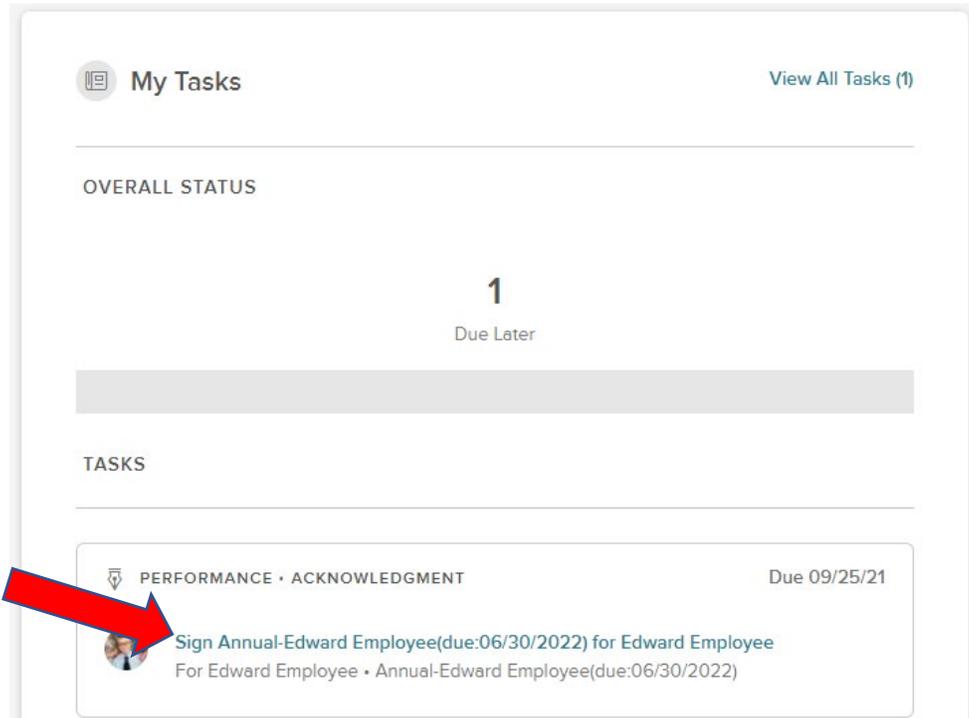
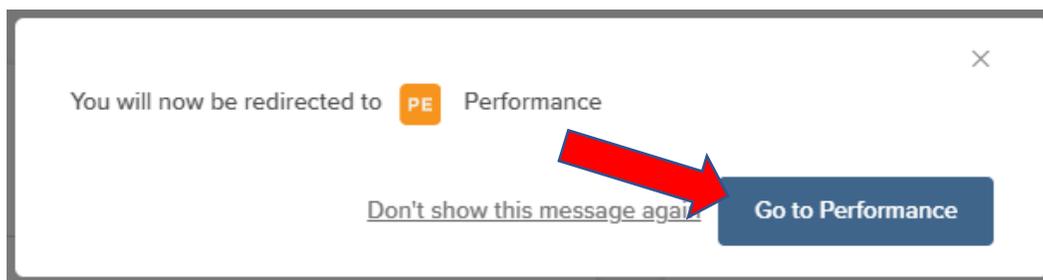


## Yavapai College Performance Management SUPERVISOR Approving Goals in My Perform

1. Log into your YC portal
2. Open the Employees card and select My Perform
3. In the My Tasks box, click on the Performance task titled, "Sign Annual – [Employee Name] (due [date]) for [Employee Name]"



4. Click on Go to Performance



# Yavapai College Performance Management SUPERVISOR Approving Goals in My Perform

- To review the Goals that the employee has entered, scroll down to the Current Employee Goals section

GOAL SECTION | TEXT ONLY

## Current Employee Goals

Employees are required to set at least one goal each year (recommended maximum of five goals). Goals can relate to the YC Way Competencies, growth or enhancement of skills, the YC mission/vision/strategic plan, improvements needed, and/or deficiencies addressed. The use of SMART goals is highly recommended (Specific, Measurable, Achievable, Realistic, and Time-bound). [Collapse Section](#)

