

Performance Review and Development Program

PRDP Supervisor User Guide

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Warning: uncontrolled when printed.

Authorised by: Director, Human Resources
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Performance Review and Development Program Overview

Welcome to the Performance Review and Development Program (PRDP). This document is designed to take you step by step through the planning, monitoring and review stages and steps of your Performance Review and Development Plan cycle. The PRDP cycle is a seven step cycle outlined below.

<p>Stage 1: Performance and Professional Development Planning October – February</p>	<p>Employee drafts objectives Employee drafts performance objectives in the Performance Plan and development objectives in the Professional Development Plan.</p> <p>PRDP Supervisor confirms objectives with employee PRDP Supervisor reviews and amends performance and development objectives for employee. PRDP Supervisor meets with the employee to confirm and reach agreement on the objectives.</p> <p>Employee signs off on objectives Employee signs off on the agreed performance and development objectives.</p>
<p>Stage 2: Monitoring Objectives March – September</p>	<p>Monitoring Objectives The employee and/or PRDP Supervisor can enter comments and link journal entries as and when required. PRDP Supervisor and employee are required to meet formally at least once during this step to monitor the employee's progress, provide and/or receive feedback, review objectives and identify any issues that may impact on the currency of objectives.</p>
<p>Stage 3: Performance and Professional Development Review October – December</p>	<p>Employee conducts self-assessment Employee conducts a self-assessment reflecting on achievements and any mitigating circumstances that may have impacted on performance and professional development.</p> <p>PRDP Supervisor conducts an assessment PRDP Supervisor conducts an assessment of the employee's performance and professional development. PRDP Supervisor meets with employee to provide feedback on the employee's achievement or non-achievement of objectives during the PRDP cycle.</p> <p>Employee signs off on final review Employee signs off on the final review of the PRDP cycle.</p> <p>Completed PRDP has been completed for this cycle.</p>

For further information about the Performance Review and Development Program, please refer to the PRDP Policy, PRDP Procedure and PRDP Resources links located on the start page of your review.

Login

Access the employee's PRDP using the link provided in the e-mail and use your University user name and password to login. The URL is <http://federationuni.pageuppeople.com>.



Australian Access Federation

The service provider described below has asked you to log in and you have chosen Federation University Australia as your home institution.

Please login with your Federation University username and password to gain access to this service.

Username:

Password:

admin.pageuppeople.com

You have asked to login to admin.pageuppeople.com

NOTE: The Performance Review and Development Program (PRDP) is between you and your Employee. If you require any assistance please contact Human Resources.

Please note that Human Resources System Administrators will be able to access all information in the online system. This will only be accessed if and when assistance is requested.

Step 1: Employee drafts objectives

Employee drafts performance objectives in the Performance Plan and development objectives in the Professional Development Plan.

Stage 1: Performance and Professional Development Planning October – February	Employee drafts objectives
	PRDP Supervisor confirms objectives with employee
	Employee signs off on objectives

STEP SUMMARY:

- At the beginning of the PRDP cycle, the employee will be sent a system generated email asking them to develop a Performance Review and Development Plan for this PRDP cycle.
- You will not be able to open the employee’s review during this step – ‘Employee drafts objectives’.
- Once the employee has drafted their performance and development objectives you will be sent an email asking you to confirm the objectives with the employee.

Step 2: PRDP Supervisor confirms objectives with employee

PRDP Supervisor reviews and amends performance and development objectives for employee. PRDP Supervisor meets with the employee to confirm and reach agreement on the objectives.

Stage 1: Performance and Professional Development Planning October – February	Employee drafts objectives
	PRDP Supervisor confirms objectives with employee
	Employee signs off on objectives

My Team Performance Reviews

- You will be presented with the **My team performance reviews** page.

My team performance reviews

If you experience system issues (e.g. page crashes, search not working, pooling, etc.) please enable compatibility mode.

