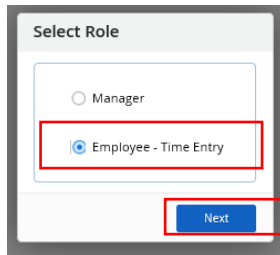# TRCA Performance – Quick Tips
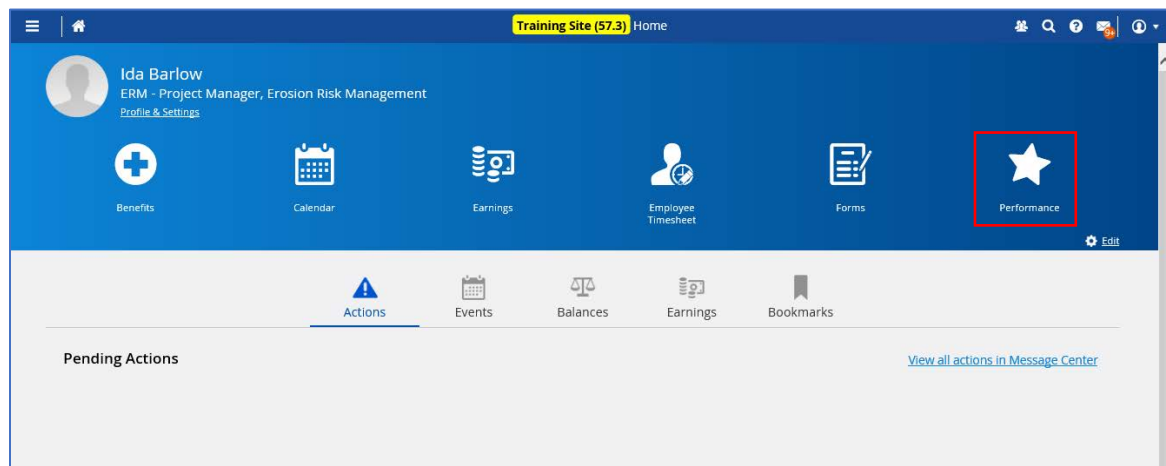# Employee Edit Development Goals
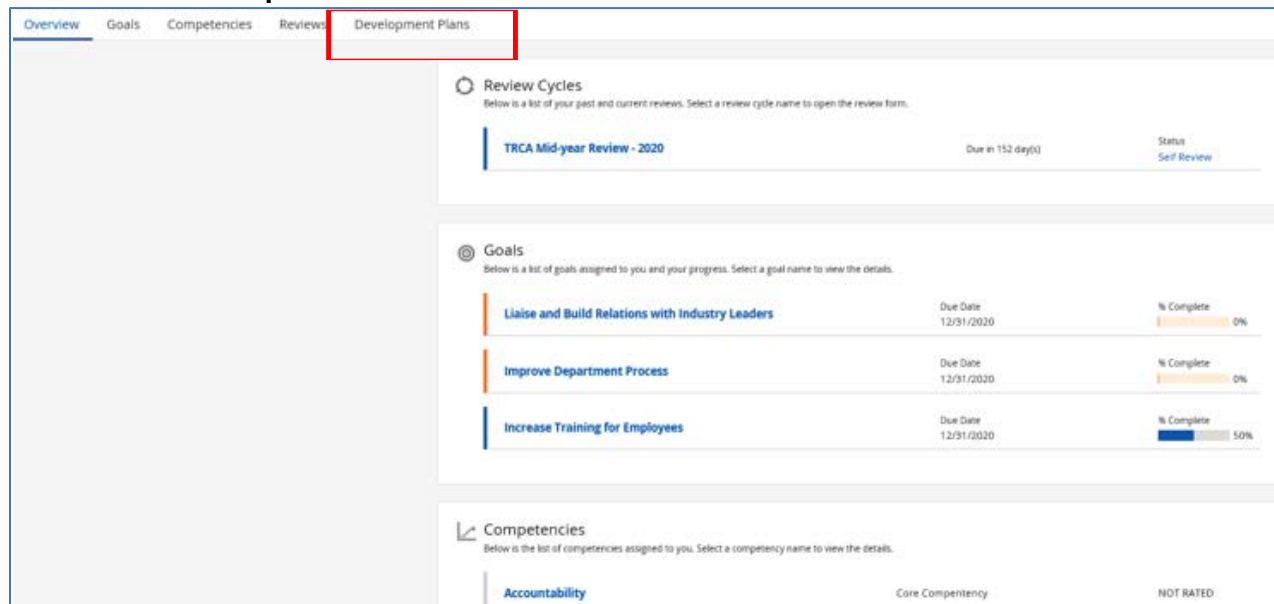
1. Log into **Ceridian Dayforce**.

   - 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.

3. To edit an existing development goal - click the **ellipsis** beside the goal.

Note: to ensure you can view your development goals - ensure that the **Current Year** is selected from the **Period drop-down.**

Note: ensure that you have a conversation with your Supervisor, prior to making any edits to development goals.

3. Click **Edit.** This opens up the **Plan Details** page.

4. Once edits to the goal are completed - click **Next**.

6. Click **Finish.**