Name	Description
Build project management skills by attending trainings to provide better service to my colleagues on the Marketing team	Attend 3 online and one in person project management trainings Online: Managing Projects (PMI) Online: How to Adapt Projects During COVID (PMI) Online: Implement a New Project Management software In person: PMI national conference 3/5-3/7
Developing Marketing communication strategy	Assess communication needs throughout the College Meet with Team to determine plan Design plan and share with Team Share approved plan with College

- If you approve these goals, click on the green Sign at the top right of the page

Acknowledgment Form [Go to Evaluation Deta](#)



Edward Employee  
Public Information Officer

EVALUATION NAME: Annual-Edward  
DUE DATE: Thu. Jun. 30, 2022  
Employee(due:06/30/2022)



- Click on Submit on the fly-out page and continue at Step #22

Sign

Cancel

Submit

Comments

Write comment here...

Please sign your name below

*Melody Manager*

Melody Manager

June 28, 2020

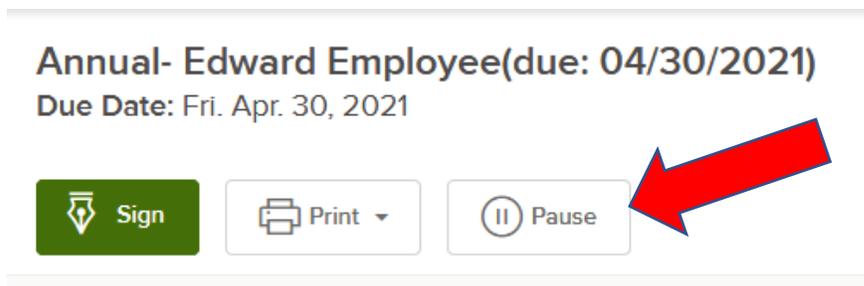
[Auto-generate](#) [Draw Signature](#)

## Yavapai College Performance Management SUPERVISOR Approving Goals in My Perform

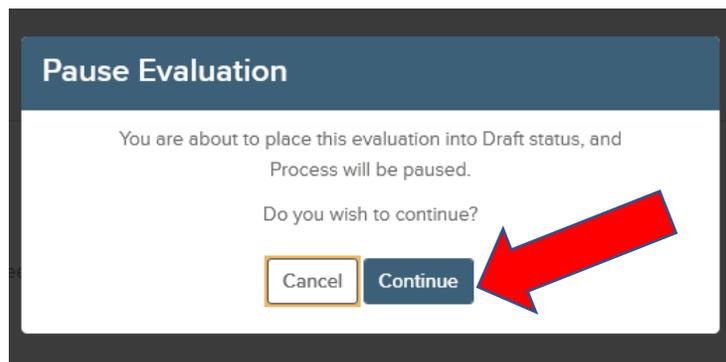
8. If you would like the employee to revise their goals, click on Go to Evaluation Details on the top right



9. On the next screen, click on pause, which will allow the employee to go back into NEOGOV Perform to revise his/her Goals



10. Click on Continue



11. Let your employee know that she/he can go into the evaluation and revise their goals following these steps (which are also in the Employee Entering Goals instructions)
- In employee's main Dashboard, select Performance from the left menu
  - Click on the My Evaluations tab
  - Click on the evaluation title

## Yavapai College Performance Management SUPERVISOR Approving Goals in My Perform

- 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

12. After the employee has revised the Goals, from your main Dashboard, select Performance from the left menu, and then the My Team's Evaluations tab

