

Steps for Full-Time Counselors

Completing Counselors Objectives task

1 Locate Counselor Objectives Task

From **My Tri-C Space**, locate and click the **COMPASS** card to open **COMPASS**.

Employee Success Center



LinkedIn Learning

From the **COMPASS Welcome** page, in the **Action Items** section, locate the **Complete Instructional Counselor Objectives (AY27)** task.



2 The Overview page consists of two steps:

Counselors: Create objectives, meet with the Assistant Dean to discuss objectives and service credits, and sign off.

Assistant Dean: Review and sign off. Comments are optional.

Scroll down and click **Next** to move to the Counselors Objectives (AY27) page.

Overview

As we begin planning for AY2026-2027, full-time Counselors are asked to engage in the objective-setting process to support alignment with depart. Each counselor is required to create at least one objective in each of the following four categories, provided the category represents 5% or more of their time.

- Service
- Professional Development / Scholarship / Research / Creative Endeavors
- Academic Student Support / Teaching
- Administrative / Other Duties

Counselor: create your objectives, meet and discuss with Assistant Dean objectives and service credits, sign off and submit task.

Assistant Dean: review, sign off and submit task.

Character Count Limit: To stay safely within the 3,000-character count limit, it is best to aim for approximately 2,700 characters. Do not use HTML to give you some cushion and help prevent you from exceeding the character limit.

Click here to access **FACULTY CENTRAL**. To return to the task, click your browser's back button (top left).

Below are live links. Click to access:

[Non-Instructional Faculty - Counselor Evaluation Rubric](#)

[How to Upload Attachments to A COMPASS Task](#)

[How to View Attachments After a COMPASS Task is Completed](#)

To advance to the next page, scroll down and click **Next**.

Review Overview

1 Counselor: Create Objectives, Meet, Discuss with Asst Dean Objectives & Service Credits, & Sign Off

2 Assistant Dean: Review and Sign Off

Next

3 Counselor Objectives (AY27)

Counselors: Enter at least **one** objective for each of the following categories:

- Service
- Professional Development / Scholarship / Research / Creative Endeavors
- Academic Student Support / Teaching
- Administrative / Other Duties

Each objective must correspond to an area that represents **5% or more** of annual work time.

If a category does not meet the 5% threshold, enter “**Not Applicable**” in the Comments field.

In each **Comments field**, enter an objective that is specific, actionable, and aligned with role and responsibilities. Objectives should reflect meaningful contributions and support individual growth and departmental priorities.

After entering all objectives, scroll down and click **Next** to move to the **Sign Off (Counselor Objectives)** page.

Counselor Objectives (AY27)

As part of the performance process, counselors are required to create at least one objective for each of the following categories:

- Service
- Professional Development / Scholarship / Research / Creative Endeavors
- Academic Student Support / Teaching
- Administrative / Other Duties

Each objective must correspond to an area that comprises 5% or more of your annual work time. If a category does not meet this threshold, please indicate “Not Applicable” in the Comments field.

When drafting your objectives, ensure they are specific, actionable, and aligned with your role and responsibilities. Objectives should reflect meaningful contributions and support both individual growth and departmental priorities.

Identify an objective that supports your contributions in the Service category.

Comments *

Type objective(s) or Not Applicable

Identify an objective that supports your contributions in the Professional Development/Scholarship/Research/Creative Endeavors category.

Comments *

Identify an objective that supports your contributions in the Administrative/Other Duties category.

Comments *

Save for Later

Previous

Next

4 Sign Off (Counselors)

The **Sign Off** section is used to electronically sign the Counselor Objectives task.

In the **Counselor** field, enter **your name** and click **Sign**. Your name and the current date are displayed. If needed, click **Redo** to sign again.

Comments are optional.

If additional time is needed, click **Save for Later** in the bottom-left corner of the page to save progress and return to the task later.

If ready to submit, proceed to **Step 5: Submit**.

Sign Off (Counselor-Associate/Assistant Dean)

Please acknowledge that you've reviewed the components of this performance task by providing your electronic signature. You have the option to add comments with your signature.

Your final step is to click the **Submit** button at the bottom of the screen.

Counselor
First and last name

Sign

Associate/Assistant Dean
Pending Signature

Comment

B I U S L

Save for Later

Previous

Next

Submit

5 Ready to Submit

Scroll to the bottom of the page and click Submit.	Sign Off (Counselor-Associate/Assistant Dean) Please acknowledge that you've reviewed the components of this performance task by providing your electronic signature. You have the option to add comments with your signature. Your final step is to click the Submit button at the bottom of the screen. Counselor First and last name Sign Associate/Assistant Dean Pending Signature Comment B I U S X Save for Later Previous Next Submit
A confirmation message appears asking whether to submit the review. Click Cancel to return to the task or click Submit Review to complete the submission.	Are you sure you want to submit your Counselor: Create Objectives, Meet, Discuss with Asst Dean Objectives & Serv Credits, & Sign Off? You will not be able to modify once you have submitted. Are you sure you want to submit now? Cancel Submit review
A final confirmation message appears indicating the review was submitted successfully. Click Exit.	You have successfully submitted the Counselor: Create Objectives, Meet, Discuss with Asst Dean Objectives & Serv Credits, & Sign Off! Exit Return to Review

An email is sent to your Assistant Dean letting them know your Counselor Objectives (AY27) task is ready for review and sign off.

NOTE: After Assistant Dean signs off, you will receive an email stating your Counselor Objectives (AY27) task is **completed**.

A PDF of your objectives can be found by hovering over Performance tab in COMPASS

- Select **Performance Reviews**.
- Click the **My Personal Reviews** tab.
- Click the review title (for example, **Counselor Objectives (AY27)**).
- A PDF of the review downloads. Open the PDF to view the completed review.

If you need further assistance, email humanresources@tri-c.edu.