

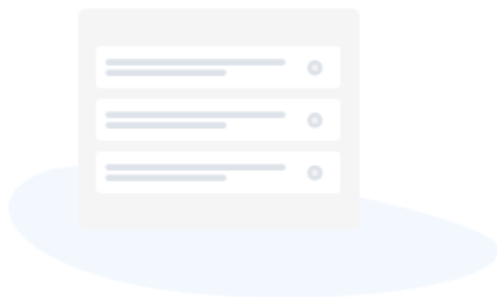
Yavapai College Performance Management EMPLOYEE Entering Goals in My Perform

1. Log into your YC portal
2. In your Employee Resources card select NEOED
3. In the My Tasks section, click on the blue link titled, “Initial Check-in and Goal Development”



4. In Goal Section, read the Current Employee Goals information and then click on Add Goals

GOAL SECTION | EMPLOYEE GROWTH FRAMEWORK



Current Employee Goals

As part of Yavapai College's ongoing commitment to , to set three SMART goals during the annual growth c such as: - Belonging - Living Wage - Adult Learners - I professional development goal you set for yourself th should be: Specific | Measurable | Achievable | Releva Home tab.

[+ Add Goals](#)

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5. From the drop-down menu, select either from Goal Library or New Goal

EMPLOYEE GROWTH FRAMEWORK



Current Employee Goals

As part of Yavapai College's ongoing commitment to employee growth cycle. Goal Requirements: These goals must align with the college's mission and vision (e.g., responsiveness in learning). One goal should be a professional development goal (e.g., Specific | Measurable | Achievable | Relevant).

+ Add Goals

From Goal Library

New Goal

6. If you select the Goal Library you will see the name of the goal and category

Add Items

Goal library

1 record(s) are selected.

☐	Name	Category	Description
☐	Actively seeks makes connections with each child	YC Strategic Goal: Belonging	
☐	Arranges the learning environment to encourage	YC Strategic Goal: Delivery	
☐	Attend a workshop or training on effective commu	Relationship Excellence	
☐	Builds positive, strengths-based relationships with	YC Strategic Goal: Delivery	
☐	Collaborate with a cross-functional team to improv	Relationship Excellence	
☐	Collaborate with Curriculum & Instruction to conve	YC Strategic Goal: Delivery	
☐	Collect and analyze feedback from internal/extern	Service Excellence	
☐	Coordinate a cross-department collaboration day	YC Strategic Goal: Belonging	
☒	Create or improve onboarding resources to better	YC Strategic Goal: Belonging	
☐	Create or update a customer service manual or qu	Service Excellence	

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

The screenshot shows a form for entering a new goal. It includes a text field for 'Goal Name', a date picker for 'Goal Due Date', a dropdown menu for 'Category' with options like 'Service Excellence' and 'YC Strategic Goal: Belonging', and a rich text editor for 'Description'. The description field has a character count of 0.

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

The screenshot shows a user profile for 'Edward Employee' with a checkmark icon. Below the profile, there is a large empty text area and a button labeled '+ Add Goals'.

10. Repeat steps 6-8.

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

Add/Edit Content

Task Due Date:
Sun, Aug 9, 2026



Employee:
Edward Employee

Position:
Marketing Specialist

Department:
Marketing

Evaluation:
Annual 2026 - 27 Professional

Evaluation Due Date:
Sun, May 30, 2027

 **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

No, Let's Go Back

Yes, I'm Finished

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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

Content Process

GOAL SECTION | EMPLOYEE GROWTH FRAMEWORK

Current Employee Goals

As part of Yavapai College's ongoing commitment to employee growth cycle. Goal Requirements: These goals must align with responsiveness in learning). One goal should be a professional goal should be: Specific | Measurable | Achievable | Relevant

Items
Respond to all student/client inquiries within 24 hours...
Works collaboratively and develops positive, supportive...
Takes all necessary steps to maintain a safe and healthy...

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

Annual 2026 - 27 Professional Growth Review (due 05 / 30 / 2027)

Due Date: Sun. May. 30, 2027

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

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

Home Tasks People Performance Training Onboard

Yavapai COLLEGE
Be More

Yavapai College

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 top menu, then the My Evaluations tab

The screenshot displays the Yavapai College Performance Management interface. At the top, a navigation bar includes links for Home, Tasks, People, Performance (which is underlined), Training, Onboard, Forms, and Reports. Below this, the 'Performance' section is active, with sub-tabs for Overview, My Evaluations (underlined), and Journal Hub. The 'My Evaluations' section features a header 'My Evaluations' and a filter bar with options: Current (0), Upcoming (1) (underlined), Completed (0), Other (2), and All (3). A single evaluation card is visible, titled 'Annual 2026 - 27 Professional Growth Review (due 05 / 30 / 2027)' in blue text. Below the title, it states 'Due Sunday, May 30th 2027 • Type: Periodic'.

17. Click on the blue title “Annual-2026-27 Professional Growth Review (due:[date])”

18. As in steps 13-14, you can view your Goals by scrolling to the Current Employee Goals section or by clicking on Print and selecting Print Preview

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19. 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 top menu
 - Click on the My Evaluations tab
 - Click on the evaluation title
 - 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 (you can not edit goals from the goal library, those you have to delete)
 - Add new goals by clicking on Add Items...New Goal
 - Exit evaluation and let supervisor know that the goals have been revised
20. Anytime during the year, you can view the steps in the evaluation process by selecting Performance from the top menu, then the My Evaluations tab

The screenshot displays the Yavapai College Performance Management dashboard. At the top, the 'DASHBOARD' header includes the college logo and a navigation bar with links: Home, Tasks, People, Performance (highlighted with a blue underline), Training, Onboard, Forms, and Reports. Below this, the 'Performance' section is active, showing tabs for Overview, My Evaluations (highlighted with a blue underline and a black border), and Journal Hub. The 'My Evaluations' section features a sub-header and a filter bar with options: Current (0), Upcoming (1) (highlighted with a blue underline), Completed (0), Other (2), and All (3). A card below the filter bar shows a document icon, the title 'Annual 2026 - 27 Professional Growth Review (due 05 / 30 / 2027)', and the details 'Due Sunday, May 30th 2027 • Type: Periodic'.

Yavapai College Performance Management
EMPLOYEE Entering Goals in My Perform

22. Click on the evaluation title, then Go to Performance and select the process Tab

Annual 2026 - 27 Professional Growth Review (due 05 / 30 / 2027)
Due Date: Sun. May. 30, 2027

 Print ▾

EVALUATION DETAILS

Current Status: Before Ratings

Type: Periodic



Content

Process

Process

*Steps are required.

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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)

Process

*Steps are required.

	Before Ratings		
	Initial Check-in and Goal Development * Edward Employee	Due Thu, Aug 13, 2026	Status Completed on 08/03/2026
	Signature * Sonya Liadis	Due Sun, Aug 16, 2026	Status Completed on 08/03/2026
	Mid-Year Check-in (optional) Sonya Liadis	Due Sat, Feb 27, 2027	Status Current
	End of Year Reflection * Sonya Liadis	Due Tue, May 25, 2027	Status Current