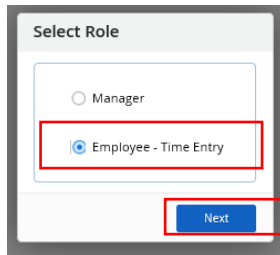


TRCA Performance – Quick Tips

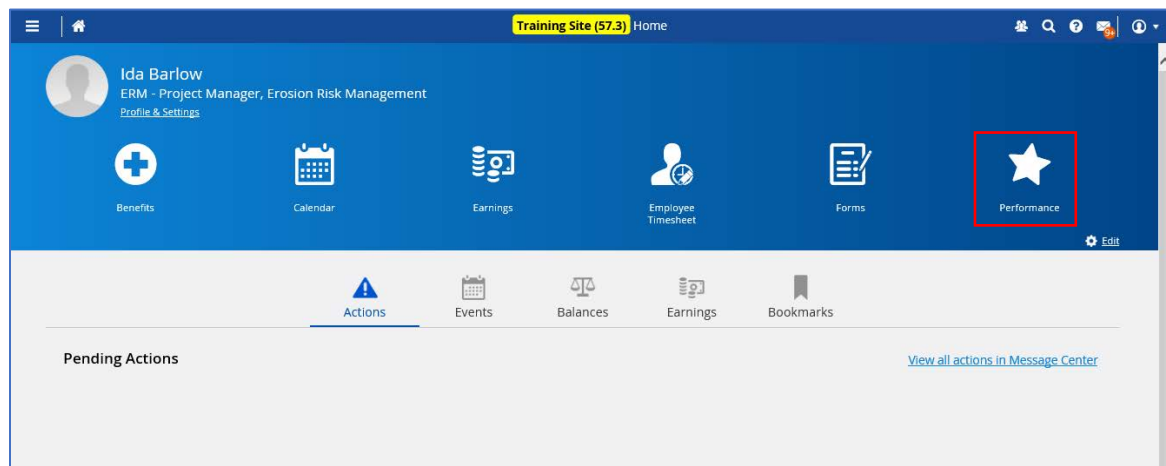
Employee Add Development Goals

1. Log into **Ceridian Dayforce**.

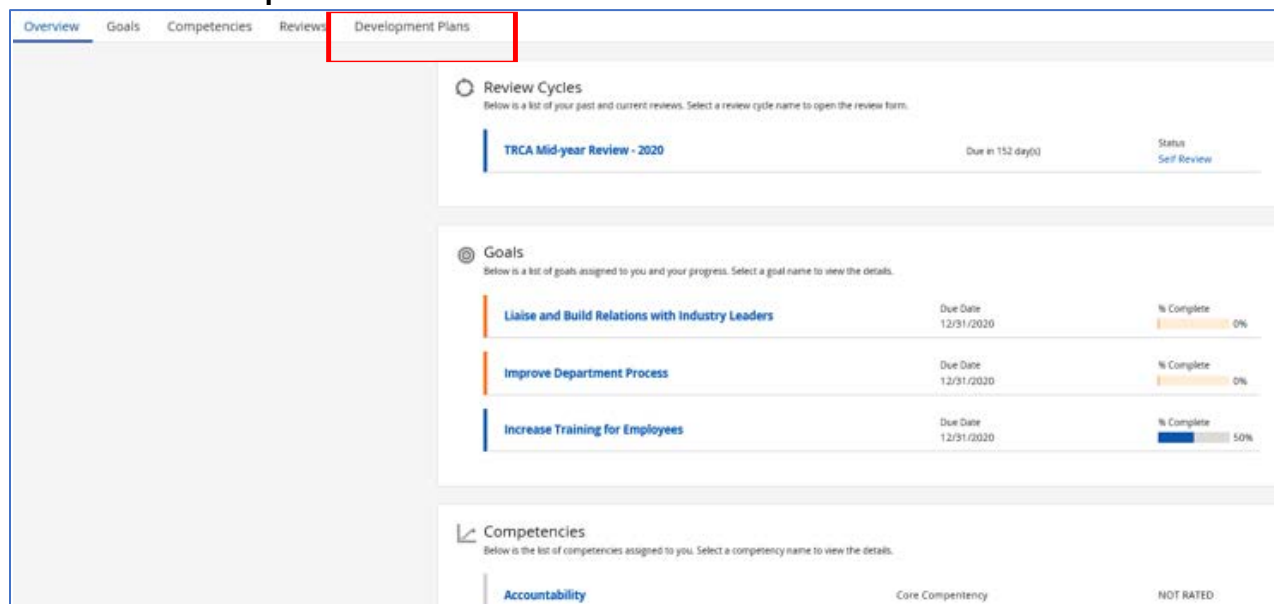
- The Select Role pop-up box appears. Select **Employee – Time Entry**. Click **Next**.



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



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



TRCA Performance – Quick Tips

Employee Add Development Goals

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

Overview Goals Competencies Reviews **Development Plans**

My Plans Draft 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

Plan Details

Activities

Employee * Amanda Petrussek

Name *

Description

Purpose * Select an Option...

Purpose Description

Start Date Due Date

Save as Draft Next Cancel

Add Plan Details:

1. **Name:** general name of the development goal.
2. **Description:** describe your goal using the SMART criteria. Be as descriptive as possible.
3. **Purpose:** select a purpose for this development goal from the drop down list.
4. **Purpose Description:** should outline what the desired learning outcomes should be.
5. **Start Date and Due Date:** indicate the timespan for the goal.

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

Activities

Employee *
Amanda Petrussek

Name *
Grow professional network

Description
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
Expanding the professional network will allow for a working group for learning and development and sharing of best practices, templates and resources pertaining to process in L&D and HR in general.

Start Date
1/4/2021

Due Date
12/31/2021

Save as Draft

Next →

Cancel

6. Click **Finish**.

Add Plan

Plan Details

Activities

Enter the details for the activities associated with the development plan. Each activity will carry equal weight when calculating the plan's progress.

+ Add

Save as Draft

Previous

Finish

Cancel