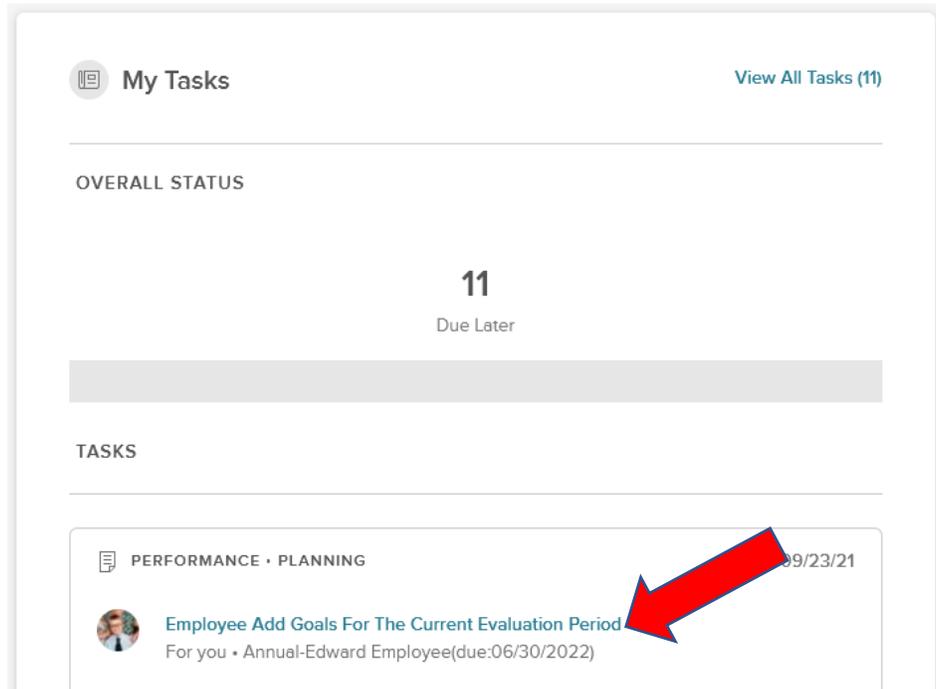
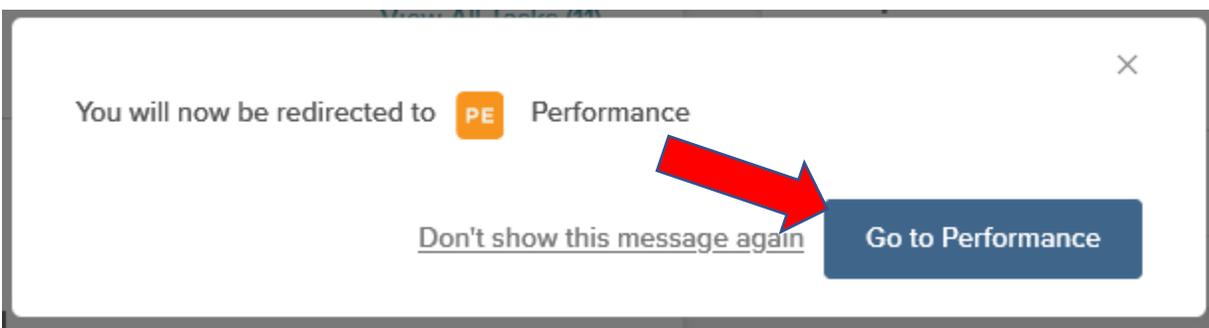


Yavapai College Performance Management EMPLOYEE Entering Goals in My Perform

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"

