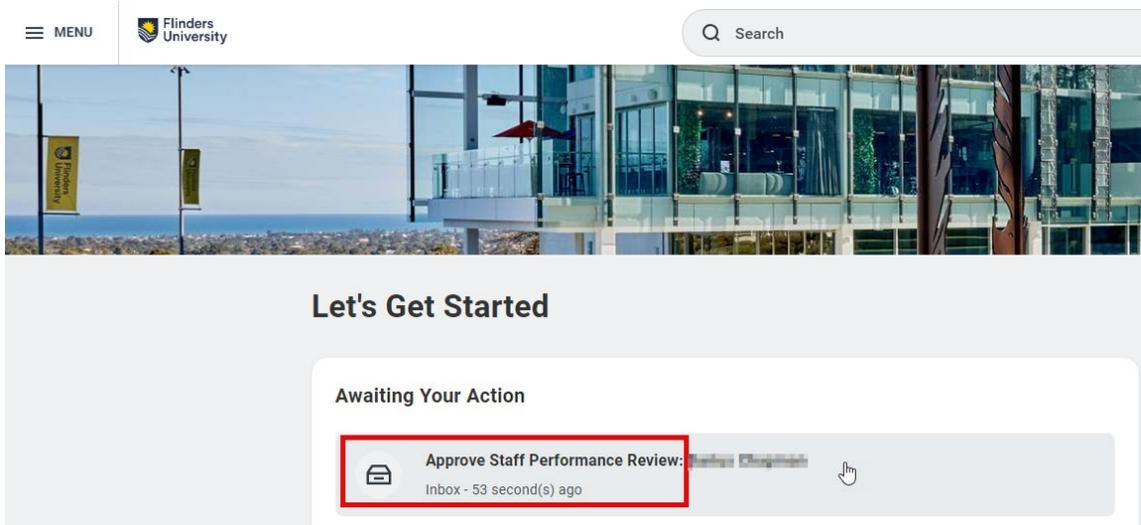
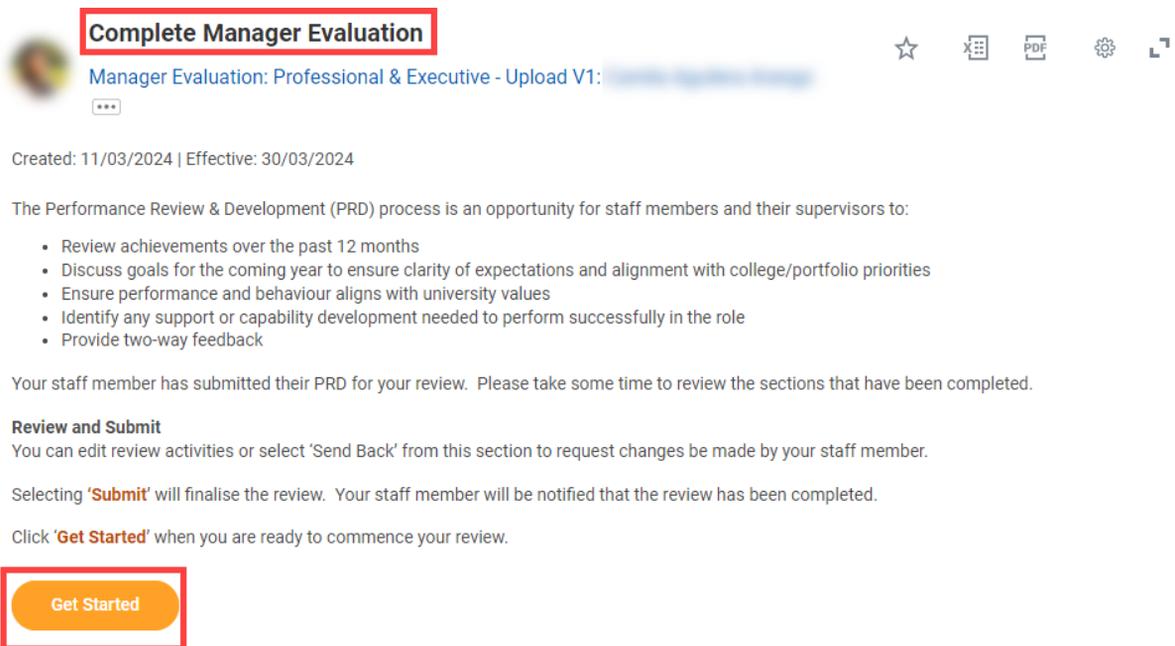


After an employee has submitted their PRD via the upload function, the manager needs to review and approve through Workday. You will receive the below Workday notification. Click *Approve Staff Performance Review*



Click *Get Started* to review the PRD submitted



Use the below navigation menu to move through the PRD

Complete Manager Evaluation |←

Manager Evaluation:
Professional & Executive -
Upload V1: ██████████

Actions

01/01/2024 - 30/03/2024

📄 🖨

- Upload your Own Document
- Training and Development Activities
- Review and Submit

Mandatory - Upload your Own Document. All relevant attachments from your employee are uploaded here for your review. Click on the document link to review. Managers can request amendments using the [Send Back function](#).

