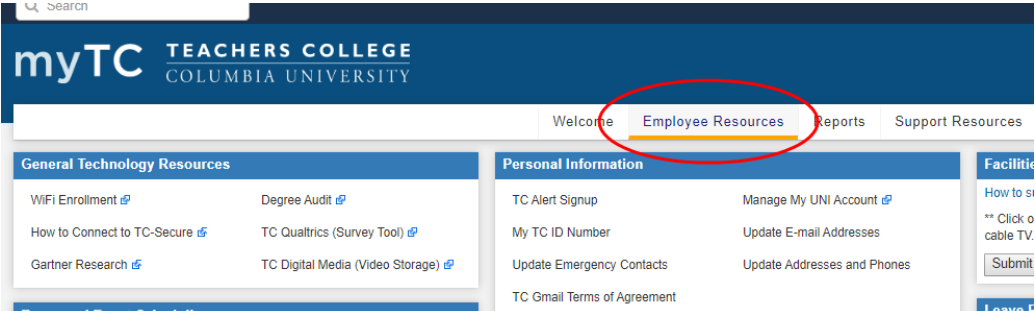
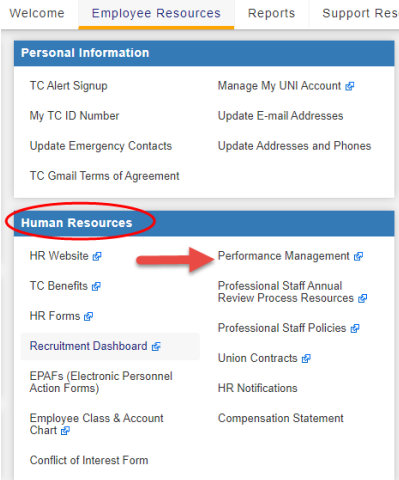


Stage 2 - Supervisor Finalization of Goals

This continues the planning stage of the process.



During this stage, the supervisor will be asked to review and confirm the employee’s duties, goals and development plan for the year.

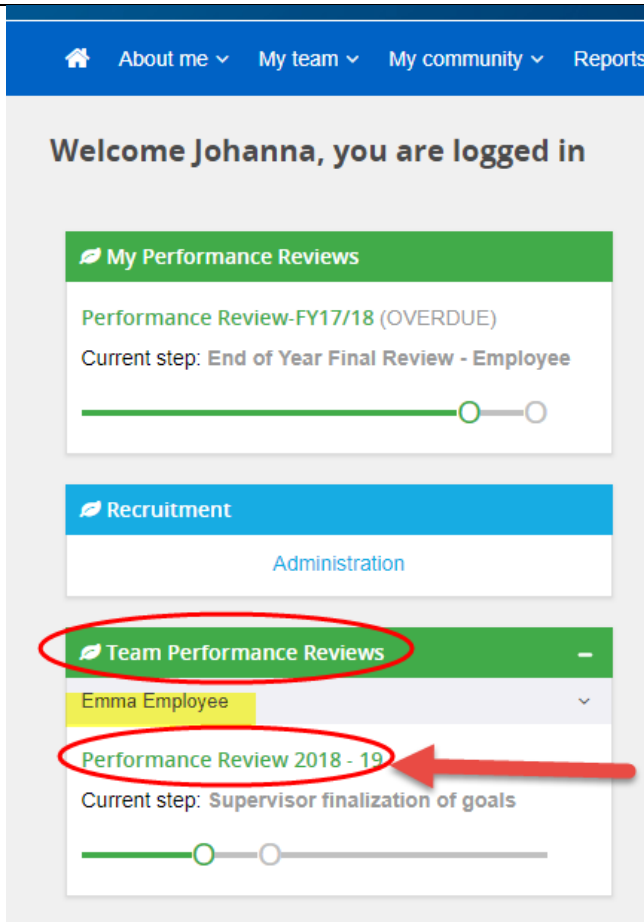
What you need to do	What you will see
<p>STEP 1: How to access the Performance Module</p> <p>Log into myTC and select Employee Resources.</p>	
<p>STEP 2:</p> <p>Navigate to the Human Resources section and click the Performance Management link</p>	

STEP 3:

This is your Performance Module home page.

