

Using the journal

Performance Review and Development Program (PRDP)

What is the journal?

- In the PRDP system you have access to a private online journal.
- Employees are encouraged to use the journal throughout the year to record information about their performance and development.
- PRDP Supervisors are also encouraged to use the journal to record information about their employee's performance and development.
- Recording specific examples of achievements and professional development/training activities will enhance the review discussion between employees and PRDP Supervisors at the end of the PRDP cycle.
- 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.

Accessing your journal

There are two ways to access your Journal. You can select either **About me** or **Useful actions** as shown below.



The screenshot shows the PRDP system interface. At the top, there is a navigation bar with 'Home', 'About me', and 'Log out' (for Emma Employee). Below the navigation bar, there is a 'My reviews' section with a dropdown menu for 'About me' containing 'View my...', 'Profile', 'Journal', and 'Performance reviews'. A red box highlights the 'About me' dropdown, and a red arrow points to the 'Journal' option. A text box says 'Place cursor over About me and then click on Journal.' To the right, there is a 'Useful actions...' dropdown menu containing 'Performance dashboard', 'View my...', 'Profile', 'Journal', and 'Performance reviews'. A yellow box highlights the 'Useful actions...' dropdown, and a yellow arrow points to the 'Journal' option. A text box says 'Click on Journal.' Below the navigation bar, there is a 'Status' dropdown menu set to 'Current'. Below the status menu, there is a table with columns: 'Review process', 'Status', 'PRDP Supervisor', 'Role', 'Start date', and 'Due date'. The table contains two rows of data. At the bottom of the table, there is a pagination control: 'Page 1 of 1 Jump to page [input] [input] [input] Records 1 to 2 of 2'.

Review process	Status	PRDP Supervisor	Role	Start date	Due date
2013 PRDP	PRDP Supervisor conducts an assessment	Sally Supervisor	PRDP	1 Nov 2012	31 Dec 2013
Salary Incremental Review	PRDP Supervisor recommendation	Sally Supervisor	Salary Incremental Advice	21 Nov 2012	7 Nov 2013

Warning: uncontrolled when printed.

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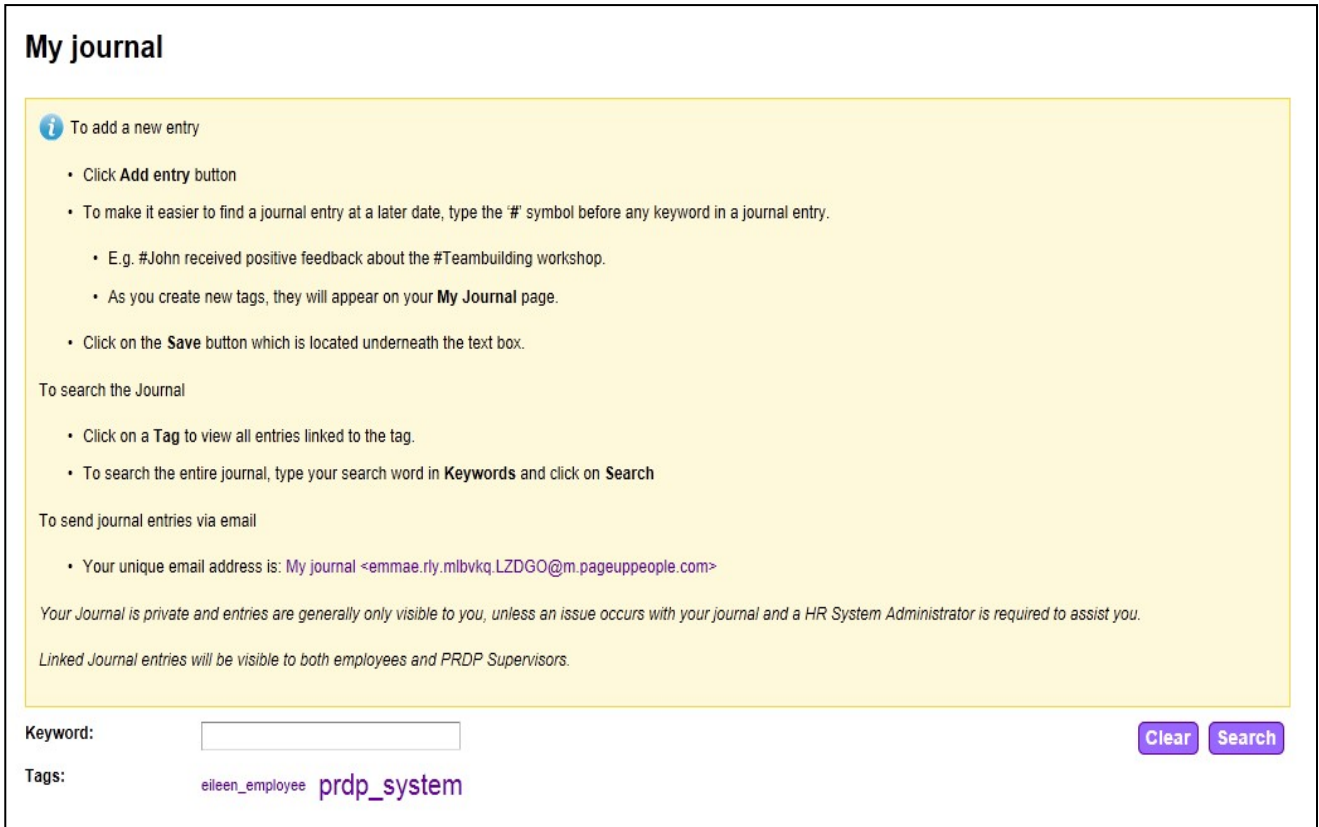
Original Issue: 17/01/2013
Current Version: 29/05/2014

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Adding an entry to your journal

After selecting **Journal** you will be presented with a start page that provides some instructions on how to use your journal.