Online Help Guide [?](#)

Employee first name: Employee last name: Clear Search

Level: Status:

Employee status: Review process step:

Role:

Employee	Employee status	Review process	Status	Role	Start date	Due date		
Emma Employee	Active	Salary Incremental Review	PRDP Supervisor recommendation	Salary Incremental Advice	2 Jun 2014	1 Aug 2014	<input type="text" value="I want to..."/>	Open review
Emma Employee	Active	2014 PRDP	Step 2: PRDP Supervisor confirms objectives	PRDP	9 May 2014	31 Dec 2014	<input type="text" value="I want to..."/>	Open review
Sienna Staff	Active	2014 PRDP	Step 1: Employee drafts objectives	PRDP	1 Oct 2013	31 Dec 2014	<input type="text" value="I want to..."/>	View report

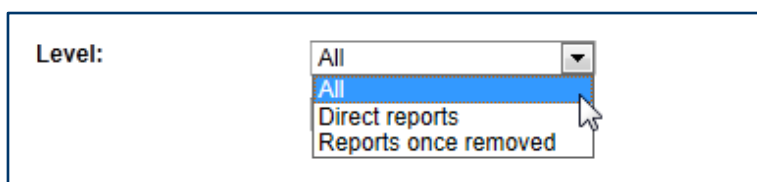
Page 1 of 1 Jump to page

Records: 1 to 3 of 3

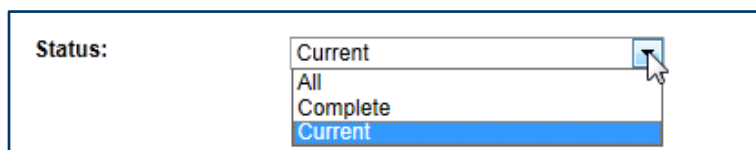
Useful actions...

- Performance dashboard
- View my...
- Profile
- Journal
- Performance reviews
- View my team...
- Organisational chart
- Performance reviews

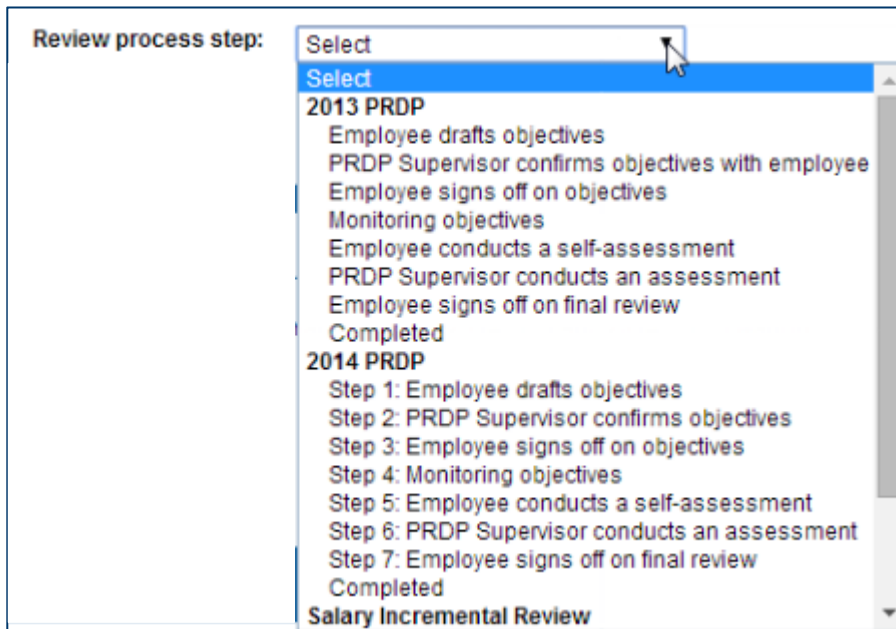
- This page will display the Employee’s current review and the step they are in.
- From here you are able to use a number of search criteria to view any of the Employee’s reviews.
- You can search for a review by entering the Employee’s name in the search field.
- From the Level drop down list you are able to search for your Direct reports or Reports once removed.



