



PRD Process 2024



Flinders University acknowledges the Traditional Owners and Custodians of the lands and waters on which its campuses are located, these are the Traditional Lands of the Arrernte, Dagoman, First Nations of the South East, First Peoples of the River Murray & Mallee region, Jawoyn, Kurna, Larrakia, Ngadjuri, Ngarrindjeri, Ramindjeri, Warumungu, Wardaman and Yolngu people. We honour their Elders past, present and emerging.

Today, over **400 ABORIGINAL AND TORRES STRAIT ISLANDER STUDENTS** are enrolled in courses at Flinders University.



# Challenges

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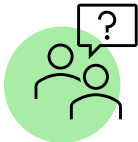
Lack of flexibility (cycle and process)



Reporting is not easily available



PRD documents in different areas of Workday



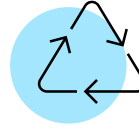
Non-intuitive process

# Improvements

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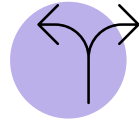
On-demand access to PRD data



Cycle flexibility and access to activities at any time



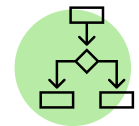
Dashboards for one stop shop



Flexibility on how PRD is completed



Increased visibility/tracking through reports



Streamlined PRD process



Improved user experience and more help options

# Navigating to PRD in Workday

## Your Top Apps



Pay



Absence



Time



Performance Review and Development – My Performa...

[View All Apps](#)

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### ← Performance Review and Development – My Performance

**Template for PRD di...**  
If you are completing your PRD review by the 'Upload your own document' method...  
[PRD page](#)

**PRD Review Types**  
Following is a summary of the Review Types available when completing your...  
[Start My Performance Review](#)

**Collecting Feedback**  
Feedback on Self  
You are able to collect feedback from...  
[Get Feedback on Self](#)

**Additional Help**  
For further guidance and support, check out the PRD page link below or contact...  
[PRD page](#)

**Previous PRDs uplo...**  
You are able to access previous Performance Reviews uploaded as...  
[PRD page](#)

**PRD Status**

#### My Reviews

Employee Review	Review Period - Start Date	Review Period - End Date	Status	BP Step	Awaiting Action By	Completed Date	Days since Last PR (completed date)	Feedback Received
Professional and Executive Staff Goal Setting: <a href="#">Elizabeth Reuley</a>	01/01/2023	01/11/2023	● Successfully Completed		n/a	29/11/2023 04:41:31.191 pm	0	No
Professional and Executive Staff Performance Review: <a href="#">Elizabeth Reuley</a>	01/01/2023	31/12/2023	● Successfully Completed		n/a	04/03/2024 11:39:47.554 am	8	No
Professional and Executive Staff Performance Review: <a href="#">Elizabeth Reuley</a>	12/12/2022	30/04/2023	● Successfully Completed		n/a	28/04/2023 03:39:46.076 pm	319	No

[View More ...](#)

#### Training and Development Summary

Development Items							
Status	Development Item	Date Created	Category	Start Date	Completed On	Relates To	Associated Performance Review
No items available.							

#### My Performance

- [Start My Performance Review](#) >
- [My Reviews](#) >
- [My Goals](#) >

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#### Training and Development

- [My Development Items](#) >

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#### Feedback

- [Get Feedback on Self](#) >
- [FL View My Feedback Received](#) >

# Initiating a Performance Review

My Performance

- Start My Performance Review
- My Reviews
- My Goals

Training and Development

- My Development Items

Feedback

- Get Feedback on Self
- FL View My Feedback Received

## Start My Performance Review

[Indigene Shwara](#) ...

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.

