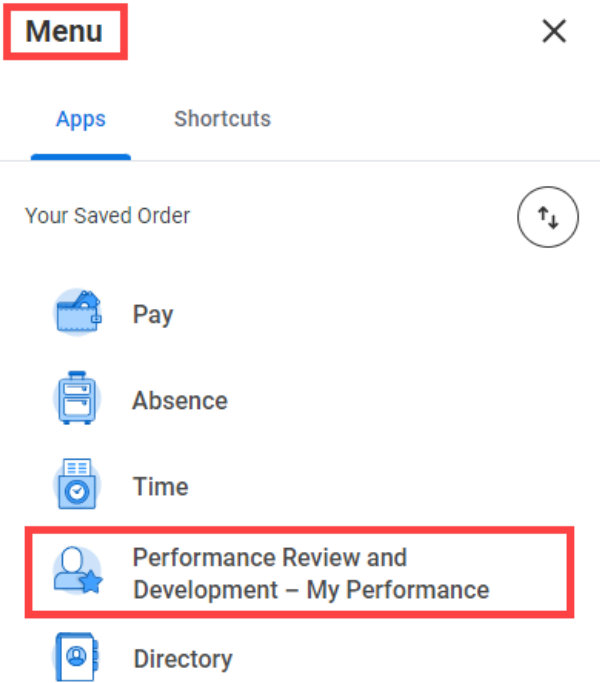
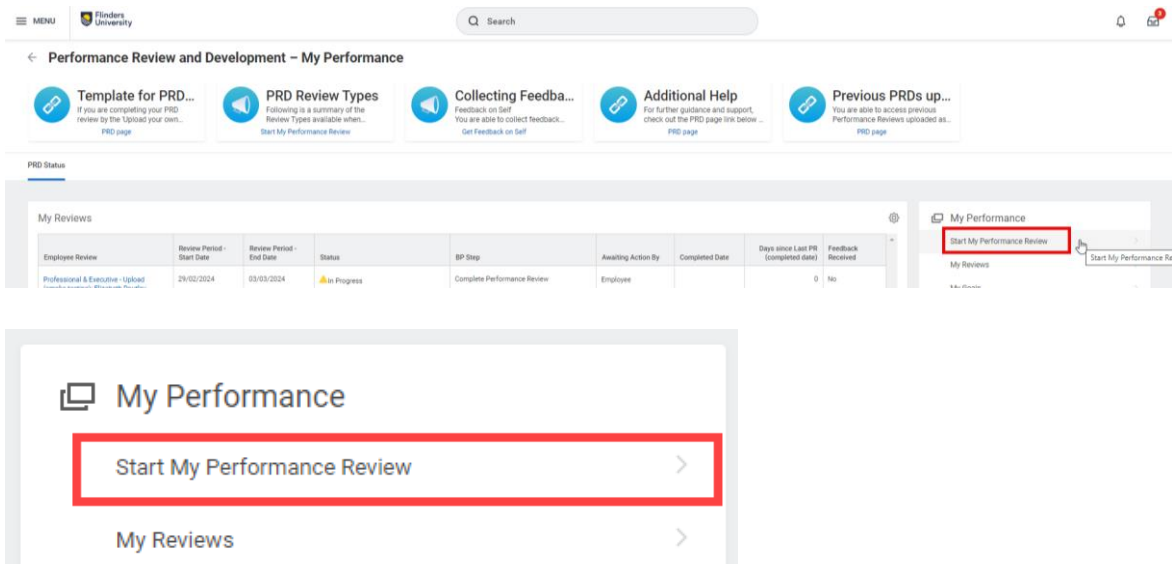


Navigate to Performance Review and Development in Workday by clicking on menu and selecting *Performance Review and Development – My Performance*



Initiate a Performance Review from the Dashboard by selecting *Start my Performance Review*



A pop-up box titled *Start my Performance Review* will appear

Start My Performance Review

X

...

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

The Workday process provides you some flexibility in relation to how you complete your review.

Information and support materials are available from the [PRD page](#) or contact the [Organisational Development and Diversity team](#).

Select how to complete your review
Select the review type most relevant to you and your role from the options presented at the 'Review Template' field. Select 'Academic – Guided' or 'Academic – Upload' to proceed.

