

## 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 Other's Performance Documents

1. Log in to Mosaic
2. Click on **Mosaic Home** (at top of screen) and select **Manager Self Service**. Then click on the **Team Performance** tile.
3. Under **Current Documents**, click on the document type and period for the appropriate employee.

If any documents do not appear as expected, contact your HR representative.

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