Review Template \*

Period Start Date \*

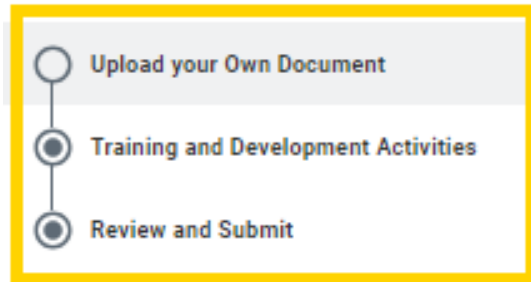
Period End Date \*

Cancel Submit



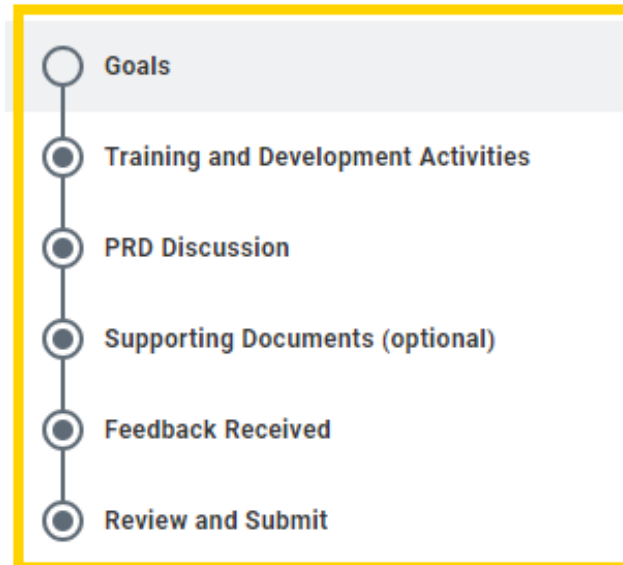
# Upload your own or Guided Process

## Upload your own

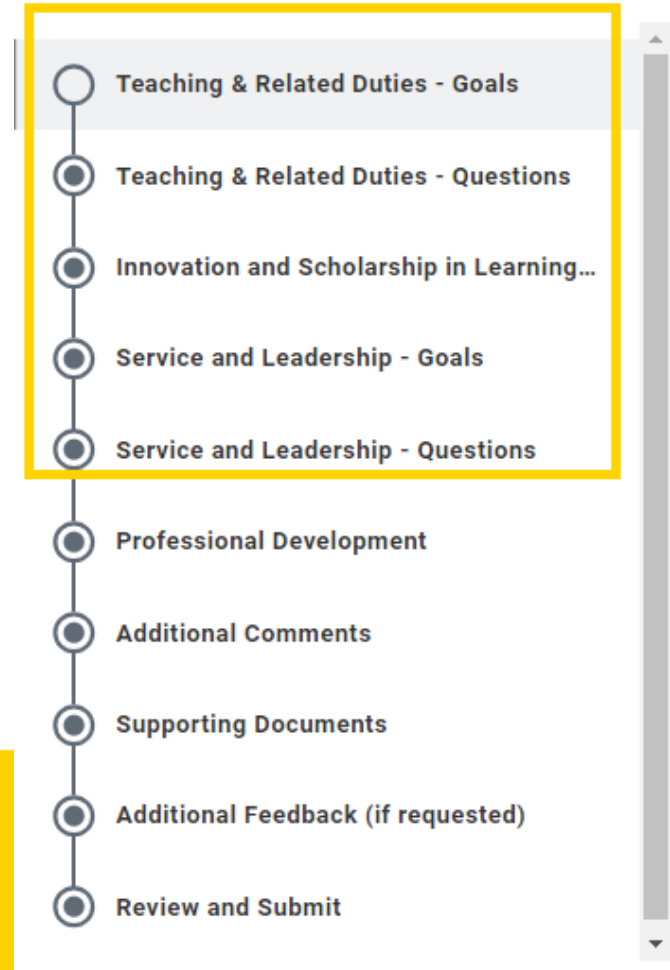


## Guided Process

### Professional



### Academic



**Upload your own**



# Upload the discussion document

## Complete Self Evaluation |←

Self Evaluation: Professional & Executive - Upload (available until 15/04/2024)  
Manager: Elizabeth Rowley

Actions

06/03/2024 - 15/04/2024



Upload your Own Document

Training and Development Activities

Review and Submit

## 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

- The employee uploads the agreed document
- Ability for the manager to send back in review and submit section

# Training and Development

Training and Development data is being captured for analysis by the OD&D team

## Training and Development Activities

Training and development opportunities identified should be focussed on building the skills and capabilities to perform successfully in your current role or to assist in career development at Flinders University.

