

# Intro to Performance Module

A Guide to Navigating the Performance Module

# What We'll Cover Today

- Performance Management Cycle
- Performance Management Timeline
- How to Access
- Performance Module Home Page
- Detailed Walk Through Each Step
- Other
  - Printing Completed Reviews
  - Cascading Goals as a Supervisor

# Performance Management Cycle

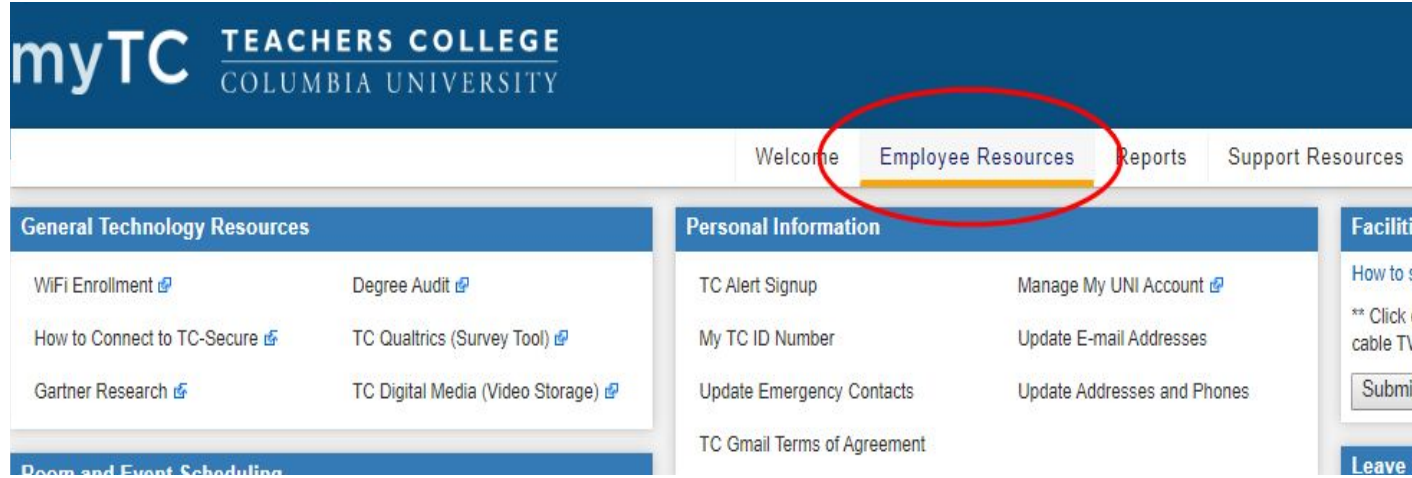
## Goal Setting and Planning



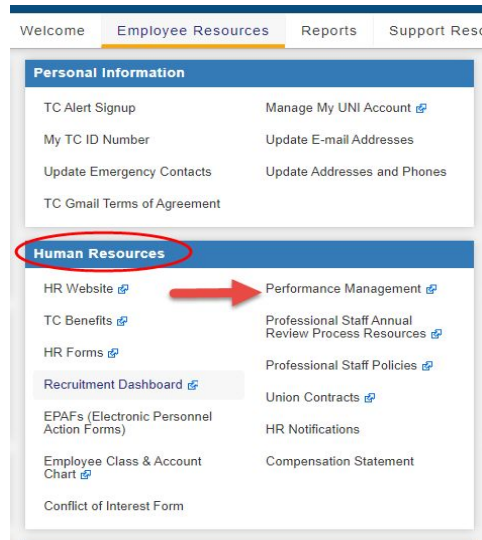
# Performance Management Timeline

#	Description	Stage
1	Employee Suggested Goals	Planning
2	Supervisor Finalization of Goals	Planning
3	Mid-Year Check In	Check-In
4	End of Year Final Review - Employee	Self-Review
5	End of Year Final Review - Supervisor	Manager Review
6	Employee Confirmation	