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.mlvkq.LZDGO@m.pageuppeople.com>**

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

To add a journal entry click on **Add entry**. A box is then displayed for you to type your comments in. Each journal entry is automatically date stamped.

When you have completed adding your comments click on **Save**.



Add entry ← Click on Add entry to add comments to your journal.

14 Dec 2012

Each journal entry is automatically date stamped.
Type comments into box displayed and then click on Save.

Save Cancel

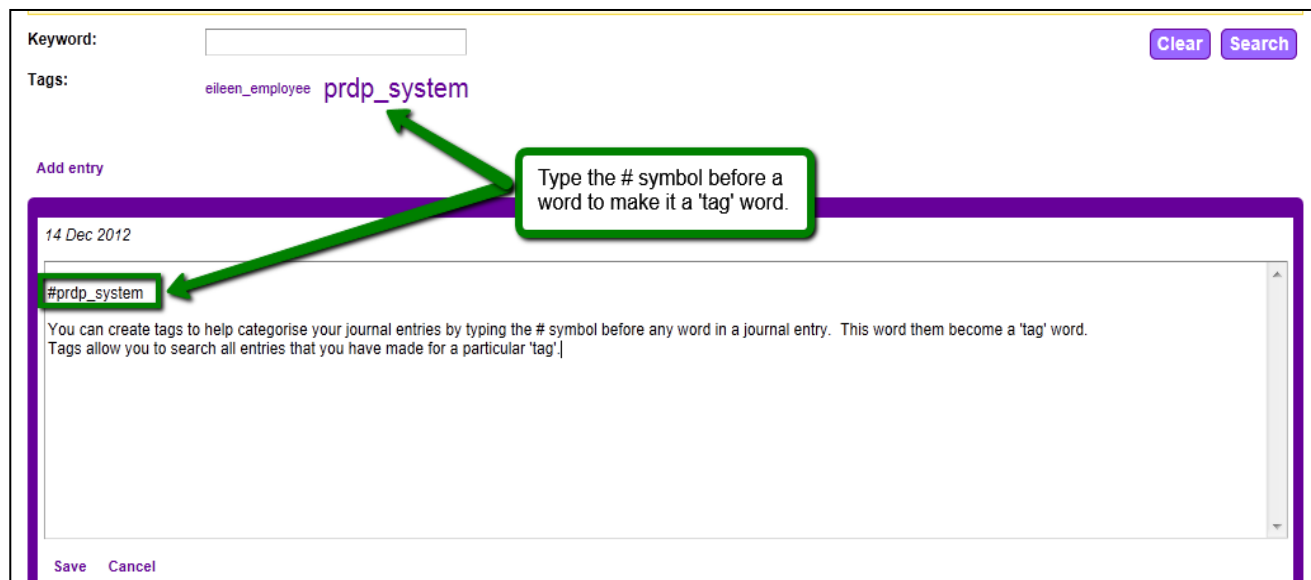
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Organising your journal entries

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 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 for use in your PRDP.



The screenshot shows a journal entry form. At the top, there is a 'Keyword:' field and 'Clear' and 'Search' buttons. Below that, the 'Tags:' section displays 'eileen_employee' and 'prdp_system'. A green callout box with the text 'Type the # symbol before a word to make it a 'tag' word.' has two arrows: one pointing to the 'prdp_system' tag and another pointing to the '#prdp_system' tag in the entry text. The entry text area shows the date '14 Dec 2012' and the text '#prdp_system' followed by a paragraph of text: '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'.']

It is suggested that tags be related to each objective set within the PRDP. PRDP Supervisors may also wish to use an employee's name to help categorise their journal entries.

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.

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Adding a journal entry by email

You can add entries into your journal directly from your email inbox. On the [My journal](#) page, you will see a yellow instruction box containing an email address.

To send journal entries via email

- Your unique email address is: My journal <emmae.rly.mlbvkq.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.

This is your unique personal journal address. It is recommended that you copy this email address and save it in your email contact list.

When you have an email that you would like to send to your journal, add the tag **[Journal]** including the square brackets [], to the subject line OR the body of the email.

Remember to include the **#** symbol before any key word in the email.

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



The screenshot shows an email composition window. The 'To:' field contains the email address emmae.rly.mlymqm.OYPVY@muat.pageuppeople.com. The 'Subject:' field contains 'FW Feedback'. The body of the email starts with '[journal]' followed by 'Dear Manager,' and then 'I would like to let you know about the exceptional #service I received from one of your employees.'