

Performance Review and Development Program

Employee 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.

You will receive a system generated email advising that your Performance Review and Development Program (PRDP) has been commenced for this PRDP cycle.

Login

Access your 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 PRDP Supervisor. 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

My Performance Reviews

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

- This page will display your current review and the step you are in.
- From here you are able to search for any current or complete reviews by selecting from the **Status** drop down list and clicking **Search**.

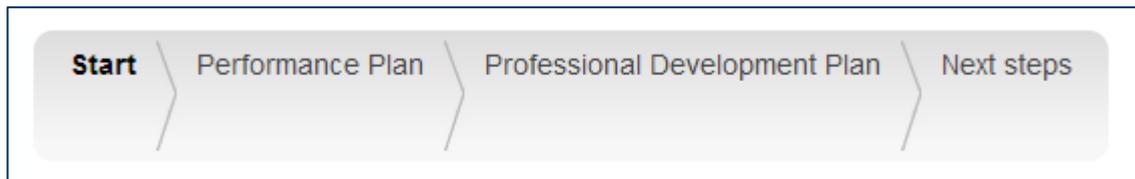
- From the **I want to** select list you are able to select from **Open review**, **View report** and **View the review process**.

Open Review

- Click on the **Open review** link on the right of the screen.
- **NOTE:** This link will only display if there is an activity awaiting your action. If your review is currently sitting with your PRDP Supervisor the open review link will not be displayed.

Navigation Bar

- To progress to the next step of your review click **Next** in the bottom right corner on each page.
- 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 - 'Employee drafts objectives' involves. Make sure you read through the information.

Welcome to your Performance Review and Development Program (PRDP).

The PRDP provides you with the opportunity to meet with your PRDP Supervisor to plan, monitor and review your performance and development. It is also designed to link your performance and development objectives with those of your School/Section/Directorate and the [University's Charter](#).

You are now required to develop performance and development objectives for this cycle. Your PRDP Supervisor will review your objectives and may amend these if necessary.

You are required to set between three to five performance objectives with performance indicators for each objective using the Performance Plan. Then you need to define your professional development, training and industry knowledge/vocational development objectives using the Professional Development Plan. It is recommended that you document the strategies (e.g. formal learning, on-the-job training, mentoring, coaching and shadowing) you will implement to achieve your development objectives and resources (e.g. time release and budget approval) you require.

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

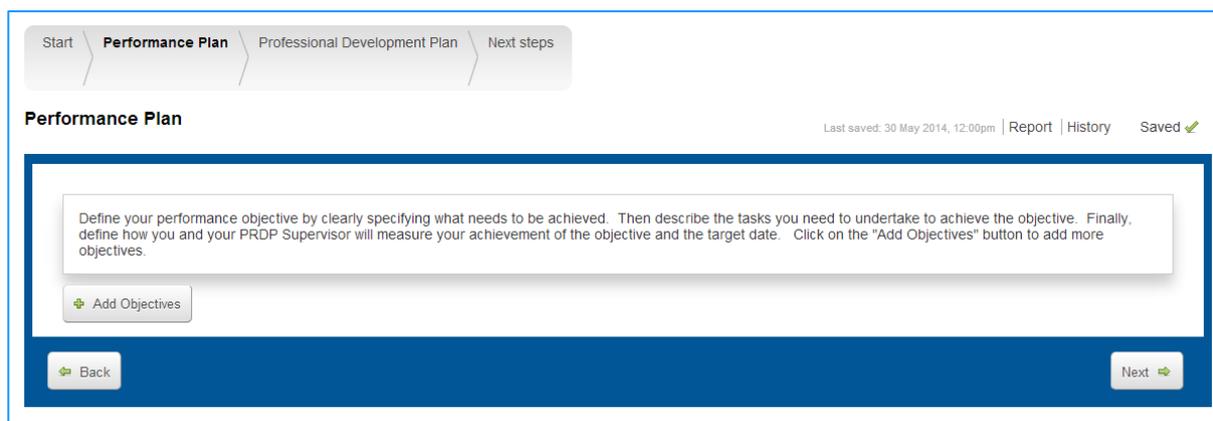
- PRDP Supervisor confirms objectives with employee
- Employee signs off on objectives
- Monitoring objectives
- Employee conducts a self-assessment
- PRDP Supervisor conducts an assessment
- Employee signs off on final review

