gardner: Performance Evaluation (PY2024) for AUTUMN GARDNER	Low	Current	3/1/2024

This EPA is at the employee’s level to sign

TYPES OF EVALUATIONS

Probationary Evaluation



Probationary Evaluation for Autumn Gardner (due 09 / 22 / 2024)

Due: Sun. Sep 22, 2024
Completed : -
Status : Before Ratings

Type: First Year
Archived : No
Actions : 🗑

Probationary Performance Appraisal: A formal performance rating completed 30 days ***prior*** to the end of a 6-months or 12-months probationary period

Probationary Evaluation Timeline

EPA 1 : Setting goals and performance expectations

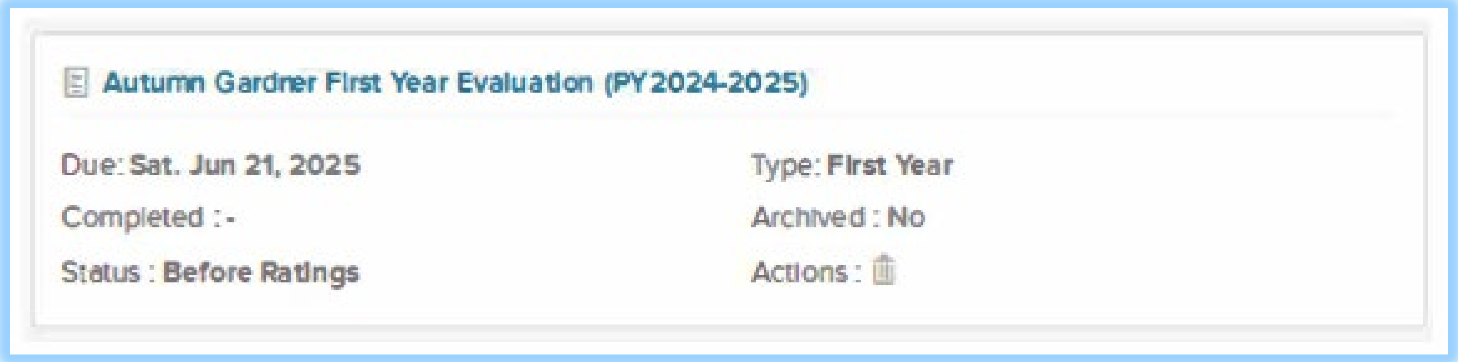
EPA 2 : Mid-year check-in; gives feedback on how the employee is doing and how they can improve

EPA 3 : Final review and formal rating of employee performance over the entire 12-month performance rating period

Probationary EPA must be completed 4 weeks or 30 days before the end of a new hire's probationary period

Non-uniform probationary period = 6 months
Uniform probationary period = 12 months

First Year Evaluation



Autumn Gardner First Year Evaluation (PY2024-2025)

Due: Sat. Jun 21, 2025

Completed : -

Status : Before Ratings

Type: First Year

Archived : No

Actions :

First-Year Performance Rating Period: A 12-month performance rating period established by the position start date

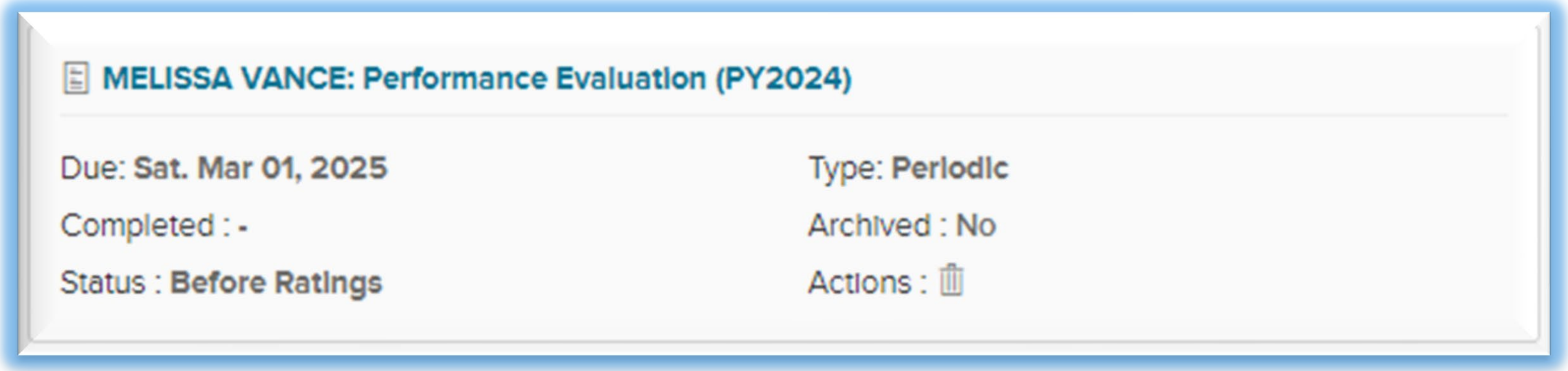
First Year Evaluation Timeline

EPA 1 : will be completed within 30 days of the new hire's start date

EPA 2 : will be completed within 6 months of the new hire's start date

EPA 3 : will be completed within 12 months of the new hire's start date

Annual Performance Evaluation



MELISSA VANCE: Performance Evaluation (PY2024)

