### Steps for Full-Time Librarians

Completing the Librarian Objectives task

#### **1** Locate Librarian 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.

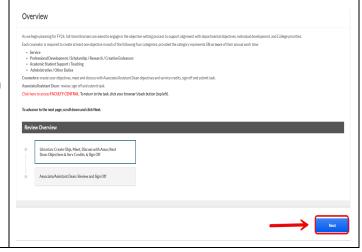
Click on the **Link** to enter the task.



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

- Librarian: 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 **Librarian Objectives (FY26)** page.



## **3** Librarian Objectives (FY26)

**Librarian** provides at least **one** objective for each of the following categories:

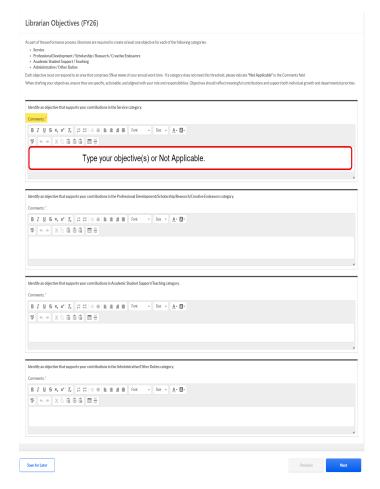
- Service
- Professional Development / Scholarship / Research / Creative Endeavors
- Academic Student Support / Teaching
- Administrative / Other Duties

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 (Librarian Objectives)** page.



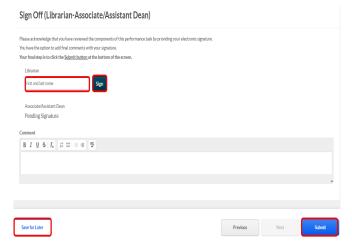
# 4 Sign Off (Librarian)

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

 In the open field under Librarian, 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.



### **5** 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 Librarian: Create Objs, Meet, Discuss with Assoc/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?



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



You have successfully submitted the Librarian: Create Objs, Meet, Discuss with Assoc/Asst Dean Objectives & Serv Credits, & Sign Off for



<ul> <li>An email is sent to your Associate/Assistant Dean letting them know your Librarian Objectives (FY26) task is ready for review and sign off.</li> </ul>
<b>NOTE:</b> After Associate/Assistant Dean signs off, you will receive an email stating your Librarian Objectives (F26) task is <b>completed</b> .
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. Librarian Objectives (FY26)
A PDF will download for you to open
If you need further assistance, email <a href="mailto:humanresources@tri-c.edu">humanresources@tri-c.edu</a> .