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, Kaurna, Larrakia, Ngadjuri, Ngarrindjeri, Raminjjeri, 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

- Lack of flexibility (cycle and process)
- Reporting is not easily available
- PRD documents in different areas of Workday
- Non-intuitive process
Improvements

- On-demand access to PRD data
- Dashboards for one stop shop
- Increased visibility/tracking through reports
- Improved user experience and more help options
- Cycle flexibility and access to activities at any time
- Flexibility on how PRD is completed
- Streamlined PRD process
Navigating to PRD in Workday

Your Top Apps
- Pay
- Absence
- Time

Performance Review and Development – My Performance

Template for PRD

PRD Review Types

Collecting Feedback

Additional Help

Previous PRDs uploaded as...

Flinders University
Initiating a Performance Review

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.
Upload your own or Guided Process

**Upload your own**

- Upload your Own Document
- Training and Development Activities
- Review and Submit

**Guided Process**

**Professional**

- Goals
- Training and Development Activities
- PRD Discussion
- Supporting Documents (optional)
- Feedback Received
- Review and Submit

**Academic**

- Teaching & Related Duties - Goals
- Teaching & Related Duties - Questions
- Innovation and Scholarship in Learning...
- Service and Leadership - Goals
- Service and Leadership - Questions
- Professional Development
- Additional Comments
- Supporting Documents
- Additional Feedback (if requested)
- Review and Submit

Flinders University
Upload your own
Upload the discussion document

- The employee uploads the agreed document
- Ability for the manager to send back in review and submit section
Training and Development data is being captured for analysis by the OD&D team.
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.
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
Guided - Professional
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

**Employee Summary**

- **Comment**

Flinders University
Training and Development data is being captured for analysis by the OD&D team.
The PRD Discussion section has guided questions.
There is flexibility when the question is not relevant to simply write N/A.
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
Feedback received

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
- **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
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
Training and Development data is being captured for analysis by the OD&D team.
Employees have the option to provide any additional comments.
Supporting Documents

Employees upload supporting documents as required by their College.

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
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.

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.
Dashboards
Using my Dashboard

### My Reviews

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

### Training and Development Summary

<table>
<thead>
<tr>
<th>Status</th>
<th>Development Item</th>
<th>Date Created</th>
<th>Category</th>
<th>Start Date</th>
<th>Completed On</th>
<th>Relates To</th>
<th>Associated Performance Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Started</td>
<td>PHD Training</td>
<td>12/03/2024</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

View More...
**PRD Activity in my team**

- Easily see the completion rates for your team.
- Detailed summary for each employee with the status and next step.

### PRD Activity in my team

**Supervisory Organization**

<table>
<thead>
<tr>
<th>Supervisory Organization</th>
<th>Completed Reviews</th>
<th>Supervisory Organization Headcount</th>
<th>% Complete</th>
<th>T&amp;D Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>President &amp; Vice-Chancellor - Flinders University (Colin Stirling) &gt;&gt; Associate Director, Organisational Development and Diversity - P&amp;C (Debrah Jibben)</td>
<td>3</td>
<td>4</td>
<td>75%</td>
<td>0</td>
</tr>
</tbody>
</table>

### PRD Activity Status in my team

<table>
<thead>
<tr>
<th>Worker</th>
<th>Employee Review</th>
<th>Review Period - Start Date</th>
<th>Review Period - End Date</th>
<th>Review Template</th>
<th>Status</th>
<th>BP Step</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emily ElongEat</td>
<td>Professional and Executive Staff Goal Setting</td>
<td>01/01/2023</td>
<td>01/11/2023</td>
<td>Professional and Executive Staff Goal Setting</td>
<td>In Progress</td>
<td>Set Review Context for Performance Review</td>
</tr>
<tr>
<td>Cindy Ensigns</td>
<td>Professional and Executive - Guided Review</td>
<td>01/01/2024</td>
<td>31/01/2024</td>
<td>Professional and Executive - Guided Review</td>
<td>In Progress</td>
<td>Approve Staff Review</td>
</tr>
<tr>
<td>Cindy ElongEat</td>
<td>Professional and Executive Staff Performance Review</td>
<td>12/12/2022</td>
<td>30/04/2023</td>
<td>Professional and Executive Staff Performance Review</td>
<td>Successfully Completed</td>
<td></td>
</tr>
</tbody>
</table>

---

[Flinders University logo]
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

<table>
<thead>
<tr>
<th>Worker</th>
<th>Employee Review</th>
<th>Review Period - Start Date</th>
<th>Review Period - End Date</th>
<th>Review Template</th>
<th>Status</th>
<th>BP Step</th>
<th>Awaiting Action By</th>
<th>Feedback Received</th>
<th>Completed Date</th>
</tr>
</thead>
</table>
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
THANK YOU.