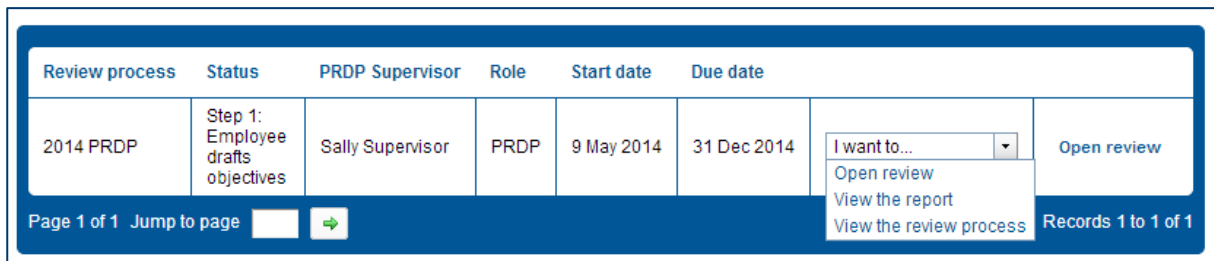
- From the **Status** drop down you are able to search for any current or complete performance reviews by selecting from the list and clicking **Search**.



- From the **Review process step** drop down list you are able to search for all the reviews at a certain step within the performance review process.



- From the **I want to** select list you are able to select from **Open review**, **View report** and **View the review process** for each Employee.

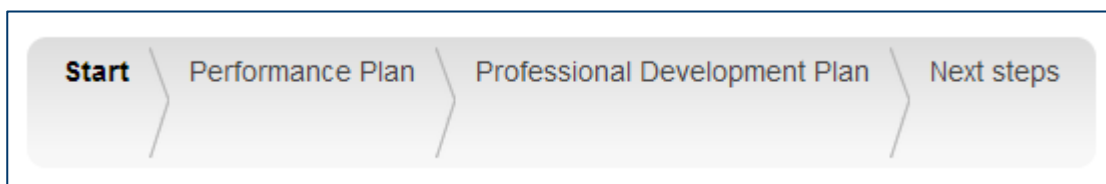


Open Review

- Click on the **Open review** link on the right of the screen next to the Employee whose review you want to see.
- NOTE:** This link will only display if there is an activity awaiting your action. If a review is currently sitting with the Employee the open review link will not be displayed. Instead you will see the view report link.

Navigation Bar

- To progress to the next step of the Employee's review click **Next** in the bottom right corner on each page or you can click on page title in the navigation bar to go to any page in the review.
- Clicking the page title or the **Next** or **Back** button will automatically save your page.



Start

- You will be presented with some initial information about what the current step - 'PRDP Supervisor confirms objectives with employee' involves. Make sure you read through the information.

Welcome to the Performance Review and Development Program (PRDP) for Emma.

Emma has developed performance and development objectives for this PRDP cycle. You now need to review these objectives and, if necessary, amend them based on the strategic and operational objectives of the School/Section/Directorate and the University's Charter.

You then need to organise a meeting with Emma to confirm and reach agreement on the performance and development objectives.

The provisions of Clause 65, Professional Staff Performance Management Scheme, of the Monash University Enterprise Agreement (Academic and Professional Staff) 2009 continue to apply to transferred Gippsland Campus Professional Staff and are facilitated via this online PRDP system.

- Employee drafts objectives
- PRDP Supervisor confirms objectives with employee**
- Employee signs off on objectives
- Monitoring objectives
- Employee conducts a self-assessment
- PRDP Supervisor conducts an assessment
- Employee signs off on final review

[PRDP Policy](#) [PRDP Procedure](#) [PRDP Resources](#)

Next →

During the 'PRDP Supervisor confirms objectives with employee' step:

- You are required to review the Employee's objectives and if necessary, amend them based on the strategic and operational objectives of the School/Section/Directorate and the University Charter.
- You are required to meet with the Employee to confirm and reach agreement on the performance and development objectives for this PRDP cycle.

TIP: For further information refer to the PRDP Policy, PRDP Procedure and PRDP Resources buttons on the Start page.

Performance Plan

- The Employee is required to draft between three to five performance objectives with performance indicators for each objective using the Performance Plan.
- Review and where necessary amend each of the Employees performance plan objectives for this PRDP cycle.
- These objectives should clearly specify what needs to be achieved, describe the tasks the Employee needs to undertake to achieve the objectives and define how you and the Employee will measure the achievement of the objective.
- Click **Next** in the bottom right hand corner to continue or click the next page title – 'Professional Development Plan' in the top navigation bar.

ACTIONS FOR YOU:

- Review the Employee's objectives and if necessary, amend them.

Next Steps

TIP: Do not complete this step until you have met with the employee and reached agreement on the objectives for this PRDP cycle.

