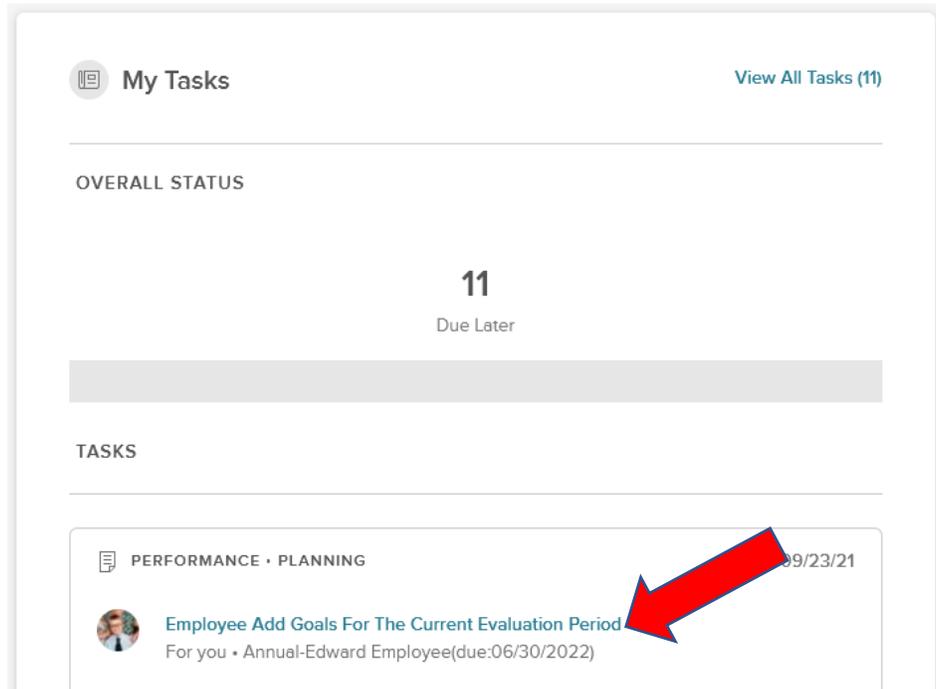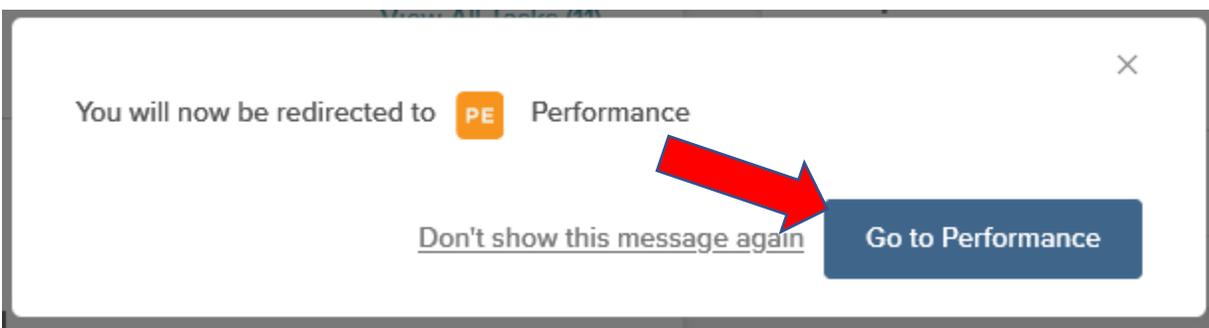# Yavapai College Performance Management
EMPLOYEE Entering Goals in My Perform

