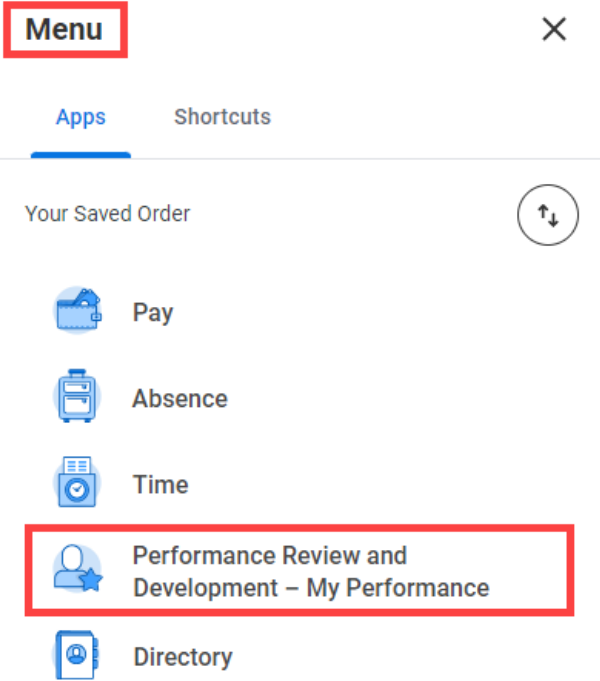
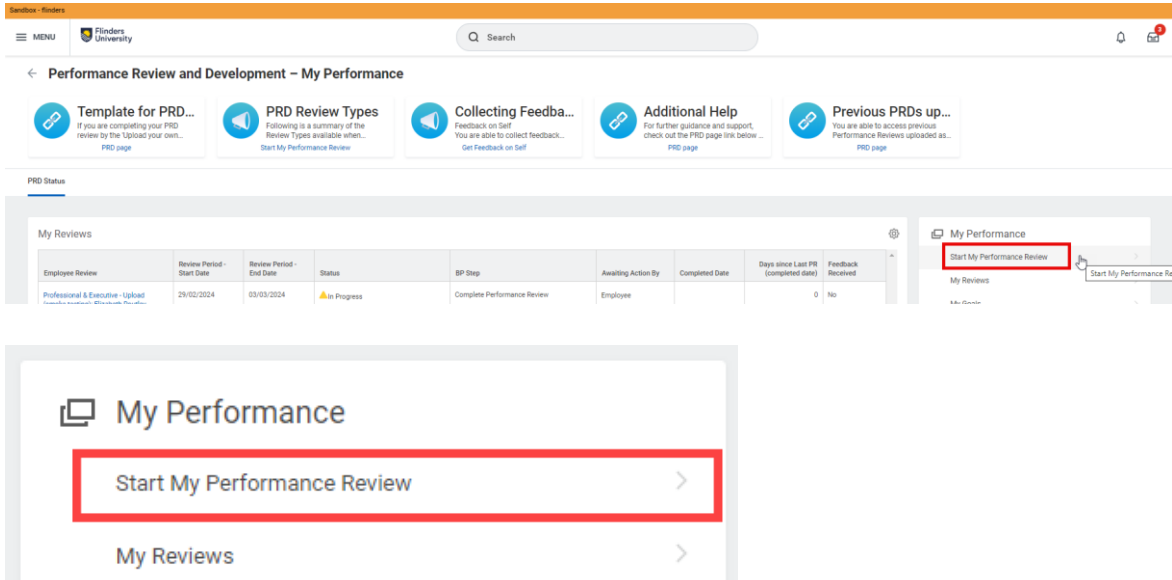


Navigate to Performance Review and Development in Workday by selecting menu and *Performance Review and Development – My Performance*



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

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

Professional & Executive

Review Template \*

Search

Period Start Date \*

DD/MM/YYYY

Period End Date \*

DD/MM/YYYY

Select *Review Template – Upload*. 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



For further help, contact [organisational.development@flinders.edu.au](mailto:organisational.development@flinders.edu.au)

[staff.flinders.edu.au/workday](https://staff.flinders.edu.au/workday)

V.11.03.24

2

Add the Period Start Date and Period End Date. This is the period for your review (e.g. 1 January – 31 December). Press Submit.

Review Template \*


×

Professional & Executive - Upload 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

Click *Open* in the pop-up box.

Start Performance Review Confirmation

Up Next: 

Review Progress


 | Complete Performance Review


[View Details](#)



Open

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.



**Complete Self Evaluation** Self Evaluation: Professional & Executive - Upload V1: 



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

You have selected the option to complete your review by uploading a document to Workday.

You will be prompted to complete the following activities:

**Upload your own document** – upload all documentation that supports your performance review.

**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.

**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 activities you have completed before finalising your review

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

**Get Started**



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.


**Complete Self Evaluation**


Self Evaluation: Professional & Executive - Upload V1: 


Actions

01/01/2024 - 30/03/2024



 Upload your Own Document

 Training and Development Activities

 Review and Submit

**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**

**Upload your Own Document**

Please use the 'Select Files' function below to add documents **At least one document must be added** here to support the review discussions you have had with your supervisor.

Information and support materials are available from the [PRD page](#) or contact the [Organisational Development and Diversity team](#).

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

Employee

Drop files here

or

Select files

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

Back

Next

Save for Later

Close

**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**

Training and development opportunities identified should be focussed on building

Training and development activities recorded in this section will be analysed by th Professional staff members.

Select '**Add**' to record all new training and development activities or select an inco

Utilise the 'Employee Summary' section to enter any overall comments about train

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

Add

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

Add Existing

Development Item

\* Attend PRD Training

Additional Information

Normal | B | I | U | A |

PRD Training is being offered by OD&D

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

Status

Status Note

Start Date

\*

Search

☐ Not Started

☐ In Progress

☐ Completed

☐ No Longer Applicable

**Optional.** Add the start and end date of the training and development activity

Additional Information

Status

Status Note

Start Date

Completion Date

Normal

Increase effecti

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March 2024


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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


x

In Progress

06/03/2024



17/04/2024



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

IS.

Relates To

Category

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)

Search

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

Relates To

Category

☐ Currency of practice / membership of professional association

☐ Other

☐ Professional Development

☐ Research

☐ Research Leadership and Excellence

☐ Service and Leadership

☐ Skill Enhancement


☐ Teaching

Search




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

Start Date

DD/MM/YYYY 

Completion Date

DD/MM/YYYY 

Remove

Add

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

Employee Summary

Comment \*

Normal

B

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PRD Training will assist me to understand the process better.

Back

Next

Save for Later

Close

**Review and Submit.** Review the summary of information provided and make any amendments. Once all information is correct, select *Submit*.

Complete Self Evaluation

Self Evaluation: Professional & Executive - Upload | [Manager Evaluation: Professional & Executive - Upload](#)

Actions

06/03/2024 - 15/04/2024

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Upload your Own Document

Training and Development Activities

Review and Submit

Upload your Own Document

Training and Development Activities

Development ItemPRD Training

Additional Information

StatusNot Started

Status Note(empty)

Start Date06/03/2024

Completion Date(empty)

Relates ToKnowledge (Competency)

CategoryProfessional Development

> History

Employee Summary

CommentPRD Training will assist me to understand the process better

enter your comment

Submit

Save for Later

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

Success! Event submitted

Up Next: [Self-Review: Manager](#) | Manager Evaluation: Professional & Executive - Guided (previews training) | [Manager Evaluation: Professional & Executive - Guided \(previews training\)](#) | [Manager Evaluation: Professional & Executive - Guided \(previews training\)](#) - Approv...

[View Details](#)