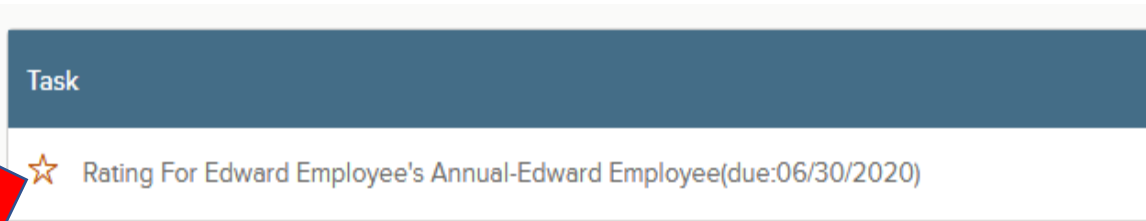
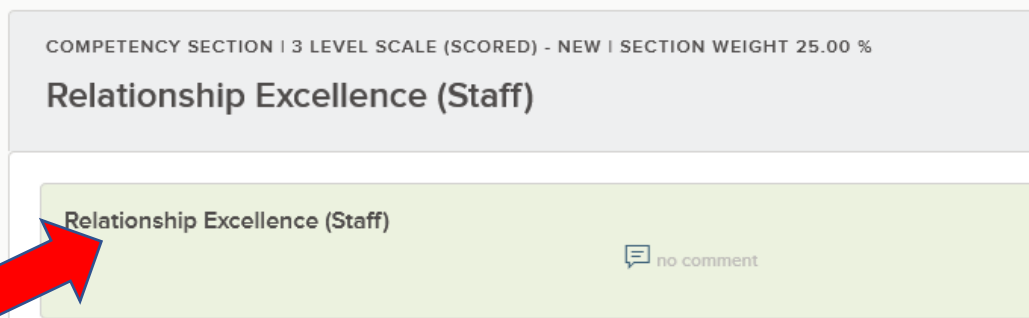


Performance Management EMPLOYEE How to Enter End-of-Year Self Evaluation

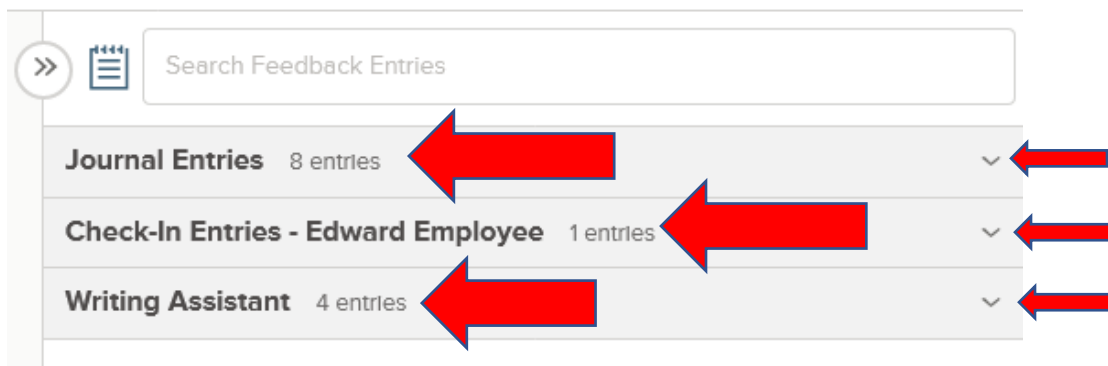
1. Log into your YC portal
2. Open the Employees card and select My Perform
3. In the Task section, click on the blue link titled, "Rating for YOUR NAME'S Annual"



4. On the Relationship Excellence screen, click on the green Relationship Excellence box
Annual-Edward Employee(due:06/30/2020)



5. The next screen has a lot of information for you to use to enter your rating and comments for Relationship Excellence. Notice the Journal Entries on the right menu (if you have any in the system), followed below by the Check-In Entries (if you have any), followed by the Writing Assistant. All three of these have open/close symbols to the right.



Performance Management EMPLOYEE How to Enter End-of-Year Self Evaluation

6. Open the Writing Assistant for the behavior examples that match with each level of the rating scale:

- a. 3 Solid Performer- Meets or Exceeds Expectations
- b. 2 Progressing or Needs Improvement
- c. 1 Does Not Meet Expectations

NOTE: You do *not* need to demonstrate *all* the behaviors on the Writing Assistant list to select a particular rating. These are only meant as *examples* of behavior within each rating.