Training and development activities recorded in this section will be analysed by the Organisational Development and Diversity team to understand demand and inform the development of the central training calendar for Professional staff members.

Select 'Add' to record all new training and development activities or select an incomplete or in progress activity to update.

Utilise the 'Employee Summary' section to enter any overall comments about training and development activities you would like to achieve during the review period or enter 'n/a' if there is no further information to add.

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

Development Item \*

Additional Information

Status \*

Status Note

Start Date

Completion Date

Relates To

Category

> History

Remove

# Review and Submit

- The final stage of the upload process is to review and submit.
- Once the performance review is submitted it will be sent to the manager for review.
- Managers have the ability to ‘send back’ the PRD to the employee if changes are required.
- Once the manager has reviewed and submitted it is listed as successfully completed in Workday.

The screenshot displays the 'Review and Submit' step of the performance review process. On the left, a vertical progress bar shows three steps: 'Upload your Own Document', 'Training and Development Activities', and 'Review and Submit', with the latter highlighted in a yellow box. The main content area on the right includes fields for 'Start Date' and 'Completion Date', both marked as '(empty)'. Below these is a 'History' section with a right-pointing arrow. Underneath is an 'Employee Summary' section with a 'Comment' field. A larger text input area is labeled 'enter your comment'. Below this is a 'Process History' section showing a user profile and the text 'Complete Performance Review - Awaiting Action'. At the bottom right, there are two buttons: 'Submit' (highlighted in a yellow box) and 'Save for Later'.

