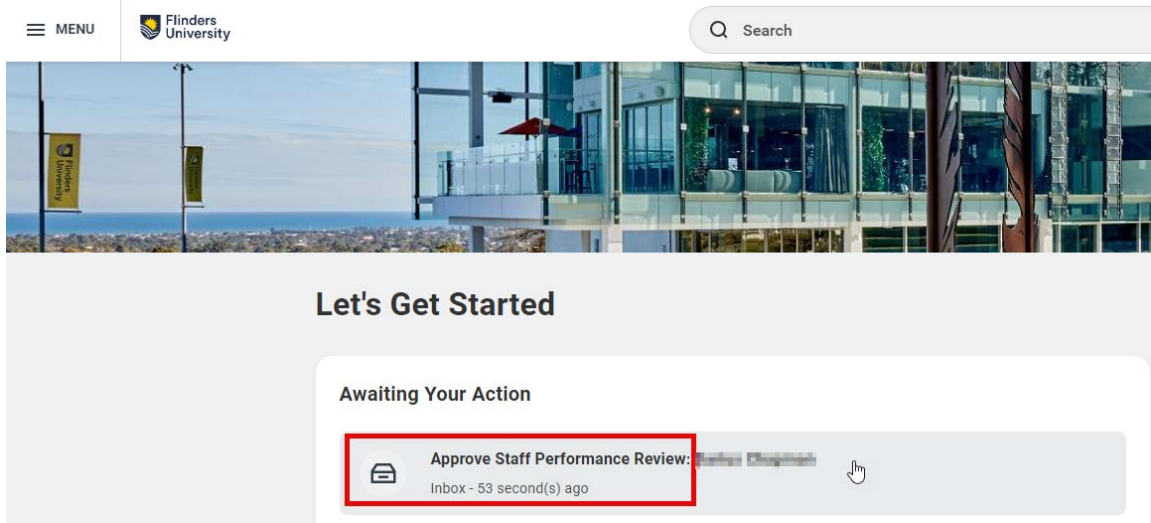
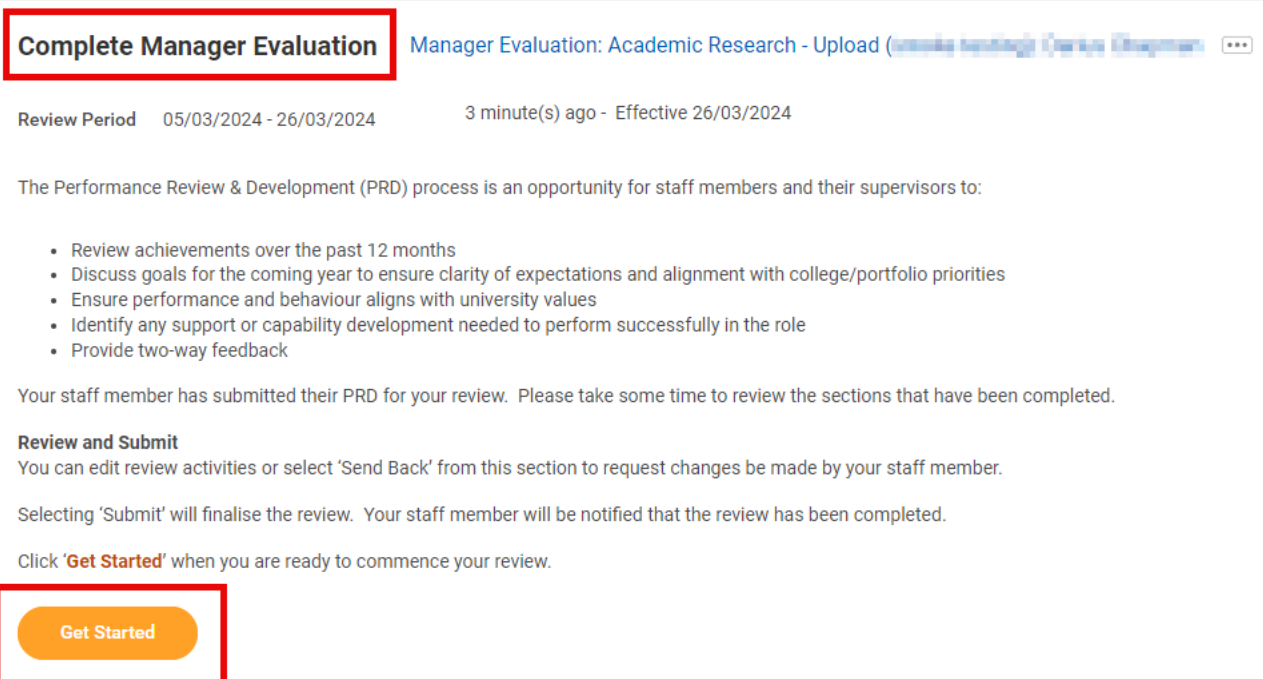


After an employee has submitted their PRD, the manager needs to review and approve through Workday. You will receive the below Workday notification. Click *Approve Staff Performance Review*



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.

