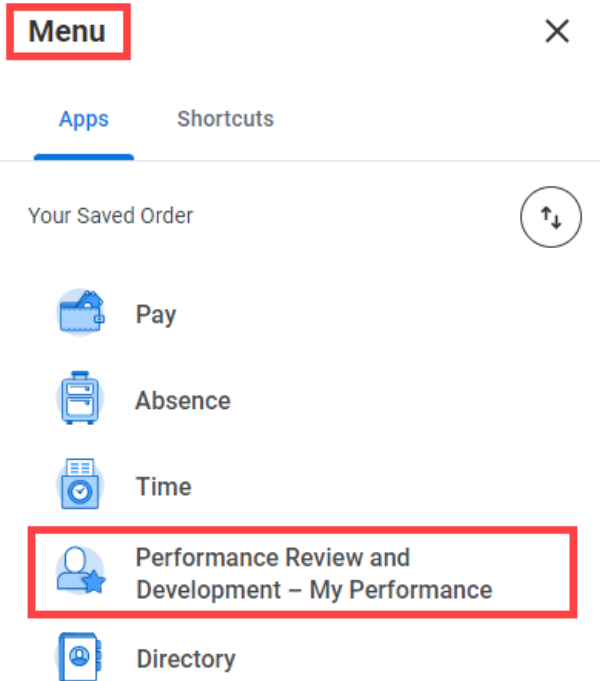
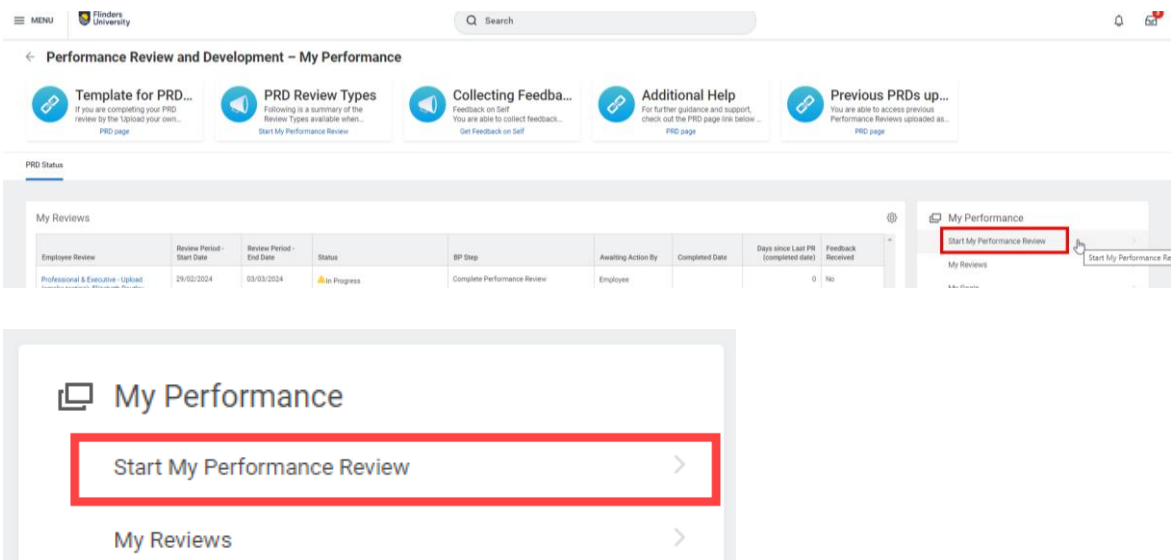


Navigate to Performance Review and Development in Workday by selecting menu and *Performance Review and Development – My Performance*



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



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

Start My Performance Review Organisational Resources

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 in the 'Review Template' field. Select 'Professional & Executive – Guided' or 'Professional & Executive – 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.

Review Template * Professional & Executive >

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.

Professional & Executive

Professional & Executive - Guided V1

Professional & Executive - 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 you are reviewing e.g. 1 January to 31 December. Press Submit

Review Template * Professional & Executive - 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: [Review Preparation](#) | Complete Performance Review

[View Details](#)

Open

A pop-up will appear that summarises the PRD process for Professional and Executive Staff using the *Guided* template. Select *Get Started*.

Complete Self Evaluation Self Evaluation: Professional & Executive - Guided

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

You have selected the option to complete your review by utilising the guided process in Workday.