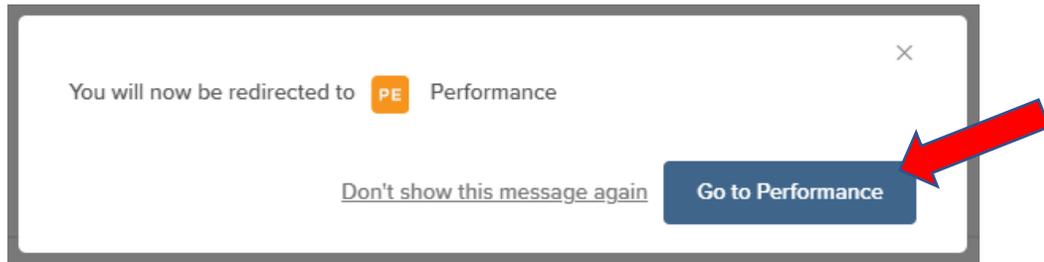
The screenshot displays the 'Performance' dashboard for Melody Manager, a Manager in Marketing. The left sidebar contains navigation options: Dashboard, Tasks, People, Performance (highlighted with a red arrow), Training, and Reports. The main content area is titled 'Performance' and has three tabs: Overview, My Evaluations, and My Team's Evaluations (highlighted with a red arrow). Below the tabs, the 'My Team's Evaluations (1)' section shows a summary with '1 Draft' and '0 Before Ratings'. There are 'Sort' and 'Filters' buttons. The 'All Evaluations' section lists one evaluation: 'Annual-Edward Employee(due:06/30/2022)' with a due date of 'Due Thursday, June 30, 2022'.

13. In the All Evaluations section, click on the evaluation title, which should indicate Status: Draft on the right

This close-up shows the evaluation entry from the previous screenshot. The title 'Annual-Edward Employee(due:06/30/2022)' is highlighted with a red arrow. To the right of the title, the name 'Edward Employee' is displayed with a small profile icon, and a 'Draft' status tag is visible, also highlighted with a red arrow.

## Yavapai College Performance Management SUPERVISOR Approving Goals in My Perform

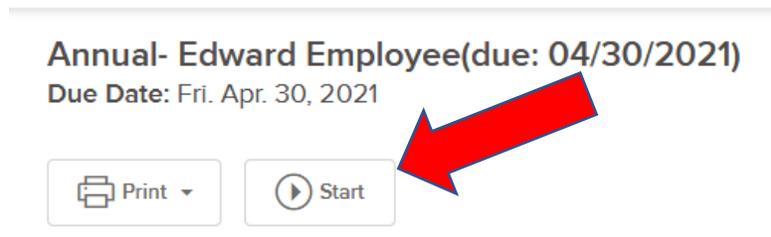
14. Click on Go to Performance



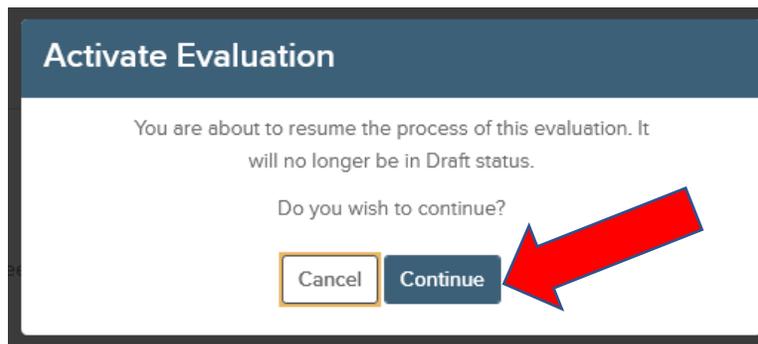
15. Scroll down to the Current Employee Goals section

16. Review the revised goals (you can also edit using the pencil icon, delete using the X icon, or Add Items, although it is recommended that the employee revise their own goals with your input)

17. If you approve the goals and don't want the employee to make further changes, click on Start at the top of the evaluation (if employee needs to make further changes, keep the evaluation in Pause mode, exit the evaluation, and let the employee know)



18. Click on Continue



# Yavapai College Performance Management SUPERVISOR Approving Goals in My Perform

19. Click on Sign at the top of the page

Annual- Edward Employee(due: 04/30/2021)  
Due Date: Fri. Apr. 30, 2021



20. Click again on Sign at the top right



21. Click on Submit on the fly-out page

Sign

Cancel

Submit

Comments

Write comment here...

