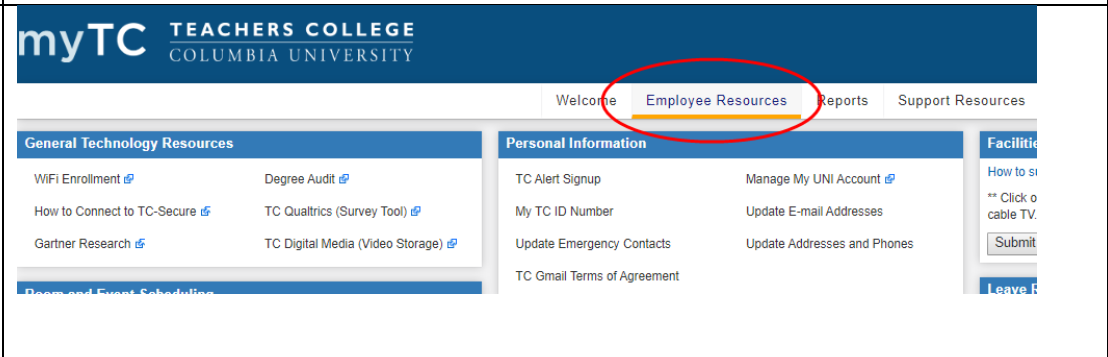
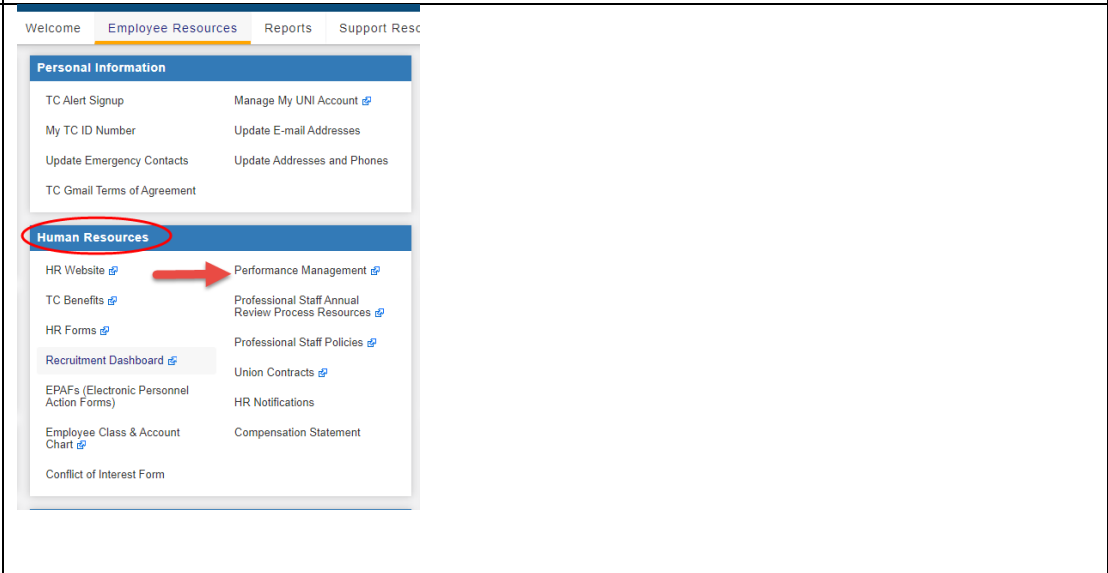


