

Yavapai College Performance Management

SUPERVISOR Approving Goals in My Perform

1. Log into your YC portal
2. In your Employee Resources card select NEOED
3. In the My Tasks box, click on the Performance task titled, “Sign Annual – [Employee Name](due [date]) for [Employee Name]”

Home Tasks People **Performance** Training Recruiting Onboard Forms Reports

Performance

Overview My Evaluations My Team's Evaluations Journal Hub

My Tasks

EVALUATION Due 10/26/26

 **Sign Annual 2026 - 27 Professional Growth Review (due 05 / 30 / 2027) for Edward Employee**
For Edward Employee • Annual 2026 - 27 Professional Growth Review (due 05 / 30 / 2027)

Or from your Dashboard select Performance then My Team's Evaluations

Home Tasks People **Performance** Training Recruiting Onboard Forms Reports

Performance

Overview My Evaluations **My Team's Evaluations** Journal Hub

My Team's Evaluations (1)

0 Draft 1 Before Ratings 0 Rating 0 Approval

Sort Filters Search by Employee or Evaluation name

All Evaluations

 Annual 2026 - 27 Professional Growth Review (due 05 / 30 / 2027) Due Sunday, May 30, 2027	 Edward Employee	
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To review the Goals that the employee has entered, scroll down to the Current Employee Goal Section

Content

Process

GOAL SECTION | EMPLOYEE GROWTH FRAMEWORK - NS

Current Employee Goals

As part of Yavapai College's ongoing commitment to employee development and mission-aligned performance, all employees are required to set professional development goals. These goals must align with YC's key institutional priorities such as: - Belonging - Living Wage - Adult Learners - Diversity. SMART Goals Required: Each of your three resources for these and more under announcements on your Home tab.

Items	Description
Attend a workshop or training on effective communication a...	
Collect and analyze feedback from internal/external stakeh...	
Coordinate a cross-department collaboration day to build e...	

Select each goal to view them in a popout window

Section item details

Close

Name

Attend a workshop or training on effective communication and apply at least two strategies in team meetings by year-end.

Description

Category

Relationship Excellence

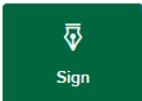
If you approve these goals, click on the blue Sign button at the top left of the page

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

Then the top green Sign button on the top right.

EVALUATION NAME [Annual 2026 - 27 Professional Growth Review \(due 05 / 30 / 2027\)](#) DUE DATE Sun. May. 30, 2027



Add any comments and hit Submit on the fly-out page

Sign Cancel 

Comments

This goal has been discussed and agreed upon with Edward.

Please sign your name below



Sonya Liadis August 25, 2026

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

If you want your employee to edit any of their goals you would click on the Pause button

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Due Date: Sun. May. 30, 2027 [✎](#)

 Sign  Copy  Print  Pause

Click on Continue in the pop-up window



You are about to place this evaluation into Draft status, and Process will be paused.

Do you wish to continue?

Cancel  

Your employee now be able to edit, delete, or add new goals

GOAL SECTION | EMPLOYEE GROWTH FRAMEWORK - NS

+ Add Goals

Current Employee Goals

As part of Yavapai College's ongoing commitment to employee development and mission-aligned performance, all employees are required to set three SMART goals during the annual growth cycle. Goal Requirements: These goals must align with YC's key institutional priorities such as: - Belonging - Living Wage - Adult Learners - Delivery (access, flexibility, and responsiveness in learning). One goal should be a professional development goal you set for yourself that supports growth in your role. SMART Goals Required: Each of your three goals should be: Specific | Measurable | Achievable | Relevant | Time-bound* *Find resources for these and more under announcements on your Home tab.

Goal	Progress	Due Date	Actions
te with a cross-functional team to improve processes or services by end of April, and omes via monthly check-ins.	0 %	04/30/2027	
o all student/client inquiries within 24 track response rates monthly, aiming for time response rate.	0 %		
improve onboarding resources to better ew employees and promote early ns to the college culture.	0 %		

Once your employee has made the changes click on the start button

EDWARD EMPLOYEE

Position:
Marketing Specialist

Department:
Marketing

[View Org Chart](#)

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Due Date: Sun. May. 30, 2027

Copy
 Print

Start
 Use Wizard Editor

EVALUATION DETAILS

Current Status: Draft

Type: Periodic

Evaluation Program: [2026 - 27 Professional Growth Review](#)

EMPLOYEE DETAILS

Position: Marketing Specialist

Department: Marketing

When viewing the employee's evaluation, you can click on the process tab to see which step is next in the process. The blue circles indicate the step was completed. The green circle indicates it's the current step.

Content

Process

+ Add Task

*Steps are required.



Before Ratings

Initial Check-in and Goal D... *	Due Mon, Oct 26, 2026	Status Completed on 08/27/2026	...
Signature *	Due Wed, Oct 28, 2026	Status Completed on 08/27/2026	...
Mid-Year Check-in *	Due Mon, Jan 25, 2027	Status Current	<button>Check-In</button> ...

Ratings

Rating *	Due Thu, May 20, 2027	Status Pending	Weight 100 %	...
Rating *	Due	Status	Weight	