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.

<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></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 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.

STEP 6: Goals & Objectives

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

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.
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.

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.
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.
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.

<table>
<thead>
<tr>
<th>What you need to do</th>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>STEP 1:</strong> Go to the Performance Module home page</td>
<td><img src="image1.png" alt="Screenshot of Performance Module" /></td>
</tr>
<tr>
<td>Hover over the 'My team' on the top left and click 'Organizational Chart'</td>
<td></td>
</tr>
<tr>
<td><strong>STEP 2:</strong></td>
<td><img src="image2.png" alt="Screenshot of Organizational Chart" /></td>
</tr>
<tr>
<td>Click your own name on the organizational chart</td>
<td></td>
</tr>
<tr>
<td><strong>STEP 3:</strong></td>
<td><img src="image3.png" alt="Screenshot of Performance Header" /></td>
</tr>
<tr>
<td>Click the Performance header.</td>
<td></td>
</tr>
<tr>
<td>Locate your current review. Under Status find Current. From the 'I want' drop down menu, choose Cascade Objectives</td>
<td></td>
</tr>
</tbody>
</table>
**STEP 4:**
You will be presented with a listing of your goals and your team members.

**STEP 5:**
Choose the radio button(s) for the applicable goal(s) and team member, and click **Next**.
**STEP 6:**

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

**STEP 7:**

Your goals have now been cascaded to the appropriate team member.

Click Close.