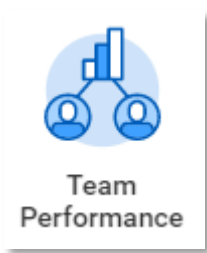


The Team Performance dashboard is available to supervisors. From this dashboard, goals, development and performance for your team members can be tracked.

Click on the *Team Performance* application on your home page to open the dashboard



Performance Review Status Goals Reviews & Feedback

Performance Review Status

1 (50%) 2 Count 1 (50%)

Complete In Progress

Review Status	Count
Complete	1
In Progress	1
Total	2

Reviews & Feedback

- My Team's Performance Reviews >
- Get Feedback on Worker >
- Feedback on My Team >
- Employee Reviews >

Goals

- My Team's Goals >
- Manage Organization Goals >
- Add Goal to Employees >
- Organization Goals and Supporting Individual Go... >

Development Items

- My Team's Development Items >

Organisation

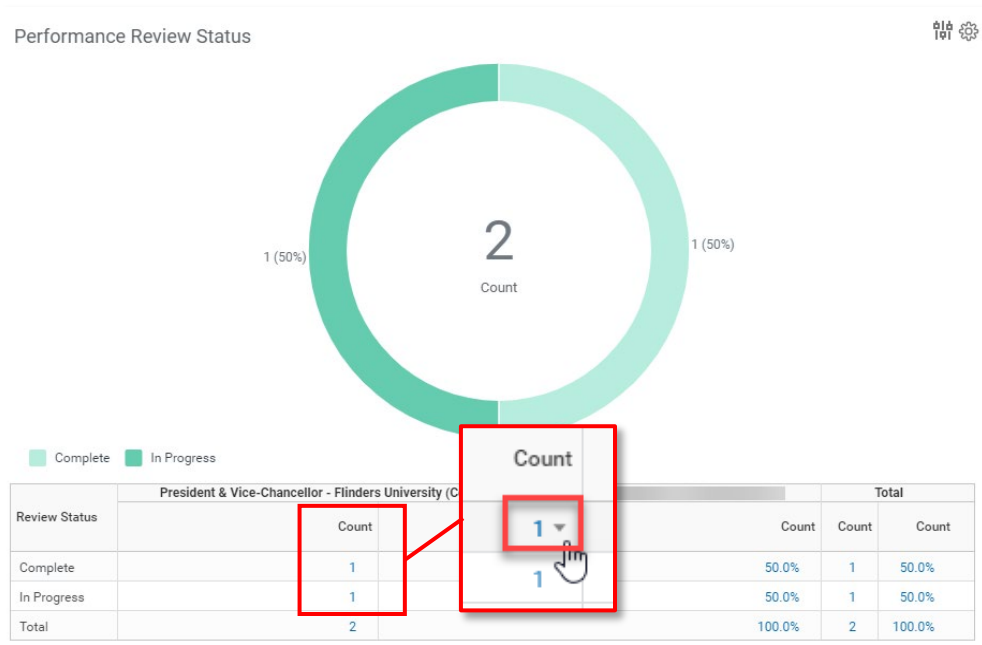
- Flinders Find Workers >

Development Items Organisation

1. Performance Review Status

On the top left of the Team Performance dashboard is the *Performance Review Status*. Containing a chart of your staff review status's showing how many are complete or in progress. Under the chart is a break down of the data including links to the detail of each reporting option. . Note: Within Workday, any writing 'blue' is a hyperlink to further detail

1.1. Performance Review Status report showing complete and in progress review numbers.



By clicking on any count link – you will be taken to the more detailed report for your staff in that data group. Example shown is a professional 'complete' group.