- Click on the **Go to next step** button to complete this step and send the review to the Employee to complete the next step in the PRDP cycle – ‘Employee signs off on objectives’.

The screenshot displays the 'Next steps' section of the PRDP system. At the top, a breadcrumb trail shows the navigation path: Start > Performance Plan > Professional Development Plan > Next steps. Below this, the 'Summary' section contains a list of objectives: 1. Objective One, 2. Objective Two, and 3. Objective Three. The 'Next step' section is titled 'Next step: Step 3: Employee signs off on objectives' and features a 'Go to next step' button highlighted in yellow. Below the button, a timeline shows the current step (Step 2: PRDP Supervisor confirms objectives, due 10 Jan 2014) and the next step (Step 3: Employee signs off on objectives, due 31 Jan 2014). A 'View entire process' link is also present.

- A system email will be sent to the Employee confirming that you have met with them and reached agreement on their PRDP objectives for this PRDP cycle.

ACTIONS FOR YOU:

- Click **Go to next step** to move the Employee’s review to the next step in the PRDP cycle – ‘Employee signs off on objectives’.

Step 3: Employee signs off on objectives

Employee signs off on the agreed performance and development objectives.

Stage 1: Performance and Professional Development Planning October – February	Employee drafts objectives
	PRDP Supervisor confirms objectives with employee
	Employee signs off on objectives

STEP SUMMARY:

- During this step the Employee confirms that you have met with them to review and reach agreement on their performance and development objectives for this PRDP cycle.
- During the “Employee signs off on objectives” step you cannot access the employee’s review.
- An email will be sent to you once the employee has signed off on the objectives and the monitoring stage commences.

Step 4: Monitoring Objectives

The employee and/or PRDP Supervisor can enter comments and link journal entries as and when required. PRDP Supervisor and employee are required to meet formally at least once during this step to monitor the employee's progress, provide and/or receive feedback, review objectives and identify any issues that may impact on the currency of objectives.

Stage 2:
Monitoring Objectives
March – September

Monitoring Objectives

STEP SUMMARY:

- The review will remain in the 'Monitoring objectives' step until the end of September.
- You are required to formally meet at least once with the Employee to monitor their progress, provide any feedback, review their objectives and identify any issues that may impact their objectives.
- You may use the journaling functionality to record information about the Employees performance and professional development.
- You may also add review comments directly into the employee's Performance Plan and Professional Development Plan.

Using your Journal

There are two ways to add a journal entry to your PRDP – by direct data entry on the Journal page in the PRDP system or by sending an email to your Journal.

Adding a Journal entry directly into the PRDP System

- Access the PRDP System.
- From **Useful actions** in the menu on the right hand side of the screen, click **Journal**.

NOTE: You can also access your **Journal** by hovering your mouse over **About me** in the top left hand corner of the screen and selecting **Journal** from the drop down list.

My journal

To add a new entry

- Click **Add entry** button
- To make it easier to find a journal entry at a later date, type the **#** symbol before any keyword in a journal entry.
 - E.g. #John received positive feedback about the #Teambuilding workshop.
 - As you create new tags, they will appear on your **My Journal** page.
- Click on the **Save** button which is located underneath the text box.

To search the Journal

- Click on a **Tag** to view all entries linked to the tag.
- To search the entire journal, type your search word in **Keywords** and click on **Search**

To send journal entries via email

- Your unique email address is: My journal <emmae.rly.mlvkq.LZDGO@m.pageuppeople.com>
- You must include the tag [Journal] either in the subject line or body of the email. Remember to include the # symbol before any key word in the email.

Your Journal is private and entries are generally only visible to you, unless an issue occurs with your journal and a HR System Administrator is required to assist you.

Linked Journal entries will be visible to both employees and PRDP Supervisors.

Keyword: Clear Search

Tags: eileen_employee prdp_system

Add entry

14 Dec 2012

#prdp_system You can create tags to help categorise your journal entries by typing the # symbol before any word in a journal entry. This word then become a 'tag' word. Tags allow you to search all entries that you have made for a particular tag'. More...

