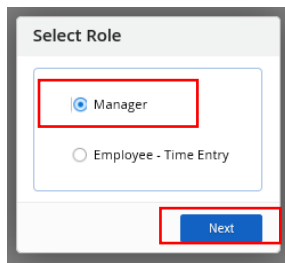


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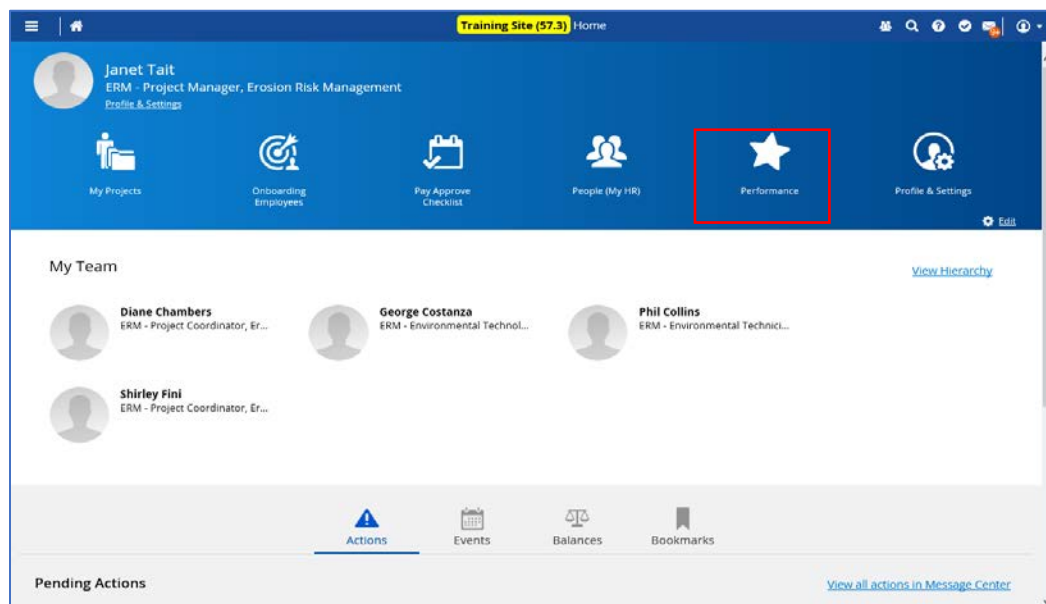
View Employee Goals/Objectives & Comments

1. Log into **Ceridian Dayforce**.

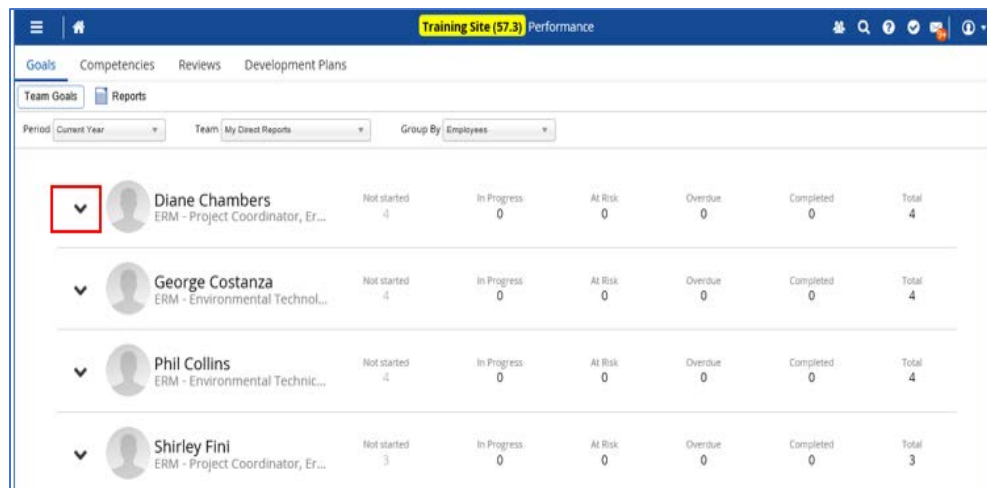
- The Select Role pop-up box appears. Select **Manager** and click **Next**.