# How to Access



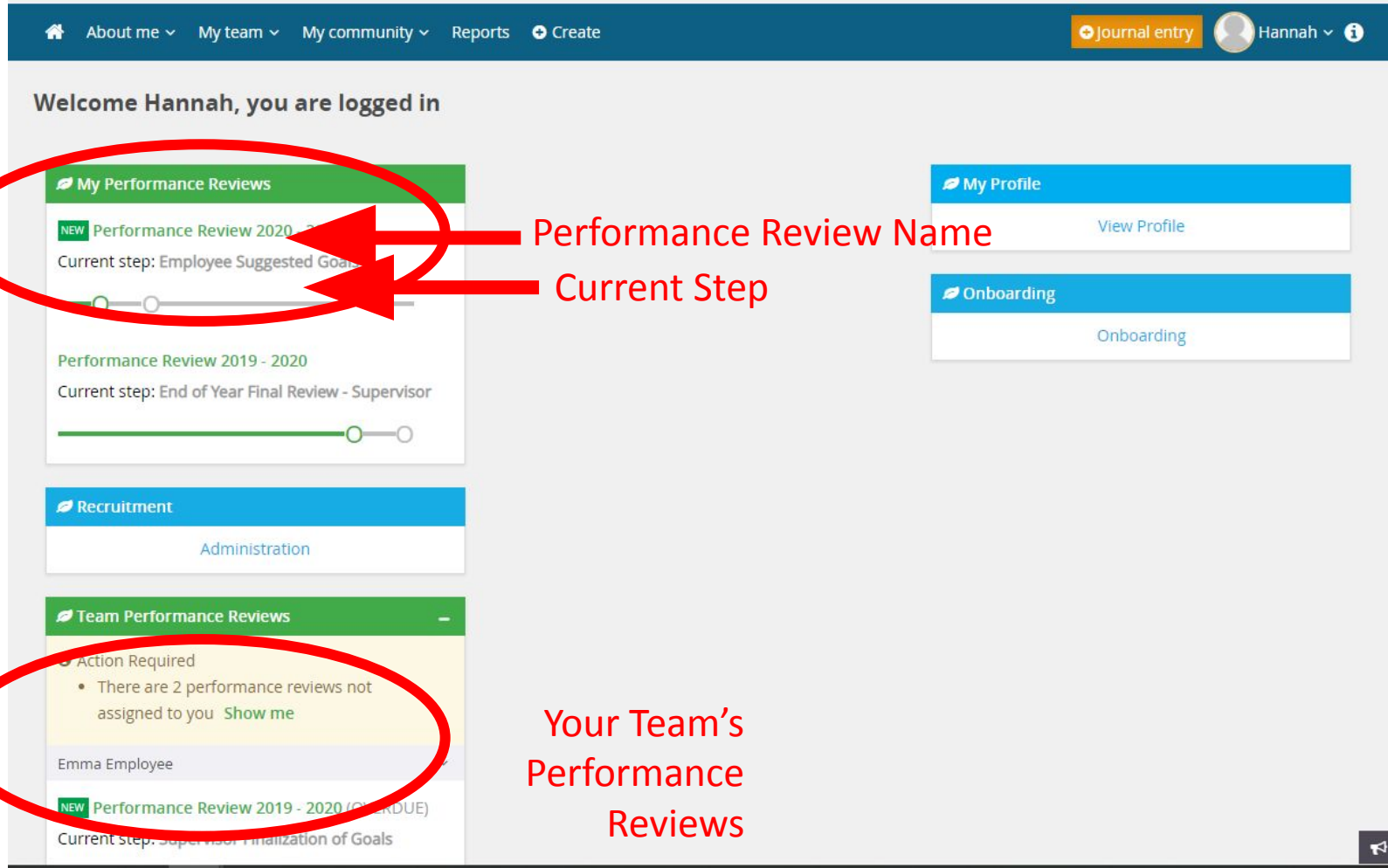
Log into myTC and select **Employee Resources**.



Navigate to the **Human Resources** section and click the **Performance Management** link



# Performance Module Home Page



Your Performance Reviews

Performance Review Name

Current Step

Your Team's Performance Reviews

# Home Screen – Employee View

The screenshot shows the 'Home Screen – Employee View' interface. At the top, there is a blue navigation bar with a home icon, 'About me' (highlighted with a red box), 'My community', a 'Journal entry' button, and a user profile for 'Emma'. Below the navigation bar, the 'My' section is active, showing a dropdown menu with 'Journal' and 'Performance reviews' (indicated by a red arrow). The 'Status' is set to 'Current'. A search bar with 'Clear' and 'Search' buttons is present. Below this is a table of review processes.

Review process	Review step	Manager	Role	Start date	Due date		
Performance Review 2018 - 19	Employee Confirmation	Svetla Eneva	Professional staff	3 Dec 2018	23 Nov 2019	I want to...	<a href="#">Open review</a>

# Home Screen – Supervisor View

The image shows a user interface for a supervisor's home screen. At the top, a dark blue navigation bar contains several menu items: a home icon, 'About me', 'My team', 'My community', 'Reports', and 'Create'. The 'My team' menu item is highlighted with an orange box. A red arrow points from this menu item to a detailed view of the team on the right. This detailed view is also enclosed in a red border. It features a title 'My team' and two employee cards. The first card is for a 'Sr. HRIS Analyst' with the incumbent 'Johanna Masbad'. The second card is for an 'HRIS Analyst I' named 'Ann Garg'. This card includes a 'Performance' section with links for 'Journal' and 'Open review', and a 'Flags' dropdown menu. A red arrow points to the 'Open review' link. Below the 'Open review' link are three more links: 'View profile', 'View details', and 'Create requisition from a Job description'. On the left side of the main content area, there is a 'Welcome Hand...' message and a 'My Performance' section with a 'Performance Review' card. The current step in the performance review process is 'Employee Suggested Goals'.



# Home Screen – Supervisor View

Home Screen – Supervisor View

Navigation: About me, My team, My community, Reports, Create

User: Hannah

My team performance reviews

The following employees report to you, however their reviews are not assigned to you:

- Ann Garg, Journal [Action review](#) [View report](#)
- Ann Garg, Employee Suggested Goals [Action review](#) [View report](#)

Please [refresh the page](#) to see performance reviews that you have just taken ownership.

