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

**Select Review Template – Upload.** 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.
Performance Review and Development – Upload your Own
Professional, Executive, and Academic

This pop up summarises the PRD process using the *Upload your Own* template and is the same for Professional & Executive, and all Academic types.

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

There are three (3) sections to the *Upload your Own* method. This is the navigation menu. You will start in the *Upload your Own Document* tab.
Upload your Own. Click *Select files* or *Drop files here* to upload your PRD document.

Attach any other supporting documents here. I.e., CV, Research Plan, College supplied performance review data.

Following your PRD conversation, confirm the document with your supervisor prior to uploading.

Use these buttons to navigate to the next tab, go back, or save for later.
**Training and Development.** All staff are asked to record Training and Development activities. Click *Add* to record specific Training and Development information.

![Training and Development Activities](image)

**Mandatory.** Provide the Training and Development Item and add any additional information required. Write N/A if not required.

![Add Existing](image)

- **Development Item**: Attend PRD Training
- **Additional Information**: PRD Training is being offered by OD&D

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

staff.flinders.edu.au/workday

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Mandatory. Select the *Status* of the activity from the dropdown.

**Status**

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- No Longer Applicable

**Optional.** Add the start and end date of the training and development activity.
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.
**Optional.** Add multiple training and development activities by selecting *Add* and repeating steps.

- **Start Date**
- **Completion Date**

[Add button]

**Mandatory.** Add a comment in the *Employee Summary* section regarding your training and development. Then click *Next* or *Save for Later*.

**Employee Summary**

- **Comment**

PRD Training will assist me to understand the process better.
Review and Submit. Review the summary of information provided and make any amendments. 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.