Identify the review period
The review period is the time period you are reviewing (e.g. if you are reviewing the previous calendar year, your start date might be 1 January, and your end date 31 December).
Select a date using the calendar function to set a 'Period Start Date'.
Select a date using the calendar function to set a 'Period End Date'.

Please note that you will be unable to start a Review if one is already in progress. Further information is available from the [PRD page](#).

Select 'Submit' to commence your review.

For the **Guided** template, click on the *Review Template* field and select your eligible review type.

Academic - Teaching

^

Review Template *

Search

⋮

Period Start Date *

DD/MM/YYYY

📅

Period End Date *

DD/MM/YYYY

📅

Select *Review Template – Guided*. The eligible template will align with your academic profile.

← Academic - Teaching

☐ Academic Teaching Specialist - Guided V1

☐ Academic Teaching Specialist - Upload V1

Review Template *

Search

⋮

Period Start Date *

DD/MM/YYYY

📅

Period End Date *

DD/MM/YYYY

📅

Add the Period Start Date and Period End Date. This is the period for your review (e.g. 1 January – 31 December). Press Submit.

Review Template *

×

Academic Teaching Specialist - Guided V1

:

Period Start Date *

01/01/2024

Period End Date *

DD/MM/YYYY

enter your comment

January 2024

MON	TUE	WED	THU	FRI	SAT	SUN
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Cancel

Submit

Click *Open* in the pop-up box.

Start Performance Review Confirmation

Up Next:

David Chapman

 | Complete Performance Review

[View Details](#)

Open


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

staff.flinders.edu.au/workday



V.11.03.24

3

A pop-up will appear that summarises the intent of the Guided Academic PRD process.



Complete Self Evaluation

Self Evaluation: Academic Teaching Specialist - Guided V1:  

Review Period 01/01/2024 - 30/03/2024

Making a Difference - The 2025 Agenda

VISION: To be internationally recognised as a world leader in research, an innovator in contemporary education, and the source of Australia's most enterprising graduates.

MISSION: Changing lives and changing the world.

The Academic Staff Performance Review Scheme is designed to regularly review the performance and the professional development of staff. The objectives of the Scheme are to:

- Assist staff to develop academically and professionally and to provide them with reliable information on the University's expectation of performance;
- Assist the University and staff jointly to plan the work of staff to achieve desired goals; and assist supervisors in monitoring and assessing a staff member's performance.

All staff at Flinders are responsible for understanding their obligations and responsibilities as set out in the University's code of conduct, the [Enterprise Agreement](#) and the University's [Values and Ethos](#).

This form will be accompanied by a Supplementary data document containing relevant data from University systems. There will be opportunities for you and your supervisor to:

- Review past goals and reflect and respond on achievement of or otherwise
- Agree on goals and strategies for coming year and professional development opportunities.

For the Supervisors:

Please carefully review Employee's responses before taking an action.

If required, please use "Send Back" option to address any discrepancies in your understandings and discuss what amendments should be made to reach an agreement.



Click *Get Started* to move to the next page.

Use the navigation menu to move through the sections for the **Guided Academic** process.

Complete Self Evaluation

Self Evaluation: Academic Teaching Specialist - Guided

Actions

01/01/2024 - 30/03/2024

📄

🖨

○ Teaching & Related Duties - Goals

● Teaching & Related Duties - Questions

● Innovation and Scholarship in Learning a...

● Service and Leadership - Goals

● Service and Leadership - Questions

● Professional Development

● Additional Comments

● Supporting Documents

● Additional Feedback (if requested)

● Review and Submit

These sections will be adjusted to align to the academic profile

The PRD will open in the first Goals section for all academic profiles.

The process to add goals is the same for all academic profiles. Examples for each academic profiles are below.

Academic Teaching Specialist

Complete Self Evaluation

Self Evaluation: Academic Teaching Specialist - Guided v2 (unlocked testing): Judith B...

Actions

06/03/2024 - 27/03/2024

Teaching & Related Duties - Goals

Teaching & Related Duties - Goals

The goals will be aligned to your academic profile

For the goals pre-loaded from the previous review year (if relevant):
Provide comments on meeting goals and effectiveness of strategies for teaching from previous year. You may also describe circumstances, if any, that were a barrier to achieving the goals.

For the next review year:
Provide details of the agreed goals and strategies for teaching for future period. This may include topic delivery, innovative approaches and teaching quality opportunities.