Upload your Own Document

Your staff member has chosen to upload their own document to represent review discussions they have had with you as their supervisor. You can view the documents uploaded below.

You will be prompted to provide an overall comment below. If you don't have any further comments to make, enter n/a.

Please note that you will not be able to add any documents. If you do so, an error will appear. Please send it back to the employee if changes to the document are required.

Click 'Next' to proceed to the next review activity.

Manager

Drop files here

or

Select files

Employee

	prd-example-template (2).docx Uploaded by Employee 1 day ago
Upload Date	05/03/2024 03:01 pm
Comment	
	professional-development-plan-template.docx Uploaded by Employee 1 day ago
Upload Date	05/03/2024 03:01 pm
Comment	

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 * PRD Training

Additional Information Format B I U A ☺ ☰ 🔗 🗑️

Status * Not Started ☰

Status Note

Start Date 21/03/2024 📅

Completion Date DD/MM/YYYY 📅

Relates To Knowledge (Competency) ☰

Category Professional Development ☰

> History

Remove

Add

Manager Summary Employee Summary

Comment * Normal B I U A ☺ ☰ 🔗 🗑️

This training is relevant and will be beneficial. Approv

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

Back Next Save for Later Close

Mandatory – Use the free text field to complete the **mandatory Manager Summary** and provide any feedback or comments. Then click *Next*

Review. Undertake a final review of the draft PRD

Complete Manager Evaluation

Manager Evaluation:
Professional & Executive -
Upload V1:

Actions

01/01/2024 - 30/03/2024

Upload your Own Document

Training and Development Activities

Review and Submit

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 further work or discussions click *Send Back* to return the PRD to the employee

This should occur in discussion with the employee.

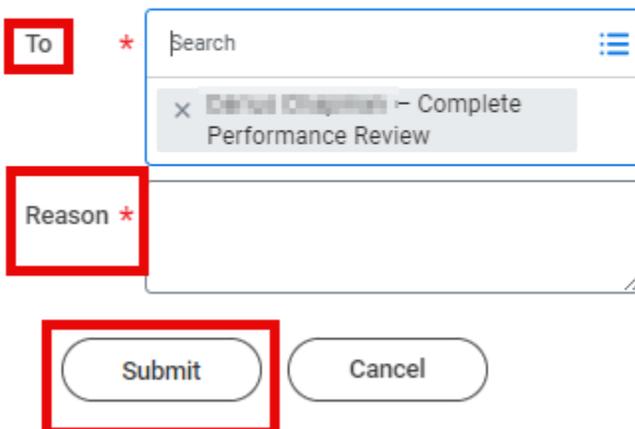


Send Back. The below pop up will appear after clicking *Send Back*. Complete the below information:

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



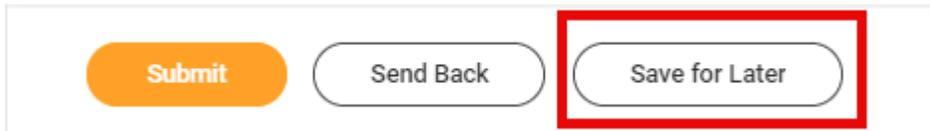
To * Search

× Default Organization - Complete Performance Review

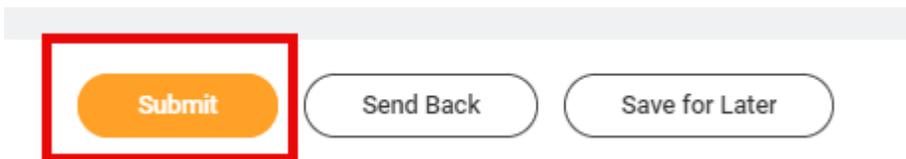
Reason *

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. C Once the PRD has been reviewed and finalised it can be submitted. Click *Submit* to finalise the PRD and finalise the process in Workday



Congratulations. The PRD process has now been completed. The below pop up will appear and details can be viewed by clicking *View Details*.

×

Success! Event submitted

[View Details](#)

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

PRD activity status in my team ⚙

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
Barrie Chapman	Academic Research - Guided (smoke testing): Barrie Chapman	05/03/2024	15/04/2024	Academic Research - Guided (smoke testing)	▲ In Progress	Complete Performance Review	Employee	No
Barrie Chapman	Academic Performance Review for Tied Funded Research Staff: Barrie Chapman	12/12/2022	30/06/2023	Academic Performance Review for Tied Funded Research Staff	● Successfully Completed		n/a	No