## TRCA Performance – Quick Tips Employee Add Development Goals

- 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 Manager, B Profile & Settings	rosion Risk Management					^
•		<b>.</b>		200		
Benefits	Calendar	Earnings		Employee Timesheet	Forms	Performance
						🗘 Edit
	Actions	Events	ل Balances	Earnings	Bookmarks	
Pending Actions						View all actions in Message Center

2. Click on the **Development Plans** tab icon on the toolbar.

Overview Goals Competencies Reviews Developm	nent Plans		
	Review Cycles     Below is a lot of your past and current reviews. Select a review cycle name to open the review     TRCA Mid-year Review - 2020	e turn. Gur in 152 diry(s)	Status Self Review
	Goals Below is a bit of goab assigned to you and your progress. Select a goal name to new the det Liaise and Build Relations with Industry Leaders	als. Dive Date 12/31/2020	% Complete 0%
	Improve Department Process	Due Date 12/31/2020	% Complete O%
	Increase Training for Employees	Due Date 12/51/2020	% Complete
	Competencies Below is the last of competencies assigned to you. Select a competency name to view the det	e5.	
	Accountability	Core Compentency	NOT RATED

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3. To add a new development goal - click Add Plan.

Overview Goals Compete My Plans Draft Plans	ncies Reviews Development Plans				
Period Current Year 🔹					🕇 Add Plan
	✓ Assignment with Payroll	Period 1/1/2021 - 12/31/2021	In Progress + Activities 0/1	85 %	
	✔ Assignment with Payroll	Period 1/1/2021 - 3/31/2021	At Risk	0 %	

4. The Add Plan screen displays. Enter the details of the goal.

Add Plan	×	Add Plan Details:
Plan Details	· Employee *	^
Activities	Amanda Petrusek   Name *	1. <b>Name</b> : general name of the development goal.
	Description	<ol> <li>Description: describe your goal using the SMART criteria. Be as descriptive as possible.</li> <li>Purpose: select a purpose for this development goal from the drop</li> </ol>
	Purpose * Select an Option	<ul> <li>down list.</li> <li>4. Purpose Description: should outline what the desired learning outcomes should be.</li> <li>5. Start Date and Due Date: indicate the timespan for the goal.</li> </ul>
	Start Date Due Date	
Save as Draft	Next 🔶 Cancel	

Note: ensure that you have a conversation with your Supervisor, prior to adding new development goals.

5. Once goal details have been completed - click Next.

Add Plan		×
Plan Details	· Employee * Amanda Petrusek	^
Activities	Name *	
	Grow professional network	
	Description	
	◆ ⇒   B / U   ⋮ ⋮ • ⋮ • ⋮ • ⋮ = ≡ ≡   ▲ ▼ □ ▼ ▼ Expand current professional network within Learning and Development Industry through connecting with other CA (HR departments), contacts on LinkedIn and attending free professional learning conferences. To be completed by Q4 2021.	
	Purpose *	
	Improve specific skills / Comp 🔻	
	Purpose Description	_
	◆ ● B / U ● E ← ● ● ● ● ▲ ▼ Note: ■ ■ ● ■ ● ■ ● ■ ● ■ ● ■ ● ■ ● ■ ● ■ ●	
	Start Date Due Date	1
	1/4/2021	
Save as Draft	Next → Cancel	

## 6. Click Finish.

Add Plan	×
Plan Details	Enter the details for the activities associated with the development plan. Each activity will carry equal weight when calculating the plan's progress.
Activities	+ Add
Save as Draft	Previous 🗸 Finish Cancel