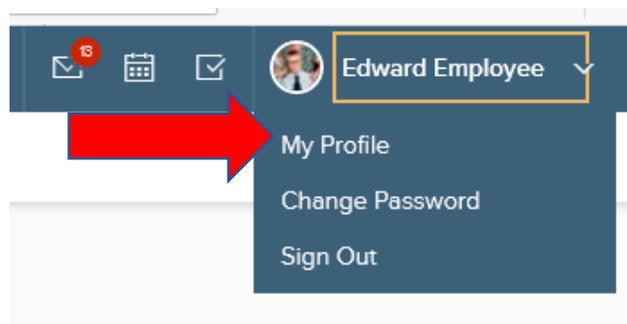
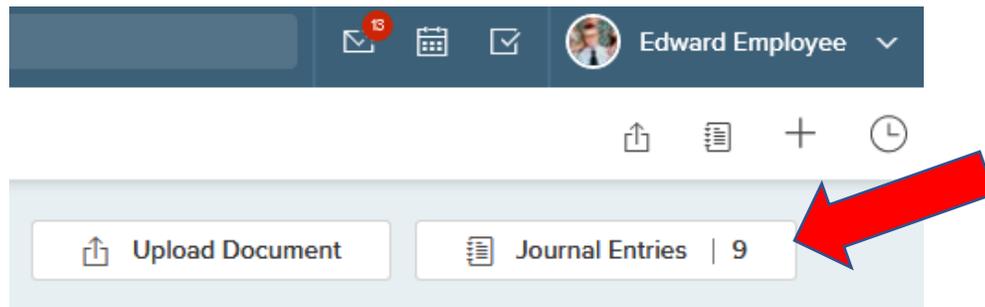


Performance Management EMPLOYEE & SUPERVISOR How to Use Journal Entries

1. Journal Entries can be used to keep notes throughout the year about yourself as the employee or about the employees that report to you if you are a supervisor
2. As an employee, Journal Entries can be private or shared with your supervisor and are available for review when completing your evaluation
3. As a supervisor, Journal Entries that you enter for your employees can be private or shared with the employee and are also available for review when completing the employee's end-of-year evaluation
4. Log into your YC portal
5. Open the Employees card and select My Perform
6. To view or enter your own Journal Entries, click on the drop-down menu under your name and select My Profile



7. Click on the Journal Entries button on the top right



Performance Management

EMPLOYEE & SUPERVISOR How to Use Journal Entries

8. Scroll to the bottom of the fly out menu to view all your Journal Entries

Journal Entries for Edward Employee

Current 9 entries Select All Actions

Edward Employee last edited 07/20/20 10:35:39 AM
Completed online workshop in customer service [Service Excellence \(Staff\)](#)

Edward Employee last edited 07/20/20 07:50:51 AM • shared
Completed initial draft of marketing communication plan for Goal #2. GOal

9. To enter a Journal Entry, click into the box at the top of the fly out page and enter any notes that you would like to save. You can attach any relevant documents here as well by clicking on the paperclip. You can also tag the comments to match the performance management competencies by entering @ followed by the competence name (Service Excellence, Learning Excellence, Relationship Excellence, Job Knowledge & Functions).

Journal Entries for Edward Employee Close

* Fields are required.

Share with ...
 Employee
 Manager(s) ⓘ
 Direct Manager's Manager

 **B** *I* U    

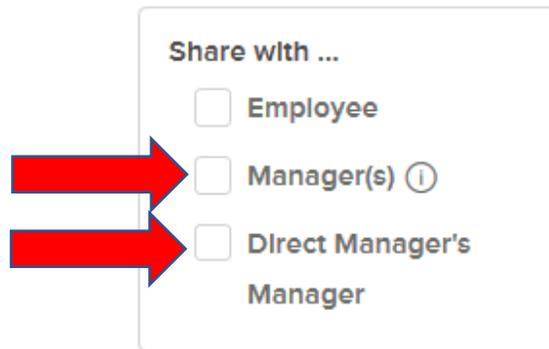
Finished marketing project earlier than expected. Feedback from partners has been positive. (See email attachments.)

[Service Excellence \(Staff\)](#)

[Job Knowledge & Functions \(Staff\)](#)

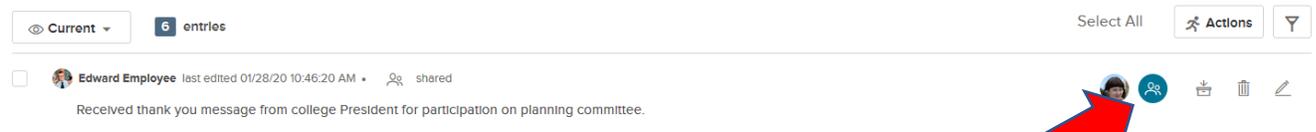
Performance Management EMPLOYEE & SUPERVISOR How to Use Journal Entries

10. If you want to share this message with your supervisor, or your supervisor's supervisor, click in the appropriate box (you **don't** need to click in Employee box to have access to your own Journal Entry)



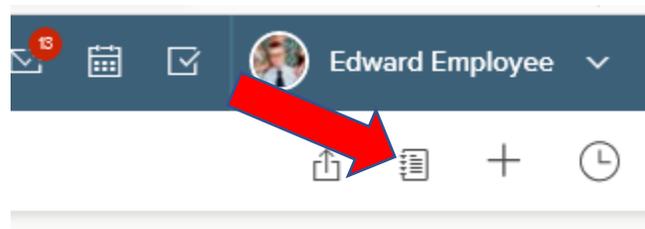
11. Click on Save, and you will see that the Journal Entry has been added to the list of entries for you at the bottom of the screen. You can also share with your supervisor, or supervisor's supervisor, even after you have saved the Journal Entry by clicking on the blue people icon

Journal Entries for Edward Employee



12. Click Close on the top right of the screen.

13. You can also add Journal Entries for yourself or your employees through the Journal Hub icon at the top right



Performance Management EMPLOYEE & SUPERVISOR How to Use Journal Entries

14. On the fly out, enter your own name or the name of your employee and select the correct name when it appears on the list



Share with ...

- Employee
- Manager
- Direct Manager's Manager

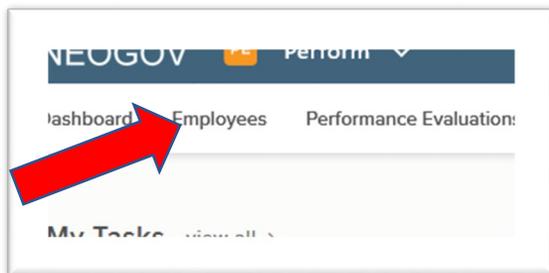
Who is this entry about? *

Name	Emp. #	Department
Edward Employee	TE	Marketing

15. Follow steps 9 & 10 above to create the Journal Entry and click save.

Note: Supervisors can choose to share their Journal Entries with the employee or not by clicking on the Employee box or after saving by clicking on the blue people icon as in step 11 above.

16. Supervisors can view their employees' Journal Entries from their My Perform Dashboard by entering the employee's profile either through the Employees link in the top menu, or by selecting the employee under My Direct Reports



17. Once in the employee's profile, click on the Journal Entries button on the top right

