

The Performance Plan allows a supervisor and an employee to establish performance goals and clarify expectations for the performance review period. At the beginning of the performance management process, the supervisor creates a Performance Plan. After meeting with the employee to discuss expectations, the supervisor completes the plan which sends the plan to the employee for acknowledgment.

### Acknowledging the Performance Plan

1. To access your Performance Plan, go to **Your Action Items** section of the Home page and click on the **View** button under **Action** for the task, "Employee Acknowledges Plan."

[Help for this page](#)

## Welcome to the Employee Portal, Jack Dawson

### Your Action Items

Search:

Item	Description	Due Date	Status	Action
Dawson	Employee Acknowledges Plan	2016-02-09 Due 7 days ago	Overdue	<a href="#">View</a>

Showing 1 to 1 of 1 entries

2. Review your Performance Plan. Confirm that the information displayed is what was discussed when you met with your supervisor. If you have questions or would like to suggest changes, contact your supervisor to set up a follow-up meeting.
3. If no changes need to be made, scroll to the bottom of the page. If desired, you may enter comments in the **Comment** text box.

Comment

Plan looks good!

3
4

Acknowledge

4. Click on the **Acknowledge** button to submit the Performance Plan to your supervisor.
5. You can access the Performance Evaluation at any time by clicking on **My Reviews** (upper left hand corner) and choosing the **Plan** icon or **Plan** link in the left navigation pane.

### Additional Information

For additional information, please visit <https://www.nwacc.edu/web/personnel/employee-evaluations>. If you have additional questions or need assistance, email [evaluations@nwacc.edu](mailto:evaluations@nwacc.edu).