Due: **Sat. Mar 01, 2025**

Completed : **-**

Status : **Before Ratings**

Type: **Periodic**

Archived : No

Actions : 🗑

Annual Performance Evaluation: The regularly scheduled annual performance rating period beginning January 1 of every year

Annual Performance Evaluation Timeline

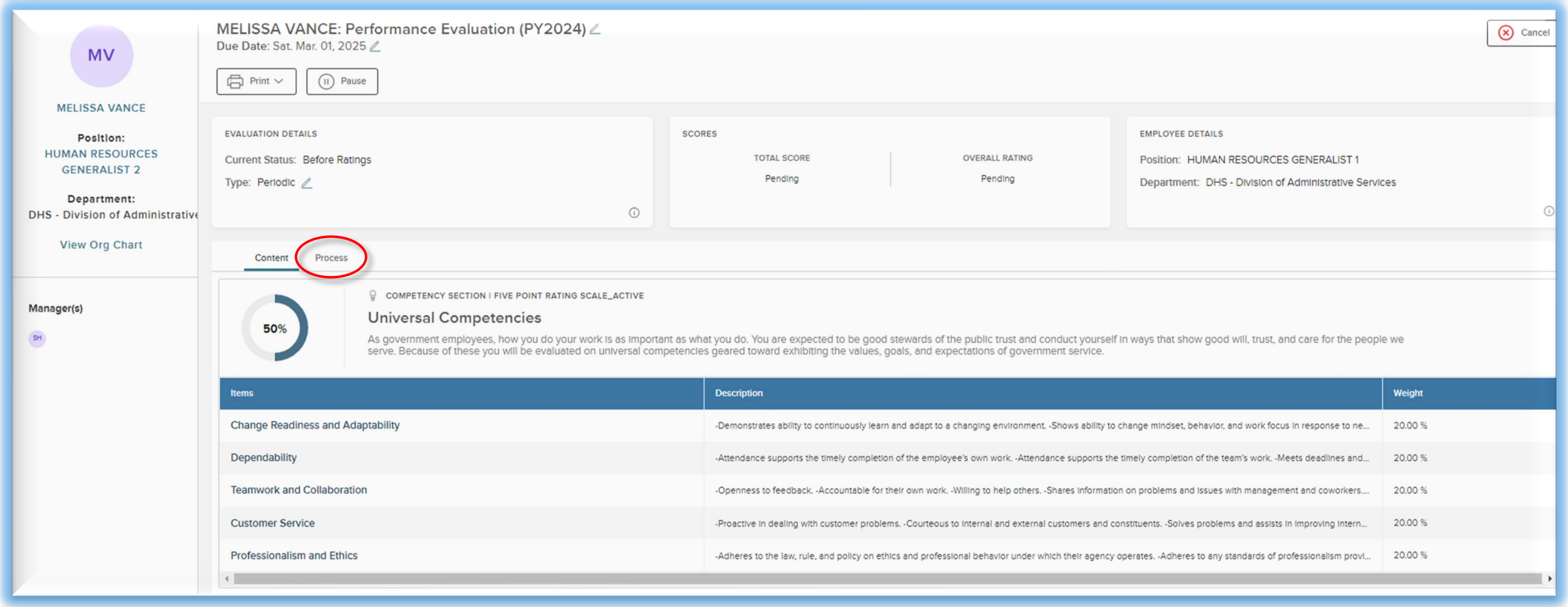
EPA 1 : will be completed between January 1st and March 1st

EPA 2 : will be completed between July 1st and August 30th

EPA 3 : will be completed between December 1st and March 2nd

UPDATING SUPERVISORS IN EMPLOYEE’S EPA

When an employee is assigned a new supervisor, changes must be made under the **Process** tab



MELISSA VANCE

Position: HUMAN RESOURCES GENERALIST 2

Department: DHS - Division of Administrative

View Org Chart

Manager(s)

SH

MELISSA VANCE: Performance Evaluation (PY2024)