1. Log into your YC portal

2. Open the Employees card and select My Perform

3. In the My Tasks section, click on the blue link titled, "Employee Add Goals for the Current Evaluation Period"
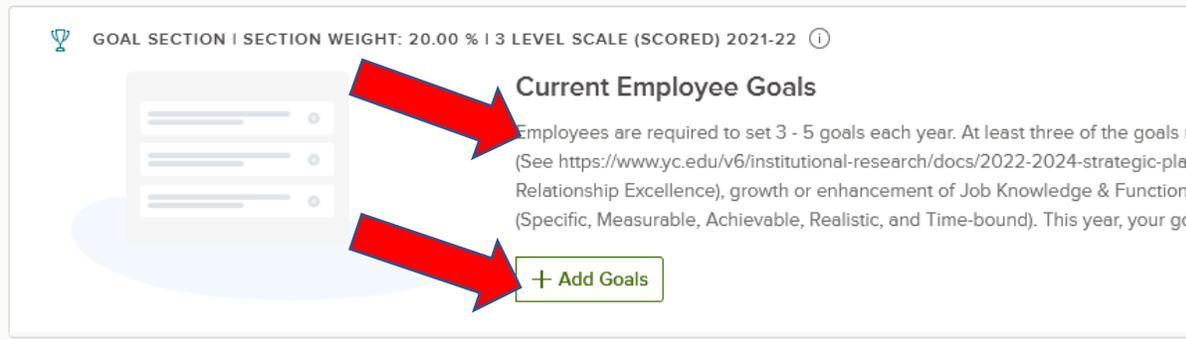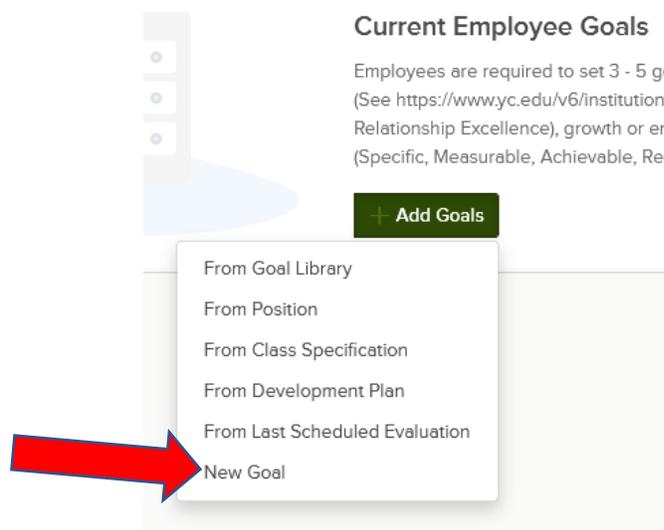

4. Click on Go to Performance

5. In the Goal Section, read the Current Employee Goals information and then click on Add

   Goals

6. From the drop-down menu, select New Goal

7. Enter the Goal Name, Category (from the drop-down menu) and a description (you do not need to fill in Goal Due Date)

8. Click on Save in the top right corner

9. To add additional Goals, click on Add Goals on top right

10. Repeat steps 6-8.

11. When you are done adding Goals, click on Submit Content on the left
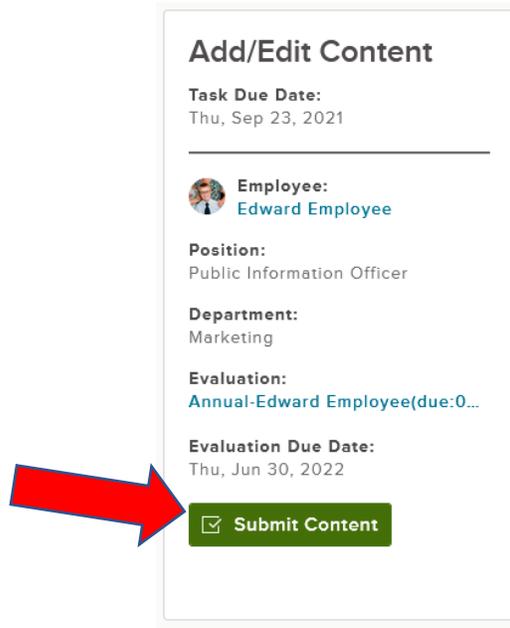
12. On the Submit Content window, click on Yes, I'm Finished

13. From the evaluation page, you can scroll down to see the Goals you just added and click on any of them to see the details

14. You can also view or print the whole evaluation by clicking on Print at the top and selecting Print Preview

15. Click on Dashboard at the top to return to the main Dashboard

16. You can always view your evaluation from the main Dashboard by selecting Performance on the left menu, then the My Evaluations tab

17. Click on the blue title "Annual-[Your Name](due:[date])"

18. Click on Go to Performance

19. As in steps 13-14, you can to view your Goals by scrolling to the Current Employee Goals section or by clicking on Print and selecting Print Preview

