Getting Started: Annual Goal Setting and Performance Review Cycle

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<th>STEP 1</th>
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<td>June - September</td>
<td>December - January</td>
<td>May - June</td>
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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](https://hr.mcmaster.ca/employees/total-rewards/tmg/#perfmgt)
- Leadership Capabilities: [https://hr.mcmaster.ca/employees/development/leadership-development/](https://hr.mcmaster.ca/employees/development/leadership-development/)
- Development Planning: [https://hr.mcmaster.ca/employees/development/](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.**