Due Date: Sat. Mar. 01, 2025

EVALUATION DETAILS

Current Status: Before Ratings

Type: Periodic

SCORES

TOTAL SCORE	OVERALL RATING
Pending	Pending

EMPLOYEE DETAILS

Position: HUMAN RESOURCES GENERALIST 1

Department: DHS - Division of Administrative Services

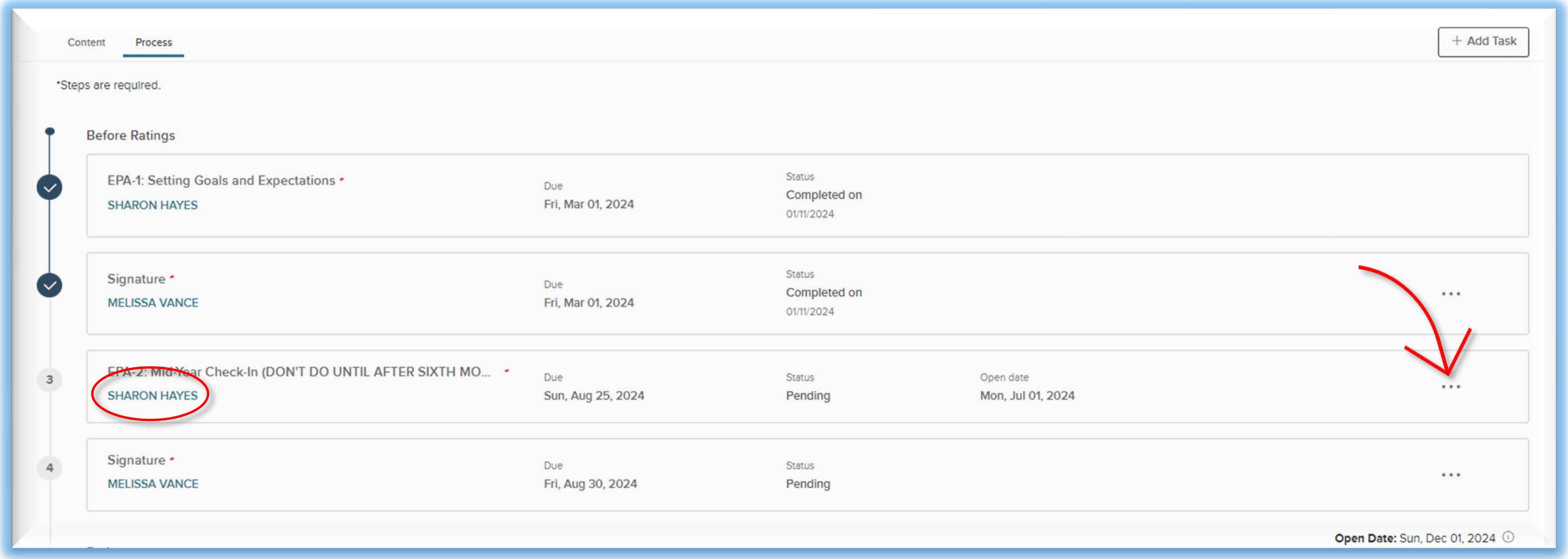
COMPETENCY SECTION I FIVE POINT RATING SCALE_ACTIVE

Universal Competencies

As government employees, how you do your work is as important as what you do. You are expected to be good stewards of the public trust and conduct yourself in ways that show good will, trust, and care for the people we serve. Because of these you will be evaluated on universal competencies geared toward exhibiting the values, goals, and expectations of government service.

Items	Description	Weight
Change Readiness and Adaptability	-Demonstrates ability to continuously learn and adapt to a changing environment. -Shows ability to change mindset, behavior, and work focus in response to ne...	20.00 %
Dependability	-Attendance supports the timely completion of the employee's own work. -Attendance supports the timely completion of the team's work. -Meets deadlines and...	20.00 %
Teamwork and Collaboration	-Openness to feedback. -Accountable for their own work. -Willing to help others. -Shares information on problems and issues with management and coworkers....	20.00 %
Customer Service	-Proactive in dealing with customer problems. -Courteous to internal and external customers and constituents. -Solves problems and assists in improving intern...	20.00 %
Professionalism and Ethics	-Adheres to the law, rule, and policy on ethics and professional behavior under which their agency operates. -Adheres to any standards of professionalism provi...	20.00 %

Click on the three dots (•••) next to the supervisor's steps



*Steps are required.

Before Ratings

EPA-1: Setting Goals and Expectations *
SHARON HAYES
Due Fri, Mar 01, 2024
Status Completed on 01/11/2024

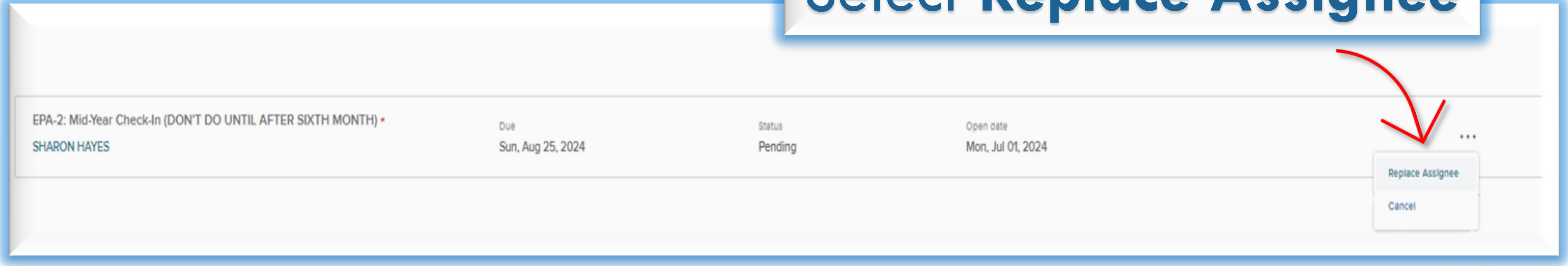
Signature *
MELISSA VANCE
Due Fri, Mar 01, 2024
Status Completed on 01/11/2024