Employee first name:

Employee last name:

Level:

Status:

Review process step:

Role:

Employee	Review process	Review step	Role	Start date	Due date		
Emma Employee	Performance Review 2019 - 2020	Employee Confirmation	Professional staff	24 Sep 2019	13 Sep 2020	I want to...	<input type="button" value="Open review"/>
Emma Employee	Performance Review 2019 - 2020	Employee Confirmation	Professional staff	14 Oct 2019	14 Oct 2020	I want to...	<input type="button" value="Open review"/>

# Umbrella View for all Direct Reports

Navigation menu: Home, About me, My team, My community, Reports, Create

Dropdown menu options: Organizational chart, Team details, Recruitment, Performance reviews

Current step: Employee Suggested Goals

Employee profile sidebar: Employee: [redacted], Performance: Mid Year Check in, Open review, View profile, View details, Create requisition from a Job desc

My team

You (Director - HRIS (Markus Olfend)) > Your direct report (HRIS Manager)

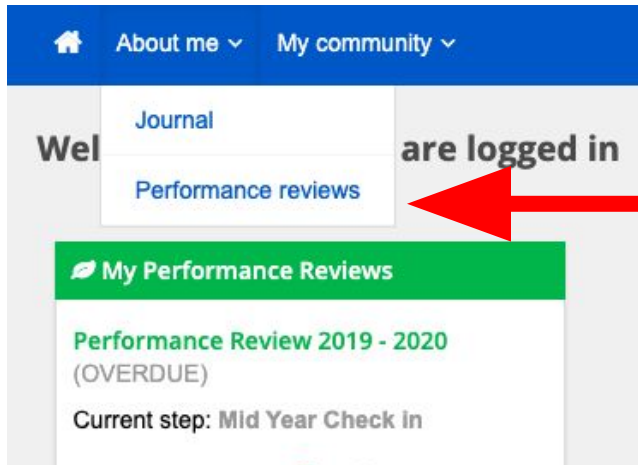
HRIS Manager (Incumbent: [redacted])

HRIS Analyst 1 (Your direct report's team) - Performance: Mid Year Check in - View report

HRIS Coordinator (Your direct report's team) - Performance: Mid Year Check in - View report

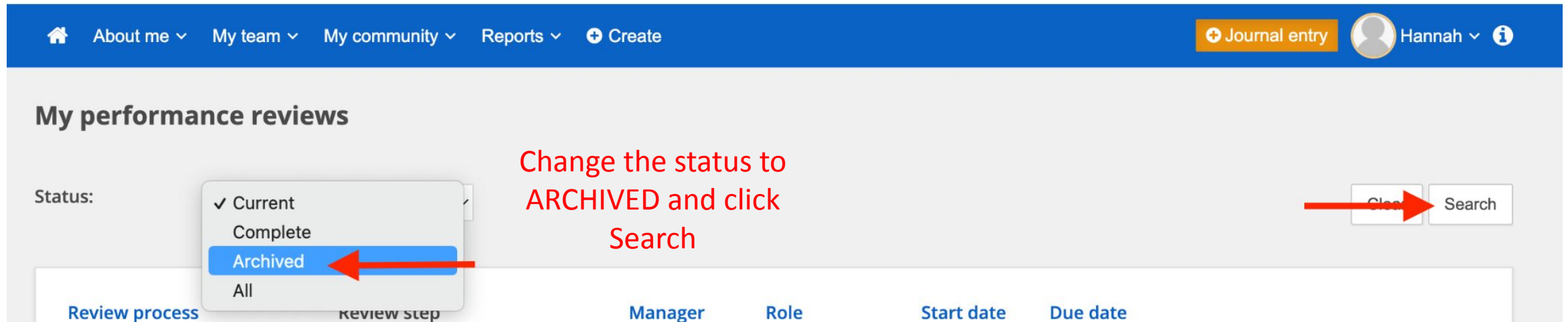
Click to view their performance review

# Viewing Archived Performance Reviews - Employee



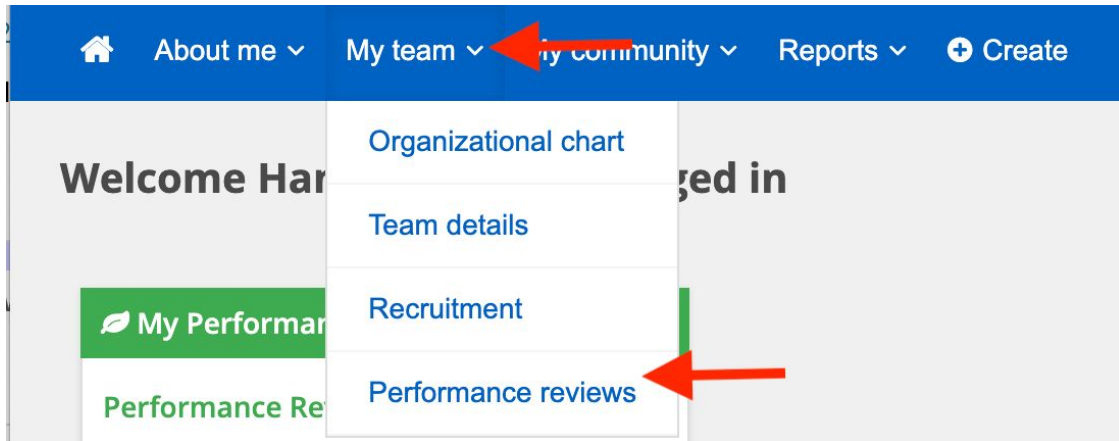
In the About me tab, click the Performance review link

You will see all of your performance reviews



Change the status to ARCHIVED and click Search

# Viewing Archived Performance Reviews - Manager



In the **My team** tab, click the **Performance reviews** link

Change the status to **ARCHIVED** and click **Search**

### My team performance reviews

Employee first name:  Employee last name:

Level:  Status:

Review process step:  Role:

Employee	Review process	Review step	Role	Start date	Due date		
Emma Employee	Performance Review 2018 - 19	Journal	Professional staff	14 Nov 2018	31 Jul 2019	I want to...	<input type="button" value="View report"/>

# Step 1: Employee Suggested Goals

#	Description	Stage
1	Employee Suggested Goals	Planning
2	Supervisor Finalization of Goals	Planning
3	Mid-Year Check In	Check-In
4	End of Year Final Review - Employee	Self-Review
5	End of Year Final Review - Supervisor	Manager Review
6	Employee Confirmation	

# Employee Performance Review Home Screen

Hannah Masbad - Performance Review 2020 - 2021

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

Last saved: 4 Nov 2020, 1:53pm

Actions ▾



Hi Johanna,

Welcome to your new Performance Review. During this step you will meet with your supervisor to set and agree on your goals for the year. This can be accomplished in at least two ways. You can use this to provide suggestions to your supervisor prior to a meeting OR you and your supervisor can meet to discuss annual goals and complete the form together. Please check with your supervisor on the preferred course to initiate this review cycle. For a step by step guide, please refer to the [Performance Review Manual](#).

Next →



# Employee Performance Review Home Screen

## Hannah Masbad - Performance Review 2020 - 2021

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

Actions ▾



Hi Johanna,

Welcome to your new Performance Review. During this step you will meet with your supervisor to set and agree on your goals for the year. This can be accomplished in at least two ways. You can use this to provide suggestions to your supervisor prior to a meeting OR you and your supervisor can meet to discuss annual goals and complete the form together. Please check with your supervisor on the preferred course to initiate this review cycle. For a step by step guide, please refer to the [Performance Review Manual](#).

Next →

# Employee Performance Review Home Screen

Hannah Masbad - Performance Review 2020 - 2021

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

Actions ▾

**Click through each tab to take you through different sections of the performance review**

PLANNING PROGRESS CHECK-IN PROGRESS SELF REVIEW MANAGER REVIEW COMPLETE

Hi Johanna,

Welcome to your new Performance Review. During this step you will meet with your supervisor to set and agree on your goals for the year. This can be accomplished in at least two ways. You can use this to provide suggestions to your supervisor prior to a meeting OR you and your supervisor can meet to discuss annual goals and complete the form together. Please check with your supervisor on the preferred course to initiate this review cycle. For a step by step guide, please refer to the [Performance Review Manual](#).

Next →

**This will instruct you on what to do in that section.**

# Job Responsibilities

This pulls from the Job Duties listed on the Job Description

Hannah Masbad - Performance Review 2020 - 2021

Start | **Job Responsibilities** <sup>NEW</sup> | Goals & Objectives | Areas of Strength (Optional) | Development Plan | Next steps

Job Responsibilities ✓ Saved 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*	Description
	Individual Development: Identifies areas of improvement...	Individual Development: Identifies areas of improvement in HR or related systems and processes, periodically evaluates new system functionality and trends to support strategic business goals.

← Back Next →

## JOB DUTIES

% of time	Duties / Responsibilities	Essential / Marginal
5	Individual Development: Identifies areas of improvement in HR or related systems and processes, periodically evaluates new system functionality and trends to support strategic business goals.	Essential
10	Supports HRMS upgrades, patches, testing and other technical projects as assigned.	Essential
50	Maintains and supports HR applications and systems.	Essential
20	Supervises HR Analyst(s) -	Essential
15	Works collaboratively with I	Essential

Click when you're ready to move to the next section

# Goals & Objectives

Hannah Masbad - Performance Review 2020 - 2021

Start > Job Responsibilities <sup>NEW</sup> > **Goals & Objectives** > Areas of Strength (Optional) > Development Plan > Next steps

Goals & Objectives ✓ Saved Last saved: 4 Nov 2020, 1:39pm 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.

# Inputting Goals



Item title

Title\*

Test Goal #1

Description

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

write a description of the goal here.

Status

Current

Status

Current

Current

Completed

No longer achievable

Cancelled

Target date

23 Oct 2021

Attachment

Upload document

Delete Goal 



Item title

Title\*

Add Goal & Objective 3...

Description

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

Status

Current



Target date

23 Oct 2021



Attachment

 Upload document

 Add Goal



 Back

Move to Next Section



Next 



# Areas of Strength (Optional)

Hannah Masbad - Performance Review 2020 - 2021

Start > Job Responsibilities <sup>NEW</sup> > Goals & Objectives > **Areas of Strength (Optional)** > Development Plan > Next steps

Areas of Strength (Optional)

✓ Saved Last saved: 4 Nov 2020, 1:53pm

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 | ☰ ☷ ☹ ☺ ☻ ☼ | 📄 📧 🔄 Source



# Development Plan

Start > Job Responsibilities <sup>NEW</sup> > Goals & Objectives > Areas of Strength (Optional) > **Development Plan** > Next steps

Development Plan ✓ Saved Last saved: 4 Nov 2020, 1:53pm Actions ▾

**Employee**

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

Access [lynda.com](https://www.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.