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

[Next](#) ➔

Performance Plan

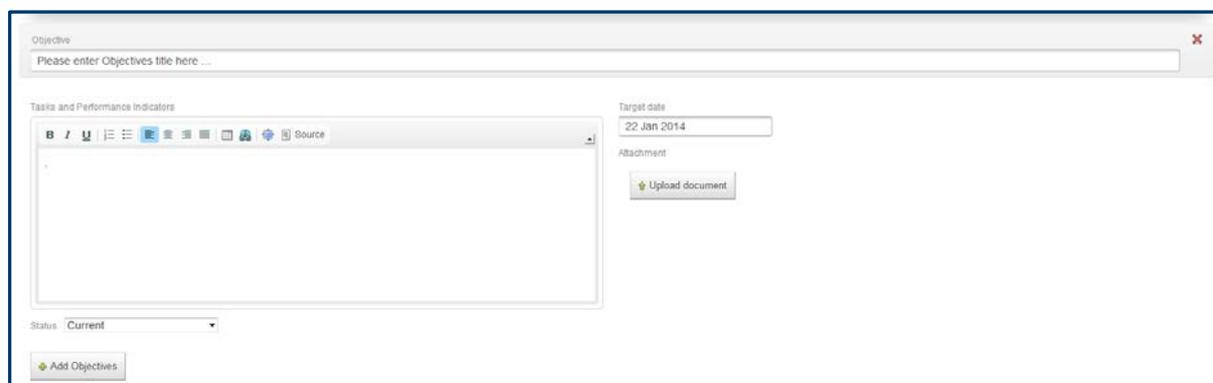
- You are required to draft between three to five performance objectives with performance indicators for each objective using the Performance Plan.



The screenshot shows a web interface for creating a Performance Plan. At the top, a navigation bar contains four items: 'Start', 'Performance Plan' (which is highlighted), 'Professional Development Plan', and 'Next steps'. Below the navigation bar, the page title is 'Performance Plan'. On the right side, there is a status bar that reads 'Last saved: 30 May 2014, 12:00pm | Report | History | Saved ✓'. The main content area is a large white box with a blue border. Inside this box, there is a text prompt: 'Define your performance objective by clearly specifying what needs to be achieved. Then describe the tasks you need to undertake to achieve the objective. Finally, define how you and your PRDP Supervisor will measure your achievement of the objective and the target date. Click on the "Add Objectives" button to add more objectives.' Below this text is a button labeled 'Add Objectives'. At the bottom of the main content area, there are two buttons: 'Back' on the left and 'Next' on the right.

Add Objective

- To add an objective click **Add Objectives**.
- Each objective should clearly specify what needs to be achieved.
- Use the **Tasks and Performance Indicators** field to describe the tasks you need to undertake to achieve the objectives and define how the objective will be measured.
- The target date will automatically populate with your PRDP end date. To change the date, click on the **Target date** and use the Calendar to select a new date.
- You are also able to attach a document to each objective if additional information is required.
- If you edit, add or delete information it will be autosaved. You can see a record of any changes by clicking the **History** link in the top right hand corner of the page.
- The **Status** select list should be set to **Current**. During the monitoring or assessment steps you can change each objective to either **Completed** or **No longer achievable**.



