
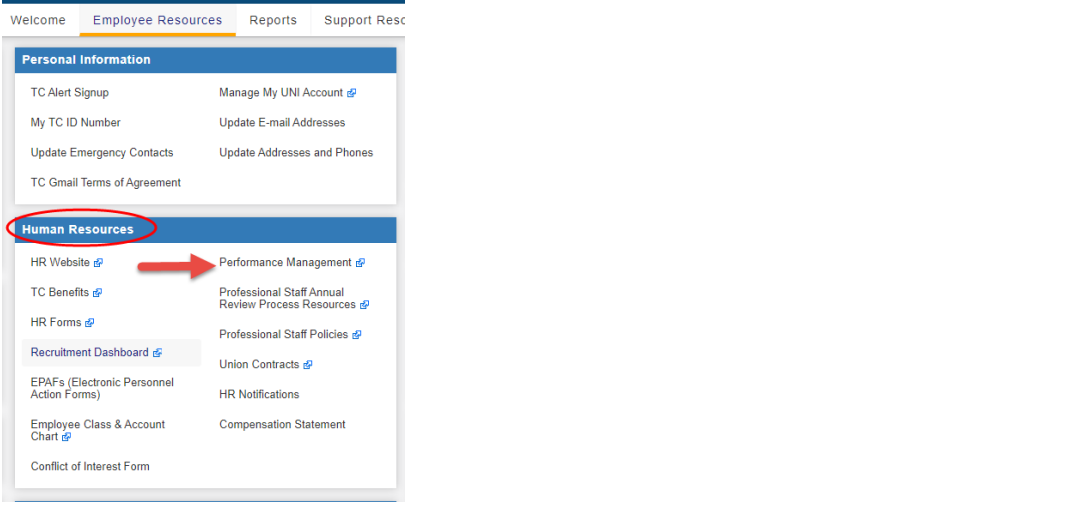


Stage 7 – End of the Year Final Review – Supervisor



In this stage, the supervisor reviews the goals and comments against each goal as supplied by the employee. The supervisor can then add their own comments and rates each item.

What you need to do	What you will see
<p>STEP 1:</p> <p>How to access the Performance Module</p> <p>Log into myTC and select TC Services.</p>	
<p>STEP 2:</p> <p>Navigate to the Human Resources section and click the Performance Management link</p>	

STEP 3:

This is your Performance Module home page.

Choose the performance review for the applicable employee

- Navigate to the 'Team Performance Reviews' section
- Select 'Performance Review 2018 -19' for the employee

Welcome Emma, you are logged in

My Performance Reviews

Performance Review 2018 - 19
Current step: Supervisor finalization of goals

Performance Review-FY17/18
Current step: End of Year Final Review - Employee

You will be taken to the tabular view again. Navigate through each tab and each item in the tab.

You will not be able to EDIT any text. You will only be able to 'add comments' or link journal entries against each entry (job duty, goal, development plan etc.)

About me My community Journal entry Emma

rolling an employee.

Emma Employee - Performance Review 2018 - 19

Start > Goals & Objectives > Areas of Strength (Optional) > Development Plan > Next steps

STEP 2: To Add comment:

- click Add comment
- Enter text
- You have two options:
 - Click Save & Share to publish for viewing by supervisor, OR
 - Click Save as Private to save text to only be seen by you. When ready to publish, click Save & Share.

▼ Add Goal & Objective 1... Current

 Target date: 30 Jun 2018

Add comment ▼

Save & Share **Save as Private** Cancel

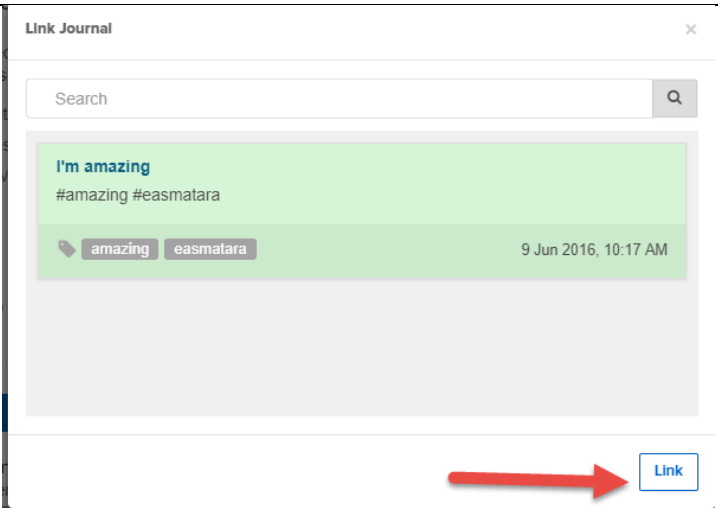
STEP 3: To Link journal entry or upload file.