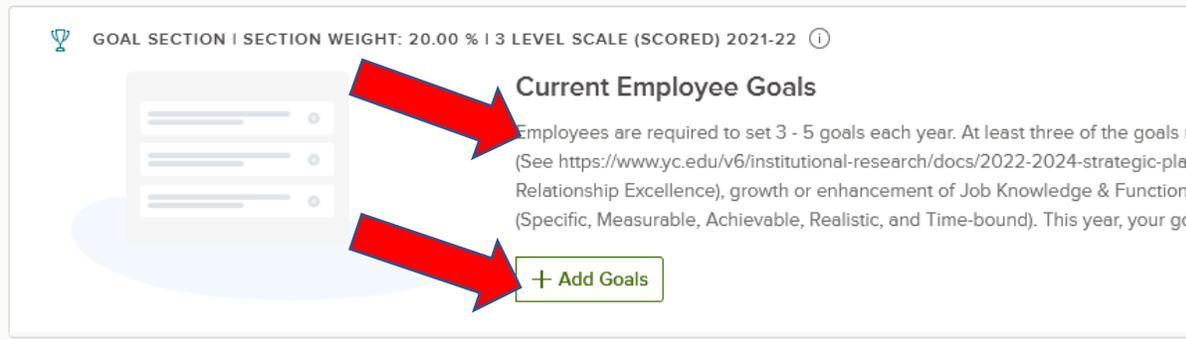


4. Click on Go to Performance

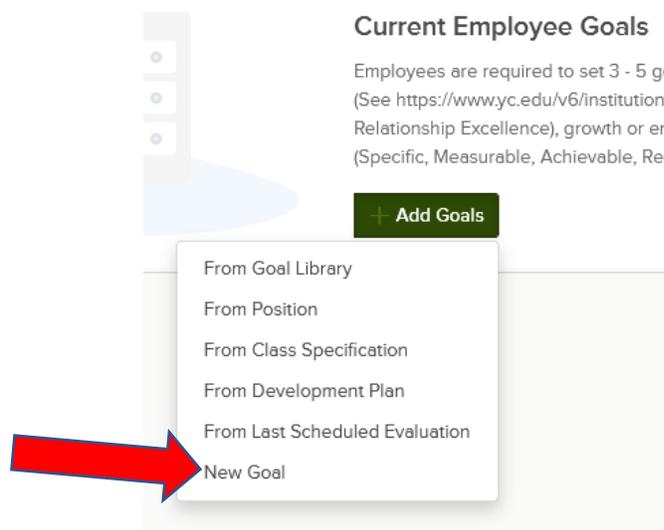


Yavapai College Performance Management EMPLOYEE Entering Goals in My Perform

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



Yavapai College Performance Management EMPLOYEE Entering Goals in My Perform

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

* Fields are required.

Goal Name *

Goal Due Date
select date (MM/DD/YYYY)

Category *

Description

New

Department Plan
Strategic Plan
Improvement Needed
Growth or Enhancement of Skills
YC Strategic Initiatives

