# Table of Contents

1. **Table of Contents**
2. Performance Review and Development Program Overview
3. Login
4. **Step 1: Employee drafts objectives**
5. **Step 2: PRDP Supervisor confirms objectives with employee**
6. My Team Performance Reviews
7. Open Review
8. Navigation Bar
9. Start
10. Performance Plan
11. Professional Development Plan
12. **Next Steps**
13. **Step 3: Employee signs off on objectives**
14. **Step 4: Monitoring Objectives**
15. Using your Journal
16. Open Review – During Monitoring Objectives
17. Adding Comments and Linking Journal Entries
18. Add Professional Development Plan Comments
19. Next Steps
20. **Step 5: Employee conducts self-assessment**
21. **Step 6: PRDP Supervisor conducts an assessment**
22. Open Review
23. Adding your comments to Your Assessment
24. Next Steps
25. Final Comments
26. **Step 7: Employee signs off on final review**
27. Completed
28. View an Employee’s PRDP Report
29. **Employee Profile**
30. Where to get more information
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.

<table>
<thead>
<tr>
<th>Stage 1: Performance and Professional Development Planning</th>
<th>Employee drafts objectives</th>
</tr>
</thead>
<tbody>
<tr>
<td>October – February</td>
<td>Employee drafts performance objectives in the Performance Plan and development objectives in the Professional Development Plan.</td>
</tr>
<tr>
<td></td>
<td>PRDP Supervisor confirms objectives with employee</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>Employee signs off on objectives</td>
</tr>
<tr>
<td></td>
<td>Employee signs off on the agreed performance and development objectives.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Stage 2: Monitoring Objectives</th>
<th>Monitoring Objectives</th>
</tr>
</thead>
<tbody>
<tr>
<td>March – September</td>
<td>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.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Stage 3: Performance and Professional Development Review</th>
<th>Employee conducts self-assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>October – December</td>
<td>Employee conducts a self-assessment reflecting on achievements and any mitigating circumstances that may have impacted on performance and professional development.</td>
</tr>
<tr>
<td></td>
<td>PRDP Supervisor conducts an assessment</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>Employee signs off on final review</td>
</tr>
<tr>
<td></td>
<td>Employee signs off on the final review of the PRDP cycle.</td>
</tr>
<tr>
<td></td>
<td>Completed</td>
</tr>
<tr>
<td></td>
<td>PRDP has been completed for this cycle.</td>
</tr>
</tbody>
</table>

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.

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.

<table>
<thead>
<tr>
<th>Stage 1: Performance and Professional Development Planning October – February</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Employee drafts objectives</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRDP Supervisor confirms objectives with employee</td>
</tr>
<tr>
<td>Employee signs off on objectives</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Stage 1: Performance and Professional Development Planning October – February</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Employee drafts objectives</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRDP Supervisor confirms objectives with employee</td>
</tr>
<tr>
<td>Employee signs off on objectives</td>
</tr>
</tbody>
</table>
My Team Performance Reviews

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

![My team performance reviews page](image)

- 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.

![Level dropdown](image)

- 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**.

![Status dropdown](image)

- 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.

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.
Professional Development Plan

- Review and where necessary amend the Employee’s professional development/training and industry knowledge/vocational development objectives.

ACTIONS FOR YOU:

- Review and amend where necessary the Employee’s professional development/training and industry knowledge/vocational development objectives.

Click **Next** in the bottom right hand corner to continue or click the next page title – ‘Next Steps – Review Summary’ in the top navigation bar.
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’.

- 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.

<table>
<thead>
<tr>
<th>Stage 1: Performance and Professional Development Planning October – February</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee drafts objectives</td>
</tr>
<tr>
<td>PRDP Supervisor confirms objectives with employee</td>
</tr>
<tr>
<td>Employee signs off on objectives</td>
</tr>
</tbody>
</table>

**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

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.
• 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.

![Email example](image)

### 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.

- 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**.

**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.

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.
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.

<table>
<thead>
<tr>
<th>Stage 3: Performance and Professional Development Review October – December</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee conducts self-assessment</td>
</tr>
<tr>
<td>PRDP Supervisor conducts an assessment</td>
</tr>
<tr>
<td>Employee signs off on final review</td>
</tr>
<tr>
<td>Completed</td>
</tr>
</tbody>
</table>

**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.

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.
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.

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

<table>
<thead>
<tr>
<th>Employee conducts self-assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRDP Supervisor conducts an assessment</td>
</tr>
<tr>
<td>Employee signs off on final review</td>
</tr>
<tr>
<td>Completed</td>
</tr>
</tbody>
</table>

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.

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 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.

- Click Search.

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

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:
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.