- Click the drop down menu next to 'Add comment'
- Select 'link journal entry'
- A listing of journal entries that you have sent will populate
- Select the applicable entry and click 'Link'

Add comment ▼

Link journal entry

Upload file



The screenshot shows a 'Link Journal' window with a search bar at the top. Below the search bar, a search result is displayed with a green background. The text of the result is 'I'm amazing' followed by the hashtags '#amazing #easmatara'. Below this, there are two tags: 'amazing' and 'easmatara', and a timestamp '9 Jun 2016, 10:17 AM'. At the bottom right of the window, there is a blue 'Link' button, which is pointed to by a red arrow.

- You will then see the journal entry text linked to your performance review

▼ Network Opportunities Current

Attend conferences or other networking sessions to learn best practices from similar organizations and industry trends.

 Target date: 30 Apr 2018

[Add comment](#) ▼

 Journal Linked by name

Johanna Masbad
Fwd: Teacher's College Discovery Call (Dial-In 712.770.8028; Conference Code 281430)

Subject: Fwd: Teacher's College Discovery Call (Dial-In 712.770.8028; Conference Code 281430)

Hannah Masbad
Sr. HRIS Analyst
TEACHERS COLLEGE | COLUMBIA UNIVERSITY
Phone: 212-678-3251

STEP 4: Rate Employee against each item.

On the applicable tabs, you will see a sliding scale. Move the marker as you see fit (does not meet goal, meets goal, exceeds goal)

Comment and rate as applicable throughout each tab.

~ Add Goal & Objective 1... Current

****Scale goes from left to right (1- 5)**

Value	Description
1	Does not meet goal - Does not meet performance requirements, or Did not complete the objective - Does not perform the job satisfactorily; Does not produce the quantity, quality, and timelines of work expected; Unsatisfactory progress in attaining the goal or objective
3	Meets goal - Is doing a good job; Handles most assignments within the scope of his/her responsibility; Does not require significant improvement; Completed the goal or objective as established
5	Exceeds goal - Exceeds position requirements even on the most difficult and complex aspects of his/her job; Takes on additional assignments without negatively affecting other work; Goal or objective completed thoroughly, completely, and on or ahead of schedule

View history

Emma Employee

Meets goal

Hannah Masbad

Meets goal

STEP 5: Next steps tab

You will be alerted of any items that you may have forgotten to rate

Cannot progress the review to the next step

- Manager rating missing for "Formal Learning" under section "Goals & Objectives" Rate item

STEP 5: Next steps (continued):

Use the rating slider to rate the employee for the overall review. This rating will be displayed to the employee.

Supervisor Overall Rating

Exceeds 4.5 / 5.0

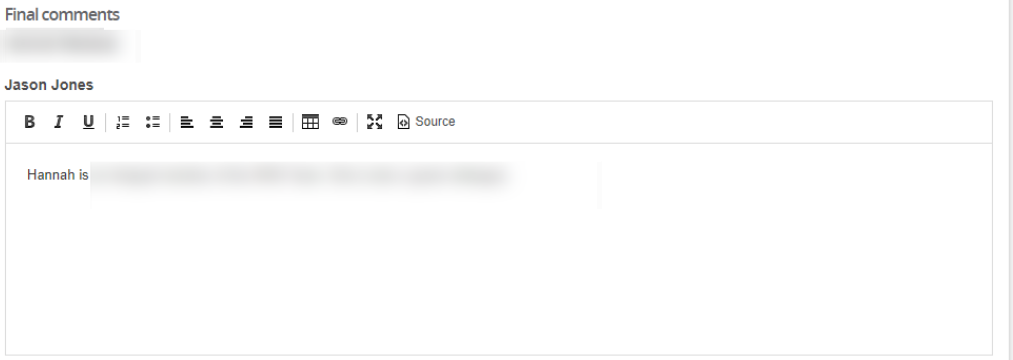
Your overall rating is based on the ratings your Supervisor gave you.

Goals progress 2.9 / 5

Overall review

4.5 / 5

Save

<p>STEP 5: Next steps (continued)</p> <p>You are also able to review the employee’s final comments and write your own.</p> <p>Once review is complete, click ‘Go to next step’ to move performance review to the final step – Employee Confirmation</p>	 <p>The screenshot displays a 'Final comments' section. At the top, there is a blurred comment from an employee. Below it, the name 'Jason Jones' is visible, followed by a rich text editor toolbar with icons for Bold (B), Italic (I), Underline (U), Bulleted List, Numbered List, Indent, Outdent, Table, Link, and Source. The text area below the toolbar shows the start of a comment: 'Hannah is' followed by a blurred continuation.</p>