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.

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Ida Barlow ERM - Project Manag Profile & Settings	er, Erosion Risk Management					
•		<u>او</u>		2		*
Benefits	Calendar	Earnings		Employee Timesheet	Forms	Performance
						🗘 Edit
	Actions	Events	ل Balances	Earnings	Bookmarks	
Pending Actions					View all actions in Message Center	

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

Overview	Goals	Competencies	Reviews	Development Plans		
				Review Cycles Retow a - Nat of your past and current reviews. Select a review cycle name to open the review form. TRCA Mid-year Review - 2020	Dur in 152 day(0)	Status Self Review
				Goals Below is a ktp of goals assigned to you and your progress. Select a goal name to seew the details. Liaise and Build Relations with Industry Leaders	Due Oute 12/31/2020	% Conspiere
				Improve Department Process	Due Date 12/31/2020	% Complete 0%
				Increase Training for Employees	Due Date 12/31/2020	% Complete
				Competencies Below is the last of competencies assigned to you. Select a competency name to view the details.		
				Accountability Core	Compentency	NOT RATED

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

≡ ↔		Training Site (57.3) Per	Training Site (57.3) Performance			
Overview Goals	Competencies Reviews	Development Plans				
😯 Refresh 🛛 🕐 View						
Review Cycle	Period	▼ Status	Due Date	Manager Review		
RCA Mid-year Review - 2020	1/1/2020 - 6/30/2020	Self Review	6/30/2020	N/A		

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

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CA N	Mid-year R	eview - 2020 Self Review					1 out of 6 Items rev	
		ncy Hughes I - Project Coordinator, Erosion Risk Management	Period 1/1/2020 - 6/30/2020	Due Date 6/30/2020				
Mi	lid-year review	meeting; employee and manager to assess progress t	to date and adjust as neces	ssary. Manager completes the mid-year (check-in reviewing both objectives and comp	etency demonstrat	ion, and makes <i> view m</i>	ore
S	ection 1	Objective Evaluation						^
Er	mployee and	d manager meet to establish objective setting	g for current year whic	ch includes alignment to TRCA's	strategic and divisional objectives, jo	b requirements,	, competencies view m	
	1. Sam	ple Objective/Goal 1			Due Date 12/31/2020	% Complete		^
	Descriptiv Commen	ve information about goal / objective. ts					view m	ore
	Type in	▶ B / 및 注 注 •로 •로 ≕ and record your comments here.	: 3 3 8 ▲	🔻 🥅 🔻 Font Arial	* *			
S	ection 2	Competency Evaluation						^
Pr	rint Sav	e as Draft					Preview	Cano

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