3 EPA-2: Mid-Year Check-In (DON'T DO UNTIL AFTER SIXTH MO... *
SHARON HAYES
Due Sun, Aug 25, 2024
Status Pending
Open date Mon, Jul 01, 2024

4 Signature *
MELISSA VANCE
Due Fri, Aug 30, 2024
Status Pending

Open Date: Sun, Dec 01, 2024

Select **Replace Assignee**



EPA-2: Mid-Year Check-In (DON'T DO UNTIL AFTER SIXTH MONTH) •

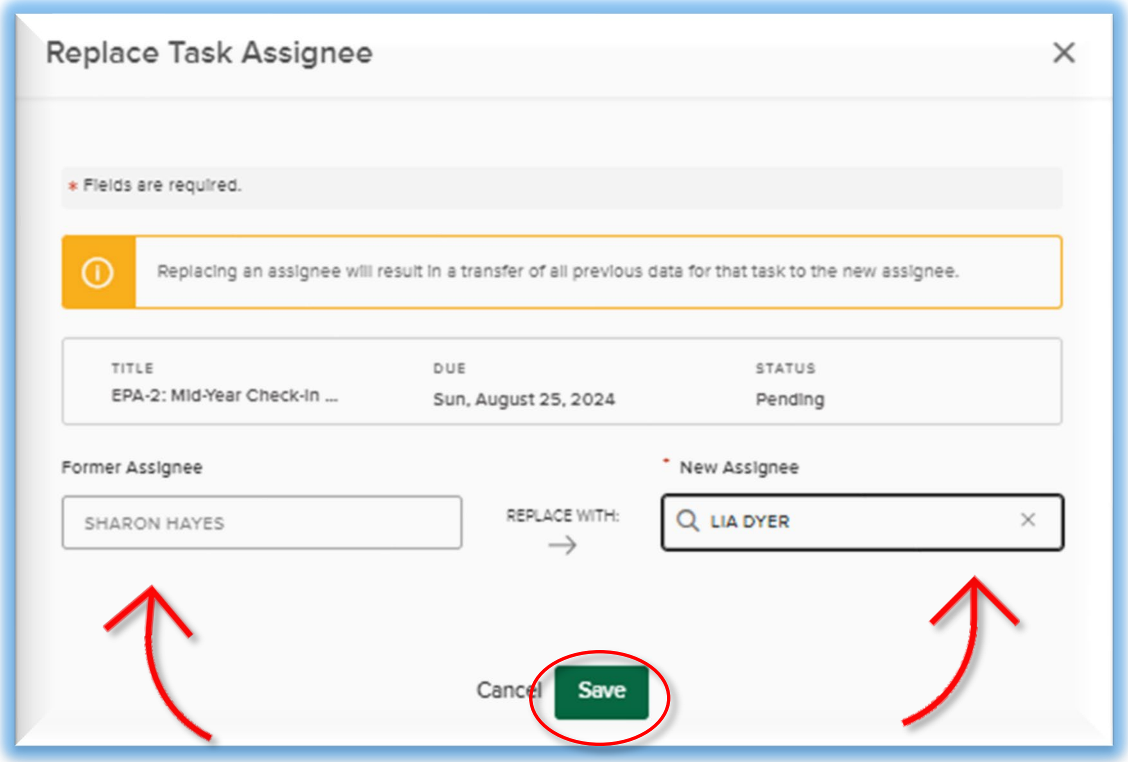
SHARON HAYES

Due
Sun, Aug 25, 2024

Status
Pending

Open date
Mon, Jul 01, 2024

...
Replace Assignee
Cancel



Replace Task Assignee

* Fields are required.

Replacing an assignee will result in a transfer of all previous data for that task to the new assignee.

