Flinders University

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, Kaurna, 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.
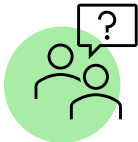
Flinders University

Challenges

Lack of flexibility (cycle and process)

Reporting is not easily available
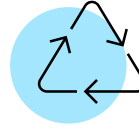
PRD documents in different areas of Workday

Non-intuitive process

Flinders University
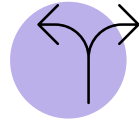
Improvements

On-demand access to PRD data

Cycle flexibility and access to activities at any time
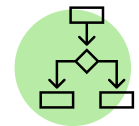
Dashboards for one stop shop

Flexibility on <u>how</u> PRD is completed

Increased visibility/tracking through reports

Streamlined PRD process

Improved user experience and more help options

Flinders University

Navigating to PRD in Workday

Initiating a Performance Review

Upload your own or Guided Process

Upload your own
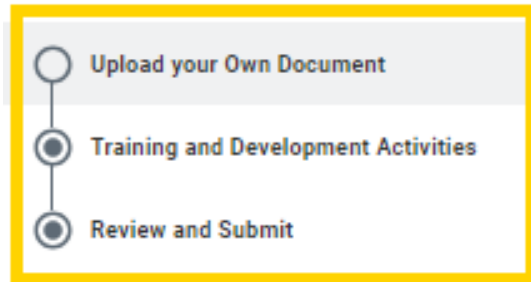
Guided Process

Professional
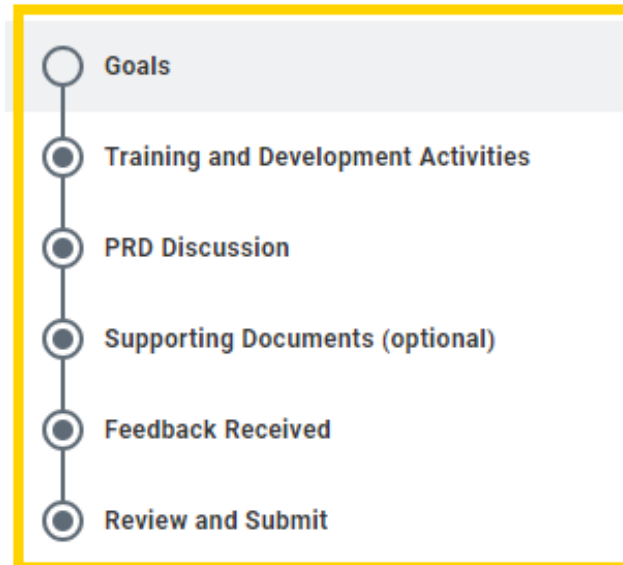
Academic

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

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

Complete Self Evaluation |←

Self Evaluation: Professional & Executive - Upload ([blurred]

[blurred] Elizabeth Beasley/

[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

Flinders University

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	* Project Management
Additional Information	Format B I U A ☰ 🔗
Status	* ✕ Not Started ↗
Status Note	
Start Date	DD / MM / YYYY 📅
Completion Date	DD / MM / YYYY 📅
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.

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

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

Professional

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

Flinders University

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

Training and Development

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

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 priorit

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

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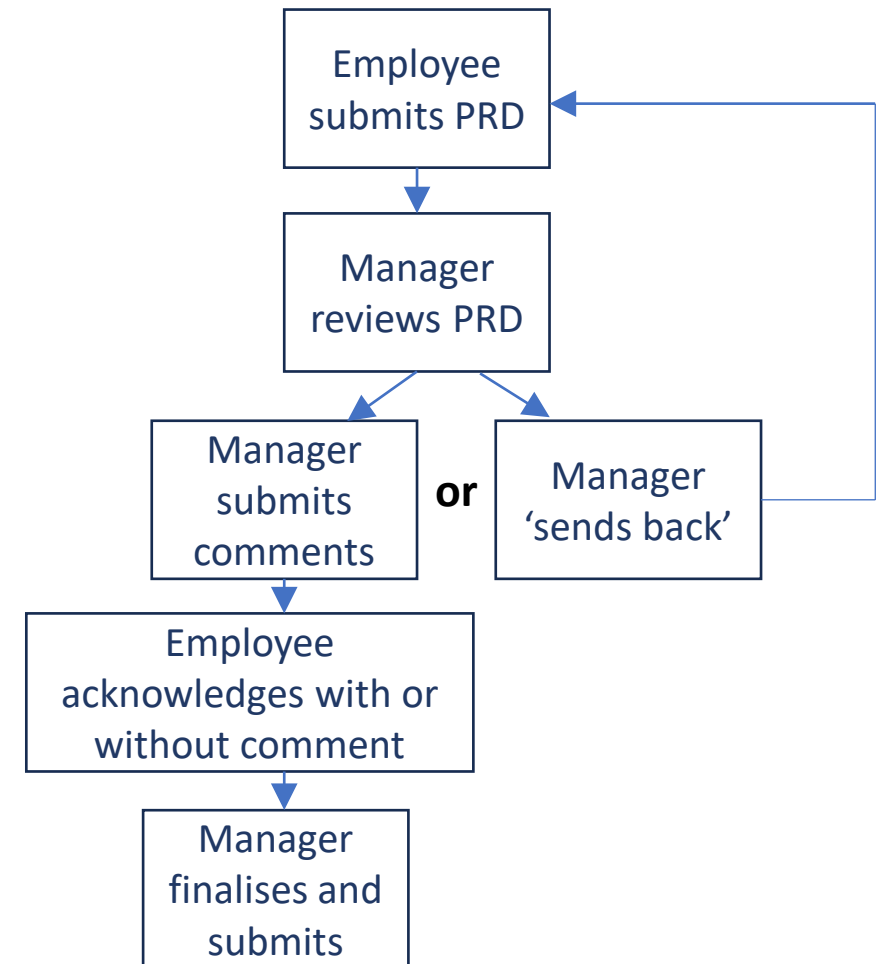
Click '**Next**' to continue to the next review activity.

