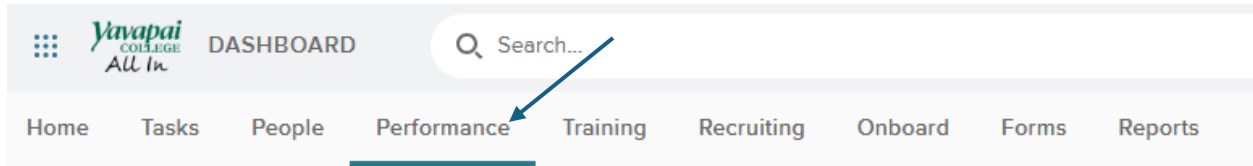


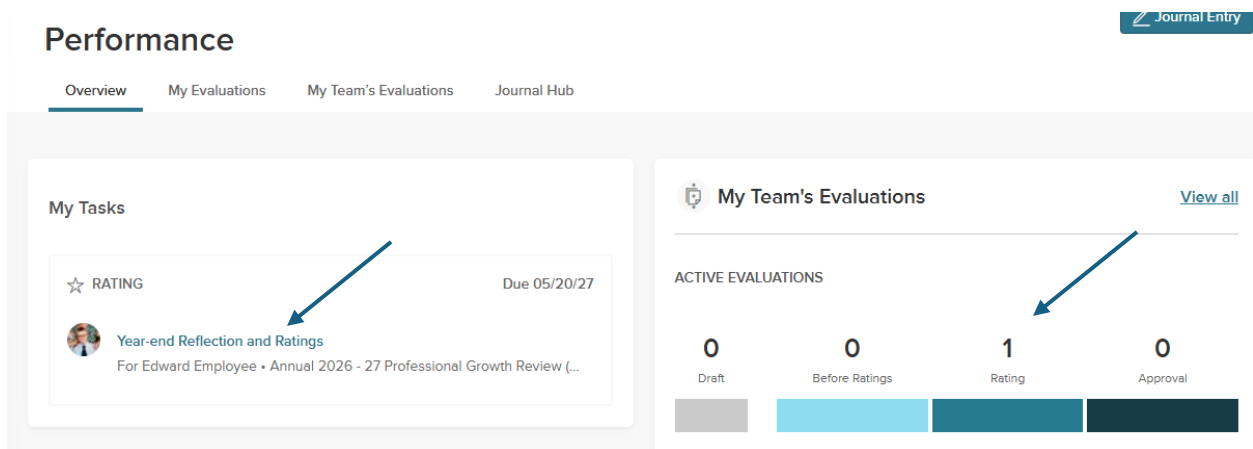
Performance Management

SUPERVISOR Completing the Year-End Reflection and Rating

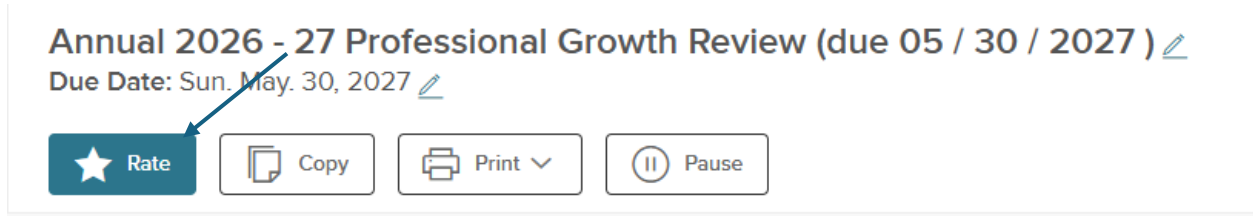
1. Log into your YC portal
2. From the Employee Resource card select NEOED
3. Select Performance from the top menu



You can access your employees' evaluation either from My Tasks or My Team's Evaluations



4. Once you select your employee's evaluation click on the Rate button



5. Now you will view your employees' goals, rate them, and add comments. Note that on the left side, when you click on Resources, you can view Journal Entries and Check-in Entries

Edward
Employee
MARKETING
SPECIALIST

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

View Training Activity

SECTIONS

Current
Employee Goals

Training Section *optional*

Summary

» Collapse Supplemental Resources

Collaborate with a cross-functional team to improve shared processes or services by end of April, and track outcomes via monthly check-ins.

RATING SCALE *

Not Started

In Progress

Completed

Show descriptions >

COMMENTS *

Reviewer Entries (1)

Last saved on 08/28/2026

Press Alt + F10 to move to the toolbar.

"Your collaboration with other teams is commendable. The implemented process enhancements reflect your dedication and hard work on this project."

AI Help Resources

Search Supplemental Resources

Reviewer Entries (1 entries)

Journal Entries (2 entries)

Check-in Entries - Sonya Liadis (2 entries)

6. Once you have completed your ratings and year end reflections scroll to the top and on the right-side hit Submit Evaluation

Go to Evaluation Details

< Previous Section

Next Section >

Submit Evaluation

Edward
Employee
MARKETING
SPECIALIST

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

View Training Activity

SECTIONS

Current
Employee Goals

Training Section *optional*

» Collapse Supplemental Resources

Improve shared processes

Collaborate with a cross-functional team to improve shared processes or services by end of April, and track outcomes via monthly check-ins.

RATING SCALE *

Not Started

In Progress

Completed

Show descriptions >

AI Help Resources

External Context

External context added is only used to assist in generating AI summaries. They will only be accessible during the rating and will not be stored to the employee record or as an attachment on the evaluation.

Additional Context

Enter additional context for the AI summary...

7. Then hit Continue

You're almost done!

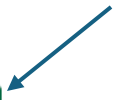
By clicking certify and submit, you confirm that your rating is complete and accurate. Once your rating is submitted, you will no longer be able to make changes without administrator assistance.

Sonya Liadis

Do you wish to continue?

Cancel

Continue



The evaluation will now be in your employee's queue for their self-rating