The screenshot shows a form titled 'Objective' with a close button (X) in the top right corner. The form has several fields: a text input field for the objective title with the placeholder text 'Please enter Objectives title here ...'; a rich text editor for 'Tasks and Performance Indicators' with a toolbar and a 'Source' button; a 'Target date' field with a calendar icon and the date '22 Jan 2014'; an 'Attachment' section with an 'Upload document' button; and a 'Status' dropdown menu currently set to 'Current'. At the bottom left of the form is an 'Add Objectives' button.

- To add more objectives click **Add Objectives**.
- 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:

During the 'Employee drafts objectives' step:

- You are required to draft between three to five performance objectives with performance indicators using the Performance Plan.
- Then you need to define your professional development, training and industry knowledge/vocational development objectives. It is recommended that you document the strategies (e.g. formal learning, on-the-job training, mentoring, coaching and shadowing) you will implement to achieve your development objectives and resources (e.g. time release and budget approval) you require.
- Your PRDP Supervisor will arrange a time to meet with you to discuss your performance and development objectives.

Next Steps

- The final page displays a summary of your Performance Plan objectives for this PRDP cycle.
- Click on the **Go to next step** button to complete this step and send your review to your PRDP Supervisor to complete the next step in the PRDP cycle – ‘PRDP Supervisor confirms objectives with employee’.

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

Last saved: 30 May 2014, 12:07pm | Report | History

Summary

Summary

Performance Plan

1. Objective 1

Next step: Step 2: PRDP Supervisor confirms objectives

Now

Step 1: Employee drafts objectives
Due date: 10 Nov 2013

Go to next step

What's next?

Step 2: PRDP Supervisor confirms objectives
Due date: 10 Jan 2014

View entire process

Back

- An email will be sent to your PRDP Supervisor advising that you have drafted your PRDP objectives for the current PRDP cycle.

ACTIONS FOR YOU:

- Review your PRDP Objectives summary
- Click **Go to next step** to move to the next step in the PRDP cycle – ‘PRDP Supervisor confirms objectives with 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

STEP SUMMARY:

- During the 'PRDP Supervisor confirms objectives with employee' step your review is accessible only by your PRDP Supervisor.
- Your PRDP Supervisor may amend any of your objectives, including tasks, performance indicators, strategies and resources, and add objectives. A history of any changes made to your PRDP can be viewed by clicking the **History** link in the top right hand corner of your review.
- Your PRDP Supervisor will meet with you to confirm and reach agreement on your performance and development objectives. Thereafter, an email will be sent to you to sign off on the agreed objectives.

ACTIONS FOR YOU:

- You are **not** required to access your PRDP during the 'PRDP Supervisor confirms objectives with employee' step.

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 you confirm that you have met with your PRDP Supervisor and reached agreement on your objectives.
- Review and confirm your objectives as agreed with your PRDP Supervisor.
- A history of any changes made to your PRDP can be viewed by clicking the **History** link in the top right hand corner of your review.
- Click **Next** in the bottom right hand corner to continue or click the next page title in the top navigation bar to review each page.

Next steps

- After you have reviewed your PRDP for this cycle proceed to the final page.
- The final page displays a summary of your Performance Plan objectives for this PRDP cycle.
- Click on the **Go to next step** button to confirm you have met with your PRDP Supervisor and reached agreement on the objectives
- This will move your PRDP to the next step in the cycle – ‘Monitoring Objectives’.

The screenshot displays a user interface for the PRDP cycle. At the top, a yellow banner contains the instruction: "Click on 'Go to next step' to confirm you have met with your PRDP Supervisor and reached agreement on the objectives for this PRDP cycle." Below this, the interface is divided into two main sections. On the left, under the heading "Summary", there is a "Summary" box containing a "Performance Plan" section with a list of three objectives: "1. Objective One", "2. Objective Two", and "3. Objective Three". On the right, under the heading "Next step: Step 4: Monitoring objectives", there is a "Now" section showing "Step 3: Employee signs off on objectives" with a "Due date: 31 Jan 2014". A prominent yellow button labeled "Go to next step" is positioned below this. Underneath, a "What's next?" section shows "Step 4: Monitoring objectives" with a "Due date: 30 Sep 2014" and a "View entire process" link. At the bottom left of the interface, there is a "Back" button with a left-pointing arrow.

