

# Steps for Full-Time Counselors

## Completing Counselor Update/Modify Objectives task

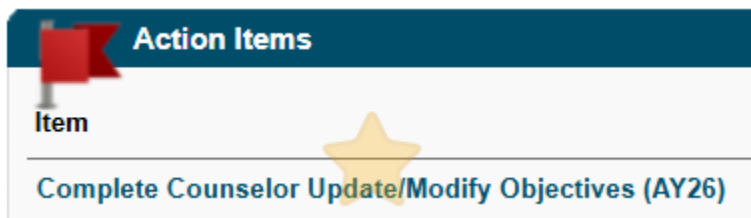
### 1 Locate Counselor Update/Modify Objectives Task

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



Find the **Complete Counselor Update/Modify Objectives (AY26)** task on your **COMPASS Welcome page** under the **Action Items** section.

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



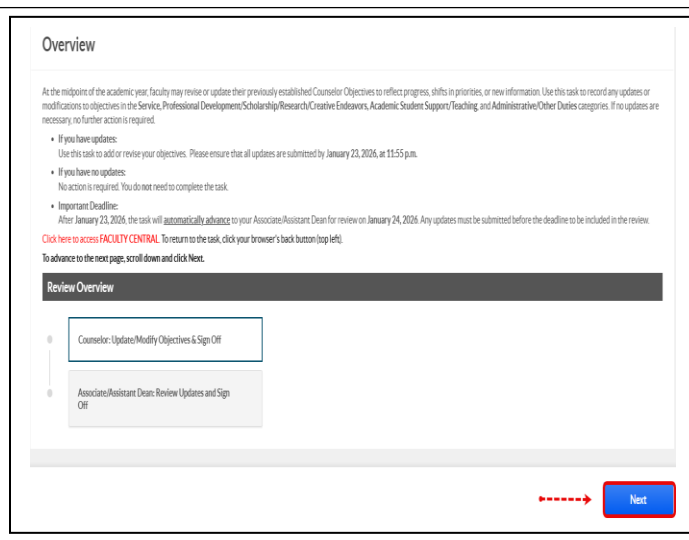
### 2 The Overview page consists of two steps:

- **Counselor:** Update/Modify Objectives and Sign Off.
- **Associate/Assistant Dean:** Review updates and Sign Off (comments are optional).

Use this task to add or revise your objectives.

**Updates due by 1/23/26/no later.** If you have no updates, no action is required.

Scroll down and click **Next** to move to the **Counselor Objectives (AY26)** page.



### 3 Counselor Objectives (AY26) – View Only Page

This page is for **VIEWING ONLY!** You can view all of the objectives that were entered at the beginning of the academic year. No changes are made on this page.

After you are reviewing your objectives, scroll down and click **Next** to move to the **Counselor Update/Modify Objectives AY26**.

#### Counselor Objectives (AY26)

If you are completing the **AY26 Counselor Objectives Updates**, this is a **VIEW ONLY** page with historical information provided by the counselor at the beginning of the academic year. Any updates or modifications will be made on the next page. Click **NEXT**.

If you are completing the **AY26 Counselor Objectives Planning**, please continue reading the below directions.

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.

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

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

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



Save for Later

Previous

Next

### 4 Counselor Update/Modify Objectives (AY26)

This section is for you to provide any **updates or modifications** to the Counselor Objectives you established at the beginning of the academic year.

- Add any updates, revisions, or clarifications needed based on your progress, shifts in focus, or new priorities.
- If no changes are needed, you may simply exit – **you do not need to complete this task**.

## Counselor Update/Modify Objectives AY26

EMPLOYEE.NAME,

Please use this section to provide any **updates or modifications** to the Counselor Faculty Objectives you established at the beginning of the academic year.

- Add any updates, revisions, or clarifications needed based on your progress, shifts in focus, or new priorities.
- If no changes are needed, you may simply exit—you do not need to complete this task.

**Deadline:**

All updates must be submitted by **January 23, 2025, at 11:55 p.m.** After this time, the task will **automatically** advance to your Associate/Assistant Dean for review.

Enter any updates or modifications to your Service objective(s).

Comments:

Rich text editor toolbar with options: Bold (B), Italic (I), Underline (U), Strikethrough (X), Text Color (A), Background Color (A), Bulleted List, Numbered List, Indent Left, Indent Right, Outdent Left, Outdent Right, Font, Size, Link, Unlink, Undo, Redo, and a text area for comments.

Enter any updates or modifications to your Professional Development/Scholarship/Research/Creative Endeavors objective(s).

Comments:

Rich text editor toolbar with options: Bold (B), Italic (I), Underline (U), Strikethrough (X), Text Color (A), Background Color (A), Bulleted List, Numbered List, Indent Left, Indent Right, Outdent Left, Outdent Right, Font, Size, Link, Unlink, Undo, Redo, and a text area for comments.

Enter any updates or modifications to your Academic Student Support/Teaching objective(s).

Comments:

Rich text editor toolbar with options: Bold (B), Italic (I), Underline (U), Strikethrough (X), Text Color (A), Background Color (A), Bulleted List, Numbered List, Indent Left, Indent Right, Outdent Left, Outdent Right, Font, Size, Link, Unlink, Undo, Redo, and a text area for comments.

Enter any updates or modifications to your Administrative/Other Duties objective(s).

Comments:

Rich text editor toolbar with options: Bold (B), Italic (I), Underline (U), Strikethrough (X), Text Color (A), Background Color (A), Bulleted List, Numbered List, Indent Left, Indent Right, Outdent Left, Outdent Right, Font, Size, Link, Unlink, Undo, Redo, and a text area for comments.

[Save for Later](#)

[Previous](#)

[Next](#)

## 5 Sign Off (Counselor Objectives)

**Sign Off** section allows you to electronically sign the Counselor Update/Modify 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.

## 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 Ix**

Submit

## 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**.

### Are you sure you want to submit your Counselor: Update/Modify Objectives & 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 message is displayed letting you know you have successfully submitted the review. Click **EXIT**.



You have successfully submitted the Counselor: Update/Modify  
Objectives & Sign Off for [redacted]!



Exit

Return to Review

- ✚ An email is sent to your Associate/Assistant Dean letting them know your Counselor Update/Modify 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 Update/Modify Objectives (AY26) 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 Update/Modify Objectives (AY26)**)
  - A PDF will download for you to open
- 

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