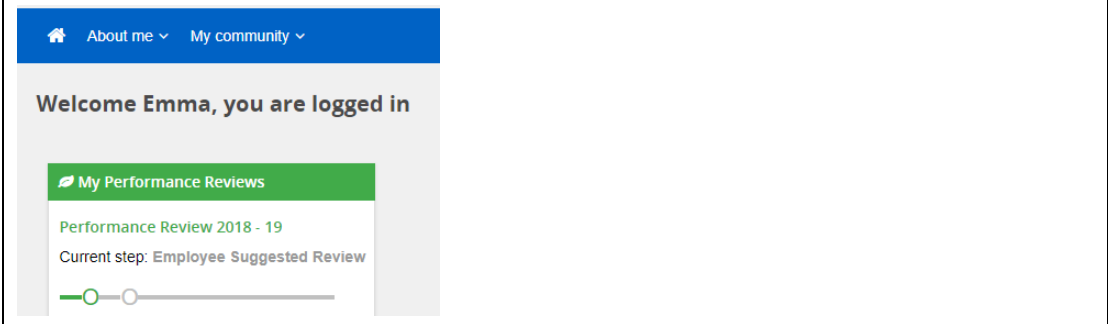
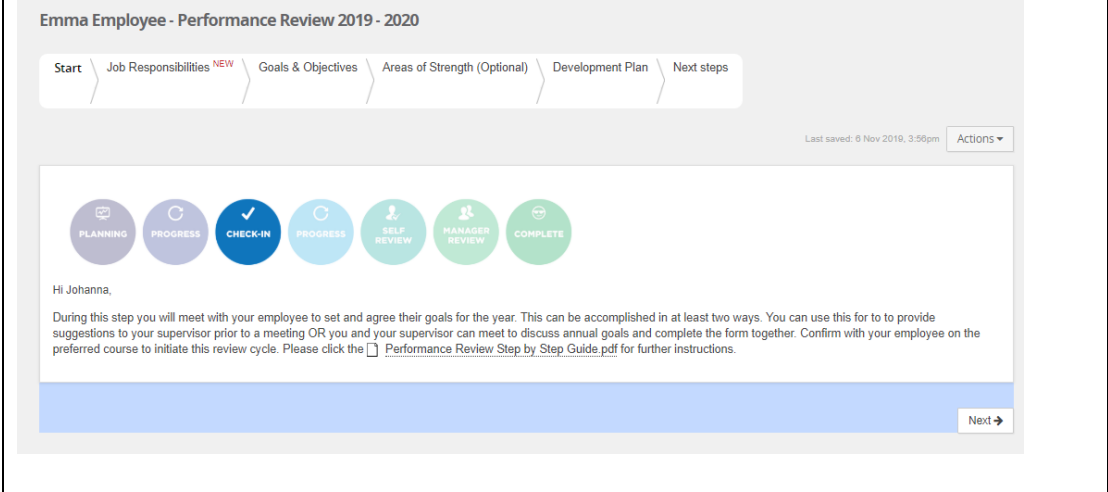
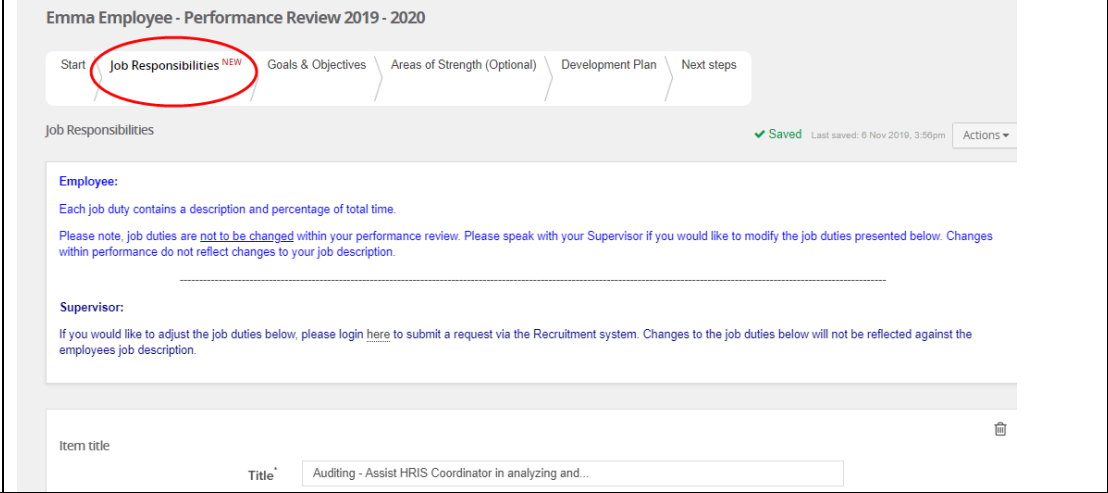
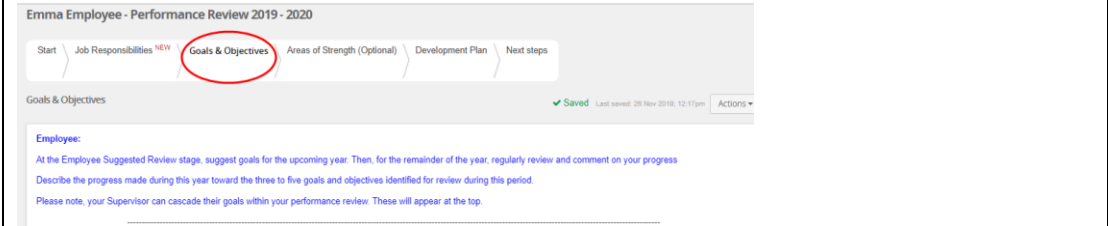
Stage 1 - Employee Suggested Goals

This is the start of the performance review process. This is the planning stage.



