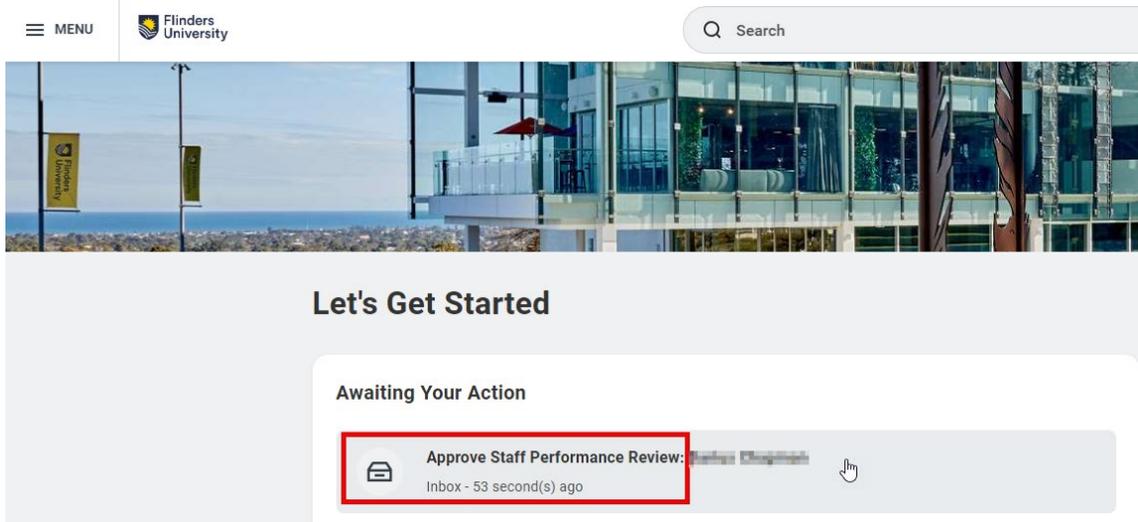


After an employee has submitted their PRD, the manager needs to review and approve through Workday. You will receive the below Workday notification. Click *Approve Staff Performance Review*



Click *Get Started* to review the PRD submitted

Complete Manager Evaluation

Manager Evaluation: Professional & Executive - Guided (practice testing); Elizabeth Bourley

Review Period 28/02/2024 - 03/03/2024

1 minute(s) ago - Effective 03/03/2024

The Performance Review & Development (PRD) process is an opportunity for staff members and their supervisors to:

- Review achievements over the past 12 months
- Discuss goals for the coming year to ensure clarity of expectations and alignment with college/portfolio priorities
- Ensure performance and behaviour aligns with university values
- Identify any support or capability development needed to perform successfully in the role
- Provide two-way feedback

Your staff member has submitted their PRD for your review. Please take some time to review the sections that have been completed.

Click **'Get Started'** when you are ready to commence your review.

Get Started

Use the below navigation menu to move through the PRD

Complete Manager Evaluation

Manager Evaluation:
Professional & Executive - Guided (archive testing): Elic...

Actions

28/02/2024 - 03/03/2024

🔍 🖨️

- Goals
- Training and Development Activities
- PRD Discussion
- Supporting Documents (optional)
- Feedback Received
- Review and Submit

Mandatory - Goals. Review the goals provided by the staff member. Use the free text field to provide comments for the **Manager Summary**.

Complete Manager Evaluation

Manager Evaluation:
Professional & Executive - Guided (archive testing): Elic...

Actions

28/02/2024 - 03/03/2024

🔍 🖨️

- Goals
- Training and Development Activities
- PRD Discussion
- Supporting Documents (optional)
- Feedback Received
- Review and Submit

Due Date: DD/MM/YYYY

Category: Professional

Organization Alignment

Relates To: Knowledge (Competency)

Status: In Progress

Remove

Add

Manager Summary

Employee Summary

Comment * Format **B** *I* U 🔍 🔗

Comment My goals will

Back **Next** Save for Later Close

Training and Development. Review the Training and Development Activities identified by the staff member

Training and Development Activities

Training and development opportunities are focused on building the skills and capabilities needed for staff members to perform successfully in their current role or to assist in their career development.