Please sign your name below

*Melody Manager*

Melody Manager

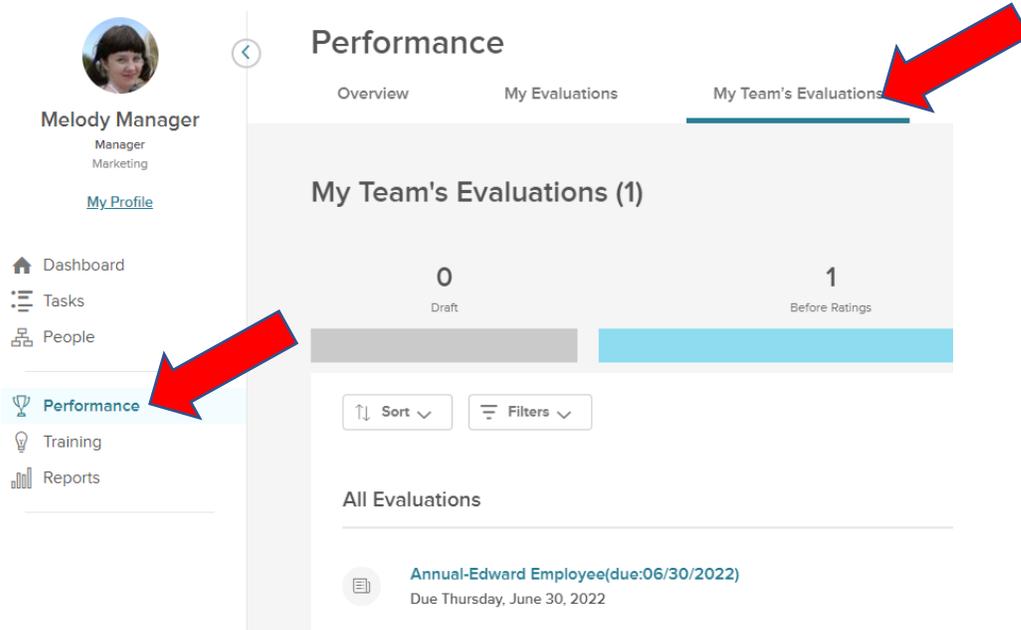
June 28, 2020

Auto-generate Draw Signature

22. Click on Dashboard on the top left to return to the main Dashboard

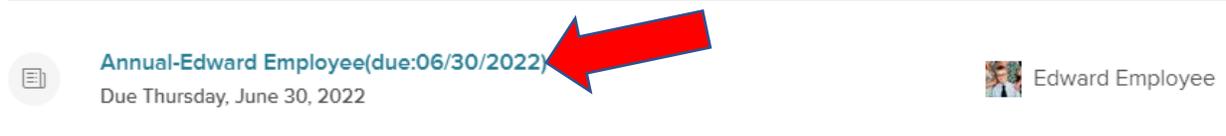
# Yavapai College Performance Management SUPERVISOR Approving Goals in My Perform

23. From the main Dashboard, you can always view your employee's evaluations by selecting Performance in the left menu, and then the My Team's Evaluations tab



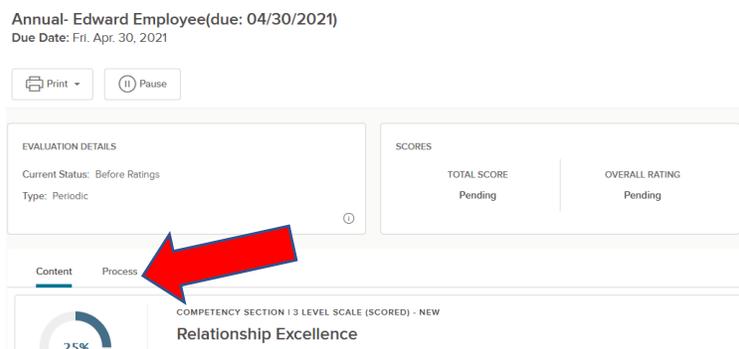
24. From the All Evaluations section select the title of the evaluation

## All Evaluations



25. Select Go to Performance

26. When viewing the employee's evaluation, you can click on the Process tab to see which step is next in the process



## Yavapai College Performance Management SUPERVISOR Approving Goals in My Perform

27. 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)

The screenshot displays the 'Process' tab of a performance management system. On the left, a vertical timeline shows three steps. The first two steps, 'Employee Add Goals For The Current Evaluation Period' and 'Signature', are marked with blue checkmarks, indicating they are complete. The third step, 'Midyear Check-in (optional)', is marked with a green circle containing the number '3', indicating it is the current step. Red arrows point to these indicators. The main content area shows a table of tasks with their due dates and status.

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