Choose the performance review for the applicable employee

- Navigate to the **Team Performance Reviews** section
- Select **Performance Review 20YY-YY** (*should reflect the current year) for the employee

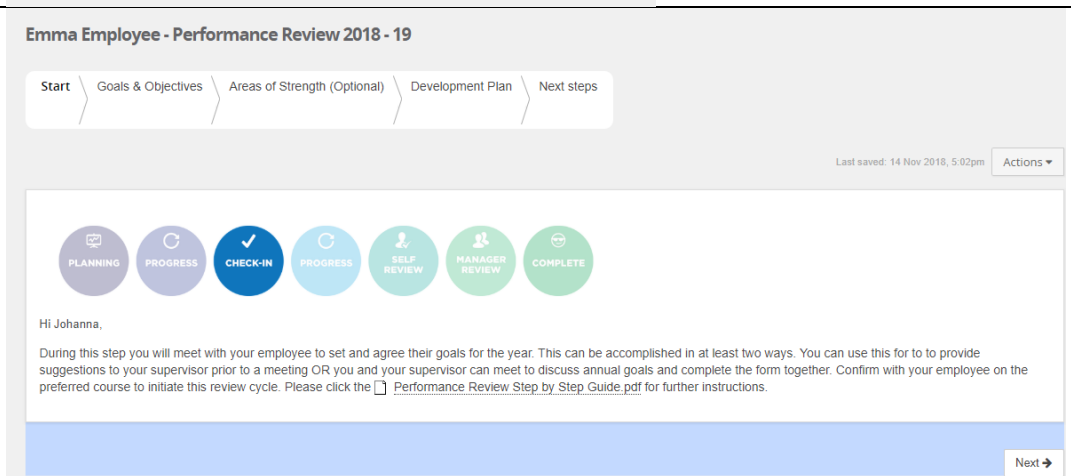


STEP 4:

You will be taken to the start of your performance review

Notice the tabs on the top – these will show the step in the process.

You can navigate between tabs by clicking each tab or hitting **Next** → in the bottom right



**STEP 5:
Job Responsibilities**

This will pull over from your Job Description in the Recruitment Dashboard. Please review and click **Next**.

If this tab does not populate for the employee, it means the job description needs to be updated. Please contact your HR Services representative.

Emma Employee - Performance Review 2019 - 2020

Start **Job Responsibilities** ^{NEW} Goals & Objectives Areas of Strength (Optional) Development Plan Next steps

Job Responsibilities ✔ Saved Last saved: 6 Nov 2019, 3:56pm Actions

Employee:
Each job duty contains a description and percentage of total time.
Please note, job duties are not to be changed within your performance review. Please speak with your Supervisor if you would like to modify the job duties presented below. Changes within performance do not reflect changes to your job description.

.....

Supervisor:
If you would like to adjust the job duties below, please login [here](#) to submit a request via the Recruitment system. Changes to the job duties below will not be reflected against the employees job description.

Item title 🗑

Title* Auditing - Assist HRIS Coordinator in analyzing and...

**STEP 6:
Goals & Objectives**

Employee suggests up to five goals/objectives for the year. Edit or add as you see fit.

Emma Employee - Performance Review 2018 - 19

Start **Goals & Objectives** Areas of Strength (Optional) Development Plan Next steps

Goals & Objectives ✔ Saved Last saved: 14 Nov 2018, 5:02pm Actions

Employee:
At the Employee Suggested Review stage, suggest goals for the upcoming year. Then, for the remainder of the year, regularly review and comment on your progress.
Describe the progress made during this year toward the three to five goals and objectives identified for review during this period.
Please note, your Supervisor can cascade their goals within your performance review. These will appear at the top.

.....

Supervisor:
You can comment against each Goal and Objective. Throughout the year you can comment on their progress and add relevant Journal items throughout the year.

Item title 🗑

Title* Add Goal & Objective 1...

STEP 6 (continued):

Complete the Title, Description and Target date for each goal/objective identified

Click **Add Goal** as necessary.

Click **Next** → to move to the next tab once all goals have been added

Item title 🗑

Title* Add Goal & Objective 3...

Description **B I U** | | | | | Source

.....