The employee will receive an email to begin the process. During the step, the employee will meet with their supervisor to set and agree on goals for the year. This can be accomplished in at least two ways. The employee can complete the first stage of the review and provide it to their supervisor. Alternatively, the employee and supervisor can meet to discuss annual goals and complete the form together.

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>	

<p>STEP 3: This is the Performance Module home page.</p> <p>From the My Performance Reviews box, select <i>Performance Review 20YY – YY</i>. (Select the current year)</p>	
<p>STEP 4: You will be taken to the start of your performance review</p> <p>Notice the tabs on the top – these will show the step in the process.</p> <p>You can navigate between tabs by clicking each tab or hitting Next → in the bottom right</p>	
<p>STEP 5: Job Responsibilities</p> <p>This will pull over from your Job Description in the Recruitment Dashboard. Please review and click Next.</p> <p>If this tab does not populate for you, it means your job description needs to be updated. Please contact your HR Services representative.</p>	
<p>STEP 6: Goals & Objectives</p> <p>Employee suggests up to five goals/objectives for the year</p>	

STEP 6 (continued):

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

List any areas of strength that you would like to specifically.

Item title

Title* Add Goal & Objective 1...

Description B I U [bullet] [list] [table] [link] [source]

Status Current

Target date 31 Jul 2019

Attachment Upload document

STEP 6a:

If needed, click **Add Goal**. Or, click **Next** → to move to the next tab once all goals have been added

Add Goal

Back

Next →

STEP 7:

Areas of Strength (Optional)

List any areas of strength that you would like to specifically note. 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 2019 - 2020

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

Areas of Strength (Optional) Saved Last saved: 20 Nov 2019, 12:17pm 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 it's 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 [bullet] [list] [table] [link] [source]

**STEP 7:
Development Plan**

This page ties directly into your annual goals. Here, list any development you will need to help accomplish the goals set out.

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

The screenshot shows the 'Development Plan' step of a performance review for Emma. At the top, a breadcrumb trail includes 'Start', 'Job Responsibilities', 'Goals & Objectives', 'Areas of Strength (Optional)', 'Development Plan', and 'Next steps'. The 'Development Plan' tab is highlighted with a red circle. Below the breadcrumb, there is a 'Development Plan' section with a 'Saved' status and a timestamp. The main content area is divided into 'Employee' and 'Supervisor' sections. The 'Employee' section contains instructions to propose at least one development goal and a link to lynda.com. The 'Supervisor' section asks for a review of identified areas of development. Below these sections, there are instructions and a list of 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?', and a note to provide a description of the activity and the date to be completed. At the bottom, there is a form with a 'Title' field containing 'Development Plan' and a 'Description' field with a rich text editor.

**STEP 8:
Next Steps**

Review the form at this step. You are able to navigate through each of the tabs if you would like to revise anything.

Click **Go to the next step** to move review to the next stage.

The screenshot shows the 'Next Steps' step of a performance review. At the top, a breadcrumb trail includes 'Start', 'Goals & Objectives', 'Areas of Strength (Optional)', 'Development Plan', and 'Next steps'. The 'Next steps' tab is highlighted. Below the breadcrumb, there is a text box with the instruction: 'Please ensure you contact you discuss the goals and strengths with your Manager in person'. Below this, there is a 'Summary' section with a dropdown menu showing 'Summary', 'Goals & Objectives', 'Areas of Strength (Optional)', and 'Development Plan'. The 'Goals & Objectives' section is expanded, showing a list of three items: '1. Add Goal & Objective 1...', '2. Add Goal & Objective 2...', and '3. Add Goal & Objective 3...'. Below this, there is a progress bar with the text 'Your next step: Supervisor finalization of goals'. At the bottom, there is a yellow warning box with an information icon and the text: 'Clicking "Go to next step" will move this review to the next step and you will be unable to return to this step'. Below the warning box is a blue button labeled 'Go to next step'.