Criteria View by: and then by: Refresh

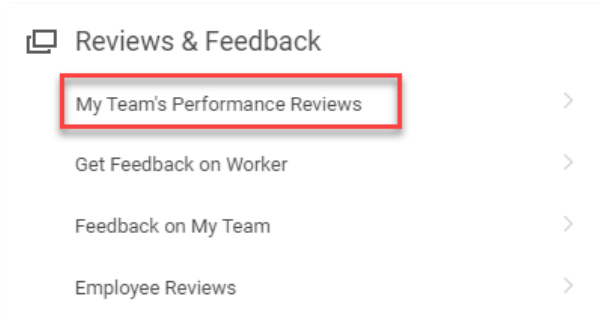
1 item

Employee Review	Worker	Supervisory Organization	Review Type	Manager	Review Status	Review Period	Awaiting Persons
Professional and Executive Staff Goal Setting:		President & Vice-Chancellor - Flinders University (Colin Stirling) >>	Goal Setting - Professional & Executive		Complete	01/01/2020 - 31/12/2020	

2. Reviews and Feedback

2.1. My Team's Performance Reviews

2.1.1 *My Team's Performance Reviews* on the right of the Team Performance dashboard will display an overview of all performance reviews for your staff in groups of status of review.



My Team's Performance Reviews Actions

This report shows an overview of all performance reviews for workers in your supervisory chain, grouped by status.
Click the ">" button next to the status in the table to view the details of the employee reviews with that status.

4 items

Overall Status	Employee Review	Current Step	Review Period - Start Date	Review Period - End Date
<ul style="list-style-type: none"> Canceled In Progress Rescinded Successfully Completed 				

Overall Status

Canceled

Expand

2.1.2 Click on the *Expand* icon to view the details of the group for each status.

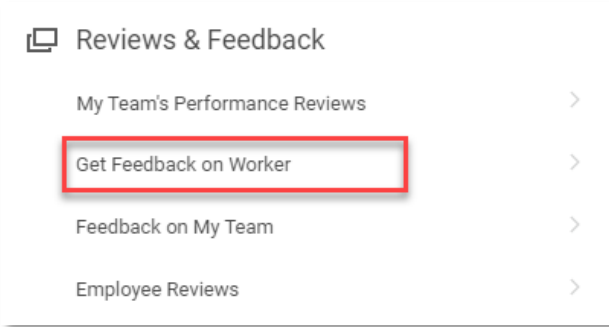
5 items

Overall Status	Worker	Photo	Employee Review	Current Step	Review Period - Start Date	Review Period - End Date
Canceled						
			Professional and Executive Staff Performance Review:		01/01/2020	31/12/2020

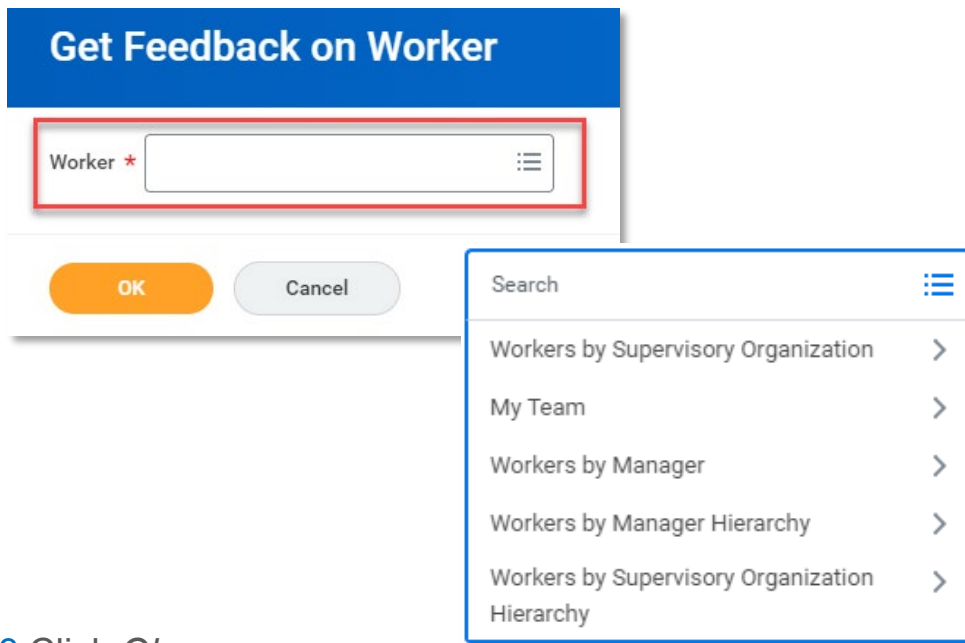
2. Reviews and Feedback

2.2. Get Feedback on Worker

2.2.1 *Get Feedback on Worker* report on the right of the Team Performance dashboard enables you to request feedback for a member of your team.