21 Nov 2012

Received from e-mail address: k.willey@ballarat.edu.au Subject: FW: Feedback - Online PRDP System Dear [journal] #prdp_system From: Karen User Sent: Wednesday, 21 November 2012 3:30 PM To: Emma Employee Subject: Online PRDP System Dear Emma I thought I'll send you a quick e-mail to let you know how user-friendly the new online PRDP system is. The e-mail reminders are excellen More...

- To add a new journal entry, click **Add entry**.
- You will be presented with a blank text box where you can record your journal entry.
- You can create tags to help categorise your journal entries by typing the '#' symbol before any word in a journal entry. This word then becomes a 'tag' word.
- Tags will allow you to search all entries that you have made for a particular 'tag'. This will make your journal entries easier to find and reference.
- When you have included enough information and tagged your entry appropriately, click **Save**.

TIP: Categorise your journal entries based on the objective or function that they relate to. If an entry relates to an Employee, tag the entry with their name to make the note easier to find.

- As you create new tags, they will appear along the line headed 'Tags' on your **My journal** page.
- Click on a tag to view all entries linked to the tag.
- Category tags with a higher usage will appear larger than those with a low usage.

Adding a Journal entry by email

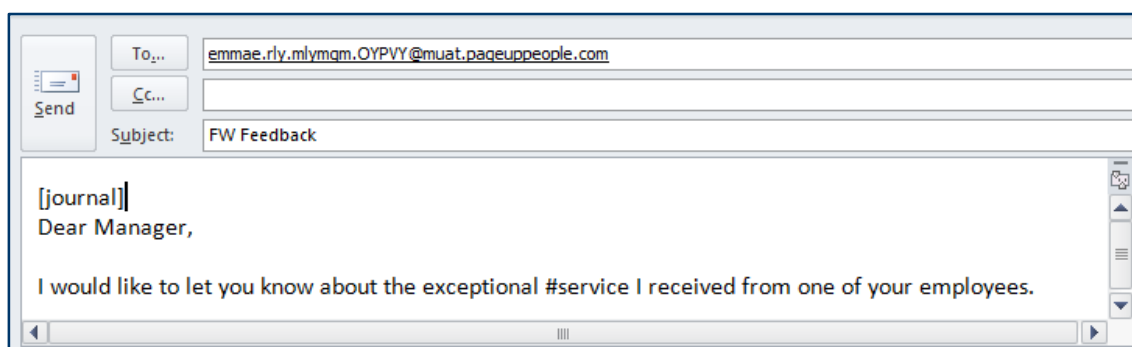
You can record new entries in your journal directly from your email inbox.

- On the **My journal** page, you will see a yellow banner containing an email address. This is your unique personal journal address.
- Copy this address and save it in your email contact list.
- When you have an email that you would like to send to your journal, add one of the following tags, including the [], to the **subject line OR body of the email**:

[Journal]
[JNL]
[Dear diary]

TIP: Remember to incorporate objective category tags in your email so you can search for your journal entry in the future. To do so, simply insert the '#' symbol before the relevant word, e.g. #service.

- When you have finished tagging the email, click **Send**.
- By clicking **Send**, you will be posting the email to your journal and recording it as a new entry in your Journal.



Open Review – During Monitoring Objectives

You can open the Employee's review as often as required while you are in the 'Monitoring objectives' step of the PRDP process.

- On the **My team performance review** page you will see a list of the Employees' current performance reviews.
- Click on the **Open review** link on the right of the screen against the Employee's review you wish to view.
- You will be presented with some initial information about what the current step – 'Monitoring objectives' – involves.
- Click **Next** to proceed.

Adding Comments and Linking Journal Entries

- You are encouraged to add comments and link journal entries to each objective. These may assist you when conducting your final review.
- The employee will be able to see any comments or linked journal entries.

NOTE: Your Journal entries are generally only visible to you, unless an issue occurs with your journal and a HR Systems administrator is required to assist you. Linked Journal entries will be visible to the Employee.

- To add a comment, click in the **Your comments** text box.
- Your comments will be saved automatically.

During the 'Monitoring objectives' step you are also encouraged to update the status of an objective to 'Completed' or 'No longer achievable' as applicable. To do this click **Edit** in the top right hand corner of the performance plan page then in the drop-down box marked 'Status' select the appropriate option. To continue click **Rate** in the top right hand corner.