20. If you submit your Goals and need to edit them prior to your supervisor approving them, ask your supervisor to pause your evaluation and then you can edit your goals by following these steps

    a.   In employee's main Dashboard, select Performance from the left menu

    b.   Click on the My Evaluations tab

    c.   Click on the evaluation title

    d.   Select Go to Performance

    e.   Scroll down to the Current Employee Goals section

    f.   Edit or delete goals by clicking on the pencil or X icons to the right of the goals

    g.   Add new goals by clicking on Add Items…New Goal

    h.   Exit evaluation and let supervisor know that the goals have been revised

21. Anytime during the year, you can view the steps in the evaluation process by selecting Performance from the left menu, then the My Evaluations tab
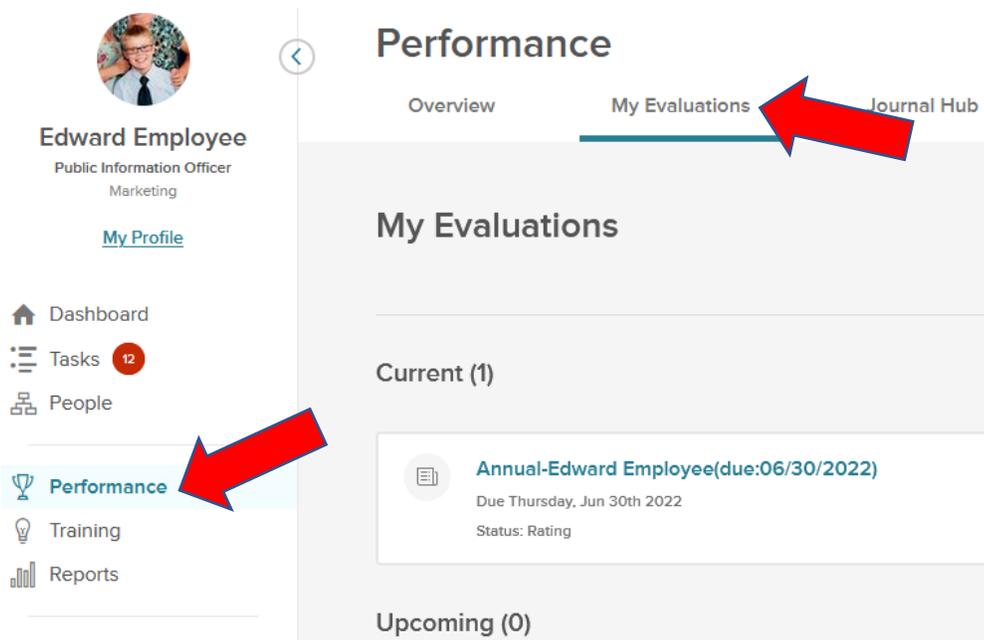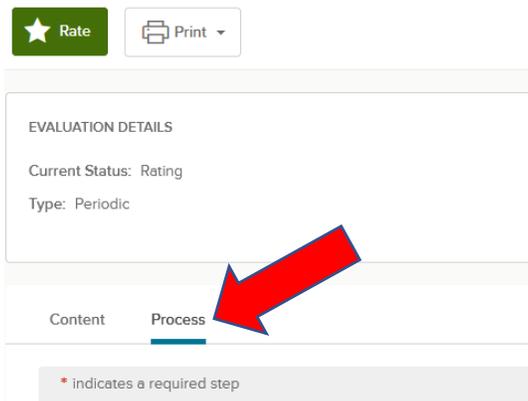
22. Click on the evaluation title, then Go to Performance
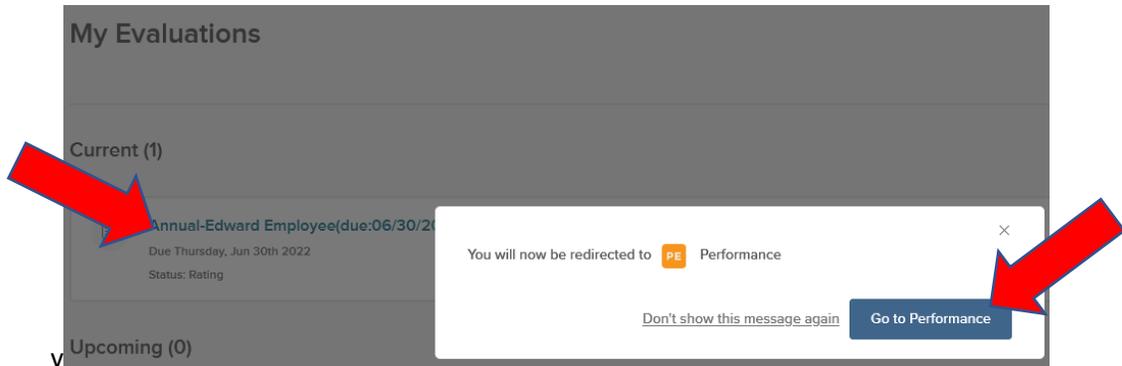
23. Select the Process tab

24. The blue dots with the check indicate that the step is complete (see Status column) and the green circle indicates the current/next step in the process and the due date in the Status column (red circles indicate that the step is overdue)