

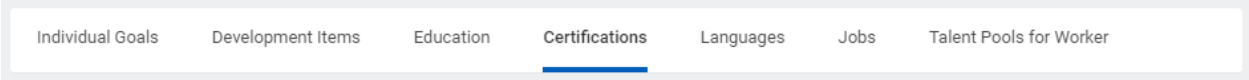



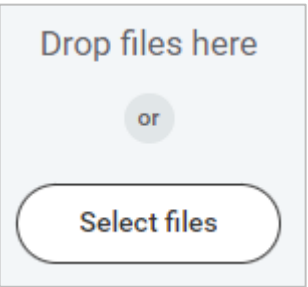
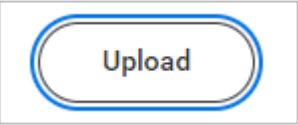


Interim Process

How to add PRD documents to Workday

1	<p>Click on your Profile icon from the Workday home page and select View Profile.</p> 
2	<p>Select Career.</p> 
3	<p>Select Certifications from the menu bar across the top of the screen.</p> 
4	<p>Click Add.</p> 
5	<p>In the Certification field, type 'Performance' and click Enter to select Performance Review and Development – Flinders University as the certification type.</p>  <p>Alternatively, click on the  icon in the Certifications field and select All to browse the list of available certifications to add to your record. Select Performance Review and Development – Flinders University.</p> <p><i>Note:</i> No other details are needed to be added to successfully add your PRD document(s).</p>
6	<p>Expand the Attachments section to drag and drop your PRD document(s) in the area indicated on screen or click Select files to browse for the relevant document(s) to add.</p>  <p><i>Note:</i> Multiple documents can be dropped into the attachments section or selected from your network location. Training Needs documents can also be added here.</p>
7	<p>Select Upload when ALL documents have been added.</p>  <p><i>Note:</i> Once documents are uploaded, they are unable to be edited (documents are unable to be deleted or additional documents added). You can view certifications in your profile under the Career section by selecting the Certifications tab.</p>