Objective one

Tasks and Performance indicators

Your comments Link a journal entry

B *I* U | [List Icons] | [Link Icon] | [Unlink Icon] | [Source Icon] Source

Sally's comments
No comments made

- To add a journal entry, click the **Link a journal entry** link.
- The **My journal** page will open in a new window.
- Find the journal entry you wish to add to the Employee's PRDP and click the **Add journal entry** link.
- Your journal entry will appear in **Your comments**.

21 May 2012

Recieved great #stakeholder #feedback about #Customer service today

Edit Delete
Link journal entry

TIP: When you link your journal entry to the Employee's PRDP the Employee will be able to see it. If required, Edit your journal entry in your Journal before linking it to the Employee's PRDP.

Add Professional Development Plan Comments

- Use the comments box to record any comments about the Employee's professional development/training objectives or industry knowledge/vocational development objectives.

Your comments

Sally's comments
No comments made

Next Steps

- At the end of the 'Monitoring objectives' step the Employee's PRDP will automatically move into the next step in the PRDP cycle – 'Employee conducts self-assessment'.

ACTIONS FOR YOU:

- Make comments and link your journal entries to the Employee's Performance Plan objectives.
- Make comments in the Employee's Professional Development Plan.
-

Start > Performance Plan > Professional Development Plan > **Next steps**

Last saved: 30 May 2014, 1:17pm | Report | History | Edit | Saved ✓

Cannot progress review to next step, this will automatically occur on the 30 Sep 2014

Rating summary

Rating summary

▼ Performance Plan

- Objective One
- Objective Two
- Objective Three

Next step: Step 5: Employee conducts a self-assessment

Now **Step 4: Monitoring objectives**
Due date: 30 Sep 2014

Cannot progress review to next step, this will automatically occur on the 30 Sep 2014

What's next?

Step 5: Employee conducts a self-assessment
Due date: 28 Oct 2014

[View entire process](#)

[Back](#)

Step 5: Employee conducts self-assessment

Employee conducts a self-assessment reflecting on achievements and any mitigating circumstances that may have impacted on performance and professional development.

Stage 3: Performance and Professional Development Review October – December	Employee conducts self-assessment
	PRDP Supervisor conducts an assessment
	Employee signs off on final review
	Completed

STEP SUMMARY:

- During this step you are unable to access the Employee's PRDP.
- You will have access to the Employee's review once the Employee has completed their self-assessment.
- During the next step – 'PRDP Supervisor conducts an assessment', you must arrange to meet with the Employee to provide feedback on their achievement or non-achievement of objectives during the PRDP cycle.

ACTIONS FOR YOU:

- You are not required to access the Employee's PRDP during this step – 'Employee conducts self-assessment'.

Step 6: PRDP Supervisor conducts an assessment

PRDP Supervisor conducts an assessment of the employee's performance and professional development. PRDP Supervisor meets with employee to provide feedback on the employee's achievement or non-achievement of objectives during the PRDP cycle.

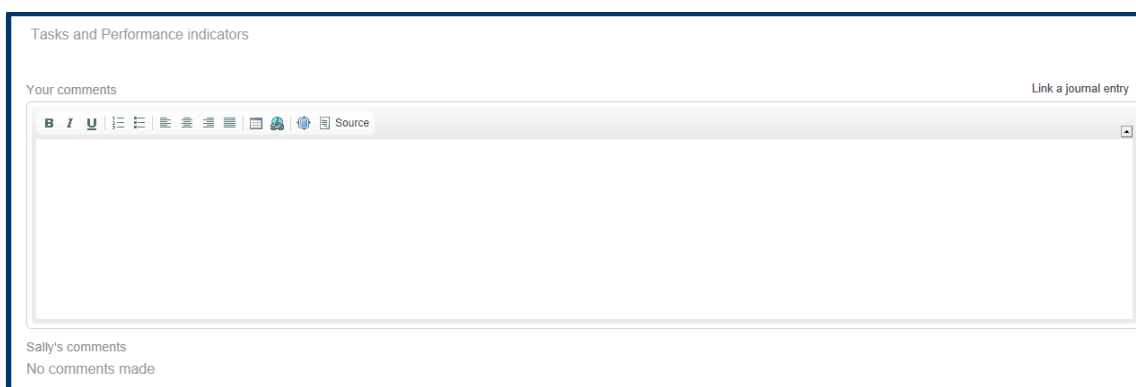
Stage 3: Performance and Professional Development Review October – December	Employee conducts self-assessment
	PRDP Supervisor conducts an assessment
	Employee signs off on final review
	Completed

Open Review

- Click on the **Open review** link on the right of the screen against the Employee whose review you want to see.
- You will be presented with some initial information about what the current step – ‘PRDP Supervisor conducts an assessment’ involves. Make sure you read through this information.
- During this step the Employee is unable to open their PRDP.
- Click **Next** when you are ready to proceed.