Complete Manager Evaluation

Manager Evaluation:
Academic Research - Guided
(Jasmine Bentley) C. Deakin (Ch...

Actions

05/03/2024 - 15/04/2024



- Research Outputs and Achievements - Go...
- Research Outputs and Achievements - Qu...
- Service and Leadership - Goals
- Service and Leadership - Questions
- Training and Development**
- Supporting Documents
- Additional Feedback (if requested)
- Review and Submit

Training and Development

After completing the detailed professional development plan using the following template: [Pr...](#)

Development Item * PRD Training

Additional Information

Format B I U A

Status *

x Not Started

Status Note

Start Date

DD/MM/YYYY

Completion Date

DD/MM/YYYY

> History

Remove

Add

Back

Next

Save for Later

Close

Then click *Next*

Supporting Documents. Review any supporting documents provided by the employee.

Supporting Documents

Please upload following documentation:

- Current CV
- College supplied Performance Review data
- Professional Development Plan
- Research Plan as per College template

Manager

Drop files here

or

Select files

Employee



prd-example-template (3).docx
Uploaded by [Dimitri](#) [Chapman](#)

Upload Date 07/03/2024 02:48 pm

Comment

Click *Next* to move to the next page.

Supporting Documents (optional)

Feedback Received

Review and Submit

Back

Next

Save for Later

Close

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:

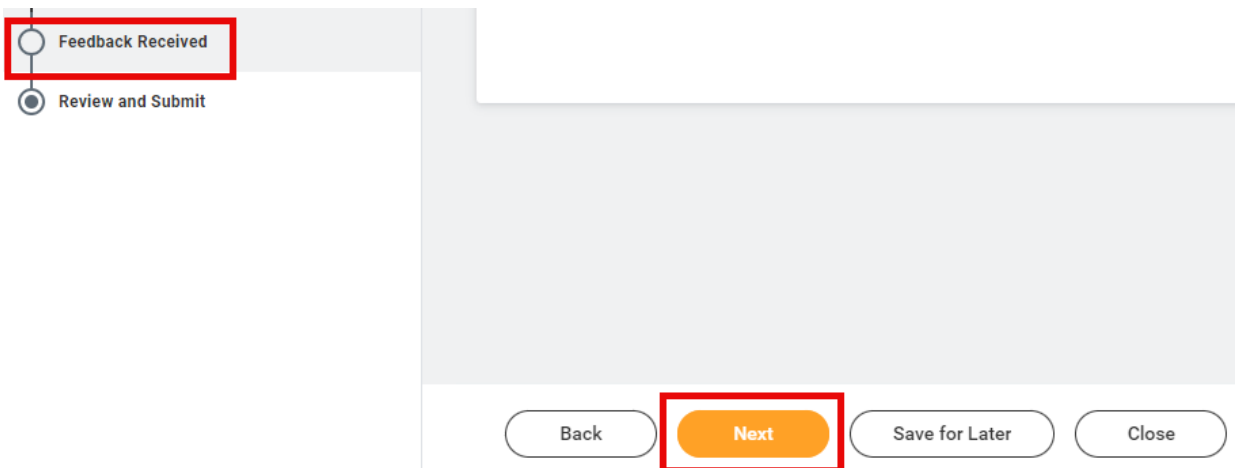
- Select 'Save for Later' from the menu at the bottom of your screen before proceeding to ensure any review details entered are saved.
- Select 'Menu' in the top left-hand corner of your screen.
- Select the 'Performance Review and Development - Manager' Dashboard.
- From the Manager Dashboard, select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

Complete Manager Evaluation

Manager Evaluation:
Academic Research - Guided
(sample settings) Curtis Oka...

