



# Completing the Performance Review and Development (PRD) Guided process

01



## Start Performance Review and Development (PRD)

Employees initiate a Guided Performance Review through Workday.

Watch the [Starting a PRD in Workday](#) video to know how to complete this step.

02



## Complete the Performance Review

Using the prompts, the employee completes the **Guided Performance Review**. This is to capture a previous conversation about performance with their manager.

Once completed, employees submit the Performance Review to their manager for review in Workday.

Resources: [PRD Guide – Guided – Professional and Executive](#) and [PRD Guide – Guided – Academic](#).

03



## Approve Staff Review

Managers receive a Workday task to review the Performance Review. They can make comments on the documents and information provided.

Once the Performance Review is complete the manager approves and submits the Performance Review.

NB. If further work or information is needed, managers can use the *Send Back* function and return the Performance Review to the employee to update.

Resources: [Supervisor PRD Guide – Guided – Professional and Executive](#) and [Supervisor PRD Guide – Guided – Academic](#).

04



## Final PRD Acknowledgement

Once approved, the employees receive a Workday task to review the feedback and comments from their manager.

Employees have the option to *Acknowledge Review* with or without comments before they submit.

05



## Finalise PRD

Managers receive a Workday task to finalise the Performance Review.

Managers have the option to *Acknowledge Review* with or without comments before the Performance Review is submitted in Workday.

The Performance Review will now appear as *Successfully Completed* in Workday and the employee will receive a notification to advise that the Review has been finalised.



# Congratulations - you have completed the Guided Performance Review and Development process.