

# Steps for Full-Time Counselors

Completing the Counselor Objectives task

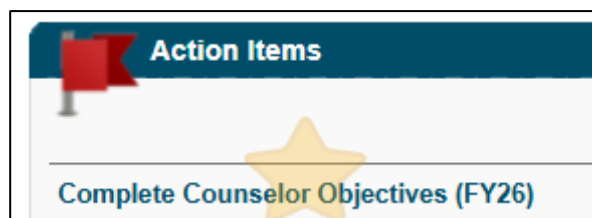
## 1 Locate Counselor Objectives Task

In **My Tri-C Space** – locate and click on **COMPASS** card. This will take you directly into **COMPASS**.



Find the **Complete Counselor Objectives (FY26)** task on your **COMPASS Welcome page** under the **Action Items** section.

Click on the **Link** to enter the task.



## 2 The Overview page consists of two steps:

- **Counselor:** Create Objectives, Meet and Discuss with your Associate/Assistant Dean Objectives and Service Credits, and Sign Off.
- **Associate/Assistant Dean:** Review and Sign Off (comments are optional).

Scroll down and click **Next** to move to the **Counselor Objectives (FY26)** page.

### Overview

As we begin planning for FY26, full-time counselors are asked to engage in the objective-setting process to support alignment with departmental objectives, individual development, and College priorities. 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 annual work time:

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

Counselors create your objectives, meet and discuss with Associate/Assistant Dean objectives and service credits, sign off and submit task.

Associate/Assistant Dean: review, sign off and submit task.

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

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

#### Review Overview

- Counselor: Create Obj, Meet, Discuss with Assoc/Asst Dean Objectives & Serv Credits, & Sign Off
- Associate/Assistant Dean: Review and Sign Off



## 3 Counselor Objectives (FY26)

**Counselor** provides 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.

In each **Comments field**, draft 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.

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

### Counselor Objectives

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:

Serve as a co-chair for the campus Wellness Committee and lead three student mental health awareness initiatives by May 2026 to support campus-wide well-being and increase resource visibility.

Type your objective(s) or Not Applicable.

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

Comments:

Attend a two-day regional conference on trauma-informed counseling practices by February 2026 and integrate at least one new strategy into individual counseling sessions by the end of the Spring 2026 semester.

Identify an objective that supports your contributions in Academic Student Support/Teaching category.

Comments:

Facilitate four academic skills workshops for at-risk students during the Fall 2025 semester, focusing on time management, test-taking strategies, and study planning, with post-workshop surveys showing at least 80% satisfaction.

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

Comments:

Revise and streamline the intake documentation process in the counseling office by March 1, 2026, to reduce completion time by at least 25% and improve efficiency during peak registration periods.

Save for Later

Previous

Next

## 4 Sign Off (Counselor)

**Sign Off** section allows you to electronically sign the Counselor Objectives task.

- In the open field under Counselor, **enter your name** and **click Sign**. Your name and a date will appear. (If necessary, you can re-sign by clicking the Redo button.)

Comments are **Optional** in Comment field.

If you are **not ready** to submit, click the **Save for Later** button (bottom left of page). This allows you to save your work and return to the task at another time.

