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

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

**Select Review Template – Guided.** The eligible template will align with your academic profile.
Add the Period Start Date and Period End Date. This is the period for your review (e.g. 1 January – 31 December). Press Submit.

Click Open in the pop-up box.
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 enterprise 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 Ethics.

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.

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**

**Teaching & Related Duties - Goals**

*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**

**Research Outputs and Achievements - Goals**

*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 how 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**

**Teaching & Related Duties - Goals**

*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.
Goals. Click *Add* to start adding goals.

**Mandatory.** Provide a summary of the proposed goal and include the due date by using the calendar button.
**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.

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

Use these buttons to navigate to the next tab, go back, or save for later.
**Questions.** Questions will be provided that align to the selected academic profile.

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

**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.

**Mandatory.** Provide the Training and Development Item and add any additional information required.
**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:** PRD Training is being offered by OD&D
- **Status:**
  - Not Started
  - In Progress
  - Completed
  - No Longer Applicable
- **Start Date:** 06/03/2024

**Optional.** Add the start and completion date of the training and development activity using the calendar.
**Optional.** Select the competencies that the training and development activity supports by clicking *Relates To* and selecting all relevant options.

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

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

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