You will be prompted to complete the following activities:

- Goals** – identify goals for the review period.
- Training and Development Activities** – identify all training and development activities you are planning to complete or have completed during the review period. This review activity is optional to complete, however will assist the Organisational Development and Diversity team to identify training requirements from across the University.
- PRD Discussion** – you will be presented with a series of questions designed to help you evaluate your performance.
- Supporting Documentation** – add any documentation that supports your review.
- Additional Feedback** – If feedback is requested from others by your supervisor and shared with you, it will be displayed here.
- Review and Submit** – a summary of all review activities completed. Submit the review here for it to be sent to your supervisor.

Please discuss all review activities with your supervisor to ensure the opportunity is taken to reflect on learnings and discuss feedback. Your supervisor will have the opportunity to review the entries you have made before finalising your review.

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

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.

Complete Self Evaluation |←

Self Evaluation: Professional & Executive - Guided V1

Actions

01/01/2024 - 30/03/2024

🔖 📄

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

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.

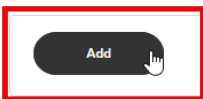
Goals

Discuss and set goals with your supervisor. The goals you set should be SMART (Specific, Measurable, Achievable, Relevant, Time-bound).
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', 'Research', 'Teaching', 'Supports'
- **Supports** – goals can be linked to organisational goals previously defined
- **Relates to** – relates to the skills required to perform successfully in the role
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.

Add Existing

Goal * Normal B I U A ☰ 🔗

Provide a summary of the goal you want to achieve in the future. It may be the next 12 months or longer term.

Due Date

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

Category

Organization Alignment

Relates To

Status

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

Category

Organization Alignment

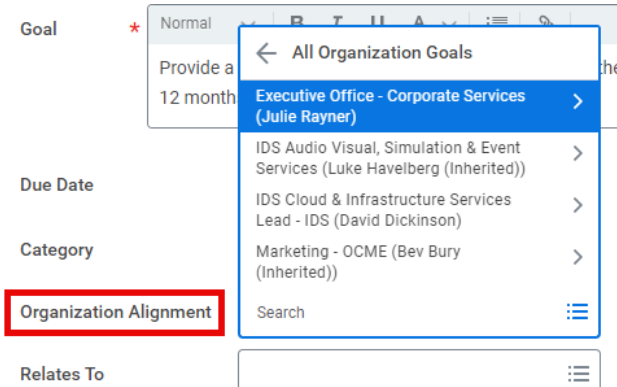
Relates To

Status

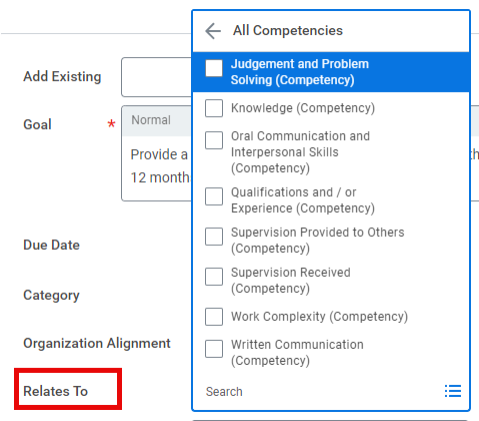
Search ☰

- Professional
- Research Outputs and Achievements
- Service and Leadership
- Teaching and Related Duties

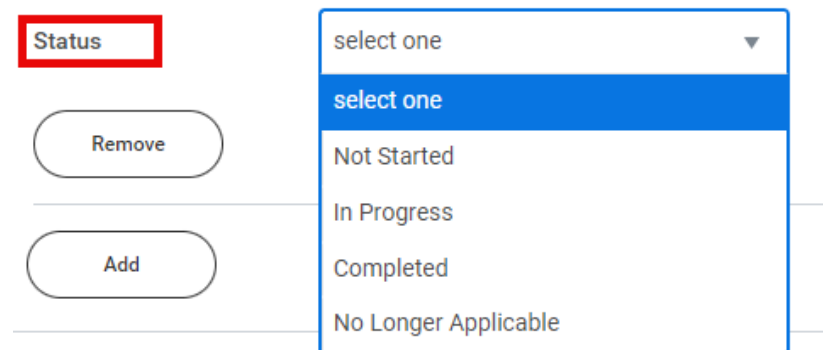
Optional. Click *Organization Alignment* if the goal aligns with a broader organizational goal. Select the relevant goal from the list.



