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 Mana Profile & Settings	ager, Erosion Risk Management					^		
•		او		20		*		
Benefits	Calendar	Earnings		Employee Timesheet	Forms	Performance		
						🗘 Edit		
	Actions	Events	ک <u>م</u> 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 Review Cycles Review a list of your past and current reviews. Select a review cycle name to open the review form. TRCA Mid-year Review - 2020	Due in 152 day(6)	Status Self Review	
				Goals Below is a bit of goals assigned to you and your progress. Select a goal name to serv the details. Liaise and Build Relations with Industry Leaders	Due Oane 12/31/2020	% Complete	~
				Improve Department Process	Due Date 12/31/2020	W Complete	
				Increase Training for Employees	Due Date 12/51/2020	% Complete	0%
				Competencies Below is the los of competencies assigned to you. Select a competency name to view the details.			
				Accountability Con	e Compentency	NOT RATED	

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

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Overview Goals	Competencies Reviews	Development Plans		
🔁 Refresh 🛛 🕐 View				
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

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

	Training Site (57.3) Performance		崟	ର 🛛	1
CA M	Mid-year Review - 2020 Self Review			1 out Items	of 6 reviewe
	Nancy Hughes Period Due Date ERM - Project Coordinator, Erosion Risk Management 1/1/2020 - 6/30/2020 6/30/2020				
Mie	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 of	bjectives and com	petency demonstra	tion, and make: view	; 1 more
Se	Section 1: Objective Evaluation				^
Er	Employee and manager meet to establish objective setting for current year which includes alignment to TRCA's strategic and division	nal objectives, jo	ob requirements	, competenc viev	ies / more
Eø	1. Sample Objective/Goal 1	Due Date 12/31/2020	<mark>% Complete</mark> ዐ%	6	^
	Descriptive information about goal / objective. Comments			viev	r more
	 ◆ ◆ B / U E E € € E E Z Z E ▲ ▼ R ▼ Font Arial Type in and record your comments here. 				

- 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**.