Journal Entries 8 entries ▼

Check-In Entries - Edward Employee 1 entries ▼

Writing Assistant 4 entries ▲

No Tone

1- DOES NOT MEET EXPECTATIONS

Behavior examples:

- Makes no effort to ask questions of others to identify shared interest, experiences, or other common ground.
- Does not respond promptly and/or is abrupt or rude in communications.
- Often finds fault and is critical of others.
- Does not listen with the intent to understand or consider emotion behind the words.
- Does not take into consideration body language, motivations, social situations, subtleties, or humor.
- Consistently does not demonstrate consensus-building nor puts group goals above personal satisfaction and/or recognition.
- For supervisors, does not communicate with employees

[Add to Comment Box](#)

7. Click on your chosen rating at screen left

NOTE: If you select 3, you will not need to enter comments, but you are encouraged to add comments by either using the Writing Assistant text or by entering your own comments. If you select 2 or 1, you will be required to enter comments, either using the Writing Assistant

Performance Management EMPLOYEE How to Enter End-of-Year Self Evaluation

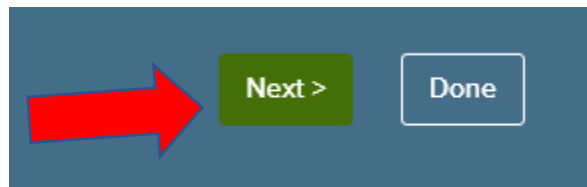
text or by entering your own comments.

The screenshot shows two main sections: 'RATING SCALE' and 'COMMENTS'. The 'RATING SCALE' section has a note '* Rating is required' and a link 'Show descriptions >'. It lists three options: '3 Solid Performer - Meets or Exceeds Expectations' (highlighted with a green circle), '2 Progressing or Needs Improvement', and '1 Does Not Meet Expectations'. The 'COMMENTS' section has a toolbar with icons for Bold (B), Italic (I), Underline (U), Bulleted List, Numbered List, Link, and ABC (text color), followed by a large text input area.

NOTE: You can select the Writing Assistant text by clicking on Add to Comment Box and then edit the text in the Comment box

The screenshot shows a dropdown menu with three categories: 'Journal Entries' (8 entries), 'Check-In Entries - Edward Employee' (1 entry), and 'Writing Assistant' (4 entries). Below the dropdown, the 'Writing Assistant' content is visible, starting with 'No Tone' and '1- DOES NOT MEET EXPECTATIONS'. It lists 'Behavior examples:' followed by several bullet points describing negative behaviors. At the bottom of this content, there is a blue link 'Add to Comment Box' with a red arrow pointing to it.

8. Once you are done with rating and comments for Relationship Excellence, click on Next at the page top right



Performance Management EMPLOYEE How to Enter End-of-Year Self Evaluation


- Repeat steps 6-8 for Service Excellence, Learning Excellence, and Job Knowledge & Functions

GOAL SECTION | TEXT ONLY

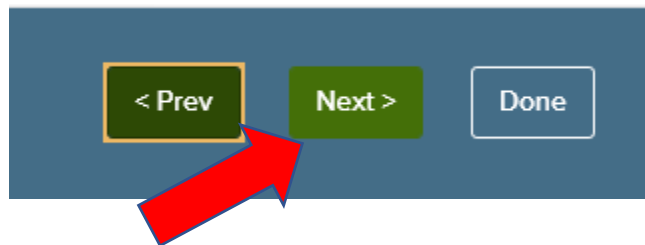
Current Employee Goals

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).

| Items | Description | Actions |
|---------------------------------------|--|--------------------------------|
| Develop department communication plan | Lead team in discussion about gaps in department communication | Develop plan based on outcomes |

 [Submit Task](#)

- Once you are done with rating and comments for Job Knowledge & Functions, click on Next at the page top right







- Enter your detailed comments self-evaluating your completion of each of your Goals, selecting Next on the top right after each one

NOTE: There is no rating scale for Goals. Also, you can view and/or select your Journal Entries to the right of the Comments box (click on Add to Comment Box as above)

ITEM WEIGHT: 50%

Goal #2

COMMENTS

B **I** **U**    

Completed this goal early, and created training manual for this process.

Performance Management EMPLOYEE How to Enter End-of-Year Self Evaluation

12. Click on Next to move to your next goal and repeat step 11 for each goal







13. Once you are done with entering your Comments for your Goals, click on Next at the page top right

14. Enter any Additional Comments to be included on your self-evaluation for your Supervisor to read.

Additional Comments (optional and not rated)

COMMENTS

B *I* U    

15. Click on To Overall on the screen top right



16. Your Overall Rating is calculated from the four scored sections and is shown on the Overall Rating page. Enter final comments if you have any to add.