Adding your comments to Your Assessment

- Review the Employee’s performance and development against the agreed objectives.
- Review comments and linked journal entries and use these to describe the Employee’s achievement or non-achievement of their objectives in the **Your comments** text box.
- Meet with the Employee to provide feedback on your assessment of the objectives as well as development feedback to assist them in their position at the University.
- To move the status of an objective to ‘Complete’ or ‘No longer achievable’ click **Edit** in the top right hand corner of the performance plan page. To continue click **Rate** in the top right hand corner.
- Your comments will be saved automatically.



- To add a journal entry, click the **Link a journal entry** link.
- The **My journal** page will open in a new window.
- Find the journal entry you wish to add to the Employee’s PRDP and click the **Add journal entry** link.
- Your journal entry will appear in **Your comments**.

21 May 2012

Received great #stakeholder #feedback about #Customer service today

[Edit](#) [Delete](#)

[Link journal entry](#)

TIP: When you link your journal entry to the Employee's PRDP the Employee will be able to see it. If required, edit your journal entry in your journal before linking it to the Employee's PRDP.

- When you have finished making your comments and linking journal entries for each objective, click **Next** in the bottom right hand corner of the screen.

ACTIONS FOR YOU:

- Describe the Employee's achievement or non-achievement of their objectives.
- Meet with the Employee to provide feedback on your assessment of the objectives as well as development feedback to assist them in their position at the University.

Next Steps

- The Summary page displays a summary of the employee's Performance Plan objectives for this PRDP cycle.

The screenshot displays a web interface for a PRDP (Performance Review and Development Plan) summary. At the top, a yellow banner contains the text: "You must meet with the employee to provide feedback before clicking on 'Go to next step' on this page." Below this, the page is divided into several sections:

- Rating summary:** A table with a header "Rating summary" and a dropdown menu set to "Performance Plan". The table lists three objectives: "1. Objective One", "2. Objective Two", and "3. Objective Three".
- Next step: Step 7: Employee signs off on final review:** A flowchart showing the current step. The "Now" step is "Step 6: PRDP Supervisor conducts an assessment" with a due date of "17 Dec 2014". Below it is a prominent yellow "Go to next step" button. The "What's next?" step is "Step 7: Employee signs off on final review" with a due date of "31 Dec 2014". A link "View entire process" is located at the bottom of this section.
- Final comments:** A section for comments. It shows "Emma Employee" with "No comments made" and "Sally Supervisor" with a rich text editor below it. The editor has a toolbar with icons for bold, italic, underline, bulleted list, numbered list, link, unlink, image, video, and source.

Please ensure you have met with the employee and provided feedback on your final review of their performance and development prior to clicking on the **Go to next step** button which progresses the review to the employee who will be able to see your final review comments.

Final Comments

- Both you and the Employee are able to add **Final comments** to the PRDP. Your comments are visible to the Employee.
- To add a final comment about your assessment click in the text box and then type your note. Your final comments will be saved automatically.
- Click on the **Go to next step** button to complete this step and send your review to the Employee to complete the next step in the PRDP cycle – 'Employee signs off on final review'.
- An email will be sent to the Employee advising that you have completed your assessment.

ACTIONS FOR YOU:

- Make any **Final comments** – This is optional.
- Click **Go to next step** to move the review to the next step in the PRDP cycle – 'Employee signs off on final review'.

Step 7: Employee signs off on final review

Employee signs off on the final review of the PRDP cycle.

Stage 3: Performance and Professional Development Review October – December	Employee conducts self-assessment
	PRDP Supervisor conducts an assessment
	Employee signs off on final review
	Completed

STEP SUMMARY:

- During this step you are unable to access the Employee’s PRDP.

