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.

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Ida Barlow ERM - Project Manager, E <u>Profile & Settings</u>	rosion Risk Management					^
•		j		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 Development	t Plans		
	Review Cycles Below is a list of your past and current reviews. Select a review cycle name to open the review for TRCA Mid-year Review - 2020	m. Dur in 152 dirj6d	Statun Serf Review
	Goals Below is a but of goals assigned to you and your progress. Select a goal name to view the details. Liaise and Build Relations with Industry Leaders	Due Date 12/31/2020	% Complete
	Improve Department Process	Due Dane 12/31/2020	W Complete
	Increase Training for Employees	Due Date 12/31/2020	% Complete
	Competencies Below is the lost of competencies assigned to you. Select a competency name to view the details.		
	Accountability	Core Compentency	NOT RATED

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

Overview Goals Compete My Plans Draft Plans	ncies Reviews Development Plans				
	✔ Grow professional network	Period 1/4/2021 - 12/31/2021	Not Started	0 %	
	✓ Assignment with Payroll	Period 1/1/2021 - 12/31/2021	In Progress + Activities 0/1	85 %	

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.

Plan Details Activities Activities Name * Core 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 spedicestalis / Comp Purpose * Improve spedicestalis / Comp 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 Due Date Improve 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.	✔ Grow professional net	twork	Period 1/4/2021 - 12/31/2021	Not Started		0 %	Edit Delete
Pin Details Employee * Activities Name * Grow professional network Description Image: Improve Specific stills / Comp Improve Specific stills / Comp Purpose * Improve Specific stills / Comp Purpose Description Improve Specific stills / Comp Purpose Description Improve Specific stills / Comp Start Date Due Date Start Date Due Date	Edit Plan				×		
Activities Activities Ananda Petrueak Name* Grow professional network Description Improve specific skills / Comp	Plan Details	for the second s			^		
Name * Grow professional network Description Image: The 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 Improve Specific skills / Comp 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.	Activities	Amanda Petrusek	v				
Grow professional network Description Image: Second 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 bescription Image: Start Date Due Date Start Date Due Date		Name *					
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		Grow professional network					
Improve specific skills / Comp		Description					
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 Due Date Improve the protocol of the pr		Expand current professional n with other CA (HR department conferences. To be completed	etwork within Learning and Develo (s), contacts on LinkedIn and attend by Q4 2021.	oment Industry through conn ling free professional learnin	necting Ig		
Image: the second s		Purpose * Improve specific skills / Comp Purpose Description	v				
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 Due Date Transport		(⇒ B / U		≡ ≡ <u>A</u> ▼ ⋈ ▼			
Start Date Due Date		Expanding the professional new sharing of best practices, temp	twork will allow for a working group olates and resources pertaining to p	o for learning and developme process in L&D and HR in ge	ent and eneral.		
		Start Date	Due Date				
14/2021		1/4/2021	iii 12/31/2021				

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

Add Plan		×
Plan Details	• Employee * Amanda Petrusek	^
Activities		
	Grow professional network	
	Description	
	 	3
	Purpose * Improve specific skills / Comp	
	Purpose Description	_
	◆ ● B / U ● E E ● E ● E ● E = = = E ● A ▼ N ▼ … ▼ Expanding the professional network will allow for a working group for learning and development ansharing of best practices, templates and resources pertaining to process in L&D and HR in general	d
	Start Date Due Date	
	1/4/2021	
Save as Draft	Next + Cance	

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