8. Click on Save in the top right corner
9. To add additional Goals, click on Add Goals on top right

Edward Employee

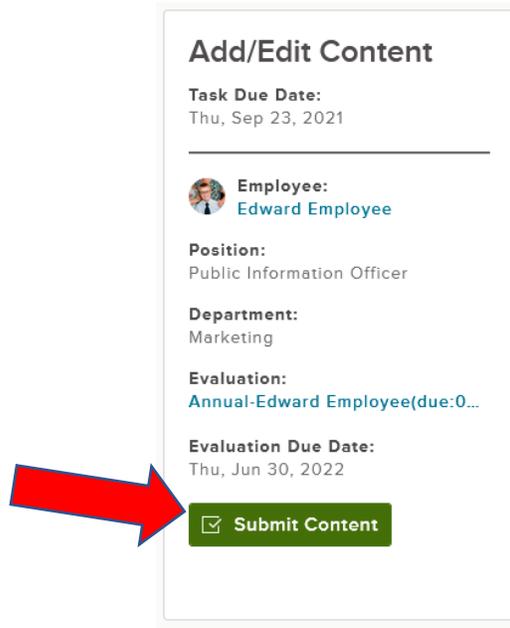
+ Add Goals

Weight

10. Repeat steps 6-8.

Yavapai College Performance Management EMPLOYEE Entering Goals in My Perform

11. When you are done adding Goals, click on Submit Content on the left



Add/Edit Content

Task Due Date:
Thu, Sep 23, 2021

Employee:
Edward Employee

Position:
Public Information Officer

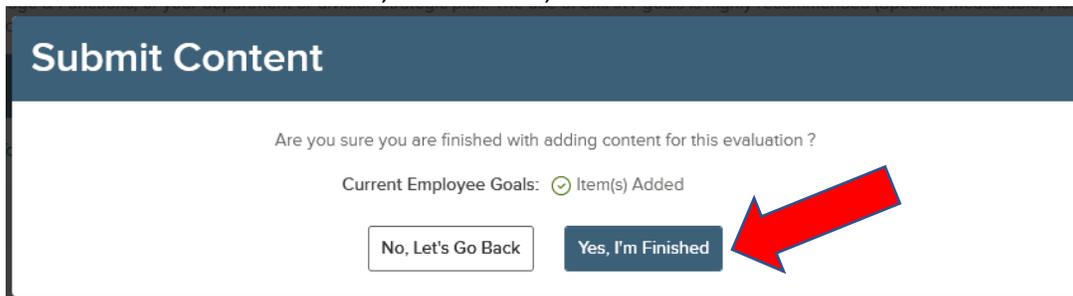
Department:
Marketing

Evaluation:
Annual-Edward Employee(due:0...

Evaluation Due Date:
Thu, Jun 30, 2022

Submit Content

12. On the Submit Content window, click on Yes, I'm Finished



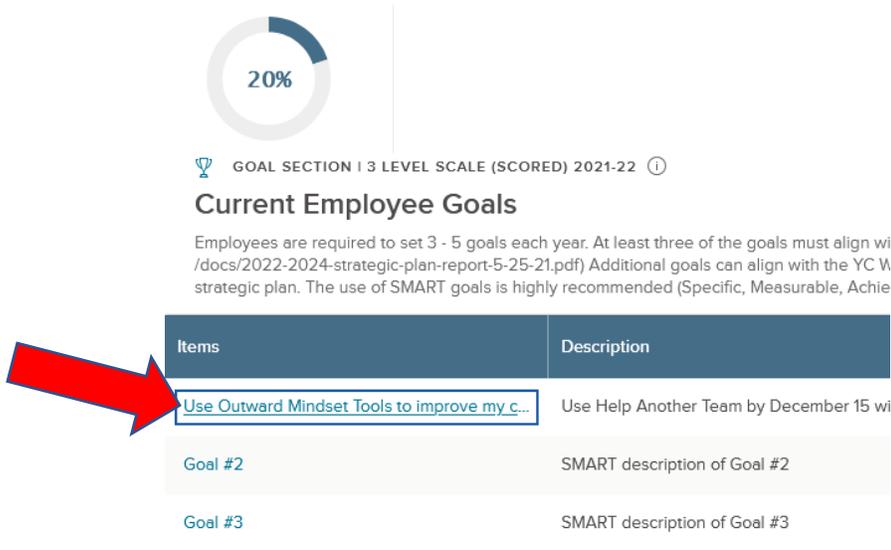
Submit Content

Are you sure you are finished with adding content for this evaluation ?

Current Employee Goals: Item(s) Added

Yavapai College Performance Management EMPLOYEE Entering Goals in My Perform

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



20%

GOAL SECTION 1 3 LEVEL SCALE (SCORED) 2021-22 ⓘ

Current Employee Goals

Employees are required to set 3 - 5 goals each year. At least three of the goals must align with /docs/2022-2024-strategic-plan-report-5-25-21.pdf) Additional goals can align with the YC W strategic plan. The use of SMART goals is highly recommended (Specific, Measurable, Achie

Items	Description
Use Outward Mindset Tools to improve my c...	Use Help Another Team by December 15 wi
Goal #2	SMART description of Goal #2
Goal #3	SMART description of Goal #3

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



Annual-Edward Employee(due:06/30/2021)