- An email will be sent to your PRDP Supervisor advising that you have agreed on your objectives for this PRDP cycle.

ACTIONS FOR YOU:

- Review each of your objectives for this PRDP cycle.
- Click **Go to next step** to move to the next step in the PRDP cycle– ‘Monitoring Objectives’.

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 your PRDP Supervisor to monitor your progress, provide any feedback, review your objectives and identify any issues that may impact your objectives.
- You may use the journaling functionality to record information about your performance and professional development.
- You may also add review comments directly into your 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

i 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.mlbvq.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/or tagged your entry appropriately, click **Save**.

TIP: Categorise your journal entries based on the objective that they relate to.

- 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

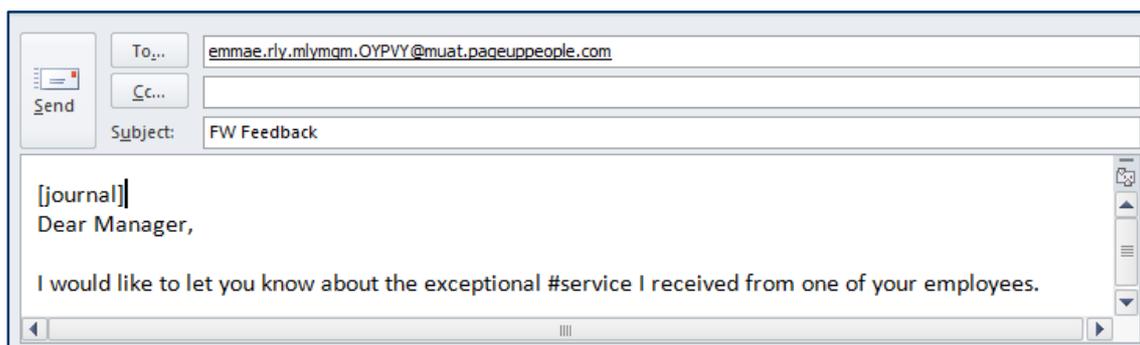
You can record new entries in your journal directly from your email inbox.

- 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 your review as often as required while you are in the 'Monitoring objectives' step of the PRDP process.

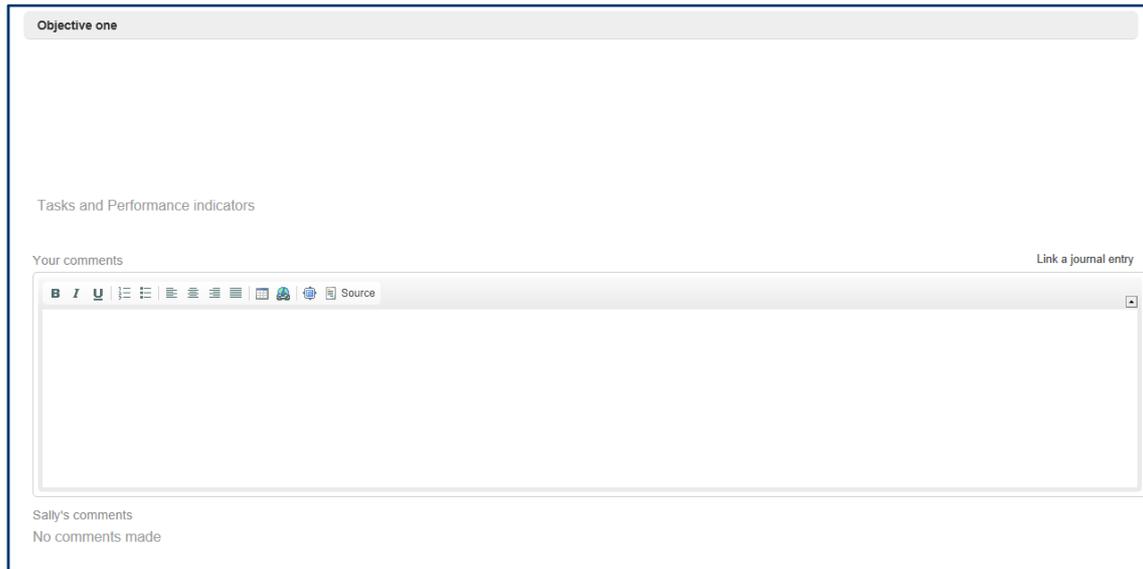
- On the **My Performance review** page you will see your current performance reviews.
- Click on the **Open review** link.
- You will be presented with some initial information about what the current step – 'Monitoring objectives' – involves.
- Click **Next** to proceed.