TITLE	DUE	STATUS
EPA-2: Mid-Year Check-In ...	Sun, August 25, 2024	Pending

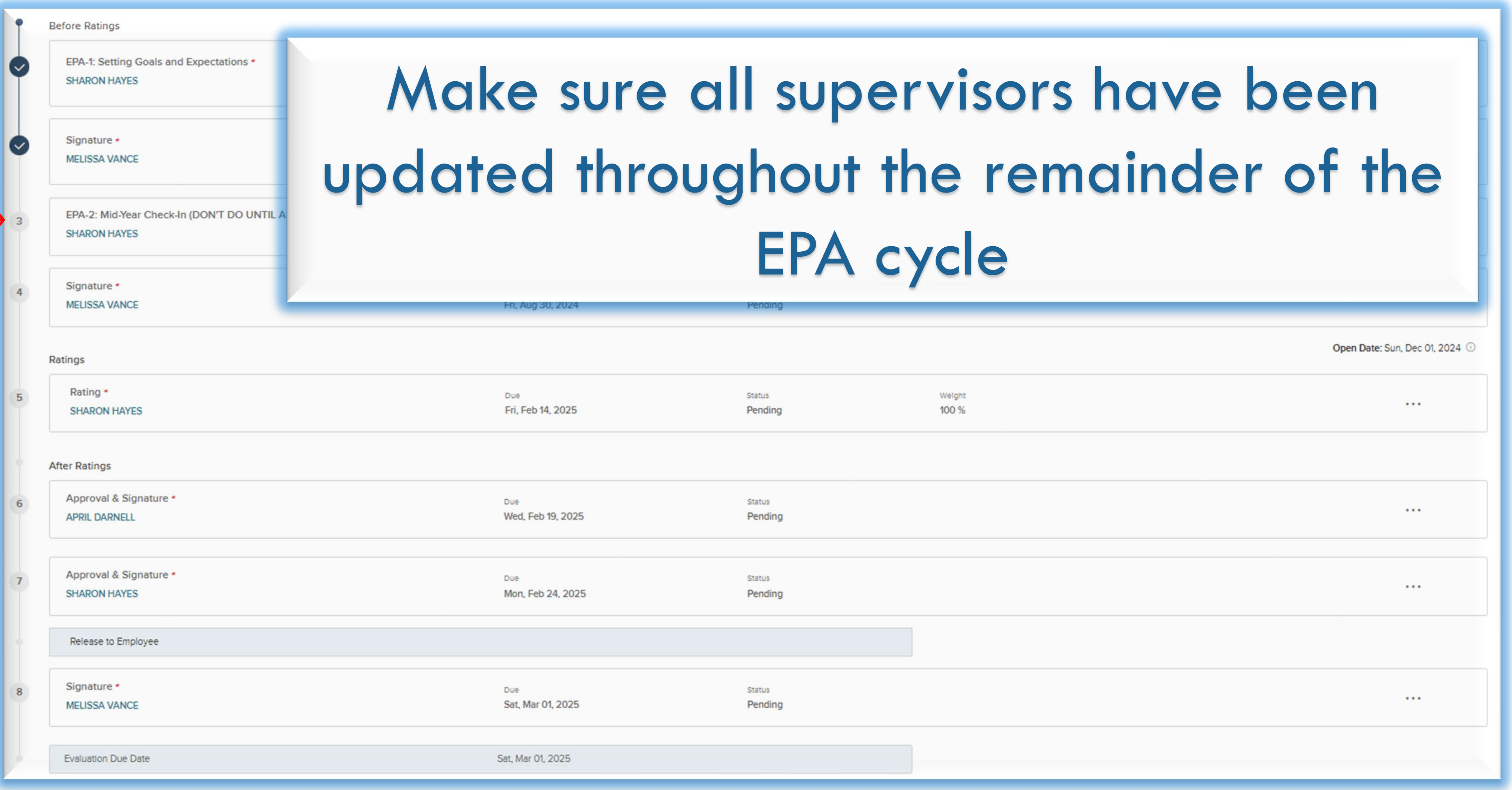
Former Assignee: SHARON HAYES

REPLACE WITH: →

* New Assignee: LIA DYER

Replace **Former Assignee** with **New Assignee** and select **Save**

Make sure all supervisors have been updated throughout the remainder of the EPA cycle



