After an employee has submitted their PRD, the manager needs to review and approve through Workday. You will receive the below Workday notification. Click Approve Staff Performance Review.

Click Get Started to review the PRD submitted.
Use the below navigation menu to move through the PRD. Some sections will change to align with the relevant academic profile.

**Optional Goals and Questions.** Review all goal and question sections provided by the staff member and leave comments at the bottom of the page using the free text field.
Training and Development. Review the Training and Development Activities identified by the staff member.

Then click Next.
Supporting Documents. Review any supporting documents provided by the employee.

Click *Next* to move to the next page.
**Feedback.** Managers have an opportunity to request feedback using the below steps

**Feedback Received**

You have the opportunity to request feedback from others before finalising the review for your staff member.

If you would like to request feedback, follow the steps below:

- Select ‘Save for Later’ from the menu at the bottom of your screen before proceeding to ensure any review details entered are saved.
- Select ‘Menu’ in the top left-hand corner of your screen.
- Select the ‘Performance Review and Development - Manager’ Dashboard.
- From the Manager Dashboard, select the task ‘Get feedback on worker’.

You will have the option to share this feedback with your staff member. If feedback is shared with the staff member, comments will be displayed here when you return to complete the review.

Please note that you will not be able to finalise this review until feedback has been received.

Click ‘Next’ to continue to the next review activity.

Click *Next* to move to the next page
Review and Submit. Undertake a final review of the sections of the PRD.

Comments. Make comments for the staff member using the free text field.
Optional - Send Back. Click Send Back if the PRD requires further edits or discussion. This will return the PRD to the staff member for edits.

Send Back. The below pop up will appear after clicking Send Back. Complete the below information:

To: Select the person to send back to. It can only be returned to the staff member.

Reason: Provide a reason for returning the PRD to the staff member and click submit.

Send Back

To

Reason

Submit Cancel

For further help, contact organisational.development@flinders.edu.au

staff.flinders.edu.au/workday

V.11.03.24
Save for Later. During the PRD review, Managers can save the process and return later. Click Save for Later to continue editing at a later time.

Submit. Once the PRD has been reviewed and finalised it can be submitted. Click Submit to finalise the PRD and finalise the process in Workday.
**Up Next.** There are still two steps to be completed after you submit the approval for the PRD. First, the PRD will go to the Employee for them to complete the *Final PRD Acknowledgement*. Once they submit that task, the PRD will go back to you to complete the *Finalise PRD* task.

The Employee will receive a notification in Workday to let them know the PRD has been finalised.

**PRD Activity status in my team.** Completed PRDs will show as *Successfully Completed* on your dashboard.