Navigate to Performance Review and Development in Workday by selecting menu and 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.

For further help, contact organisational.development@flinders.edu.au  
[staff.flinders.edu.au/workday](https://staff.flinders.edu.au/workday)  
V.11.03.24
Add the Period Start Date and Period End Date. This is the period you are reviewing e.g. 1 January to 31 December. Press Submit

Click *Open* in the pop-up box

A pop-up will appear that summarises the PRD process for Professional and Executive Staff using the *Guided* template. Select *Get Started.*
There are six (6) stages to the *Professional & Executive Guided* method. This is the navigation menu. You will start in the *Goals* tab.

**Goals.** Click *Add* to start adding goals. This is optional. If you do choose to define goals, there will be some mandatory elements outlined below.

Discuss and set goals with your supervisor. The goals you set should

Select *Add* when you are ready to proceed.

Utilise the ‘Employee Summary’ section to enter any overall comments.

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

**Setting goals**

When setting goals, you will be prompted to record details including:

- **Category** – options for selection include 'Professional', 'Read'
- **Supports** – goals can be linked to organisational goals previ
- **Relates to** – relates to the skills required to perform success

More than one domain can be linked to your goal.
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.
Optional. Add multiple goals as required using the Add button.
Mandatory. Complete the Employee Summary with any additional comments.

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

All Professional and Executive staff are asked to record Training and Development activities. Click Add to record specific Training and Development information.
Mandatory. Provide the Training and Development Item and add any additional information required. Write N/A if there are no items to record.

**Add Existing**

**Development Item**

* Attend PRD Training

**Additional Information**

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**

PRD Training is being offered by OD&D

**Status**

* Search

- Not Started
- In Progress
- Completed
- No Longer Applicable

**Status Note**

- A text box for additional information.

**Start Date**

06/03/2024

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V.11.03.24
Optional. Add the start and completion date of the training and development activity using the calendar.

![Calendar Image]

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

![Competency Selection Image]
Optional. Select the category the training and development activity applies to by clicking *Category* and selecting all relevant options.

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

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Optional. Add multiple training and development activities by selecting *Add* and repeating steps.

- Start Date
- Completion Date

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**Mandatory.** Add a comment within the *Employee Summary* section then click *Next* or *Save for Later.*

![Employee Summary screenshot]

**PRD Discussion.** There are five (5) questions to the PRD Discussion, *Alignment, University Values, Achievements, Opportunities, and General Feedback.*

Each section provides prompts to consider. Use the free text field to respond to each section. Write N/A if not relevant.

![PRD Discussion screenshot]
**Mandatory.** Complete the *Employee Summary* and click *Next* to move to the next page.

![Image of Employee Summary]

**Optional - Supporting Documents.** Drag and drop or click *Select Files* to upload any supporting documents. *Only employees can add documents.* Click *Next* once documents are uploaded or if there are no documents to attach.

![Image of Supporting Documents]

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V.11.03.24
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 the six (6) sections. 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.