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.
- Your PRDP Supervisor 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 System administrator is required to assist you. Linked Journal entries will be visible to your PRDP Supervisor.

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



The screenshot shows a web interface for 'Objective one'. It includes a section for 'Tasks and Performance indicators' and a 'Your comments' section. The 'Your comments' section features a rich text editor with a toolbar containing icons for bold, italic, underline, bulleted list, numbered list, link, unlink, and source. A 'Link a journal entry' link is located in the top right corner of the comment box. Below the comment box, it indicates 'Sally's comments' and '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 your PRDP and click the **Add journal entry** link.
- Your journal entry will appear in **Your comments**.



The screenshot shows a journal entry dated '21 May 2012'. The text of the entry is 'Recieved great #stakeholder #feedback about #Customer service today'. In the top right corner, there are three links: 'Edit', 'Delete', and 'Link journal entry'.

TIP: When you link your journal entry your PRDP Supervisor will be able to see them. If required, edit your journal entry in your Journal before linking it to your PRDP.

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.

Add Professional Development Plan Comments

- Use the comments box to record any comments about your 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, your PRDP will automatically move into the next step in the PRDP cycle - 'Employee conducts a self-assessment'.
- You will be sent an email advising that your PRDP has been moved into the next step.

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

- 1. Objective One
- 2. Objective Two
- 3. 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](#)

ACTIONS FOR YOU:

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

Step 5: Employee conducts a 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

Open Review

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

Adding your comments to your Self-Assessment

- Review your performance and development against the objectives agreed at the start of the PRDP cycle.
- Review comments and linked journal entries and use these to describe your achievement of your PRDP objectives in the **Your comments** text box.
- 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.

Objective One *(Current)*

Tasks
Provide details of tasks to be undertaken to achieve this objective....

Performance Indicators
Define how achievement of this objective will be measures....

Your comments Link a journal entry

B I U [List Icons] [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 your PRDP and click the **Add journal entry** link.
- Your journal entry will appear in **Your comments**.



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

- Comment on your achievement of your performance and development objectives and link journal entries.
- Meet with your PRDP Supervisor to review your achievement of your performance and development objectives.

Next Steps

- The final page displays a summary of your Performance Plan objectives for this PRDP cycle.
- You are also able to add **Final comments** to your PRDP (this is optional). Your comments are visible to your PRDP Supervisor.
- To add a final comment about your self-assessment click in the text box and then type your note. Your final comments will be saved automatically.

The screenshot displays the PRDP system interface. On the left, under 'Rating summary', there is a box titled 'Rating summary' containing a dropdown menu for 'Performance Plan' and a list of three objectives: '1. Objective One', '2. Objective Two', and '3. Objective Three'. On the right, a 'Next step' section shows a timeline. The current step is 'Step 5: Employee conducts a self-assessment' with a due date of '28 Oct 2014'. Below it is a yellow button labeled 'Go to next step'. The next step is 'Step 6: PRDP Supervisor conducts an assessment' with a due date of '17 Dec 2014'. A 'View entire process' link is at the bottom right of this section. Below the rating summary is the 'Final comments' section, which includes the name 'Emma Employee' and a rich text editor with a toolbar containing icons for bold, italic, underline, bulleted list, numbered list, link, unlink, image, video, and source. At the bottom left of the interface is a 'Back' button.

