



# Completing the Performance Review and Development (PRD)

## Upload your Own process

01



### Start Performance Review and Development (PRD)

Employees initiate an Upload Your Own Performance Review through Workday.

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

02



### Complete the Performance Review

Employees complete the Performance Review in Workday by uploading all relevant documents and completing the Training and Development section. This is to capture a previous conversation about performance with their manager.

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

Resource: [PRD Guide – Upload your Own – Professional, Executive and 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.

Managers submit the Performance Review. It will appear as *Successfully Completed* in Workday, and the employee will receive a notification to advise that the Review has been finalised.

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.

Resource: [Supervisor PRD Guide – Upload your Own – Professional, Executive and Academic](#)



## Congratulations - you have completed the Upload your Own Performance Review and Development process.