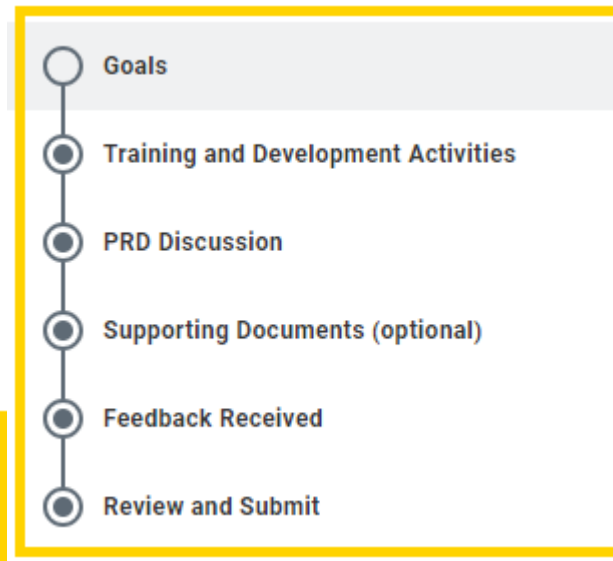
# Guided process



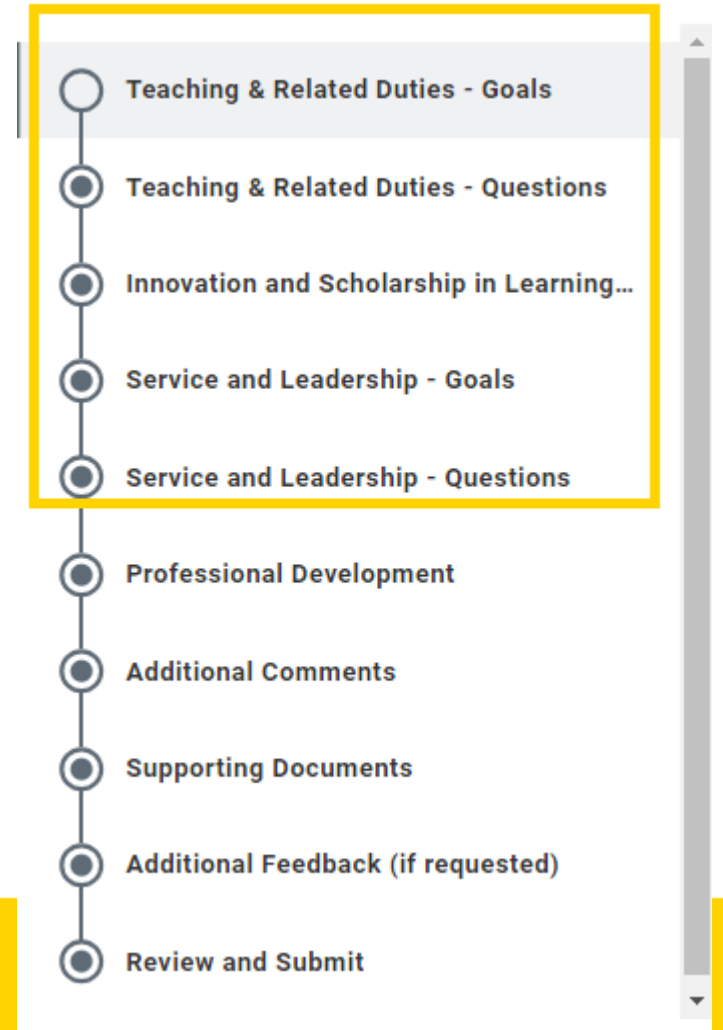
# Guided Process

- The Guided Process is adjusted based on your employment profile
- Optional elements to provide flexibility
- Only items marked with the red asterisk are mandatory

## Professional



## Academic



# Guided - Professional

# Goals - Optional

## Optional elements:

- Add an existing goal
- **Category** - Professional, Research outputs and achievements, Service and leadership, Teaching and related
- **Organisational alignment** – How this supports identified organisational goals
- **Relates to** – How this relates to the skills required to perform successfully in your role. More than one domain can be linked to your goal
- **Status** – Not started, In progress, completed, no longer applicable

The screenshot displays a form for adding a goal. At the top, there is a section titled 'Add Existing' with a search input field. Below this, a 'Goal' field is highlighted with a yellow box. The 'Goal' field has a red asterisk next to it and a rich text editor toolbar above it. Below the 'Goal' field, there are several other fields: 'Due Date' with a date picker (DD/MM/YYYY), 'Category' with a dropdown menu, 'Organization Alignment' with a dropdown menu, 'Relates To' with a dropdown menu, and 'Status' with a dropdown menu showing 'select one'. At the bottom of the form, there are two buttons: 'Remove' and 'Add'.

## Employee Summary

The screenshot shows a comment field for an 'Employee Summary'. The field is highlighted with a yellow box and has a red asterisk next to it. It features a rich text editor toolbar above it.

# Training and Development

Training and Development data is being captured for analysis by the OD&D team

## Training and Development Activities

Training and development opportunities identified should be focussed on building the skills and capabilities to perform successfully in your current role or to assist in career development at Flinders University.

Training and development activities recorded in this section will be analysed by the Organisational Development and Diversity team to understand demand and inform the development of the central training calendar for Professional staff members.

Select 'Add' to record all new training and development activities or select an incomplete or in progress activity to update.

Utilise the 'Employee Summary' section to enter any overall comments about training and development activities you would like to achieve during the review period or enter 'n/a' if there is no further information to add.

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

Development Item \*

Additional Information

Status \*

Status Note

Start Date

Completion Date

Relates To

Category

> History

Remove



# PRD Discussion section

- The PRD Discussion section has guided questions
- There is flexibility when the question is not relevant to simply write N/A

## PRD Discussion

This section presents a series of questions to assist you in your evaluation of the review period.

You will be prompted to provide an answer for each question **If the question is not relevant, please enter n/a.**

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

Question **ALIGNMENT:**  
This section enables you to enter any specific alignment of your PRD goals to college or portfolio priorities.  
If you do not have any alignments you wish to record, please enter 'N/A'

Employee

Answer \* Format B I U A : 🔗

# Supporting Documents

## Supporting Documents (optional)

Upload any supporting documentation, as relevant.

Click **'Next'** to proceed to the next review activity if there are no supporting documents to add.



## Employee

Drop files here

or

Select files

Select files

# Feedback received

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## Feedback Received

Your supervisor may request feedback from others during the review period. If this feedback has been shared with you, comments will be displayed below. If no comments are displayed, no feedback has been requested or shared with you.

