

Performance Management EMPLOYEE & SUPERVISOR Using Check-Ins

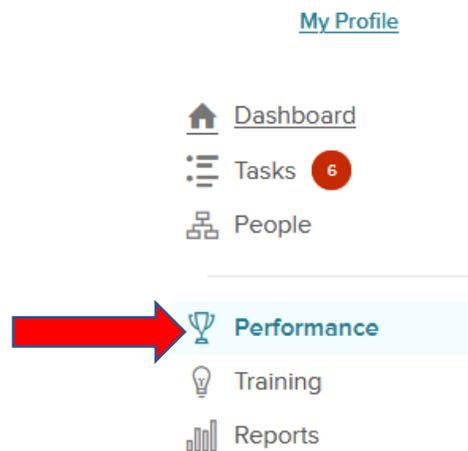
Contents:

Employee Directions: pp. 1-2

Supervisor Directions: pp. 3-5

EMPLOYEE DIRECTIONS

1. Log into your YC portal
2. Open the Employees card and select My Perform
3. Select Performance from the left menu



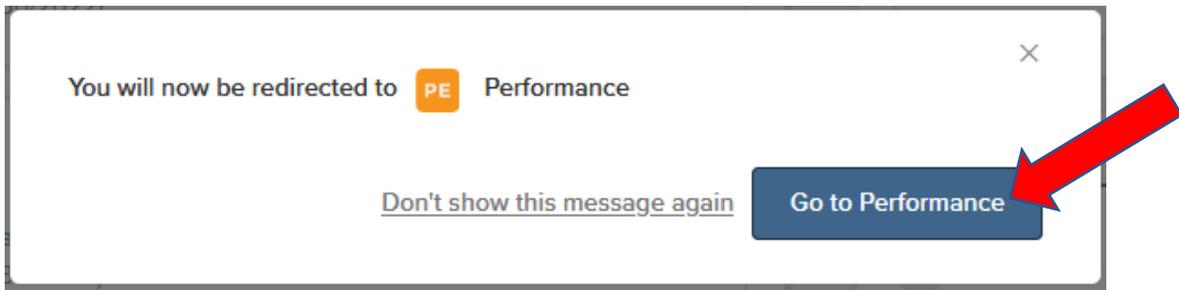
4. From the My Tasks box, select Midyear Check-in (Optional)

My Tasks



5. Select Go to Performance

Performance Management EMPLOYEE & SUPERVISOR Using Check-Ins



6. Answer each question as appropriate by typing in the comment box. Note that your Journal Entries are available to view on the right side of the screen and can be directly added to the check-in box by clicking on Add to comment box.



7. To save and submit to your supervisor, click on Publish at the top right



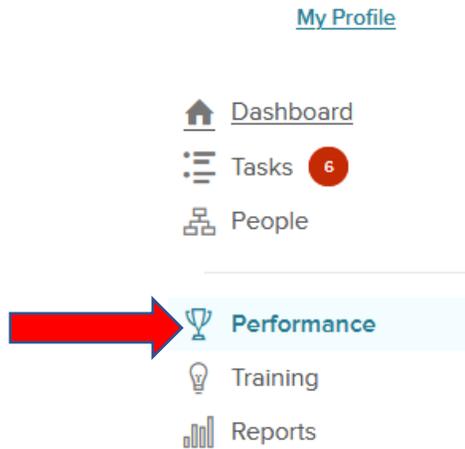
8. Return to your Dashboard by clicking Dashboard on the top left



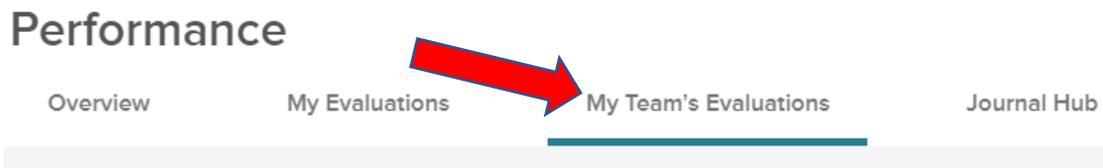
Performance Management EMPLOYEE & SUPERVISOR Using Check-Ins

SUPERVISOR DIRECTIONS

1. Log into your YC portal
2. Open the Employees card and select My Perform
3. Select Performance from the left menu



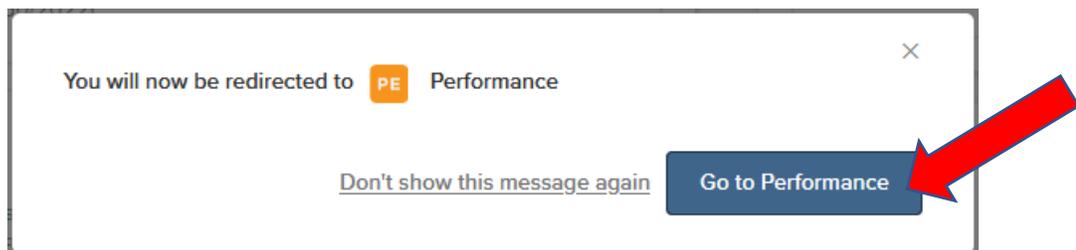
4. Select My Team's Evaluations from the top menu



5. Under All Evaluations, select the appropriate employee's evaluation



6. Select Go to Performance

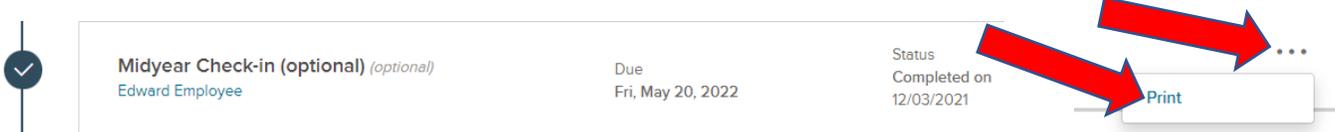


Performance Management EMPLOYEE & SUPERVISOR Using Check-Ins

7. To see the employee's check-in comments, click on the Process tab



8. Click on the ellipsis to the right of the Midyear Check-in (optional) step and select Print



9. The employee's comments will show on the next screen and you can print to your screen, a pdf, or a printer by selecting Print at the top right



10. Click Cancel at the top right when you are done



11. Back on the evaluation page, click on Check-In



12. Answer each question as appropriate by typing in the comment box. Note that your Journal Entries relevant to the employee are available to view on the right side of the screen and can be directly added to the check-in box by clicking on Add to comment box.

Performance Management EMPLOYEE & SUPERVISOR Using Check-Ins



13. Click on Publish on the top right



14. Return to your Dashboard by clicking Dashboard on the top left