- The **Home** screen displays, select the Performance icon to launch the performance module.



2. The **Team Goals** tab of the **Goals** screen displays. Select the arrow beside the name of the employee whose Goals/objectives you want to view (Diane Chambers).



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3. A list of the selected employees (Diane Chambers) **Goals/objectives** appears. Click on the **arrow** beside the Goal/objective you would like to see more details for.

The screenshot shows the 'Performance' page for 'Diane Chambers' (ERM - Project Coordinator, Er...). The page displays a list of goals/objectives. The first goal, 'Develop Orientation Manual for New Hires', is highlighted with a red box around its dropdown arrow. The goal is currently 'Not Started' with 0% completion. Other goals include 'Research Best Practices RE: Dam Restoration', 'Participate in UAT for New Department System Appli...', and 'Integrate Changes to Conservation Act into Approval...'. The page also shows a summary of goal status: Not started (4), In Progress (0), At Risk (0), Overdue (0), Completed (0), and Total (4).

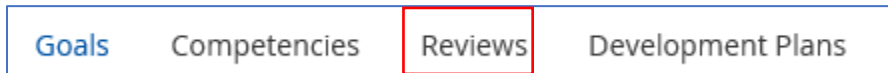
4. The selected **Goal/objective** details are now displayed.

The screenshot shows the detailed view of the selected goal 'Develop Orientation Manual for New Hires'. The goal is currently 'Not Started' with 0% completion. The description states: 'Descriptive information about goal / objective. The description should follow the SMART method.' The SMART criteria are listed: S - specific, M - measurable, A - attainable, R - realistic, T - time-based. The goal category is 'Divisional Objective' and it was created by 'Diane Chambers'. The page also shows a summary of goal status: Not started (4), In Progress (0), At Risk (0), Overdue (0), Completed (0), and Total (4).

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View Employee Goals/Objectives & Comments

- Click on the **Reviews tab icon** button in the toolbar ribbon to view comments your employee recorded about the status or updates to their Goal/objective:



- The **Reviews** form (performance review form) appears. Click on the **Review Cycle Name** for the employee (Diane Chambers) to view the employee updates.

The screenshot shows a table with the following columns: Employee, Review Cycle, Status, Self-Review, and Manager Review. The 'Reviews' tab is selected in the toolbar. The first row is highlighted with a red box.

Employee	Review Cycle	Status	Self-Review	Manager Review
Diane Chambers ERM - Project Coordinator, Erosion Risk...	TRCA Mid-year Review - 2020	Self Review	N/A	N/A
George Costanza ERM - Environmental Technologist, Erosion...	TRCA Mid-year Review - 2020	Self Review	N/A	N/A
Phil Collins ERM - Environmental Technician, Erosion...	TRCA Mid-year Review - 2020	Self Review	N/A	N/A
Shirley Fini ERM - Project Coordinator, Erosion Risk...	TRCA Mid-year Review - 2020	Self Review	N/A	N/A

- The **Review Form** displays for the selected employee. Any comments made by the employee will appear in **Comment(s)** field.

The screenshot shows the 'TRCA Mid-year Review - 2020 | Self Review' form for Diane Chambers. The form includes a header with the employee's name, title, and dates. Below the header is a section titled 'Section 1: Objective Evaluation' with a description of the objective setting process. The main content area lists two objectives: '1. Research Best Practices RE: Dam Restoration' and '2. Participate in UAT for New Department System Application'. Each objective has a 'Due Date' and a '% Complete' bar. Below each objective are two text areas for comments: 'Diane's Comments' and 'Janet's Comments'. The 'Diane's Comments' area is highlighted with a red box. At the bottom of the form are buttons for 'Print', 'Save as Draft', 'Preview', and 'Cancel'. The 'Cancel' button is highlighted with a red box.

- To exit the screen select **Cancel**.