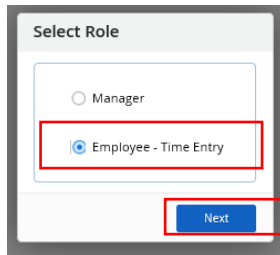


# TRCA Performance – Quick Tips

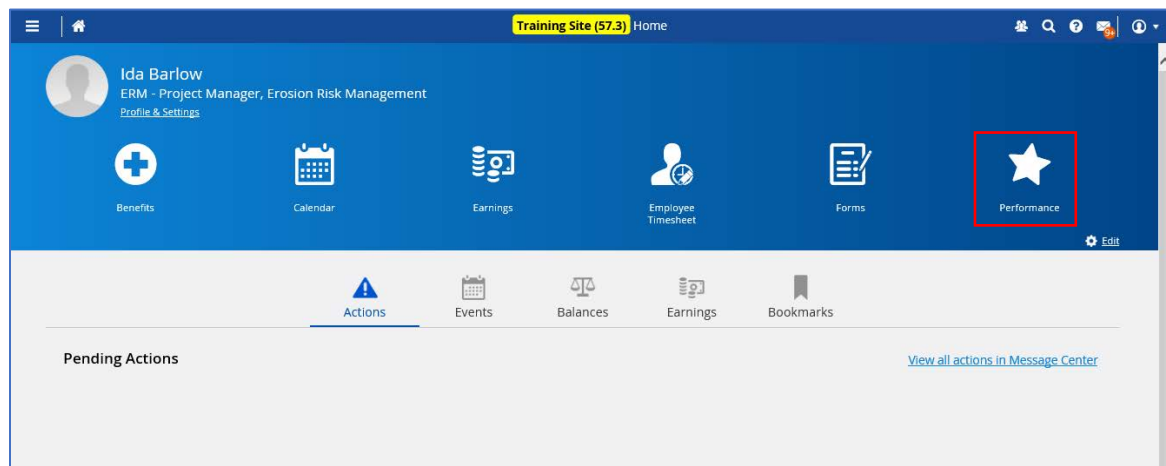
## Employee Edit Development Goals

### 1. Log into **Ceridian Dayforce**.

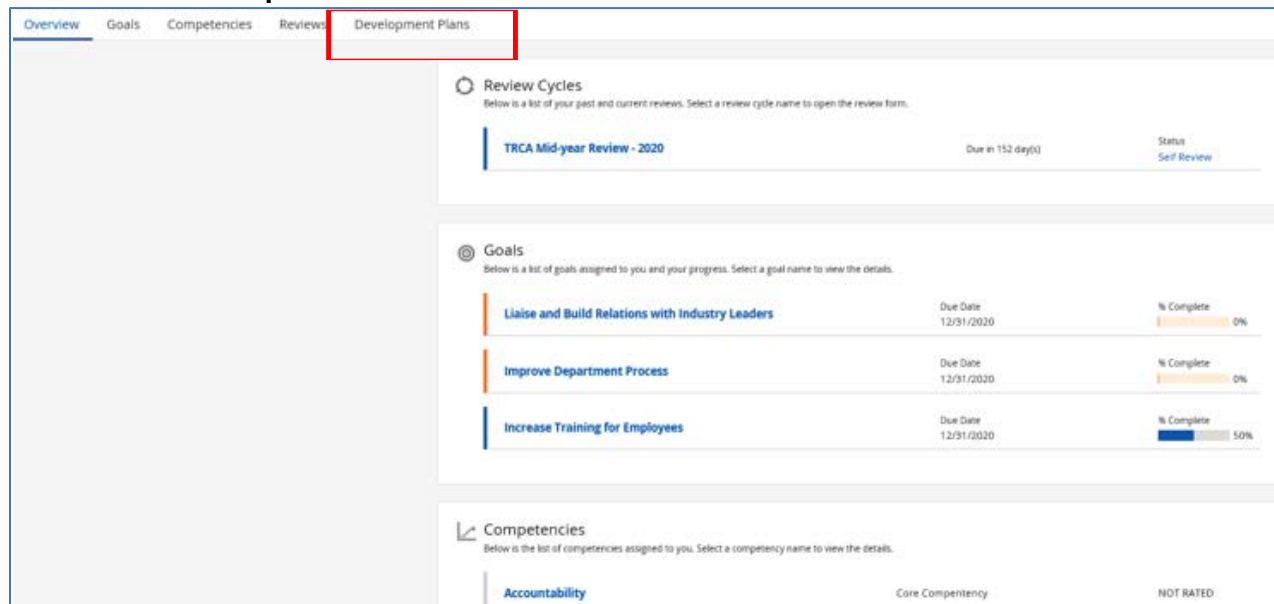
- The Select Role pop-up box appears. Select **Employee – Time Entry**. Click **Next**.



- 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.



# TRCA Performance – Quick Tips

## Employee Edit Development Goals

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

Overview Goals Competencies Reviews **Development Plans**

My Plans Draft Plans

Period **Current Year**

Goal	Period	Status	Progress	Actions
▼ Grow professional network	1/4/2021 - 12/31/2021	Not Started	0 %	...
▼ Assignment with Payroll	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.

▼ Grow professional network    Period: 1/4/2021 - 12/31/2021    Not Started    0 %    ...    **Edit** / Delete

**Edit 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

Next Cancel

4. Once edits to the goal are 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