Actions

05/03/2024 - 15/04/2024

- Research Outputs and Achievements - Go...
- Research Outputs and Achievements - Qu...
- Service and Leadership - Goals
- Service and Leadership - Questions
- Training and Development
- Supporting Documents
- Additional Feedback (if requested)
- Review and Submit**

Research Outputs and Achievements - Goals

Goal To research the PRD process.

Due Date (empty)

Category Research Outputs and Achievements

Organization Alignment (empty)

Relates To Knowledge (Competency)

Status (empty)

Manager

Comment

Research Outputs and Achievements - Questions

Question Provide examples of your leadership of research initiatives where you led ot

This may include leading successful research teams (i.e., gaining external gra policy, fostering collaborative links across the University, with Industry and ot

Manager

Answer

Submit Send Back Save for Later

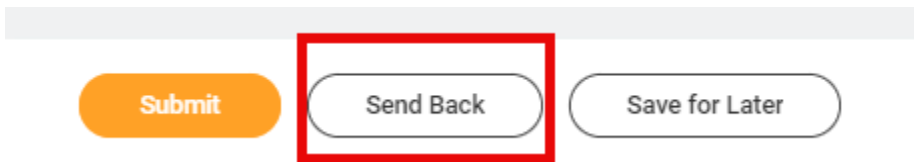
Comments. Make comments for the staff member using the free text field.

enter your comment

Process History

Approve Staff Performance Review- Awaiting Action

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

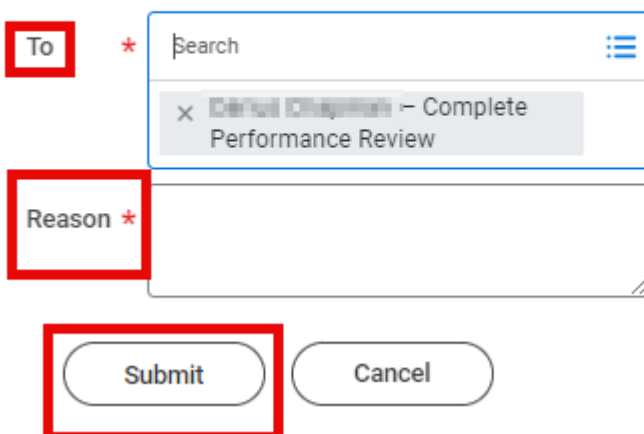


Send Back. The below pop up will appear after clicking *Send Back*. Complete the below information:

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

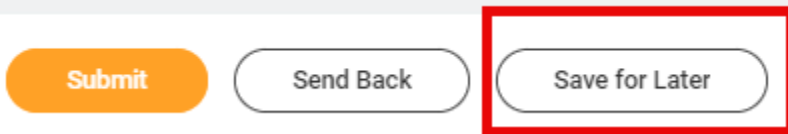
Send Back



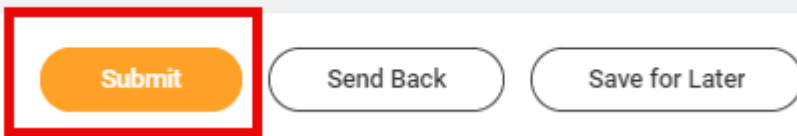
The 'Send Back' pop-up form contains the following elements:

- To:** A search field with a red box around the label. A dropdown menu is open, showing a search result: "× Clinical Disposition – Complete Performance Review".
- Reason:** A text input field with a red box around the label.
- Submit:** A button with a red box around it.
- Cancel:** A button next to the Submit button.

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.

✕

Success! Event submitted

Up Next: ██████████ | Final PRD Acknowledgement

[View Details](#)

✕

Success! Event submitted

Up Next: ██████████ | Finalise PRD

[View Details](#)

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

Worker	Employee Review	Review Period - Start Date	Review Period - End Date	Review Template	Status	BP Step	Awaiting Action By	Feed Rece
Campbell Strong	Academic Performance Review for Tied Funded Research Staff. Campbell Strong	12/12/2022	30/06/2023	Academic Performance Review for Tied Funded Research Staff	● Successfully Completed		n/a	No
Darius Chapman	Academic Research - Guided (smoke testing) Darius Chapman	05/03/2024	15/04/2024	Academic Research - Guided (smoke testing)	▲ In Progress	Complete Performance Review	Employee	No
Darius Chapman	Academic Performance Review for Tied Funded Research Staff. Darius Chapman	12/12/2022	30/06/2023	Academic Performance Review for Tied Funded Research Staff	● Successfully Completed		n/a	No