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.

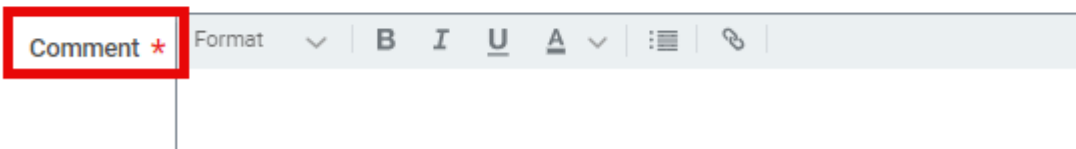


Optional. Add multiple goals as required using the *Add* button.

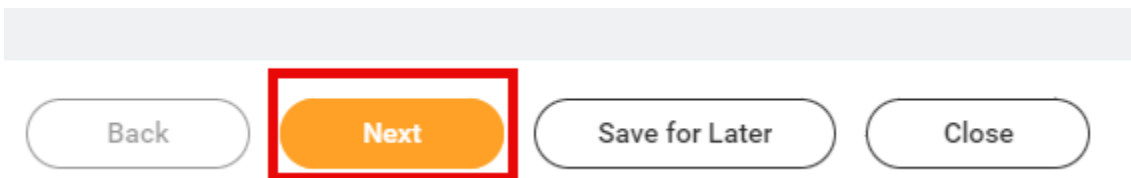
Mandatory. Complete the *Employee Summary* with any additional comments.



Employee Summary



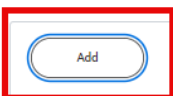
Use these buttons to navigate to the next tab, go back, or save for later.



All Professional and Executive staff are asked to record Training and Development activities. Click *Add* to record specific Training and Development information

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.



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

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

Development Item *

Additional Information

Status * Not Started In Progress Completed No Longer Applicable

Status Note

Start Date

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

← All Competencies

- 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)

Relates To 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 'Relates To' dropdown menu. The word 'Category' is highlighted with a red box. The dropdown list is open, showing several categories with checkboxes: 'Currency of practice / membership of professional association', 'Other', 'Professional Development', 'Research', 'Research Leadership and Excellence', 'Service and Leadership', 'Skill Enhancement', and 'Teaching'. A search bar is visible at the bottom of the dropdown.

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

The screenshot shows a form with two date fields: 'Start Date' and 'Completion Date', both with 'DD/MM/YYYY' placeholders and calendar icons. Below these fields are two buttons: 'Remove' and 'Add'. The 'Add' button is highlighted with a red box.

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

Employee Summary

Comment * Normal | **B** | **I** | **U** | **A** | | | |

Attending PRD Training will increase my understanding of the PRD process. |

Back | **Next** | Save for Later | Close

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.

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'

Employee

Answer * Format | **B** | **I** | **U** | **A** | | | |

Mandatory. Complete the *Employee Summary* and click *Next* to move to the next page.

Also consider and discuss any feedback provided by stakeholder(s)

Employee

Answer *

Normal | B | I | U | A | | |

The PRD process was easy|

Back | **Next** | Save for Later | Close

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.

Supporting Documents (optional)

Upload any supporting documentation, as relevant.

Click 'Next' to proceed to the next review activity if there are no supporting documents to add.

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*.

Feedback Received

Your supervisor may request feedback from others during the review period. If this feedback has been shared with you, comments will be displayed below. If no comments are displayed, no feedback has been requested or shared with you.

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

^

Back **Next** ...

Review and Submit. Review the summary of information provided for the six (6) sections. Once all information is correct, select *Submit*.

Complete Self Evaluation |+

Self Evaluation: Professional & Executive - Guided [Summary](#)

[Training: Elizabeth Crowley](#)

Actions

04/03/2024 - 08/04/2024

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

Goals

Goal Provide a summary of the goal you want to achieve in the future. It may be the next 12 months or longer term.

Due Date (empty)

Category [Professional](#)

Organization Alignment (empty)

Relates To (empty)

Status (empty)

Employee Summary

Comment Provide a summary of the goals. Use *Add* add multiple goals.

Training and Development Activities

Development Item Attend PRD Training

Additional Information PRD Training is being offered by OD&D

Status [Not Started](#)

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