# Development Plan

Item title

Title\*

Description

**B** *I* U | Source

---

[+ Add Development activity](#)

[← Back](#) Move to Next Section  [Next →](#)

# Next steps

Emma Employee - Performance Review 2019 - 2020

Start > Job Responsibilities <sup>NEW</sup> > Goals & Objectives > Areas of Strength (Optional) > Development Plan > **Next steps**

Summary

Summary

▼ Job Responsibilities

- 1. Auditing - Assist HRIS Coordinator in analyzing and...
- 2. Assisting HRIS Coordinator with troubleshooting and...
- 3. PageUp End User Support - Provide support for HRMS,...
- 4. Reporting (PageUp related) - Write, maintain and support...
- 5. Disability & Leave - In conjunction with the Benefits...
- 6. Instructional Documentation - Develop user procedures,...
- 7. Taxable Tuition - Determine tax liability for all...
- 8. Unemployment - Process unemployment claims in a timely...
- 9. Other duties as assigned

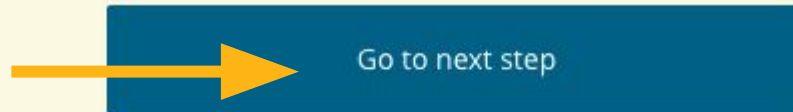
► Goals & Objectives

# Next steps (continued)

The next step of  
the Performance  
Review

Your next step: Supervisor Finalization of Goals

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



[View entire process](#)

# Step 2: Supervisor Finalization of Goals

#	Description	Stage
1	Employee Suggested Goals	Planning
2	Supervisor Finalization of Goals	Planning
3	Mid-Year Check In	Check-In
4	End of Year Final Review - Employee	Self-Review
5	End of Year Final Review - Supervisor	Manager Review
6	Employee Confirmation	



# Step 2: Supervisor Finalization of Goals

Emma Employee - Performance Review 2019 - 2020

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

Last saved: 20 Nov 2020, 12:11am Actions ▾

**Click through each tab to review what your employee input in each of the different sections**

PLANNING PROGRESS CHECK-IN PROGRESS SELF REVIEW MANAGER REVIEW COMPLETE

Hi Johanna,

During this step you will meet with your employee to set and agree their goals for the year. This can be accomplished in at least two ways. You can use this for to provide suggestions to your supervisor prior to a meeting OR you and your supervisor can meet to discuss annual goals and complete the form together. Confirm with your employee on the preferred course to initiate this review cycle. Please click the [Performance Review Manual](#) for further instructions.

Next →

# Step 2: Supervisor Finalization of Goals

Item title 🗑️

Title\*

Description

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

be accurate

---

Status  ▼

Target date

Attachment

➕ Add Goal

← Back Next →

As a supervisor, you will be able to review all the goals and development plan items that the employee suggests for themselves. You can make updates as needed.

# Next steps (continued)

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

[View entire process](#)

# Step 3: Mid – Year Check In

#	Description	Stage
1	Employee Suggested Goals	Planning
2	Supervisor Finalization of Goals	Planning
3	Mid-Year Check In	Check-In
4	End of Year Final Review - Employee	Self-Review
5	End of Year Final Review - Supervisor	Manager Review
6	Employee Confirmation	

# Mid Year Check In

## Emma Employee - Performance Review 2019 - 2020



Last saved: 19 Nov 2020, 2:18pm Actions ▾



Hi Emma,  
During this step you will meet with your supervisor for a mid year check in on your performance goals.

Next →

# Mid Year Check In

Development Plan

Add comment

Journal Linked by name

**Emma Employee**  
GREAT EMPLOYEE  
EMMA EMPLOYEE IS FANTASTIC

Today at 8:58 PM

Target date: 19 Sep 2023

>

Save & Share Save as Private Cancel

- Review Each Section
- Add Comments as needed
  - Save & Share → will be viewable by all
  - Save as Private → only viewable by you
- Cannot delete goals at this time
  - Recommend to write a comment if no longer applicable
- Can add new goals/items



# Step 4: End of Year Final Review - Employee

#	Description	Stage
1	Employee Suggested Goals	Planning
2	Supervisor Finalization of Goals	Planning
3	Mid-Year Check In	Check-In
4	End of Year Final Review - Employee	Self-Review
5	End of Year Final Review - Supervisor	Manager Review
6	Employee Confirmation	

# Step 4: End of Year Final Review - Employee

Emma Employee - Performance Review 2019 - 2020

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

Last saved: 20 Nov 2020, 2:21am Actions ▾

PLANNING PROGRESS CHECK-IN PROGRESS SELF REVIEW MANAGER REVIEW COMPLETE

Hi Emma,

During this step you will review and add your final comments. Once you click 'Next', your Supervisor will rate your Annual performance.

Upon your acknowledgment, your performance assessment will be complete.

Employee should review each section. You can add your comments against each item in each section.

# Step 4: End of Year Final Review - Employee

Emma Employee - Performance Review 2019 - 2020

Start > Job Responsibilities <sup>NEW</sup> > **Goals & Objectives** > Areas of Strength (Optional) > Development Plan > Next steps

▼ Add Goal & Objective 1... Current

**Hannah Masbad**

Not rated

📅 Target date: 30 Aug 2024


**Add comment** ▼

- Cannot Rate (Supervisor Only)
- Can add comments

There are no comments for this item.

# Step 4: End of Final Review - Employee Year

Department Plan










**Next steps** 

Last saved: 20 Nov 2020, 2:21am Actions ▾


rate your Annual performance.

