

Steps for Full-Time Librarians

Completing Librarians Objectives task

1 Locate Librarian 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 Librarian Objectives (AY27)** task.

Action Items

Item

Complete Librarian Objectives (AY27)

2 The Overview page consists of two steps:

Librarians: 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 Librarians Objectives (AY27) page.

Overview

As we begin planning for AY2026-2027, full-time Librarians are asked to engage in the objective-setting process to support alignment with departmental goals. Each librarian is required to create at least one objective in each of the following four categories, provided the category represents 5% or more of total service credits.

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

Librarian: 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 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 - Librarian 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

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

Assistant Dean: Review and Sign Off

Next

3 Librarian Objectives (AY27)

Librarians: 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 (Librarian Objectives)** page.

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 (Librarians)

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

In the **Librarian** 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 (Librarian-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.

Librarian

First and last name Sign

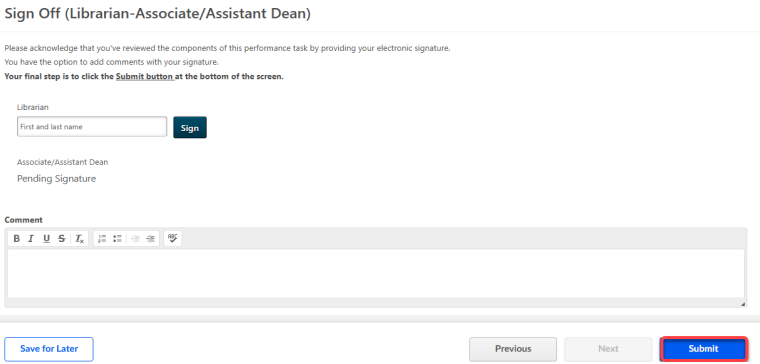
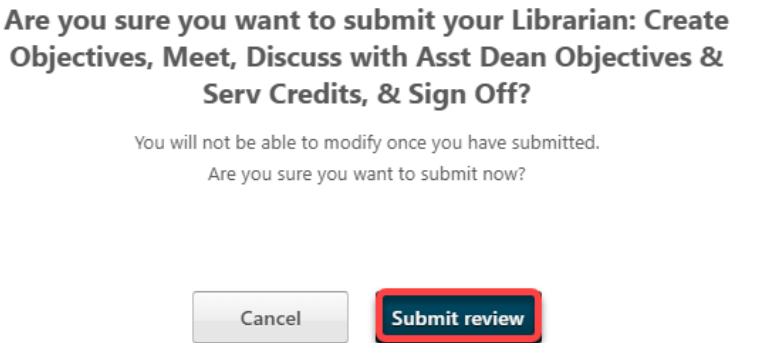
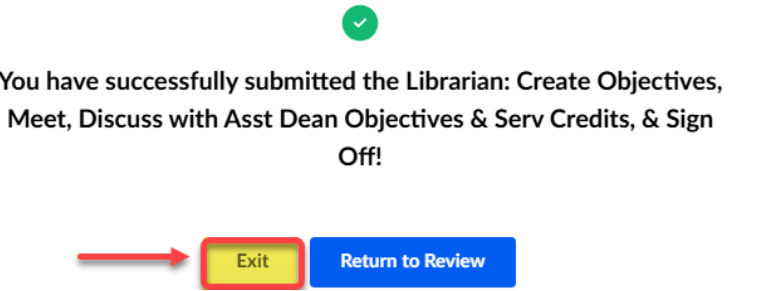
Associate/Assistant Dean

Pending Signature

Comment

Save for Later Previous Next Submit

5 Ready to Submit

Scroll to the bottom of the page and click 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.	
A final confirmation message appears indicating the review was submitted successfully. Click Exit.	

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

NOTE: After Assistant Dean signs off, you will receive an email stating your Librarian 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, **Librarian 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.