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

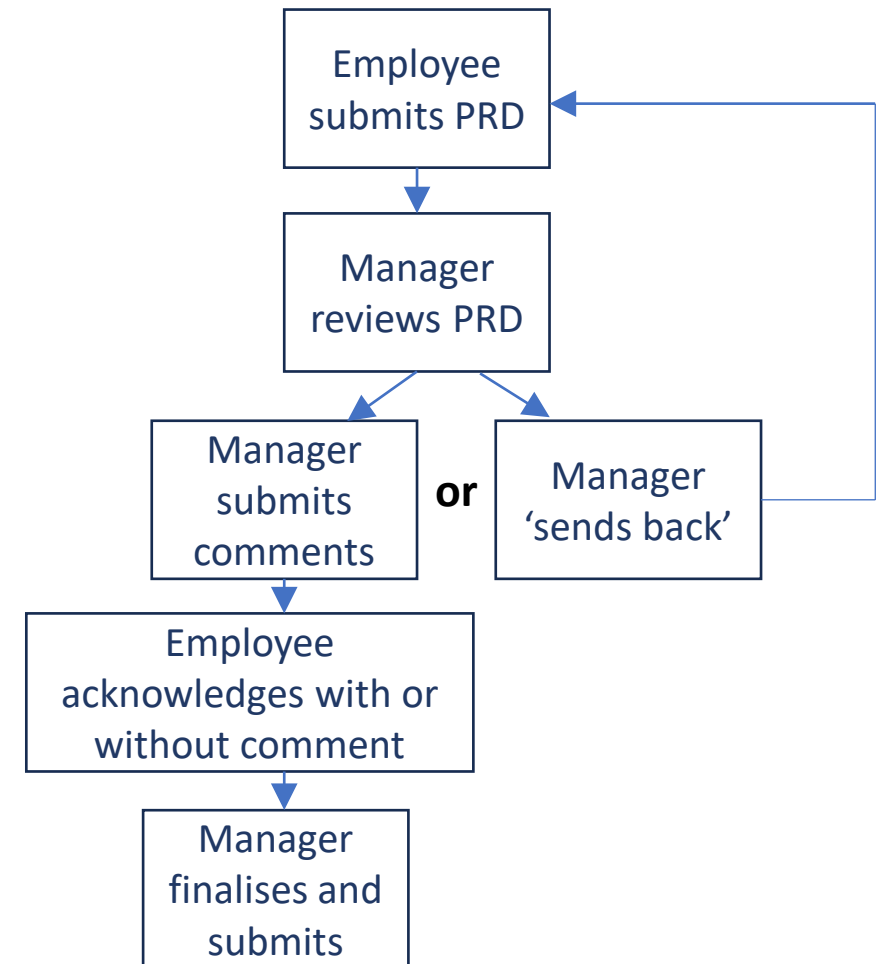
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- The system has an optional feedback section
- Managers can seek feedback from other members of staff where relevant (e.g. other managers that may have worked closely with the employee)
- Feedback can be shared with the employee, or be visible only for the manager

# Review and Submit

- Once the performance review is submitted by the employee, it will be sent to the manager in Workday for review and comments.
- Managers have the ability to 'send back' the PRD to the employee if changes are required.
- Once the manager submits the PRD their comments will be sent to the employee for the 'final PRD acknowledgement'.
- Employees can choose to acknowledge with or without comment.
- The PRD goes back to the manager to 'finalise PRD'. Once the manager clicks submit the PRD will be listed as successfully completed in Workday.





# Guided - Academic

# Goals - Optional

## Optional elements:

- Add an existing goal
- **Category** - Professional, Research outputs and achievements, Service and leadership, Teaching and related
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## Employee Summary

The screenshot shows a comment field for an 'Employee Summary'. The field is highlighted with a yellow box and has a red asterisk next to the label 'Comment'. It features a rich text editor toolbar above the text area.