Status Current Completed No longer achievable Cancelled

Target date 🗑

Attachment

STEP 7: Areas of Strength (Optional)

Employee will have listed any areas of strength. Add or amend as you see fit.

As with Goals, you can add more, or move to the next stage, via buttons at the bottom of the page.

Click **Next** → to move to the next tab once all areas of strength have been added

Emma Employee - Performance Review 2018 - 19

Start > Goals & Objectives > **Areas of Strength (Optional)** > Development Plan > Next steps

Areas of Strength (Optional)

✓ Saved Last saved: 14 Nov 2018, 5:02pm Actions ▾

Employee:

Identify any skill or knowledge area which you would like to note as a strength and/or something that can be further leveraged over the course of the next year. Please be as specific as possible. Each strength should be its own entry and you should identify as many as possible.

Please note: this section is non-mandatory and does contribute to your overall performance outcome.

Supervisor:

Add any relevant strengths to your employees review. You can comment on their progress throughout the review.

Item title

Title* List your areas of strength

Description **B** *I* U | | | | | | Source

STEP 8: Development Plan

This page ties directly into the previous tab where goals and objectives were identified. Here, list any development you would like the employee to accomplish the goals set out.

Click **Next** → to move to the next tab once all items for development have been added

Emma Employee - Performance Review 2018 - 19

Start > Goals & Objectives > Areas of Strength (Optional) > **Development Plan** > Next steps

Development Plan

✓ Saved Last saved: 14 Nov 2018, 5:02pm Actions ▾

Employee

Propose at least one development goal for the next appraisal period, where job-related skills can be enhanced.

Access lynda.com to view a wide range of applicable online tutorials and courses.

Supervisor

Please review your employees identified areas of development.

The **Development Plan** ensures that you receive the appropriate development and support to meet your goals for both your current role and future career development path.

Your Development Plan should be simple and achievable. To assist in determining your development needs, give consideration to the following priorities:

- Which skills, knowledge and experience do you most need to develop in your current role to improve your performance?
- Which skills, knowledge and experience do you need to develop to ensure you achieve the coming year's goals?
- Note: Don't forget to provide a description of the activity and the date to be completed.

**STEP 9:
Next Steps**

This tab will display a summary of all inputted information. Review. Move back through tabs if you need to make any edits.

Once review is complete, click **Go to next step** to move performance review to the next stage – Journal.

Start > Goals & Objectives > Areas of Strength (Optional) > Development Plan > Next steps

Last saved: 14 Nov 2018, 5:02pm Actions

Summary

Summary

▼ Goals & Objectives

- 1. Add Goal & Objective 1...
- 2. Add Goal & Objective 2...
- 3. Add Goal & Objective 3...

▶ Areas of Strength (Optional)