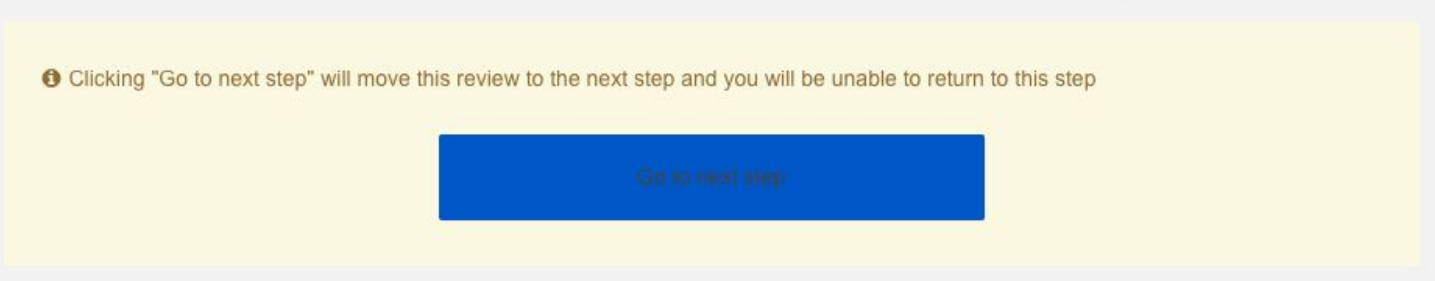
Final comments

Emma Employee

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

Your next step: End of Year Final Review - Supervisor



  
**i** 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](#)

# Step 5: End of Year Final Review - Supervisor

#	Description	Stage
1	Employee Suggested Goals	Planning
2	Supervisor Finalization of Goals	Planning
3	Mid-Year Check In	Check-In
4	End of Year Final Review - Employee	Self-Review
5	End of Year Final Review - Supervisor	Manager Review
6	Employee Confirmation	


# End of Year Final Review - Supervisor

Emma Employee - Performance Review 2019 - 2020

**i** This review has been opened by the employee in another window. Editing has been disabled to prevent conflicts.

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

Last saved: 20 Nov 2020, 2:43am Actions ▾



Hi Johanna,

During this step you will rate your employee's performance. Please note that once you click 'Next', Emma's performance review will be submitted and complete.

Prior to submitting their review you may wish to assess all other team members and input your final rating.

Upon your completion of the assessment, you can share your assessment with Emma.

Supervisor should review each section. You can add the final comments that your employee input and also add your own comments against each item in each section.

# End of Year Final Review - Supervisor

Start > **Job Responsibilities** <sup>NEW</sup> > Goals & Objectives > Areas of Strength (Optional) > Development Plan > Next steps

Job Responsibilities ✓ Saved Last saved: 20 Nov 2020, 2:27am 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.

▾ Auditing - Assist HRIS Coordinator in analyzing and... ✎

Auditing - Assist HRIS Coordinator in analyzing and processing all transactions to maintain timely and accurate information in HRMS, and ensure data integrity through reports, audits and data flow analysis.

<b>Emma Employee</b>
Cannot rate
<b>Hannah Masbad</b>
Cannot rate

Add comment ▾

- Cannot Rate
- Can add comments



## Emma Employee - Performance Review 2019 - 2020

Start

Job Responsibilities <sup>NEW</sup>

Goals & Objectives

Areas of Strength (Optional)

Development Plan

Next steps

▼ Add Goal & Objective 1... Current

### Description

**Did not meet goal(s):** Did not meet performance requirements nor completed the objective. Did not perform the job satisfactorily; did not produce the quantity, quality and timelines of work expected; unsatisfactory progress in attaining the goal.

**Met goal(s):** Did a good job; handled most assignments within the scope of responsibility. Did not require significant improvement; completed the goal or objective as established.

**Exceeded goal(s):** Exceeded position requirements even on the most difficult and complex aspects of the job. Took additional assignments without negatively affecting other work; goal completed thoroughly, completely, and on or ahead of schedule.

Hannah Masbad



Meets goal

You will see what the rating the employee has given themselves for each goal.

You will add your own rating for them against each goal.

You can also add comments as needed.

# End of Year Final Review - Supervisor

**Emma Employee - Performance Review 2019 - 2020**

ⓘ This review has been opened by the employee in another window. Editing has been disabled to prevent conflicts.

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

Last saved: 20 Nov 2020, 2:43am Actions ▾

**Continue to review each section and add comments as needed**

PLANNING   PROGRESS   **CHECK-IN**   PROGRESS   SELF REVIEW   MANAGER REVIEW   COMPLETE

Hi Johanna,

During this step you will rate your employee's performance. Please note that once you click 'Next', Emma's performance review will be submitted and complete.

Prior to submitting their review you may wish to assess all other team members and input your final rating.

Upon your completion of the assessment, you can share your assessment with Emma.

Next →

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

✓ Saved Last saved: 30 Sep 2022, 4:07pm

Actions ▾

Before clicking 'Go To Next Step' please ensure you have assessed other team member scores. Clicking Next will submit the overall review score.

Supervisor Overall Rating

5 / 5

Exceeded goal(s): Exceeded position requirements even on the most difficult and complex aspects of the job. Took additional assignments without negatively affecting other work; goal completed thoroughly, completely, and on or ahead of schedule.

Your overall rating is based on the scores your Supervisor gave you.

Goals progress

3 / 5

Overall review

5 / 5

✓ Save

This averages out all the ratings in the Goals & Objectives section.

You will be able to rate the employee one last time.

