**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.

<table>
<thead>
<tr>
<th>What you need to do</th>
<th>What you will see</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>STEP 1:</strong> How to access the Performance Module</td>
<td>![Image of myTC interface]</td>
</tr>
<tr>
<td>Log into myTC and select Employee Resources.</td>
<td></td>
</tr>
<tr>
<td><strong>STEP 2:</strong> Navigate to the Human Resources section and click the Performance Management link</td>
<td></td>
</tr>
</tbody>
</table>
STEP 3:
This is the Performance Module home page.

From the My Performance Reviews box, select Performance Review 20YY – YY. (Select the current year)

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 you, it means your job description needs to be updated. Please contact your HR Services representative.

STEP 6:
Goals & Objectives

Employee suggests up to five goals/objectives for the year
**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 note.

**STEP 6a:**

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

**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.
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.

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.