ACTIONS FOR YOU:

- Make any **Final comments** – this is optional.
- Click on the **Go to next step** button to complete this step and send your review to your PRDP Supervisor to complete the next step in the PRDP cycle – 'PRDP Supervisor conducts an assessment'.

Note:

- An email will be sent to your PRDP Supervisor advising that you have completed your self-assessment.
- Your PRDP Supervisor will arrange to meet with you to provide feedback on your achievement or non-achievement of objectives during the PRDP cycle.

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

STEP SUMMARY:

- Your PRDP Supervisor will meet with you to provide feedback on your achievement or non-achievement of objectives during the PRDP cycle.
- During this step you are unable to access your PRDP.
- You will have access once your PRDP Supervisor has completed the final review of your performance and professional development for this PRDP cycle.

ACTIONS FOR YOU:

- You are not required to access your PRDP during the 'PRDP Supervisor conducts an assessment' step.

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

Open Review

- Your PRDP Supervisor has completed your final review and should have provided you with feedback. You are now required to sign off on your final review.
- Click on the **Open review** link on the right of the screen.
- During this step you are unable to make any comments or make any changes to your performance plan objectives.
- Click **Next** when you are ready to proceed.

Performance Plan

- Review final comments.
- Click **Next** to proceed.

Professional Development Plan

- Review final comments.
- Click **Next** to proceed.

ACTIONS FOR YOU:

- Review final comments.

Next Steps

- The final page displays a summary of your Performance Plan objectives for this PRDP cycle.
- You may also add a final comment by clicking in the text box and typing your note. Your final comments will be saved automatically (*this is optional*).
- Click on the **Go to next step** button to sign off on the final review of your performance and development for this PRDP cycle.

The screenshot shows a user interface for the final review of a PRDP cycle. At the top, a yellow banner contains the instruction: "Click on 'Go to next step' to sign off on the final review of your performance and development for this PRDP cycle." Below this, the interface is divided into three main sections:

- Rating summary:** A box with a "Rating summary" header and a dropdown menu showing "Performance Plan". Below the dropdown is a list of three objectives: "1. Objective One", "2. Objective Two", and "3. Objective Three".
- Next step: Completed:** A vertical timeline showing the current step: "Now Step 7: Employee signs off on final review" with a due date of "31 Dec 2014". A prominent "Go to next step" button is highlighted with a yellow border. Below it, the next step is shown as "Completed" with a due date of "31 Dec 2014" and a "View entire process" link.
- Final comments:** A text area for comments, with the name "Emma Employee" above it. The text area has a rich text editor toolbar with icons for bold, italic, underline, bulleted list, numbered list, link, unlink, image, video, and source.

- Your review will be moved into the 'Completed' step.
- Once completed, you will not be able to open the review. You will only be able to view your PRDP through 'View Report'.

ACTIONS FOR YOU:

- Add final comments if required.
- Click **Go to next step** to move your review to the next step in the PRDP cycle – 'Completed'.

Completed

Your PRDP has been completed for this cycle and you can view your report.

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

View your PRDP Report

- On the **My performance reviews** page you will see a list of your 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 performance reviews

[Online help guide](#)

Status: Clear Search

Review process	Status	PRDP Supervisor	Role	Start date	Due date	
2014 PRDP	Completed	Sally Supervisor	PRDP	24 Mar 2014	31 Dec 2014	<input type="text" value="I want to..."/> <ul style="list-style-type: none">View the reportView the review process

- To view the report on your PRDP, select **View the report** from the **I want to** drop down list for your review.
- Your report will display in a new window.
- To print a copy of your 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>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>
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Employee self-service system

Please ensure your personal details are correct in the Employee Self-Service System

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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