The screenshot shows a web form titled "Sign Off (Counselor-Associate/Assistant Dean)". It includes instructions: "Please acknowledge that you have reviewed the components of this performance task by providing your electronic signature. You have the option to add final comments with your signature. Your final step is to click the **Submit button** at the bottom of the screen." The form has two main sections: "Counselor" with a text input field labeled "First and last name" and a red "Sign" button; and "Associate/Assistant Dean" with a "Pending Signature" label. Below these is a "Comment" section with a rich text editor toolbar (B, I, U, S, L, A, H, O, P, E, T, X, Y, Z, 1-5, 6-9, 10-12, 14, 16, 18, 20, 22, 24, 26, 28, 30, 32, 34, 36, 38, 40, 42, 44, 46, 48, 50, 52, 54, 56, 58, 60, 62, 64, 66, 68, 70, 72, 74, 76, 78, 80, 82, 84, 86, 88, 90, 92, 94, 96, 98, 100, 102, 104, 106, 108, 110, 112, 114, 116, 118, 120, 122, 124, 126, 128, 130, 132, 134, 136, 138, 140, 142, 144, 146, 148, 150, 152, 154, 156, 158, 160, 162, 164, 166, 168, 170, 172, 174, 176, 178, 180, 182, 184, 186, 188, 190, 192, 194, 196, 198, 200, 202, 204, 206, 208, 210, 212, 214, 216, 218, 220, 222, 224, 226, 228, 230, 232, 234, 236, 238, 240, 242, 244, 246, 248, 250, 252, 254, 256, 258, 260, 262, 264, 266, 268, 270, 272, 274, 276, 278, 280, 282, 284, 286, 288, 290, 292, 294, 296, 298, 300, 302, 304, 306, 308, 310, 312, 314, 316, 318, 320, 322, 324, 326, 328, 330, 332, 334, 336, 338, 340, 342, 344, 346, 348, 350, 352, 354, 356, 358, 360, 362, 364, 366, 368, 370, 372, 374, 376, 378, 380, 382, 384, 386, 388, 390, 392, 394, 396, 398, 400, 402, 404, 406, 408, 410, 412, 414, 416, 418, 420, 422, 424, 426, 428, 430, 432, 434, 436, 438, 440, 442, 444, 446, 448, 450, 452, 454, 456, 458, 460, 462, 464, 466, 468, 470, 472, 474, 476, 478, 480, 482, 484, 486, 488, 490, 492, 494, 496, 498, 500, 502, 504, 506, 508, 510, 512, 514, 516, 518, 520, 522, 524, 526, 528, 530, 532, 534, 536, 538, 540, 542, 544, 546, 548, 550, 552, 554, 556, 558, 560, 562, 564, 566, 568, 570, 572, 574, 576, 578, 580, 582, 584, 586, 588, 590, 592, 594, 596, 598, 600, 602, 604, 606, 608, 610, 612, 614, 616, 618, 620, 622, 624, 626, 628, 630, 632, 634, 636, 638, 640, 642, 644, 646, 648, 650, 652, 654, 656, 658, 660, 662, 664, 666, 668, 670, 672, 674, 676, 678, 680, 682, 684, 686, 688, 690, 692, 694, 696, 698, 700, 702, 704, 706, 708, 710, 712, 714, 716, 718, 720, 722, 724, 726, 728, 730, 732, 734, 736, 738, 740, 742, 744, 746, 748, 750, 752, 754, 756, 758, 760, 762, 764, 766, 768, 770, 772, 774, 776, 778, 780, 782, 784, 786, 788, 790, 792, 794, 796, 798, 800, 802, 804, 806, 808, 810, 812, 814, 816, 818, 820, 822, 824, 826, 828, 830, 832, 834, 836, 838, 840, 842, 844, 846, 848, 850, 852, 854, 856, 858, 860, 862, 864, 866, 868, 870, 872, 874, 876, 878, 880, 882, 884, 886, 888, 890, 892, 894, 896, 898, 900, 902, 904, 906, 908, 910, 912, 914, 916, 918, 920, 922, 924, 926, 928, 930, 932, 934, 936, 938, 940, 942, 944, 946, 948, 950, 952, 954, 956, 958, 960, 962, 964, 966, 968, 970, 972, 974, 976, 978, 980, 982, 984, 986, 988, 990, 992, 994, 996, 998, 1000). At the bottom, there are three buttons: "Save for Later" (red outline), "Previous" (gray), and "Submit" (blue with red outline).

## 6 Ready to Submit

- Scroll to bottom of page and click **Submit** button.
- A message is displayed asking if you are sure you want to submit.
- To return to task, click **Cancel**. If done, click **Submit review**.

The dialog box has a title "Are you sure you want to submit your Counselor: Create Objs, Meet, Discuss with Assoc/Asst Dean Objectives & Serv Credits, & Sign Off?". Below the title, it says "You will not be able to modify once you have submitted. Are you sure you want to submit now?". At the bottom, there are two buttons: "Cancel" (gray) and "Submit review" (blue with red outline).

- A final message is displayed letting you know you have successfully submitted the review. Click **EXIT**.

The dialog box has a green checkmark icon at the top. The text reads "You have successfully submitted the Counselor: Create Objs, Meet, Discuss with Assoc/Asst Dean Objectives & Serv Credits, & Sign Off for [redacted]!". At the bottom, there are two buttons: "Exit" (gray with red outline and a red arrow pointing to it) and "Return to Review" (blue).



An email is sent to your Associate/Assistant Dean letting them know your Counselor Objectives (FY26) task is ready for review and sign off.

**NOTE:** After Associate/Assistant Dean signs off, you will receive an email stating your Counselor Objectives (FY26) task is **completed**.

---

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

- Selecting **Performance Reviews**
- Click on **My Personal Reviews** tab
- Click on Review Title (ex. **Counselor Objectives (FY26)**)
- A PDF will download for you to open

---

If you need further assistance, email [humanresources@tri-c.edu](mailto:humanresources@tri-c.edu).