# Questions - Optional

- The question sections have guided questions relevant to your academic profile
- There is flexibility when the question is not relevant to simply write N/A

## Research Outputs and Achievements - Questions

Please note, if you don't need to answer all the following questions in relation to your role and responsibilities, please mark 'n/a' in the

Question

Provide examples of your leadership of research initiatives where you led other academic staff and the evidence of

This may include leading successful research teams (i.e., gaining external grants, establishing Centres of Excellence across the University, with Industry and other Institutions, developing international research outputs and collaboratio

Employee

Answer \*

Format



**B**

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**A**



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Development Item \*

Additional Information

Status \*

Status Note

Start Date

Completion Date

Relates To

Category

> History

Remove

# Additional Comments - Optional

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Employees have the option to provide any additional comments.

**Additional Comments**

Provide any additional comments, if desired.

**Employee**

Comment

Format  **B** *I* U A

# Supporting Documents

Employees upload supporting documents as required by their College.

## Supporting Documents

Please upload following documentation:

- Current CV
- College supplied Performance Review data
- Teaching Scholarship plan (if required by your College)
- Professional Development Plan
- Research Plan as per College template

**At least one document must be uploaded.**



## Employee

Drop files here

or

Select files

# Feedback received

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## Feedback Received

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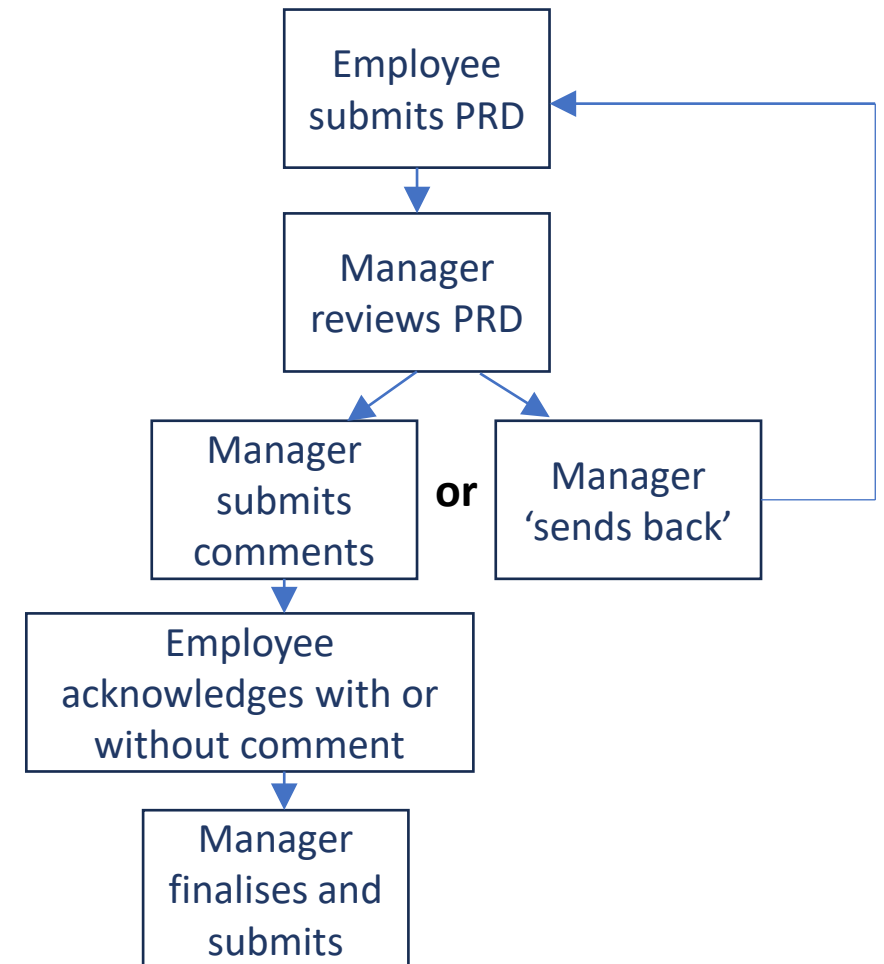


