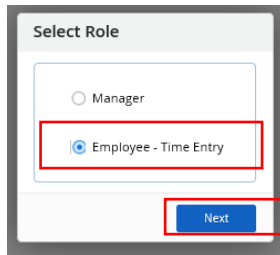


TRCA Performance – Quick Tips

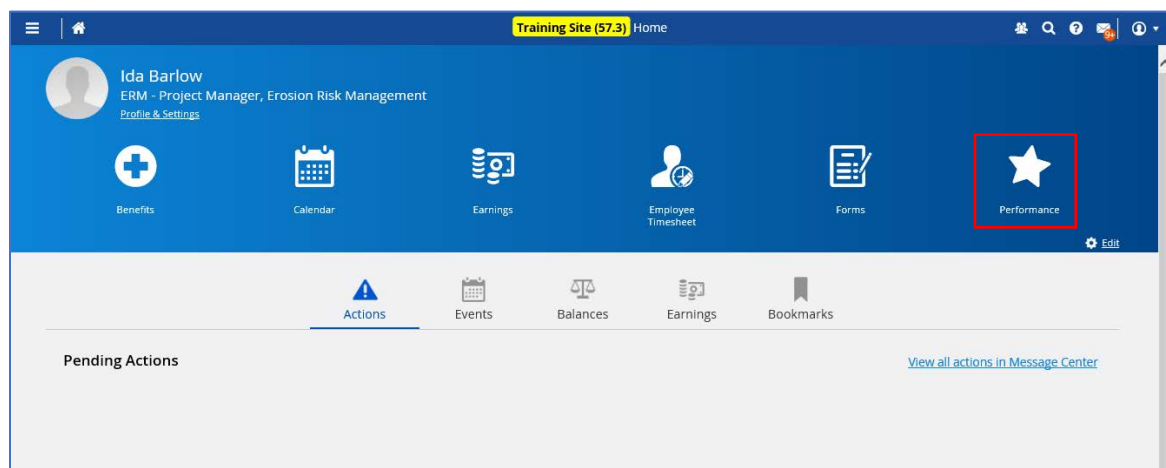
Employee Add Comments to Review Form

1. Log into **Ceridian Dayforce**.

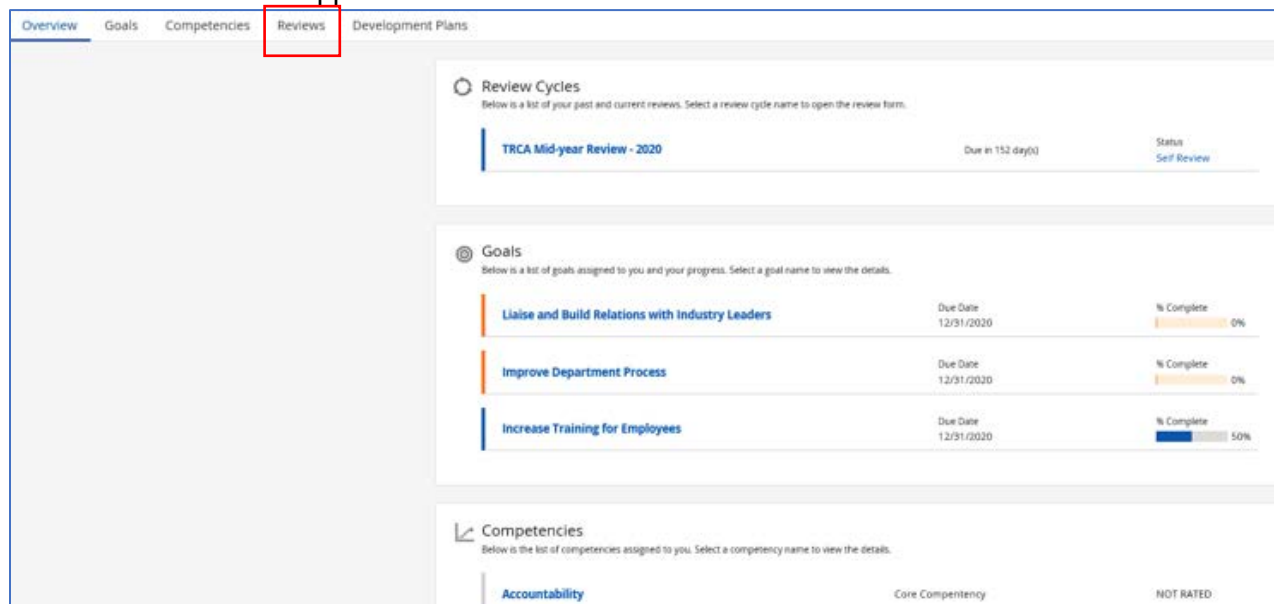
- The Select Role pop-up box appears. Select **Employee – Time Entry**. Click **Next**.



- The **Home** screen displays, click on the **Performance** icon to open the performance module.



2. The **Overview** screen appears as the default. Click on the **Review** tab icon on the toolbar



TRCA Performance – Quick Tips

Employee Add Comments to Review Form

- The **Reviews** screen displays. Click on the **Review Cycle Name – TRCA Mid-year Review -2020**

Review Cycle	Period	Status	Due Date	Manager Review
TRCA Mid-year Review - 2020	1/1/2020 - 6/30/2020	Self Review	6/30/2020	N/A

- The Performance Review form will display. Click on the **Comments** field to add your comments.

TRCA Mid-year Review - 2020 | Self Review

Nancy Hughes
ERM - Project Coordinator, Erosion Risk Management

Period: 1/1/2020 - 6/30/2020 | Due Date: 6/30/2020

Mid-year review meeting; employee and manager to assess progress to date and adjust as necessary. Manager completes the mid-year check-in reviewing both objectives and competency demonstration, and makes... [view more](#)

Section 1: Objective Evaluation

Employee and manager meet to establish objective setting for current year which includes alignment to TRCA's strategic and divisional objectives, job requirements, competencies... [view more](#)

1. Sample Objective/Goal 1 | Due Date: 12/31/2020 | % Complete: 0%

Descriptive information about goal / objective. [view more](#)

Comments

Type in and record your comments here.

Section 2: Competency Evaluation

Print | Save as Draft | Preview | Cancel

- Use the scroll bar to navigate to other **Comment** fields to enter additional information for other Goals.
- To save, click **Save as Draft**.
- Click arrow at top left corner of screen to exit **Review Form**.