▶ Development Plan

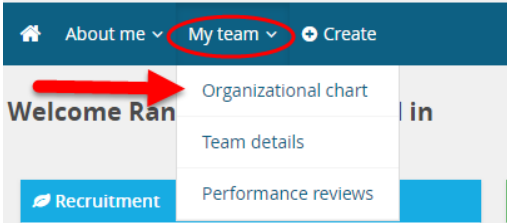
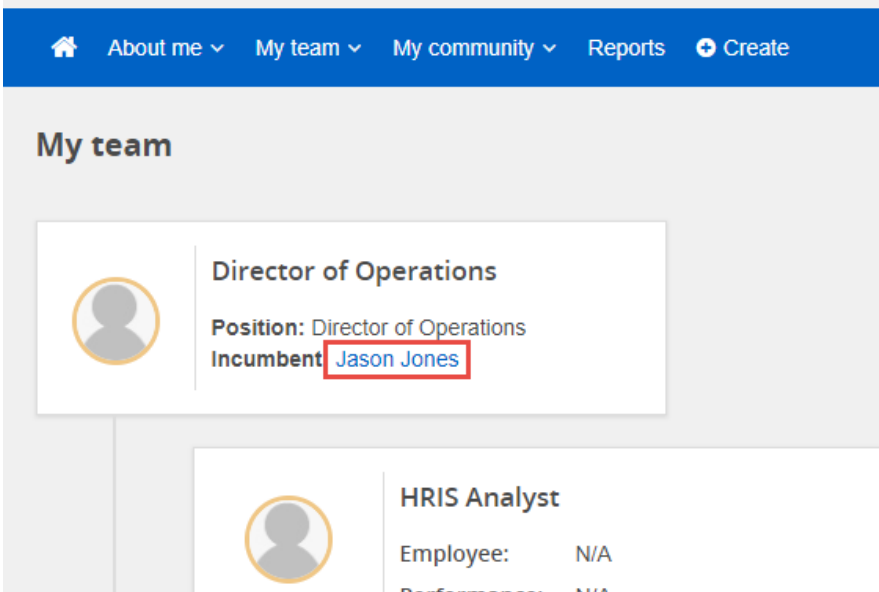
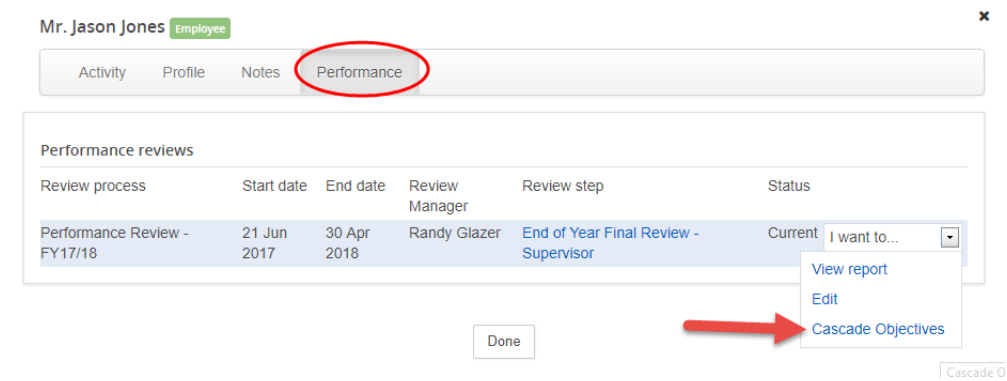
Your next step: Journal

Clicking "Go to next step" will move this review to the next step and you will be unable to return to this step

Go to next step

Cascading Goals- Supervisors

****This is NOT an official step in the performance review process, but an available option for supervisors**** After supervisors have received their own goals and objectives for the year, they are able to cascade them down to members of their team.

What you need to do	What you will see
<p>STEP 1: Go to the Performance Module home page</p> <p>Hover over the 'My team' on the top left and click 'Organizational Chart'</p>	
<p>STEP 2:</p> <p>Click your own name on the organizational chart</p>	
<p>STEP 3:</p> <p>Click the Performance header.</p> <p>Locate your current review. Under Status find Current. From the 'I want' drop down menu, choose Cascade Objectives</p>	

STEP 4:

You will be presented with a listing of your goals and your team members

Cascade Objectives

My objectives

Please select one or more objectives to cascade

Goals & Objectives

- Implement [redacted]
- Upgrade [redacted]
- Obtain [redacted]
- Complete [redacted]
- Develop [redacted]

My team

Please select the relevant team members to cascade the selected objectives to

- Anthony Tabano
- Johanna Masbad
- Saeedullah Jan

Next Close

STEP 5:

Choose the radio button(s) for the applicable goal(s) and team member, and click **Next**

Cascade Objectives

My objectives

Please select one or more objectives to cascade

Goals & Objectives

- Implement [redacted]
- Upgrade [redacted]
- Obtain [redacted]
- Complete [redacted]
- Develop [redacted]

My team

Please select the relevant team members to cascade the selected objectives to

- Anthony Tabano
- Johanna Masbad
- Saeedullah Jan

 Next Close

STEP 6:

On the next page, confirm the goal/team member combination and click **Next**

Cascade Objectives

My objectives

Goals & Objectives

Upgrade

Complete i

My team

Please select the relevant team members review(s) to cascade the selected objectives to

Johanna Masbad

Performance Review - FY17/18

Performance Review 2018 - 19

Next

Close

STEP 7:

Your goals have now been cascaded to the appropriate team member

Click **Close**

Cascade Objectives

My objectives

Goals & Objectives

Upgrade

Complete

My team

Please select the relevant team members review(s) to cascade the selected objectives to

Johanna Masbad

Performance Review - FY17/18

Performance Review 2018 - 19

Next

Close