Before Ratings

EPA-1: Setting Goals and Expectations *
SHARON HAYES

Signature *
MELISSA VANCE

3 EPA-2: Mid-Year Check-In (DON'T DO UNTIL A
SHARON HAYES

4 Signature *
MELISSA VANCE
Fri, Aug 30, 2024
Pending

Ratings

Open Date: Sun, Dec 01, 2024

	Due	Status	Weight
5 Rating * SHARON HAYES	Fri, Feb 14, 2025	Pending	100 %

After Ratings

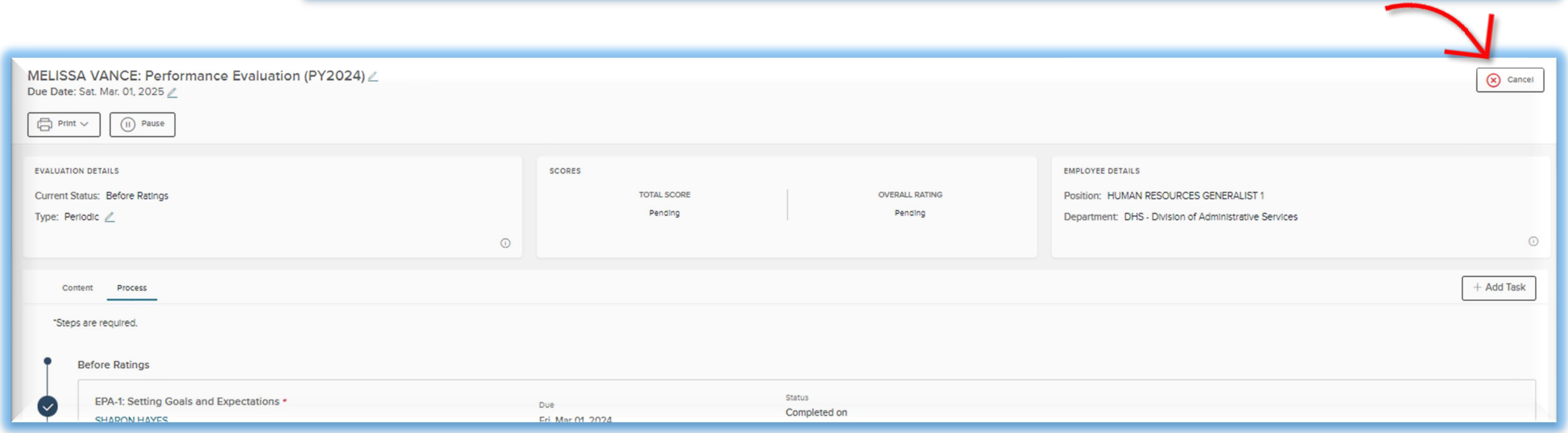
	Due	Status
6 Approval & Signature * APRIL DARNELL	Wed, Feb 19, 2025	Pending
7 Approval & Signature * SHARON HAYES	Mon, Feb 24, 2025	Pending

Release to Employee

	Due	Status
8 Signature * MELISSA VANCE	Sat, Mar 01, 2025	Pending

Evaluation Due Date Sat, Mar 01, 2025

If an employee is changing position numbers, their current EPA will need to be cancelled



MELISSA VANCE: Performance Evaluation (PY2024)
Due Date: Sat. Mar. 01, 2025

EVALUATION DETAILS
Current Status: Before Ratings
Type: Periodic

SCORES

TOTAL SCORE	OVERALL RATING
Pending	Pending

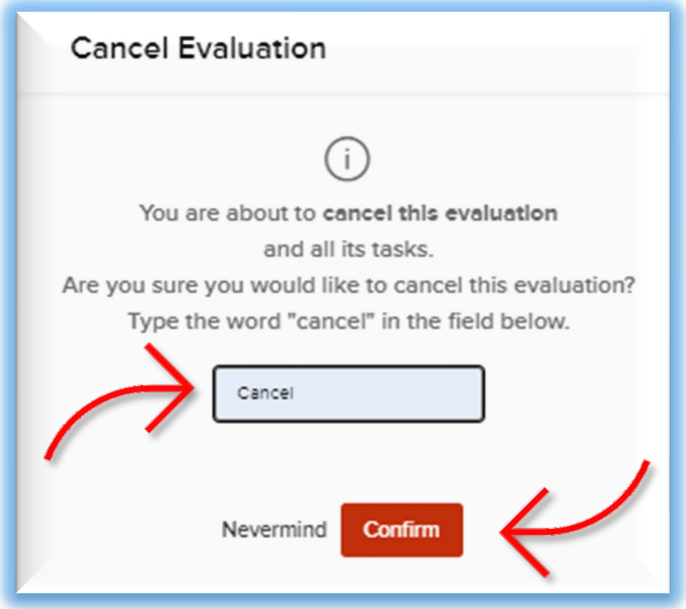
EMPLOYEE DETAILS
Position: HUMAN RESOURCES GENERALIST 1
Department: DHS - Division of Administrative Services

*Steps are required.

Before Ratings

	Due	Status
EPA-1: Setting Goals and Expectations * SHARON HAYES	Fri, Mar 01, 2024	Completed on

Type **Cancel** when prompted, then select **Confirm**



Cancel Evaluation

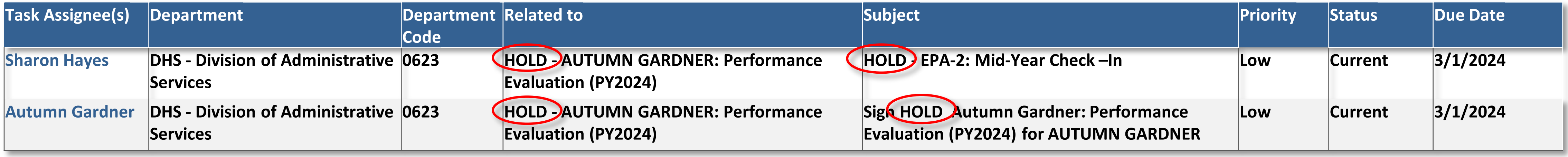
You are about to **cancel this evaluation** and all its tasks.
Are you sure you would like to cancel this evaluation?
Type the word "cancel" in the field below.