Due Date: Wed. Jun. 30, 2021

Check-In Print

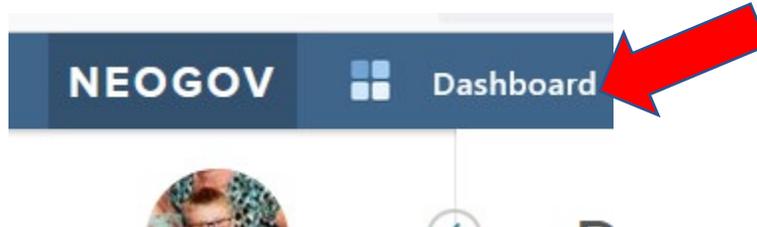
Print Preview
Prints all completed ratings based on the current user's security settings

Print Blank Form
Prints a blank version of the evaluation based on the current user's security settings

EVALUATION DETAILS

Current Status: Bef

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



NEO GOV Dashboard

Yavapai College Performance Management EMPLOYEE Entering Goals in My Perform

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

The screenshot shows the NEOGOV Performance Management interface. At the top, there is a navigation bar with 'NEO GOV', 'Dashboard', and a search bar. Below this is a user profile for 'Edward Employee', Public Information Officer in Marketing, with a 'My Profile' link. A left-hand navigation menu includes 'Dashboard', 'Tasks' (with a red notification badge showing '10'), 'People', 'Performance' (highlighted with a red arrow), 'Training', and 'Reports'. The main content area is titled 'Performance' and has three tabs: 'Overview', 'My Evaluations' (highlighted with a red arrow), and 'Journal Hub'. Under 'My Evaluations', there are sections for 'Current (0)' (with 'No records available') and 'Upcoming (1)'. The upcoming evaluation is titled 'Annual-Edward Employee(due:06/30/2022)' with a due date of 'Thursday, Jun 30th 2022' and a status of 'Before Ratings'.

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

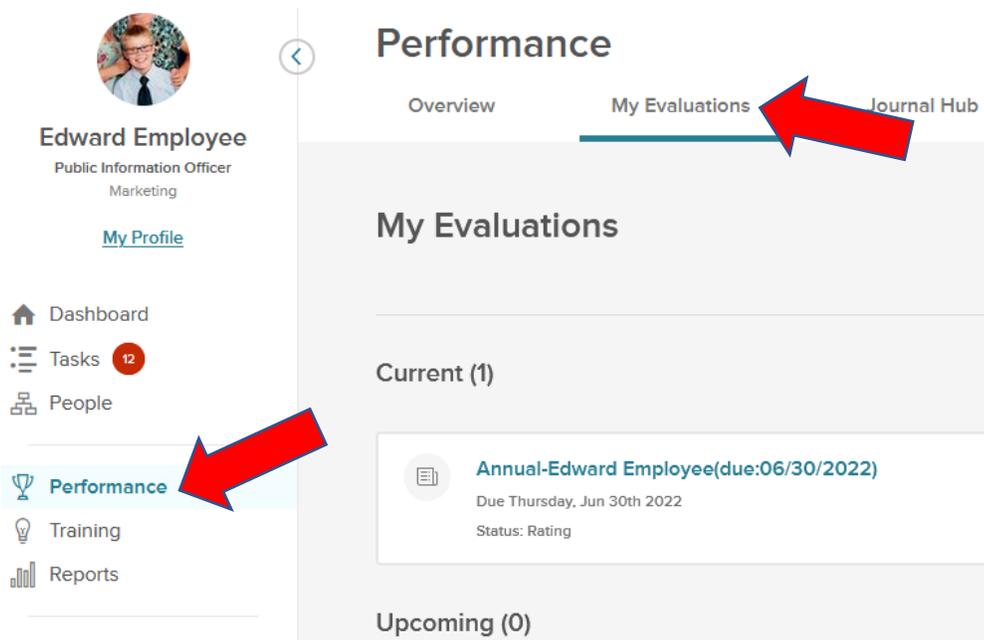
This is a close-up of the 'Upcoming (1)' section from the previous screenshot. It shows a single evaluation card with a blue title 'Annual-Edward Employee(due:06/30/2022)'. Below the title, it says 'Due Thursday, Jun 30th 2022' and 'Status: Before Ratings'. A red arrow points to the blue title text.