Value	Description
1 Did not Achieve Results	<b>Did not meet goal(s)</b> - Does not meet performance requirements or did not complete the objective; Does not perform the job satisfactorily; Does not produce the quantity, quality, and timelines of work expected; Unsatisfactory progress in attaining the goal or objective
2 Achieved some but not all Results	<b>Met some but not all goals:</b> Sometimes meets expectations, or Partially completed the objective - <i>Inconsistent Performance</i> . Does not perform the job satisfactorily; Does not produce the quantity, quality, and timelines of work expected; Unsatisfactory progress in attaining the goal or objective
3 Achieved Results	<b>Met goal(s)</b> - Is doing a good job; Handles most assignments within the scope of his/her responsibility; Does not require significant improvement; Completed the goal or objective as established
4 Successful Results	<b>Exceeded some goals:</b> Is doing an excellent job and usually exceeds most requirements; Demonstrates a willingness to perform beyond expectations; Goal or objective completed in a manner that was beyond what was expected
5 Exceptional Results	<b>Exceeded goal(s)</b> - Exceeds position requirements even on the most difficult and complex aspects of his/her job; Takes on additional assignments without negatively affecting other work; Goal or objective completed thoroughly, completely, and on or ahead of schedule

# End of Year Final Review - Supervisor

Final comments

Emma Employee

No comments made

Hannah Masbad

**B** *I* U | [List Bulleted] [List Numbered] [List None] [List Indented] [List Outdented] [Table] [Link] [Image] [Source]

---

---

Your next step: Employee Confirmation

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

You will be able to read the employee's final comments.

You will be able to write your own final comments for the employee.

You will move the review to the final stage: Employee Confirmation.

# Step 6: Employee Confirmation

#	Description	Stage
1	Employee Suggested Goals	Planning
2	Supervisor Finalization of Goals	Planning
3	Mid-Year Check In	Check-In
4	End of Year Final Review - Employee	Self-Review
5	End of Year Final Review - Supervisor	Manager Review
6	Employee Confirmation	

# Employee Confirmation

## Emma Employee - Performance Review 2019 - 2020

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

Last saved: 20 Nov 2020, 3:05am Actions ▾



Hi Emma,

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 with your supervisor to set and agree your goals for the year. Please see the Stage 9: Employee Confirmation section of the Performance Review Manual for further details on how to print.

You can review the final comments of your supervisor.

On the Next steps tab, be sure to click Go to next step to complete the review process for the year

Your next step: Complete

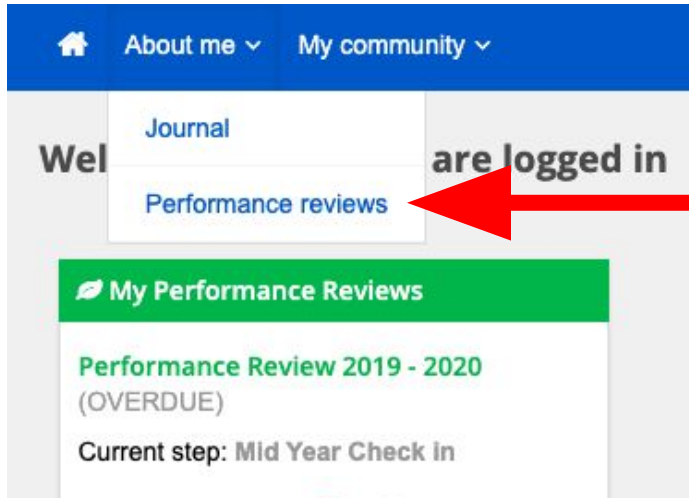
ⓘ Clicking "Go to next step" will move this review to the next step and you will be unable to return to this step

Go to next step

View entire process

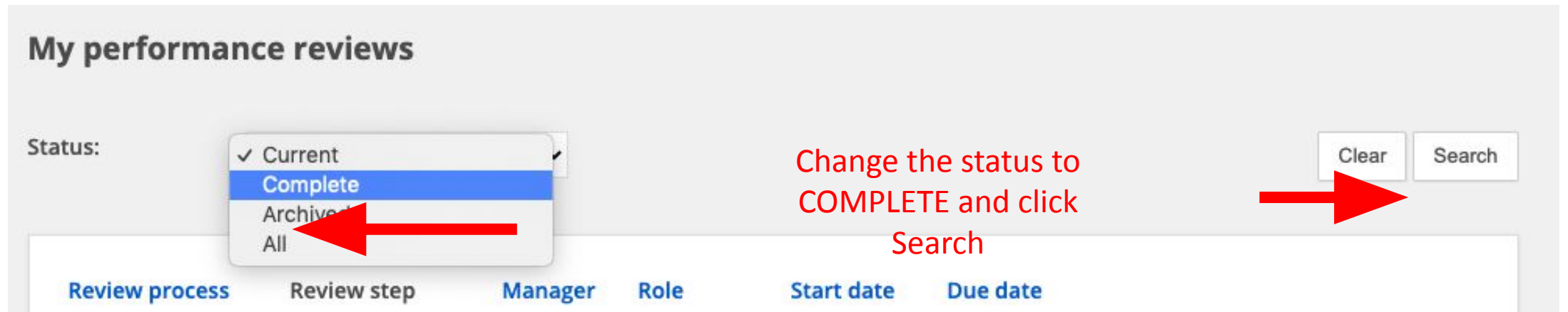


# Viewing Completed Performance Reviews



In the About me tab,  
click the Performance  
review link

You will see all of your performance reviews



Change the status to  
COMPLETE and click  
Search



# Printing Completed Performance Reviews

## My performance reviews

Status:

Complete



Clear

Search

Review process	Review step	Manager	Role	Start date	Due date	
----------------	-------------	---------	------	------------	----------	--

Performance Review 2019 - 2020	Complete	Andrew Manager	Professional staff	13 Sep 2019	30 Sep 2019	I want to...
--------------------------------	----------	----------------	--------------------	-------------	-------------	--------------

Performance Review 2019 - 2020	Complete	Johanna Masbad	Professional staff	14 Oct 2019	14 Oct 2020	I want to...
--------------------------------	----------	----------------	--------------------	-------------	-------------	--------------

Performance Review 2020 - 2021	Complete	Johanna Masbad	Professional staff	30 Sep 2020	20 Sep 21	
--------------------------------	----------	----------------	--------------------	-------------	-----------	--

- View the report
- View progress report
- View the review process

Page 1 of 1 Jump to page

Records 1 to 3 of 3

# Sample: PDF Version of Completed Review



20 November 2020

## Emma Employee - Performance Review 2019 - 2020

**Role:** Professional staff

**Manager:** Hannah Masbad

**Step:** Complete

Your overall rating is based on the ratings your Supervisor gave you.

3.9 / 5.0

Is doing an excellent job and usually exceeds most requirements; Demonstrates a willingness to perform beyond expectations; Goal or objective completed in a manner that was beyond what was expected

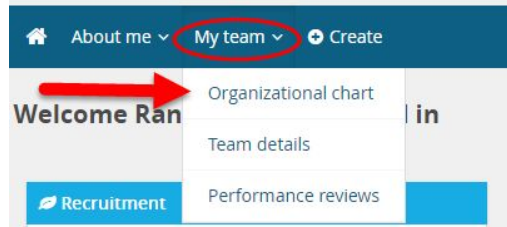
	Your score	Maximum
<b>Job Responsibilities</b>	-	-
<u>Auditing - Assist HRIS Coordinator in analyzing and...</u>	-	-

# Cascading Goals as a Supervisor

## Step 1

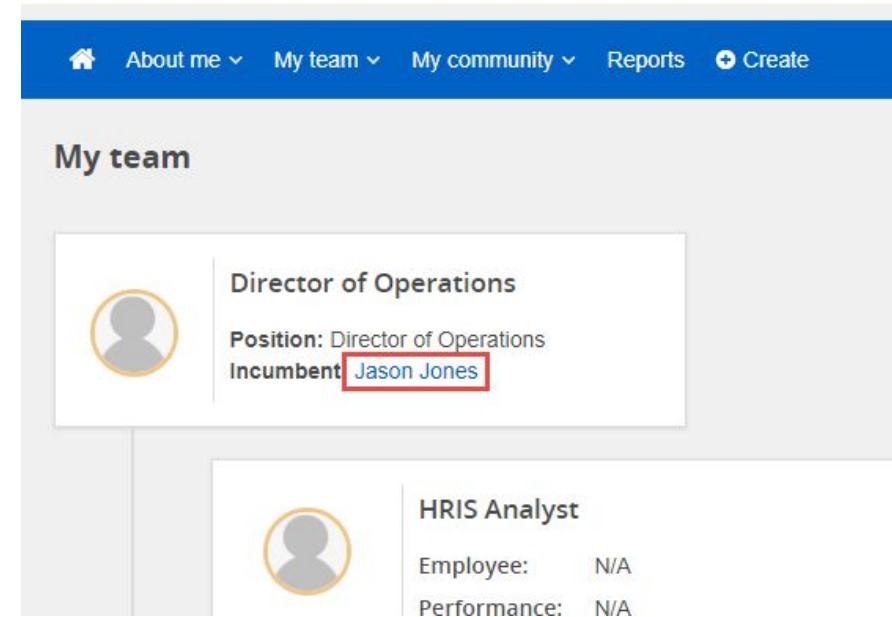
Go to the **Performance Module** home page

Hover over the 'My team' on the top left and click 'Organizational Chart'



## Step 2

Click your own name on the organizational chart



# Cascading Goals as a Supervisor

## Step 3

Click the **Performance** header.

Locate your current review. Under **Status** find **Current**.  
From the 'I want' drop down menu, choose **Cascade Objectives**

Mr. Jason Jones Employee

Activity Profile Notes **Performance**

Performance reviews

Review process	Start date	End date	Review Manager	Review step	Status
Performance Review - FY17/18	21 Jun 2017	30 Apr 2018	Randy Glazer	End of Year Final Review - Supervisor	Current

Done

**Cascade Objectives**

View report  
Edit  
Cascade Objectives

Cascade 0

## 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
- Upgrade
- Obtain
- Complete r
- Develop

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

- Anthony Tabano
- Johanna Masbad
- Saeedullah Jan

Next Close

# Cascading Goals as a Supervisor

## 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



## Step 6

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

Cascade Objectives

**My objectives**

**Goals & Objectives**

- Upgrade [redacted]
- Complete [redacted]

**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

# Cascading Goals as a Supervisor

## 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





# Questions?

Contact [HRISTeam@tc.columbia.edu](mailto:HRISTeam@tc.columbia.edu)