

Changing your objectives

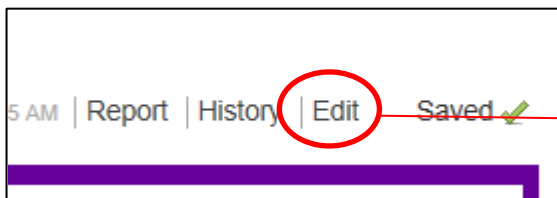
Online Performance Review and Development Program (PRDP)

How do I change my objectives after meeting with my PRDP Supervisor?

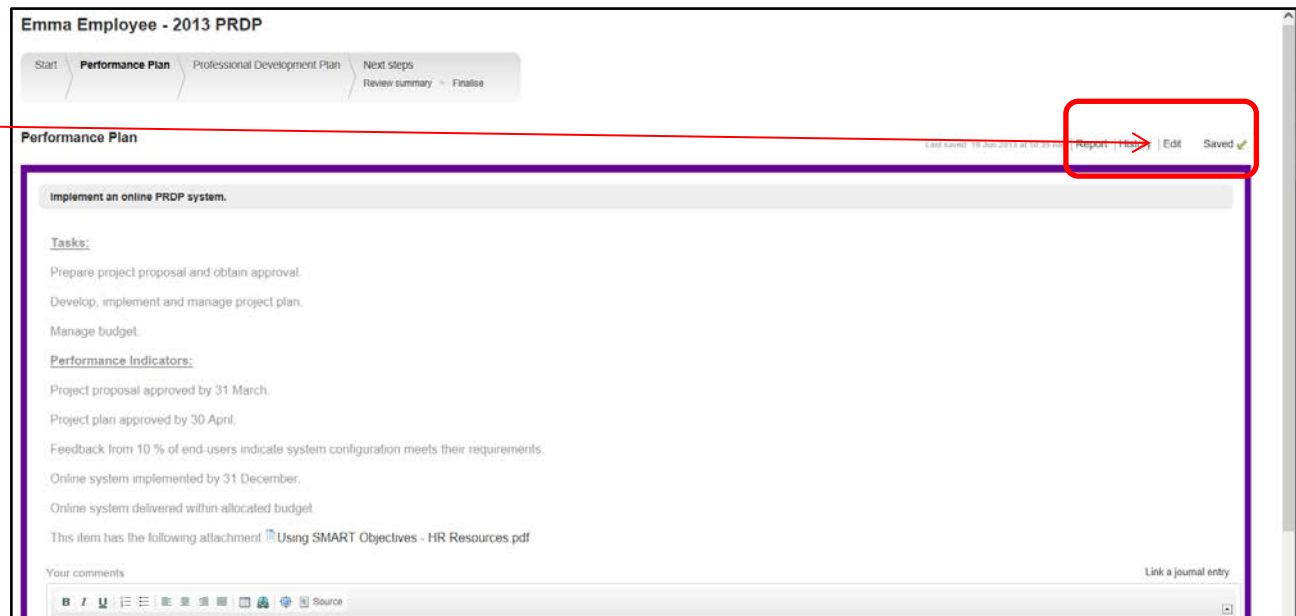
During **Step 2: PRDP Supervisor confirms objectives with employee** your PRDP Supervisor should make changes to the objectives you drafted in *Step 1: Employee drafts objectives* if required.

If your PRDP Supervisor has met with you and requested that changes be made to your objectives you are also able to do this in **Step 3: Employee signs off on objectives**.

When you log back in to your PRDP and move to the *Performance Plan* screen you can view the objective title, tasks and performance indicators for each objective set.



To make changes to an objective select “Edit” and your PRDP will revert to the screen you used when setting your objectives in the first step.



Warning: uncontrolled when printed.

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Original Issue: 16/06/2013
Current Version: 30/05/2014

You can now make changes to the objective title, tasks and performance indicators, target date and upload an attachment if required. It is recommended that objectives are not deleted but instead the status is changed to “No longer achievable”. Additional objectives can also be added if required.



Objective
Implement an online PRDP system.

Tasks and Performance Indicators

Target date
30 Dec 2013

Attachment
Upload document

Tasks:
Prepare project proposal and obtain approval.
Develop, implement and manage project plan.
Manage budget.

Performance Indicators:
Project proposal approved by 31 March.
Project plan approved by 30 April.
Feedback from 90% of end-users indicate system configuration meets their requirements.

Status: Current

+ Add Objectives

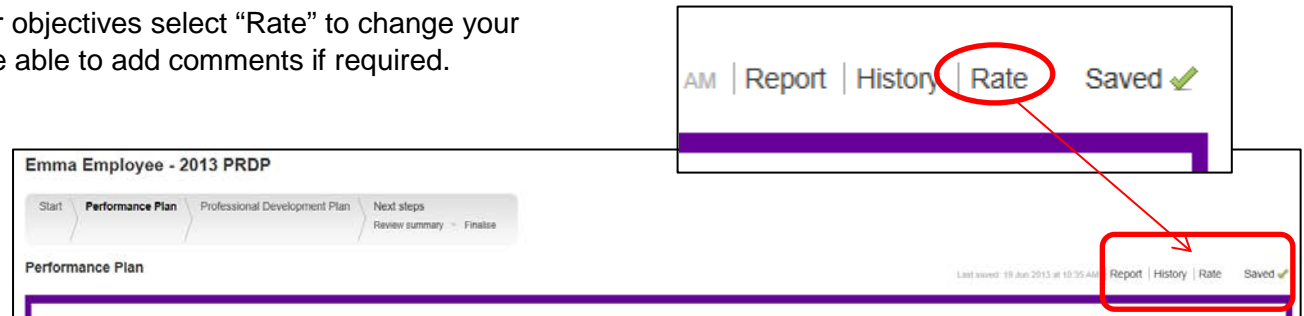
You can also amend an objective title, tasks and performance indicators, target date and upload an attachment when in Edit mode. Additional objectives can also be added.

Note: Changes can be made to the Professional Development Plan at any time during the PRDP cycle.

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Once you have finished making changes to your objectives select “Rate” to change your PRDP back to the view screen where you will be able to add comments if required.



To complete this step, move to the “Review summary” page, click on “Finalise” and then on “Go to next step” to progress your PRDP to **Step 4: Monitoring objectives**.