Within 24 hours a new EPA cycle to support the new position requirements

EPA – LEGAL HOLDS

All legal holds must be submitted by the Division of Administrative Services

DAS must be able to verify that the appropriate documentation has been received to support the legal hold



Task Assignee(s)	Department	Department Code	Related to	Subject	Priority	Status	Due Date
Sharon Hayes	DHS - Division of Administrative Services	0623	HOLD - AUTUMN GARDNER: Performance Evaluation (PY2024)	HOLD - EPA-2: Mid-Year Check –In	Low	Current	3/1/2024
Autumn Gardner	DHS - Division of Administrative Services	0623	HOLD - AUTUMN GARDNER: Performance Evaluation (PY2024)	Sign HOLD Autumn Gardner: Performance Evaluation (PY2024) for AUTUMN GARDNER	Low	Current	3/1/2024

A new Hold request will be required for each EPA cycle if employee has not returned to duty

A legal hold can be for a:

- Medical Leave of Absence
- FMLA
- Military Leave
- Workers' Compensation
- Parental Leave
- Personal Leave of Absence
- Suspension Pending Investigation
- Unauthorized Leave

DOP will place all approved EPAs on hold status

Steps to request a legal hold:

Step 1: Send the request through the DAS HR Request Form

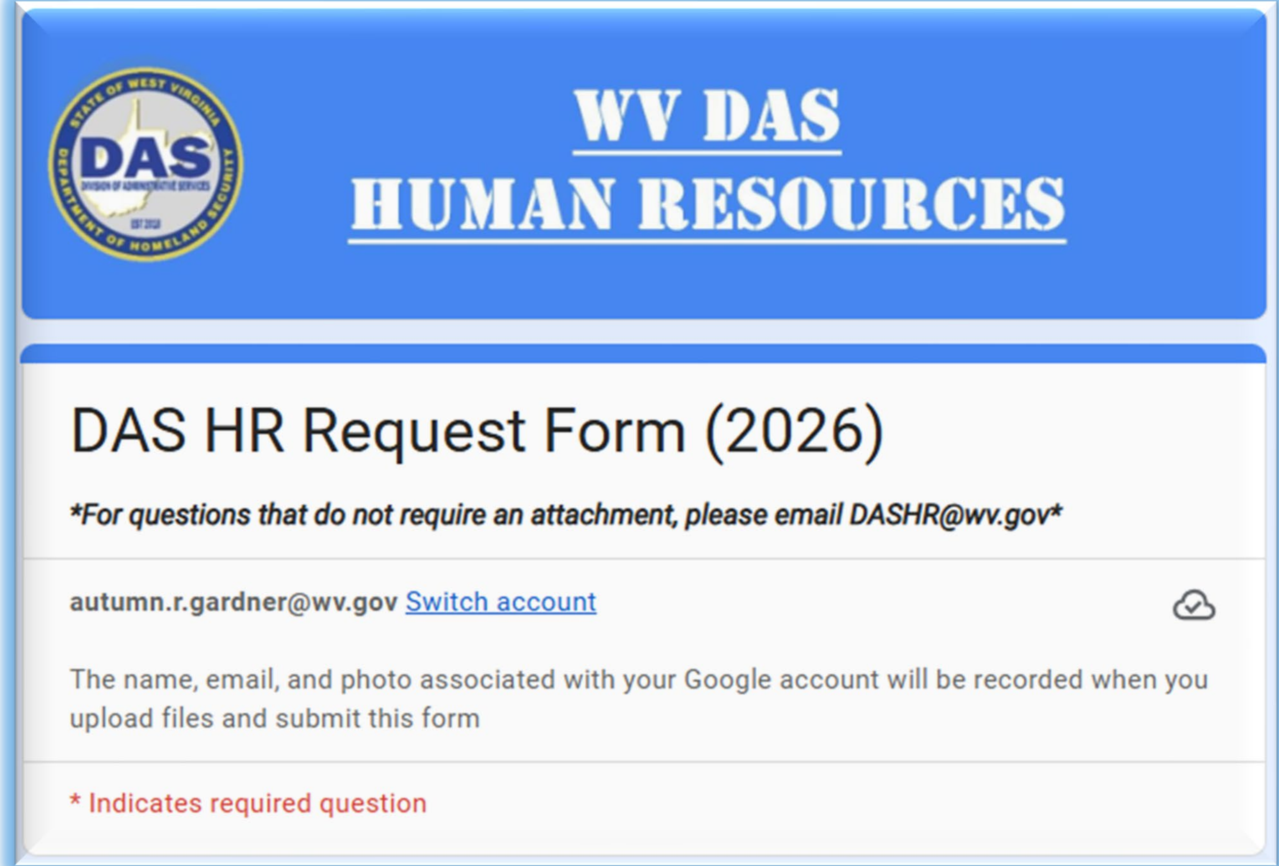
Step 2: Attach the back-up documentation

Step 3: DAS will submit the request to DOP on your behalf

Step 4: DAS will forward DOP's approval email when the request is approved

Step 5: DAS will inform you if DOP rejects the request

A new Hold request will be required for each EPA cycle if employee has not returned to duty https://docs.google.com/forms/d/e/1FAIpQLSefenl2l8g9XQocvJnGzA_aLyG7eMwIM9X9muSqMJDBgIJSpg/viewform