18. Click on Go to Performance

The screenshot shows a modal dialog box with a close button (X) in the top right corner. The text inside reads: 'You will now be redirected to PE Performance'. Below this text is a blue button labeled 'Go to Performance'. A red arrow points to the 'Go to Performance' button. At the bottom of the dialog, there is a link that says 'Don't show this message again'.

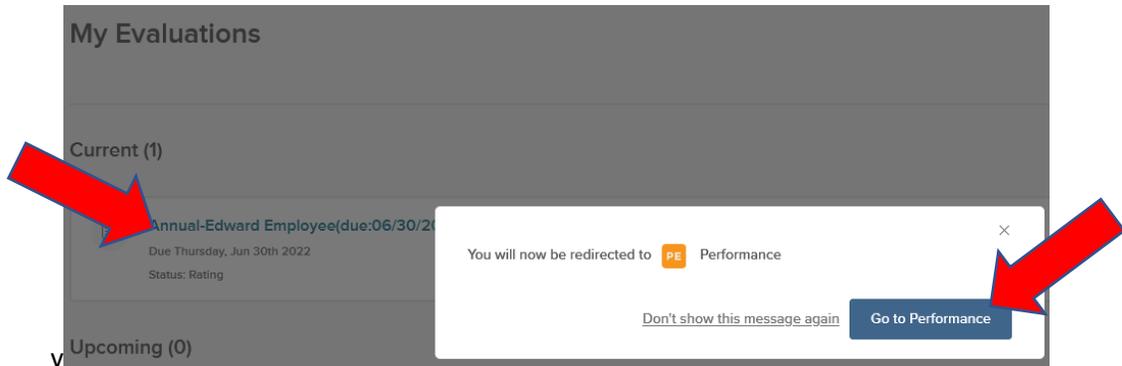
Yavapai College Performance Management EMPLOYEE Entering Goals in My Perform

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
- In employee's main Dashboard, select Performance from the left menu
 - Click on the My Evaluations tab
 - Click on the evaluation title
 - Select Go to Performance
 - Scroll down to the Current Employee Goals section
 - Edit or delete goals by clicking on the pencil or X icons to the right of the goals
 - Add new goals by clicking on Add Items...New Goal
 - 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



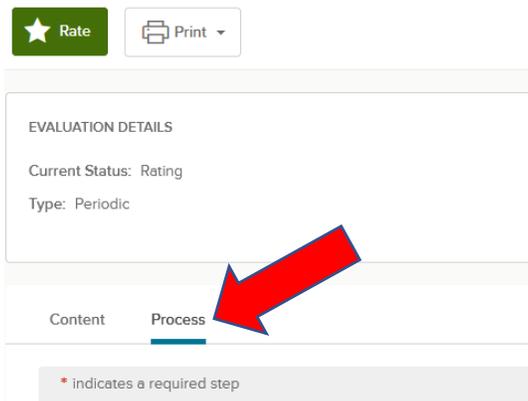
Yavapai College Performance Management EMPLOYEE Entering Goals in My Perform

22. Click on the evaluation title, then Go to Performance



23. Select the Process tab

Annual-Edward Employee(due:06/30/2022)
Due Date: Thu. Jun. 30, 2022



Yavapai College Performance Management EMPLOYEE Entering Goals in My Perform

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)

Content
Process

Before Ratings

Employee Add Goals For The Current Evaluation Period Edward Employee	Due Tue, Sep 29, 2020	Status Completed 09/24/2020	Step is required Yes
Signature Melody Manager	Due Wed, Sep 30, 2020	Status Current 09/24/2020	Step is required Yes
Midyear Check-in (optional) Edward Employee	Due Sat, Jan 30, 2021	Status Pending 09/23/2020	Step is required Yes