ACTIONS FOR YOU:

- You are not required to access the Employee’s PRDP during this step in the PRDP cycle – ‘Employee signs off on final review’.

Completed

The Employee's PRDP has been completed for this cycle and you can view the report.



View an Employee's PRDP Report

- On the **My team performance reviews** page you will see a list of the Employee's current performance reviews.
- You are able to search for any current or complete performance reviews by selecting from the **Status** drop down list.
- Select **Complete**.

Status:

Current ▾

All

Complete

Current

- Click **Search**.

My team performance reviews

If you experience system issues (e.g. page crashes, search not working, spooling, etc.) please enable compatibility mode.

Online Help Guide

Employee first name:

Level:

Employee status:

Role:

Employee last name:

Status:

Review process step:

Clear **Search**

Employee	Employee status	Review process	Status	Role	Start date	Due date		
Shayne Staff	Active	Salary Incremental Review	Completed	Salary Incremental Advice	7 Sep 2012	14 Sep 2013	<input type="text" value="I want to..."/>	View report
Simone Staff	Active	Salary Incremental Review	Completed	Salary Incremental Advice	12 Sep 2012	19 Sep 2013	<input type="text" value="I want to..."/>	View report
Karen Whatever	Active	2013 PRDP	Completed	PRDP	14 Sep 2012	15 Dec 2013	<input type="text" value="I want to..."/>	View report

- To view the report on the Employee's PRDP, click **View the report** against the Employee whose PRDP report to want to see.
- The Employee's report will display in a new window.
- To print a copy of the Employee's PRDP report, click the **Printer** icon in the top right hand corner.

Employee Profile

All employees have their own employee profile within the PRDP system. It is viewed by the employee, PRDP Supervisors, Managers and Human Resources.

You are responsible for updating and maintaining the following areas of your profile:

- Personal photo (a professional headshot)
- Highest level of education
- Field of education
- Place of study
- Teaching qualifications
- Licences held
- Professional memberships
- Position description
- Annual Work plan (VET Teachers only)
- OHS responsibilities at FedUni

Profile Last modified: 2 Jun 2014

<p>Personal details</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>Emma Employee emma.employee@train.com Time in Organisation:</p> <p>Edit picture</p> </div> <p>Qualifications, licences, and professional membership details</p> <p><i>It is the responsibility of the employee to ensure that signed "as sighted" copies of all qualifications are available on personal files in Human Resources.</i></p> <p>Please indicate:</p> <p>Highest level of education</p> <p>Field of education</p> <p>Place of study</p> <p>If not obtained at FedUni, please specify name of provider/institution:</p> <p>Teaching qualification/s Click here to add items</p> <p>Please provide full title of teaching qualifications:</p> <p>Licence/s held</p> <p>Professional membership/s held</p>	<p>Position details</p> <p>Position title:</p> <p>Portfolio:</p> <p>Faculty/Division:</p> <p>Location:</p> <p>Reporting to:</p> <p>One-up Manager:</p> <p>Employment type:</p> <p>Anniversary date:</p>
<p>Employee self-service system</p> <p><i>Please ensure your personal details are correct in the Employee Self-Service System</i></p>	<p>Position description, work plan and other details</p> <p>Position description</p> <p>Annual Work Plan [VET teachers only]</p> <p>OHS Responsibilities at FedUni Click here to add items</p>

[Done](#)

Please note: The position details information is automatically provided via the Payroll system. If this information is not correct please contact Payroll.

ACTIONS FOR YOU:

- Click on **Edit Picture** to upload your photo from your desktop or drives (this is optional).
- Hover over the headings within the page, for those that are editable an **edit button** will appear.
- Make amendments and click **the save or cancel** button. Refer to the example provided of what displays in **Edit** mode:

Qualifications, licences, and professional membership details [Save](#) [Cancel](#)

It is the responsibility of the employee to ensure that signed "as sighted" copies of all qualifications are available on personal files in Human Resources.

Please indicate:

Highest level of education

Field of education

Place of study

If not obtained at FedUni, please specify name of provider/institution:

Teaching qualification/s
[Add more](#)

Please specify (multiple selections allowed)

[Delete](#)

Where to get more information

Refer to the Performance Review and Development Program section on the Human Resources web page for additional information and resources.

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