

Getting Started: Annual Goal Setting and Performance Review Cycle

STEP 1	STEP 2	STEP 3
June - September	December - January	May - June
Review department priorities; hold planning conversations and create/ document goals for the coming year	Review goals progress to date; hold Mid-Year conversations and document any required changes	Review final goals progress, and how capabilities were demonstrated; hold Year-End conversations; complete final acknowledgment



NOTE: While a mid-year review is suggested, it is not required. Best practice is to hold more frequent discussions throughout the year.

Training and Support materials:

- Quick Reference Guides on the Mosaic Portal
- TMG Performance Management Tools: <https://hr.mcmaster.ca/employees/total-rewards/tmg/#perfmgt>
- Leadership Capabilities: <https://hr.mcmaster.ca/employees/development/leadership-development/>
- Development Planning: <https://hr.mcmaster.ca/employees/development/>

How to Access My Performance Documents

1. Log in to Mosaic
2. Click on **Mosaic Home** (at top of screen) and select **Employee Self Service**. Then click on the **Performance** tile.
3. Under **My Current Documents**, click on the document type for the appropriate period. If your document does not appear as expected, contact your HR representative.

Google Chrome is the recommended browser to use with this program.