

To return to your Performance Review and Development (PRD) process open *Menu* in Workday



Select Performance Review and Development – My Performance

Menu		×
Apps	Shortcuts	
Your Save	d Order	(†)
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	Time	_
	Performance Review and Development – Manager	_
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Select the relevant PRD from My Reviews

y Status ← My Reviews	All future F stored in t place	PRDs will be he same	Status shows w Progress or S Comp	hich PRD is In Successfully leted				
Employee Review	Review Period - Start Date	Review Period - End Date	Status	BP Step	Awaiting Action By	Completed Date	Days since Last PR (completed date)	Feedback Received
Academic Research - Guided	05/03/2024	15/04/2024	▲In Progress	Complete Performance Review	Employee		0	No



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



Select Complete Performance... to open the PRD

View Event Academic Research - Guided (anske testing): Darka Chapman

For	Barket Chepman				
Overall Process	Academic Research - Guided (smolle: Insling): Dunius Chapman				
Overall Status	In Progress				
My Actions	Process				
My Actions 1 item					
Awaiting Me					
Complete Performance					

Click Get Started and resume editing





V.11.03.24



Navigate to the relevant section using the menu bar on the left



Use the navigation buttons and continue to edit or submit