Training and development activities recorded in this section will be analysed by the Organisational Development and Diversity team to understand consistent development themes across the University.

New training and development activities can be added on behalf of your staff member by selecting **Add**.

You will be prompted to enter an overall comment for this section.

Select **Next** to proceed to the next review activity.

Development Item

Additional Information

Status

Status Note

Start Date

Completion Date

Relates To

Category

> History

Manager Summary

Comment

Employee Summary

Comment This training will enable me to effectively complete my PRD.

Mandatory - Leave any feedback or comments in the **mandatory Manager Summary** at the bottom of the page. Then click *Next*

PRD Discussion. Review the employee responses to the PRD Discussion questions.

Mandatory – Complete the **mandatory Manager Answers** using the free text field

Complete Manager Evaluation

Manager Evaluation:
Professional & Executive -
Guided

Actions

28/02/2024 - 03/03/2024



- Goals
- Training and Development Activities
- PRD Discussion**
- Supporting Documents (optional)
- Feedback Received
- Review and Submit

PRD Discussion

This section presents a series of questions to assist in the evaluation of the review period.

Please review the responses provided by your staff member. You will be prompted to provide a response for each question.

Click **Next** to continue to the next review activity.

Question **ALIGNMENT:**
This section enables you to enter any specific alignment of your PRD goals to college or portfolio priorities, university objectives, or specific competencies/capabilities.
If you do not have any alignments you wish to record, please enter 'N/A'

Manager

Answer *

Employee

Answer My goals align to the University priorities.

Click *Next* to move to the next page

Question **UNIVERSITY VALUES:**
How have you demonstrated the University's Values in your day to day role?
Provide examples of specific behaviours that reflect the university values.

Manager

Answer *

Employee

Answer N/A

Back Next Save for Later Close

Optional - Supporting Documents. Review any supporting documents provided by the employee. Supporting documents are **optional**.

Complete Manager Evaluation

Manager Evaluation:
Professional & Executive - Guided (*unreadable text*)

Actions

28/02/2024 - 03/03/2024

📎 📄

- Goals
- Training and Development Activities
- PRD Discussion
- Supporting Documents (optional)**

Supporting Documents (optional)

If your staff member has uploaded supporting documents, they will appear in this section. This section will be blank if no documentation has been uploaded. Drop files or click 'Select files' to add any relevant documents. Click 'Next' to continue to the next review activity.

Manager

(Placeholder for manager information)

Click *Next* to move to the next page.

- Supporting Documents (optional)
- Feedback Received
- Review and Submit

Back Next Save for Later Close

Optional - Feedback. Managers have an opportunity to request feedback from others 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:

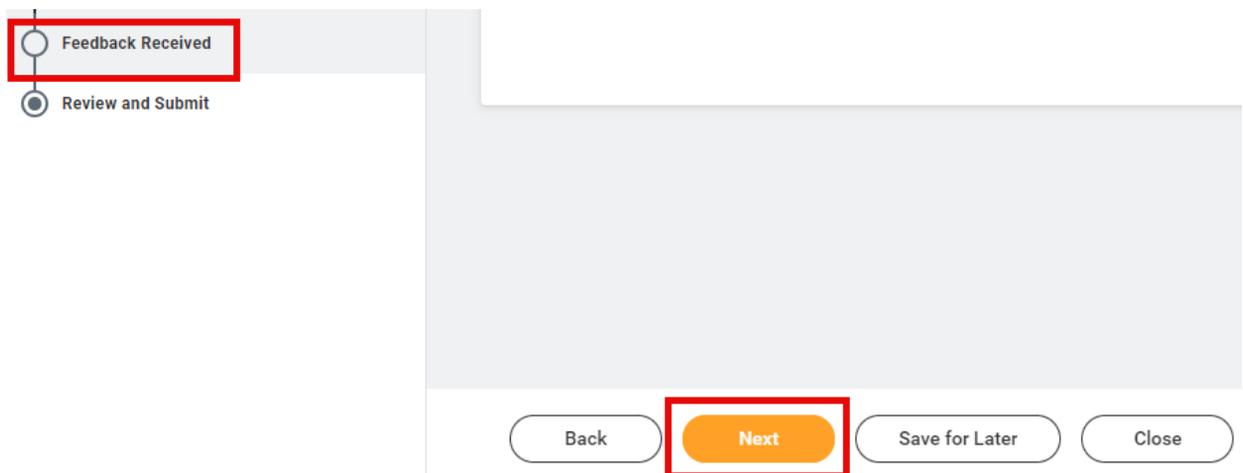
- Select 'Save for Later' from the menu at the bottom of your screen before proceeding to ensure any review details entered are saved.
- Select 'Menu' in the top left-hand corner of your screen.
- Select the 'Performance Review and Development - Manager' Dashboard.
- From the Manager Dashboard, select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

Complete Manager Evaluation

Manager Evaluation:
Professional & Executive - Guided

Actions

01/01/2024 - 30/03/2024

- Goals
- Training and Development Activities
- PRD Discussion
- Supporting Documents (optional)
- Feedback Received
- Review and Submit**

Submit Send Back Save for Later

Optional. Use the free text field to make any additional comments for the staff member.

enter your comment

Process History

Approve Staff Performance Review - Awaiting Action

Optional - Send Back. If the PRD requires edits or further discussion click *Send Back* to return the PRD to the employee.

This should occur in discussion with the employee.

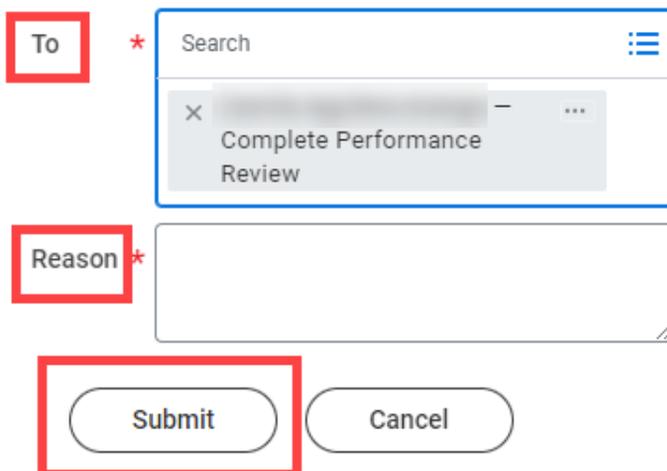


Send Back. The below pop up will appear after clicking *Send Back*. Complete the below information:

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

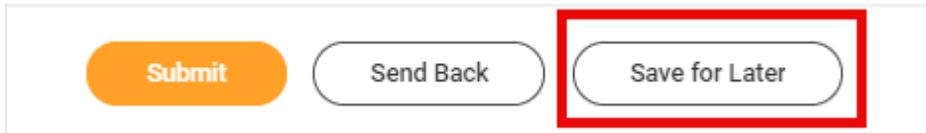


To * Search [Complete Performance Review]

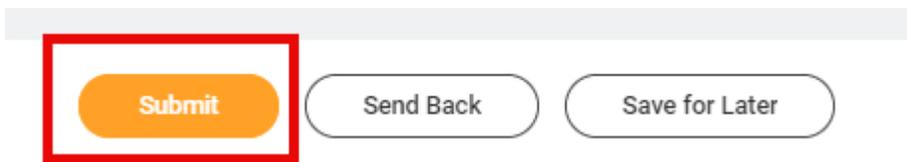
Reason * [Text Area]

Submit **Cancel**

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