Performance Management

EMPLOYEE How to Enter End-of-Year Self Evaluation

EVALUATION OVERALL SECTION
Overall Rating

Total Score Not Shown Overall Rating Solid Performer - Meets or Exceeds Expectations

Overall Rating

RATING SCALE

COMMENTS

Show descriptions >

3 Solid Performer - Meets or Exceeds Expectations

2 Progressing or Needs Improvement

1 Does Not Meet Expectations

B I U Bulleted List Numbered List Link Unlink

17. Click on Done on the screen top right



18. Click on Submit Evaluation on the screen top right

Overall Rating Solid Performer - Meets or Exceeds Expectations

Submit Evaluation

19. Click on Continue

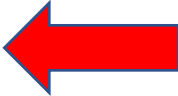
Performance Management EMPLOYEE How to Enter End-of-Year Self Evaluation

You're almost done!

By clicking certify and submit, you confirm that your rating is complete and accurate. Once your rating is submitted, you will no longer be able to make changes without administrator assistance.


Edward Employee

Do you wish to continue?



20. Click on Close


Success!



Your evaluation for **Edward Employee** has been submitted.




21. From the next page you can view or print your completed self-evaluation by clicking on Print, then Print Preview at the top left



EDWARD EMPLOYEE

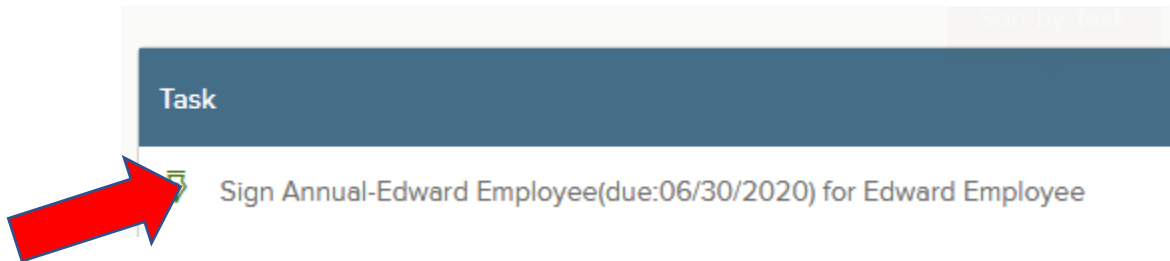
Annual-Edward Employee(due:06/30/2021)
Due Date: Wed. Jun. 30, 2021



Performance Management EMPLOYEE How to Enter End-of-Year Self Evaluation

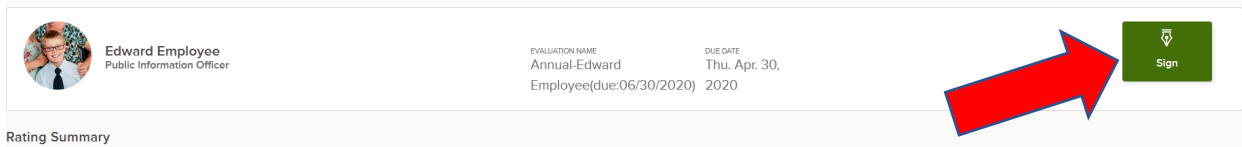
22. After your Supervisor completes your evaluation, you will receive an email for your final signature indicating that you have received the Supervisor's evaluation. You can also add comments at that time that your Supervisor will see.

23. From your My Perform Dashboard, click on "Sign Annual EMPLOYEE NAME"



24. Review the Acknowledgement Form to see your Supervisor's evaluation, then click on Sign
NOTE: By signing you are only acknowledging that you have received this evaluation, not necessarily that you agree with it. You have the option to enter comments in the next step.

Acknowledgment Form

A screenshot of the Acknowledgment Form. On the left, there is a profile picture of Edward Employee, Public Information Officer. To the right of the profile picture, the evaluation name is "Annual-Edward Employee(due:06/30/2020) 2020" and the due date is "Thu. Apr. 30, 2020". On the far right, there is a green "Sign" button with a white arrow icon. A red arrow points to the "Sign" button.

Rating Summary

25. Enter any additional comments, then click on Submit

Performance Management EMPLOYEE How to Enter End-of-Year Self Evaluation

Sign Cancel Submit

Comments

Write comment here...

Please sign your name below

Edward Employee

Edward Employee April 06, 2020

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

26. Click on Print, the Print Preview to review or print your evaluation (optional), although it will always be saved electronically

Annual-Edward Employee(due:06/30/2021)
Due Date: Wed. Jun. 30, 2021

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

27. Done!