Academic Research

Complete Self Evaluation

Self Evaluation: Academic Research - Guided (unlocked testing): Dariusz Chapman

Actions

05/03/2024 - 15/04/2024

Research Outputs and Achievements - Go...

Research Outputs and Achievements - Goals

The goals will be aligned to your academic profile

For the goals pre-loaded from the previous review year (if relevant):
Reflecting on the research outputs as summarised in the supplementary data document, provide comments on mee
In responding, consider supplementary data document which provides full list of ERA recognised research outputs,

For the next review year:
Please refer to completed college specific research plan to detail research goals as per below for next 12 months.

Academic Teaching and Research

Complete Self Evaluation

Self Evaluation: Academic Teaching Specialist - Guided v2 (unlocked testing): Judith B...

Actions

06/03/2024 - 27/03/2024

Teaching & Related Duties - Goals

Teaching & Related Duties - Goals

The goals will be aligned to your academic profile

For the goals pre-loaded from the previous review year (if relevant):
Provide comments on meeting goals and effectiveness of strategies for teaching from previous year. You may also describe circumstances, if any, that were a barrier to achieving the goals.

For the next review year:
Provide details of the agreed goals and strategies for teaching for future period. This may include topic delivery, innovative approaches and teaching quality opportunities.

Optional. Select which *Category* this aligns to by clicking on Category. More than one category can be selected.

Optional. Click *Organization Alignment* if the goal aligns with a broader organizational goal. Select the relevant goal from the list.

Optional. Click *Relates To* and select the competencies the goal relates to. More than one can be selected.

Optional. Select the *Status* of the goal from the dropdown list.

Status

Remove

Add

select one

select one

Not Started

In Progress



Completed

No Longer Applicable

Mandatory. Add multiple goals as required using the *Add* button. Then complete the *Employee Summary* with any additional comments.

Add

Employee Summary

Comment Normal **B** *I* U A  
Provide a summary of the goals. Use *Add* add multiple goals.

Use these buttons to navigate to the next tab, go back, or save for later.

[Back](#)
[Next](#)
[Save for Later](#)
[Close](#)

Use the free text box to respond to the prompts provided.

The questions will be adjusted to align with your academic profile

Repeat. Repeat steps for all Goals and Questions for your academic profile.

Training and Development / Professional Development. All academic staff are asked to record Training and Development activities.

Click *Add* to record specific Training and Development information or write N/A if not required.

Training and Development

After completing the detailed professional development plan using the following template: [Professional Development Template](#), summarise the agreed development items for future period.

Add

Mandatory. Provide the Training and Development Item and add any additional information required

Add Existing

Development Item

* Attend PRD Training

Additional Information

Normal

B

I

U

A

PRD Training is being offered by OD&D

Mandatory. Record information relating to the training and development item and select the *Status* from the dropdown list.

Development Item

* Attend PRD Training

Additional Information

Normal

B I U A

☰

🔗

PRD Training is being offered by OD&D

Status

*

Search ☰

☐ Not Started

☐ In Progress

☐ Completed

☐ No Longer Applicable

Status Note

Start Date

06/03/2024 📅

Optional. Add the start and completion date of the training and development activity using the calendar.

Start Date

06/03/2024 📅

Completion Date

DD/MM/YYYY 📅

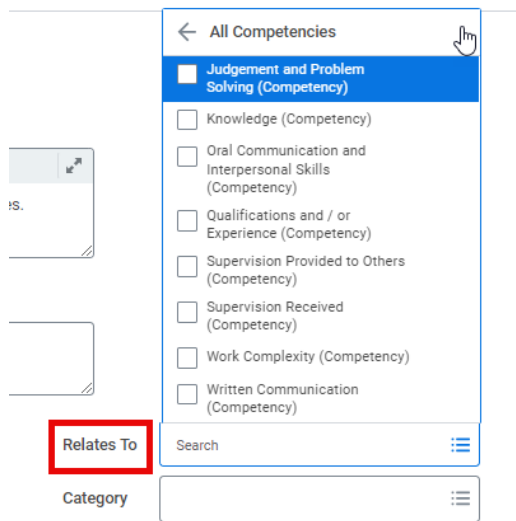
Remove

Add

March 2024

MON	TUE	WED	THU	FRI	SAT	SUN
26	27	28	29	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Optional. Select the competencies that the training and development activity supports by clicking *Relates To* and selecting all relevant options