- 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

Flinders University

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.

Employee submits PRD

Manager reviews PRD

Manager submits comments **or** Manager 'sends back'

Employee acknowledges with or without comment

Manager finalises and submits

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

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** *I* <u>U</u> **A** ⌄ | ≔ | 🔗

Training and Development

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

Additional Comments - Optional

Employees have the option to provide any additional comments.

Additional Comments

Provide any additional comments, if desired.

Employee

Comment

Format ∨ | **B** *I* <u>U</u> A ∨ | ☰ | 🔗

Flinders University

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

Flinders University

Feedback received

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.

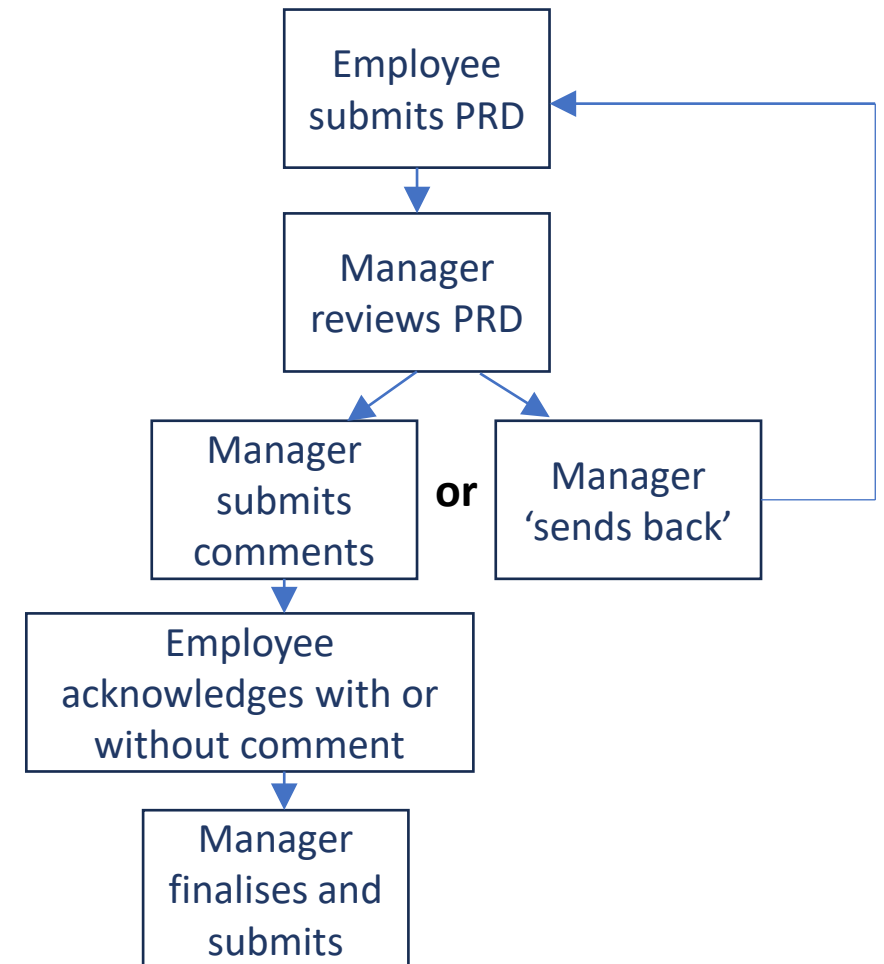Click '**Next**' to continue to the next review activity.

- 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

Flinders
University

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.

```
Employee
submits PRD
     |
     v
Manager
reviews PRD
    / \
   v   v
Manager      or    Manager
submits            'sends back'
comments
   |
   v
Employee
acknowledges with or
without comment
   |
   v
Manager
finalises and
submits
```

Flinders
University

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
Professional & Executive - Upload V1:	12/03/2024	31/03/2024	⚠ In Progress	Complete Performance Review	Employee		0	No
Professional and Executive Staff Goal Setting:	01/01/2023	01/11/2023	🟢 Successfully Completed		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					Professional & Executive - Upload V1:

View More ...

PRD Activity in my team
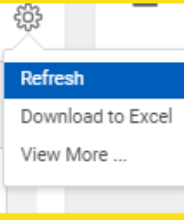
- Easily see the completion rates for your team

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

PRD Reporting

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

Resources

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

Flinders
University