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# Dashboards

# Using my Dashboard

## My Reviews

Employee Review	Review Period - Start Date	Review Period - End Date	Status	BP Step	Awaiting Action By	Completed Date	Days since Last PR (completed date)	Feedback Received
<a href="#">Professional &amp; Executive - Upload V1: Elizabeth Roulton</a>	12/03/2024	31/03/2024	<span>▲ In Progress</span>	Complete Performance Review	Employee		0	No
<a href="#">Professional and Executive Staff Goal Setting: Elizabeth Roulton</a>	01/01/2023	01/11/2023	<span>● Successfully Completed</span>		n/a	29/11/2023 04:41:31.191 pm	0	No

## Training and Development Summary



### Development Items

Status	Development Item	Date Created	Category	Start Date	Completed On	Relates To	Associated Performance Review
Not Started	PRD Training	12/03/2024					<a href="#">Professional &amp; Executive - Upload V1: Elizabeth Roulton</a>

[View More ...](#)

# PRD Activity in my team

## PRD activity in my team

FL PRD activity in my team

Supervisory Organization	Total			
	Completed Reviews	Supervisory Organization Headcount	% Complete	T&D Items
<a href="#">President &amp; Vice-Chancellor - Flinders University (Colin Stirling) &gt;&gt; Associate Director, Organisational Development and Diversity - P&amp;C (Colin Stirling)</a>	3	4	75%	0

[View More ...](#)

## PRD activity status in my team

Worker	Employee Review	Review Period - Start Date	Review Period - End Date	Review Template	Status	BP Step
<a href="#">Cindy D'Angelo</a>	Professional and Executive Staff Goal Setting: <a href="#">Cindy D'Angelo</a>	01/01/2023	01/11/2023	Professional and Executive Staff Goal Setting	▲ In Progress	Set Review Content for Performance Review
<a href="#">Cindy D'Angelo</a>	Professional and Executive - Guided Review: <a href="#">Cindy D'Angelo</a>	01/01/2024	31/01/2024	Professional and Executive - Guided Review	▲ In Progress	Approve Staff Review
<a href="#">Cindy D'Angelo</a>	Professional and Executive Staff Performance Review: <a href="#">Cindy D'Angelo</a>	12/12/2022	30/04/2023	Professional and Executive Staff Performance Review	● Successfully Completed	

- Easily see the completion rates for your team

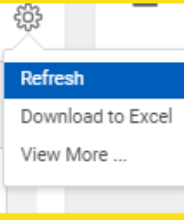
- Detailed summary for each employee with the status and next step.

# PRD Reporting

- Managers have the ability to export data to Excel via their dashboard
- Additional reporting is available through the Organisational Development and Diversity Team

PRD activity status in my team

Worker	Employee Review	Review Period - Start Date	Review Period - End Date	Review Template	Status	BP Step	Awaiting Action By	Feedback Received	Completed Date
<a href="#">Clarity Williams</a>	Professional and Executive Staff Goal Setting: <a href="#">Clarity Williams</a>	01/01/2023	01/11/2023	Professional and Executive Staff Goal Setting	▲ In Progress	Set Review Content for Performance Review	n/a	No	
<a href="#">Clarity Williams</a>	Professional and Executive - Guided Review: <a href="#">Clarity Williams</a>	01/01/2024	31/01/2024	Professional and Executive - Guided Review	▲ In Progress	Approve Staff Review	Manager	No	



# Resources

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1. PRD Website
2. Workday user guides on how to complete PRD activities
3. Videos on how to initiate the PRD process
4. Infographic for PRD process
5. In-person support (OD&D)
6. Announcement bar in Performance Review and Development Dashboard

## ← Performance Review and Development – My Performance



### Template for PRD...

If you are completing your PRD review by the 'Upload your own...

[PRD page](#)



### PRD Review Types

Following is a summary of the Review Types available when...

[Start My Performance Review](#)



### Collecting Feedba...

Feedback on Self  
You are able to collect feedback...

[Get Feedback on Self](#)



### Additional Help

For further guidance and support, check out the PRD page link below ...

[PRD page](#)



### Previous PRDs up...

You are able to access previous Performance Reviews uploaded as...

[PRD page](#)

PRD Status

# THANK YOU.

