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COLUMBIA UNIVERSITY HUMAN RESOURCES INFORMATION SYSTEMS

Stage 8 – Employee Confirmation

This is the final stage in the process:



In this stage, the employee is able to review all final comments on each item throughout each of the tabs.

What you need to do	What you will see		
STEP 1: How to access the Performance Module	General Technology Resources	Welcone Employee Resources Reports Support Re Personal Information TC Alert Signup Manage My UNI Account dP	sources Facilitie How to si
Log into myTC and select Employee Resources .	How to Connect to TC-Secure TC Qualtrics (Survey Tool) Gartner Research TC Digital Media (Video Storage) Room and Event Scheduling Room Assignments Request Form	My TC ID Number Update E-mail Addresses Update Emergency Contacts Update Addresses and Phones TC Gmail Terms of Agreement Payroll and Human Resources	** Click o cable TV. Submit Leave F Leave F
STEP 2: Navigate to the Human Resources section and click the Performance Management link	Welcome Employee Resources Reports Support Resc Personal Information TC Alert Signup Manage My UNI Account @ My TC ID Number Update E-mail Addresses Update Emergency Contacts Update Addresses and Phones TC Gmail Terms of Agreement Performance Management @ Human Resources Performance Management @ HR Forms @ Professional Staff Annual Review Process Resources @ HR Forms @ Professional Staff Policies @ HR Forms @ Professional Staff Policies @ HR prome @ HR Notifications EpAFs (Electronic Personnel Action Forms) HR Notifications Employee Class & Account Chart @ Compensation Statement Conflict of Interest Form Enclose Statement		

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STEP 3:	Welcome Emma, you are logged in		
This is your			
Performance	Ø My Performance Reviews		
Module home page.	Performance Review 2018 - 19		
	Current step: Supervisor finalization of		
From the My	goals		
Performance	0-0-		
Reviews box, the	Performance Review-FY17/18		
most current	Current step: End of Year Final Review -		
performance review			
You will be taken to			
the tabular view	About me v My team v My community v Reports O Create		
again of your	Hannah Mashad - Derformance Deview 2018 - 19		
performance			
review. You can	Start Job Responsibilities NEW Goals & Objectives Areas of Strength (Optional) Development Plan Next steps		
review manager's			
comments	Last saved: 20 Aug 2019, 4:56pm Actions Actions		
throughout each			
section.			
STEP 4 (optional):			
Print Performance	Emma Employee - Performance Review 2018 - 19		
Review Progress			
Report	Start Goals & Objectives Areas of Strength (Uptional) Development Plan Next steps		
neport	Last severt 3 Dar 2018 2-51rm		
Navigate to the	Switch to edit		
Actions menu on	E Vew progress report		
the right side.	PLANNING PROGRESS CHECK-IN PROGRESS SELF MANAGER COMPLETE OHIEVIEW COMPLETE		
	Li Emma		
Select View	This is the final step of your performance review. Please review the final comments and ratings of your hiring manager. During this step you will meet		
progress report	with your supervisor to set and agree your goals for the year. Please see the Stage 9: Employee Confirmation section of the Performance Review <u>Guide</u> for further details on how to print.		
p. 60. 600 . 6 p			
Your performance	🗢 Baalla Daalla - Usaab Markad Rainu - Gaala Chroma		
review will be	Secure https://teacherscollege.pageuppeople.com/myreviews/497ad2b6-c2e2-4ed3-ad1f-a79000ff33ba/progressreport		
reformatted to a			
printer-friendly	28 August 2018		
version. You can hit	Hannah Masbad - Performance Review		
	Role: Professional staff Manager: Jason Jones Step: Employee Confirmation		
the 🖾 icon, to	Objectives Employee review Manager review		

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STEP 5:	Your next step: Complete
Final confirmation	
Select Go on to next step to move the performance review to Complete.	Clicking "Go to next step" will move this review to the next step and you will be unable to return to this step
You have now completed your performance review!	