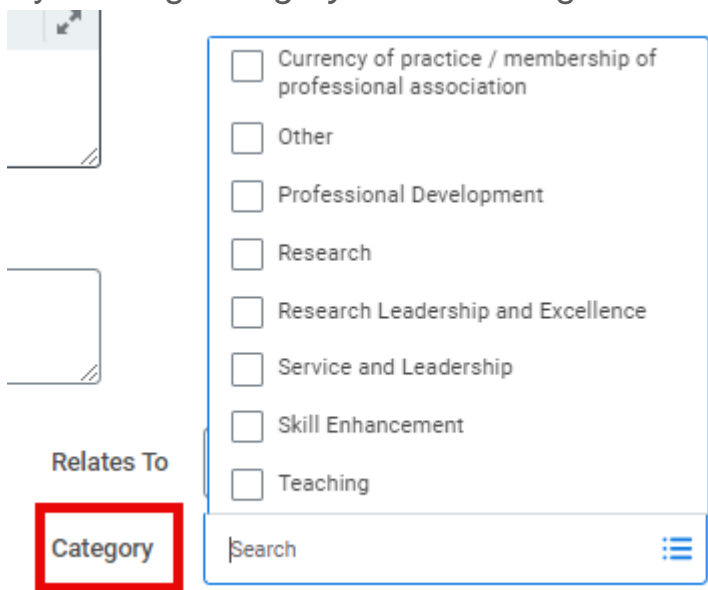
The screenshot shows a 'Relates To' dropdown menu. The menu is titled 'All Competencies' and contains a list of competencies, each with a checkbox. The first competency, 'Judgement and Problem Solving (Competency)', is selected. Below the list is a search bar and a 'Category' dropdown menu.

- ☒ Judgement and Problem Solving (Competency)
- ☐ Knowledge (Competency)
- ☐ Oral Communication and Interpersonal Skills (Competency)
- ☐ Qualifications and / or Experience (Competency)
- ☐ Supervision Provided to Others (Competency)
- ☐ Supervision Received (Competency)
- ☐ Work Complexity (Competency)
- ☐ Written Communication (Competency)

Search

Category

Optional. Select the category the training and development activity applies to by clicking *Category* and selecting all relevant options



The screenshot shows a 'Category' dropdown menu. The menu contains a list of categories, each with a checkbox. Below the list is a search bar.

- ☐ Currency of practice / membership of professional association
- ☐ Other
- ☐ Professional Development
- ☐ Research
- ☐ Research Leadership and Excellence
- ☐ Service and Leadership
- ☐ Skill Enhancement
- ☐ Teaching

Search

Mandatory - Supporting Documents. Drag and drop or click *Select Files* to upload and supporting documents. Only employees can add documents. Click *Next* once documents are uploaded

Supporting Documents

Please upload following documentation:

• Current CV

• College supplied Performance Review data

• Professional Development Plan

• Research Plan as per College template

At least one document must be uploaded.

Employee

Drop files here

or

Select files

Back

Next

Save for Later

Close

Feedback. There is a feedback section in the *Guided* method. Feedback provided during the process will be displayed here. Click *Next* to move to the next page or *Save for Later*

Additional Feedback (if requested)

Below is feedback requested and provided during the review year, if any.

Back

Next

...

Review and Submit. Review the summary of information provided for each section. Once all information is correct, select *Submit*

Complete Self Evaluation

Self Evaluation: Academic Teaching Specialist - Guided

Actions

01/01/2024 - 30/03/2024

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● Teaching & Related Duties - Goals

● Teaching & Related Duties - Questions

● Innovation and Scholarship in Learning a...

● Service and Leadership - Goals

● Service and Leadership - Questions

● Professional Development

● Additional Comments

● Supporting Documents

● Additional Feedback (if requested)

○ Review and Submit

Additional Feedback (if requested)

📄

PDF

enter your comment

Process History

Complete Performance Review– Awaiting Action

Submit

Save for Later

After successfully submitting, you will receive the pop-up notification below indicating that your PRD has been sent for manager approval.

Success! Event submitted

Up Next:

Manager Evaluation: Academic Teaching Specialist - Guided

- Approve...

[View Details](#)

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

staff.flinders.edu.au/workday

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