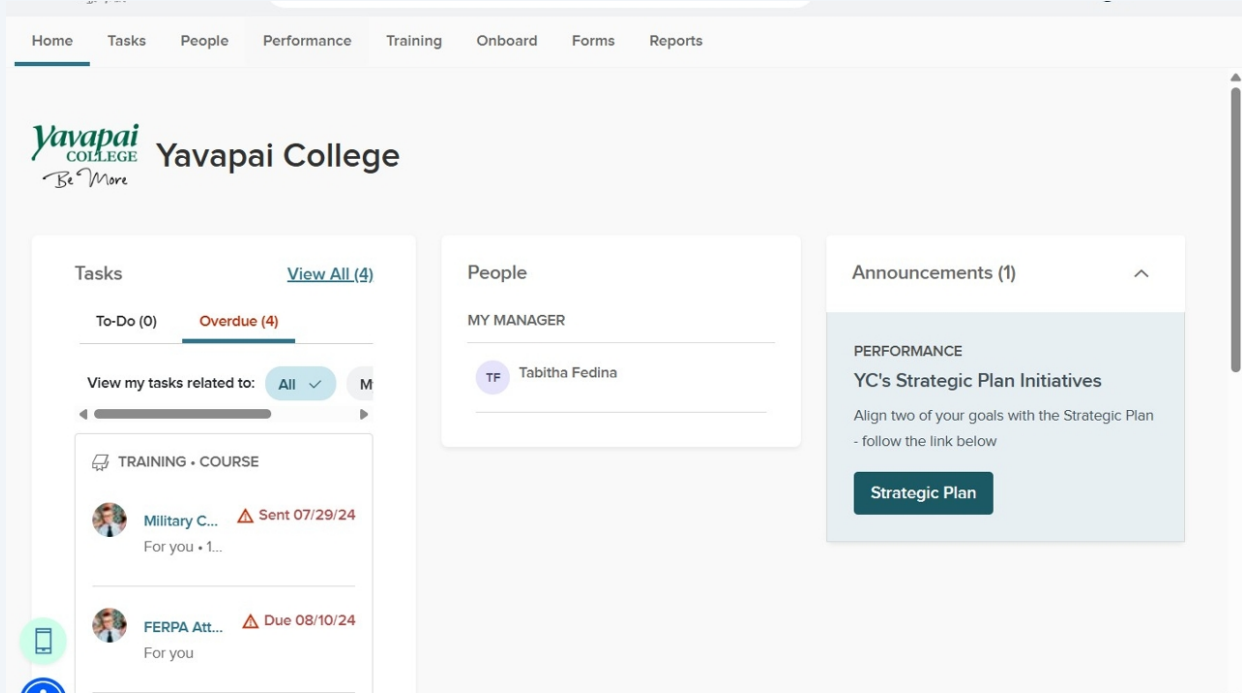


How To View Check-In And Meeting Notes From Your Supervisor



1

Navigate to <https://unified.neod.com/dashboard>



2 Click here.

The screenshot shows the Yavapai College Dashboard. At the top, there's a navigation bar with the Yavapai College logo, a search bar, and user information (Edward E...). Below the navigation bar, there's a horizontal menu with tabs: Home, Tasks, People, Performance (highlighted with an orange circle), Training, Onboard, Forms, and Reports. The main content area is divided into three columns. The left column is titled 'Tasks' and shows 'To-Do (0)' and 'Overdue (4)' tasks. The middle column is titled 'People' and shows 'MY MANAGER' as 'TF Tabitha Fedina'. The right column is titled 'Announcements (1)' and shows a 'PERFORMANCE' announcement about 'YC's Strategic Plan Initiatives' with a 'Strategic Plan' button. The Yavapai College logo and name are prominently displayed at the top of the main content area.

3 Click "Journal Hub"

The screenshot shows the Yavapai College Performance page. At the top, there's a navigation bar with the Yavapai College logo, a search bar, and user information (Edward E...). Below the navigation bar, there's a horizontal menu with tabs: Home, Tasks, People, Performance (selected), Training, Onboard, Forms, and Reports. The main content area is titled 'Performance' and has a 'Journal Entry' button. Below the title, there's a sub-menu with tabs: Overview, My Evaluations, and Journal Hub (highlighted with an orange circle). The main content area is divided into two columns. The left column is titled 'My Tasks' and shows a message: 'You have zero tasks to do! Check back later for any new tasks.' The right column is titled 'Perform Links' and shows three links: 'Goal List', 'Competency List', and 'Development Plan List'.

4

View all of your journal entries and any your supervisor has shared with you.

The screenshot displays the 'Performance' section of a web application, specifically the 'Journal Hub'. The top navigation bar includes links for Home, Tasks, People, Performance (active), Training, Onboard, Forms, and Reports. Below the navigation bar, the 'Performance' title is followed by sub-tabs: Overview, My Evaluations, and Journal Hub (active). A 'Journal Entry' button is located in the top right corner. The main content area shows a list of journal entries, sorted by 'Update Date • Newest First'. Each entry includes a checkbox, an 'ABOUT' section with a profile picture and name (Edward Employee, Marketing Specialist), and a description. The first entry is titled 'Document your check-in and meeting notes here' and was created and edited today by Tabitha Fedina. The second entry is titled 'Test journal entry' and was created and edited on 07/15/25 by Sonya Lladis. A third entry is partially visible at the bottom. A sidebar on the left contains a mobile app icon and a user profile icon. A vertical scrollbar is on the right side of the content area.

Home Tasks People Performance Training Onboard Forms Reports

Performance

Overview My Evaluations Journal Hub

Journal Entry

Sort: Update Date • Newest First

<input checked="" type="checkbox"/>	<p>ABOUT</p> <p>Edward Employee Marketing Specialist</p>	<p>TF Tabitha Fedina Created Today • Edited Today</p> <p>Document your check-in and meeting notes here</p>	<p>Shared</p>
<input type="checkbox"/>	<p>ABOUT</p> <p>Edward Employee Marketing Specialist</p>	<p>SL Sonya Lladis Created 07/15/25 • Edited 07/15/25</p> <p>Test journal entry</p>	<p>Shared</p>
	<p>ABOUT</p> <p>Edward</p>	<p>Created Edited</p>	<p>Shared</p>