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.
Using the journal
Performance Review and Development Program (PRDP)

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.

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**.
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.

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.
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.ny.mibvkJ.LZD9Q@jm.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.