

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.

Overview

As we begin planning for FY26, full-time librarians 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
- Administration / 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

Librarian: Create Objs, Meet, Discuss with Assoc/Asst Dean Objectives & Serv Credits, & Sign Off

Associate/Assistant Dean: Review and Sign Off



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.

Librarian Objectives (FY26)

As part of the performance process, librarians 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 your 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 Academic Student Support/Teaching category.

Comments:

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

Comments:

Save for Later

Previous Next

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.

The screenshot shows a web form titled "Sign Off (Librarian-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 signature sections: "Librarian" with a text input for "First and last name" and a "Sign" button, and "Associate/Assistant Dean" with a "Pending Signature" label. Below these is a "Comment" field with a rich text editor toolbar. At the bottom, there are three buttons: "Save for Later" (highlighted with a red box), "Previous", and "Submit" (highlighted with a red box).

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?

Cancel Submit review

- 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 [redacted]

[redacted]!

Exit Return to Review

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

NOTE: After Associate/Assistant Dean signs off, you will receive an email stating your Librarian 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. **Librarian Objectives (FY26)**)
- A PDF will download for you to open

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