STATE OF WEST VIRGINIA
DAS
DIVISION OF ADMINISTRATIVE SERVICES
DEPARTMENT OF HOMELAND SECURITY

WV DAS

HUMAN RESOURCES

DAS HR Request Form (2026)

For questions that do not require an attachment, please email DASHR@wv.gov

autumn.r.gardner@wv.gov Switch account

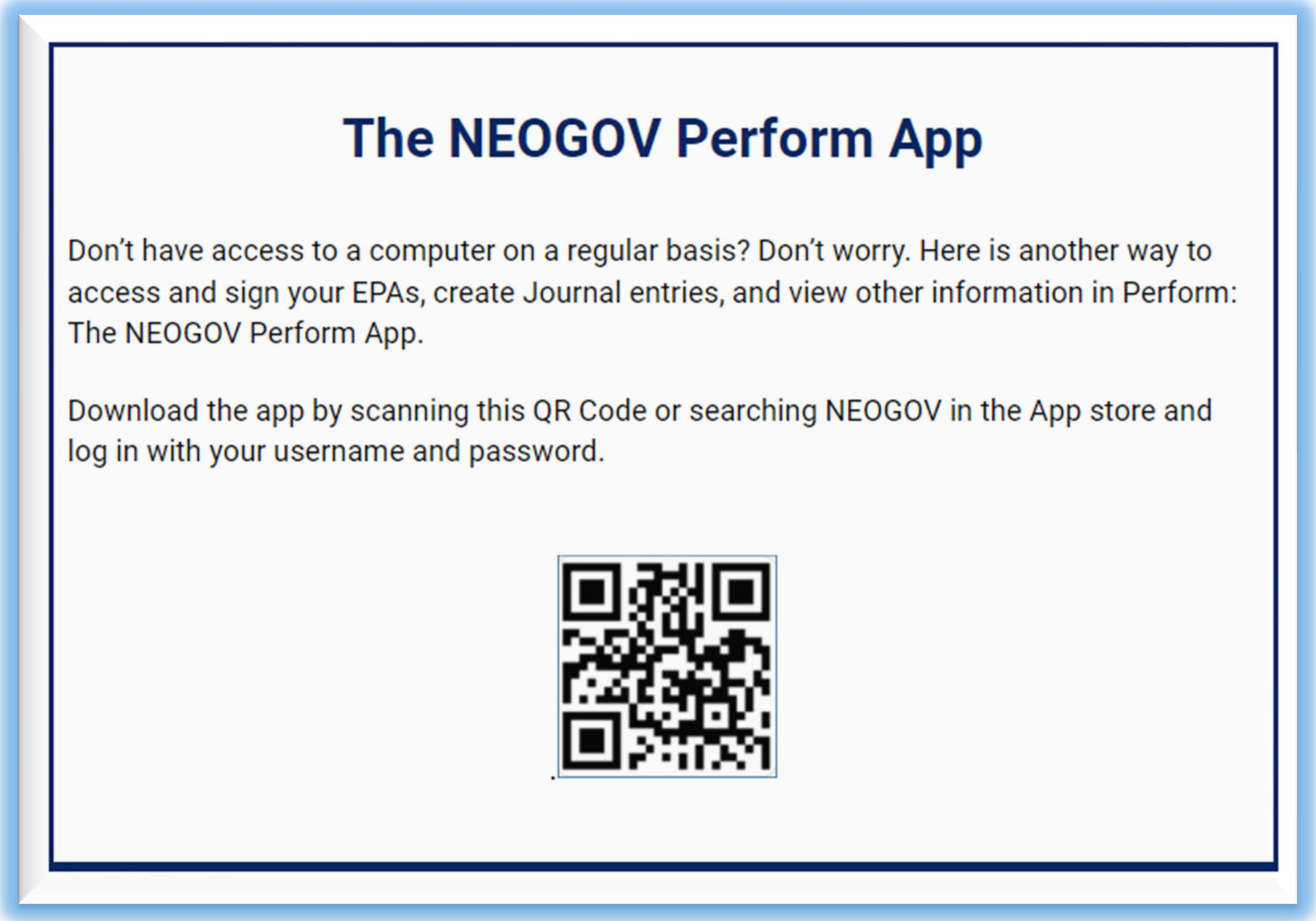
The name, email, and photo associated with your Google account will be recorded when you upload files and submit this form

* Indicates required question

ADDITIONAL INFORMATION

Performance Improvement Plan (PIP) : it is strongly recommended that supervisors develop a written PIP for an employee whose evaluation overall rating is less than 3.00 (Meets Expectations) or in any situation in which the employee's performance is not meeting expectations throughout the performance year

"Non-compliance with any section of this policy shall result in the employee becoming ineligible for discretionary pay increases for which an EPA is required" - DOP



The NEOGOV Perform App

Don't have access to a computer on a regular basis? Don't worry. Here is another way to access and sign your EPAs, create Journal entries, and view other information in Perform: The NEOGOV Perform App.

Download the app by scanning this QR Code or searching NEOGOV in the App store and log in with your username and password.

CONTACT US

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