2.1.2 Enter your team members name or select from the listed options until you find who you require.

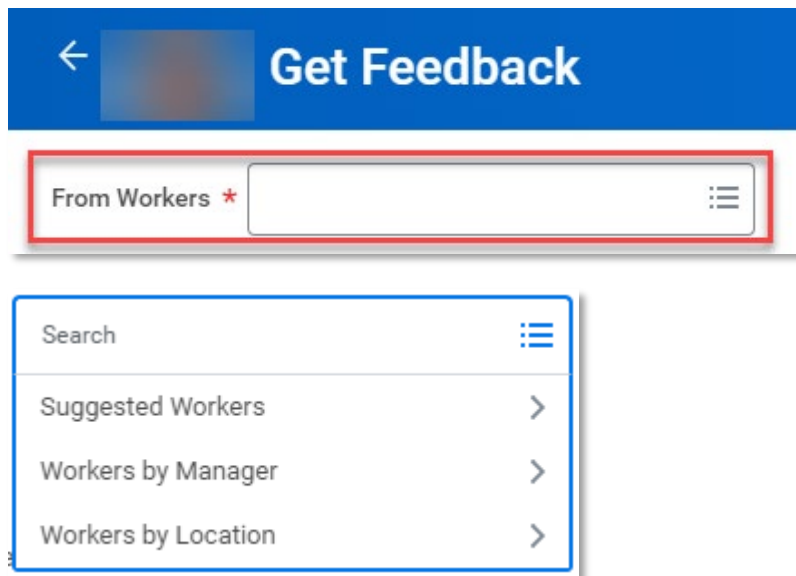


2.1.3 Click Ok.



2. Reviews and Feedback

2.2.4 The *Get Feedback* screen will appear. Enter the name of the employee you wish to receive feedback for your worker from. For example, this could be a person who has previously worked with your employee in the same calendar year.

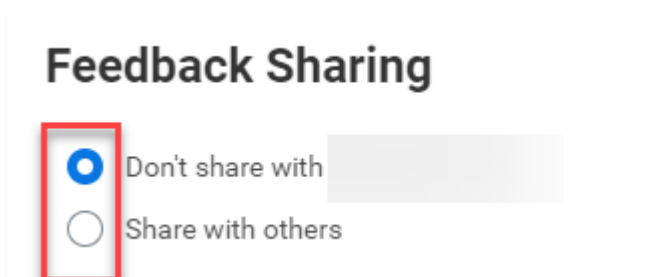


← **Get Feedback**

From Workers *

- Search
- Suggested Workers
- Workers by Manager
- Workers by Location

2.2.5 Under the *Feedback Sharing* select if you *do not* want to share the feedback with the employee the feedback is for, or you can select to share with others (which includes your employee).



Feedback Sharing

Don't share with

Share with others

2. Reviews and Feedback

2.2.6 Edit, or remove any pre filled questions you wish to ask regarding your employee.

← **Get Feedback**

From Workers * [redacted]

Feedback Sharing

Don't share with [redacted]

Share with others

Questions

Feedback Template [Feedback on Employee ...]

Question * **Format** [B I U A] [List] [Link] [Full Screen]

Has this employee maintained the same or better quality of work as previous years? If new to the University, has he/she established a good foundation to base improvement on?

Remove

Question * **Format** [B I U A] [List] [Link] [Full Screen]

Does this employee ensure that his/her actions consistently reflect Flinders University's mission statement and values?

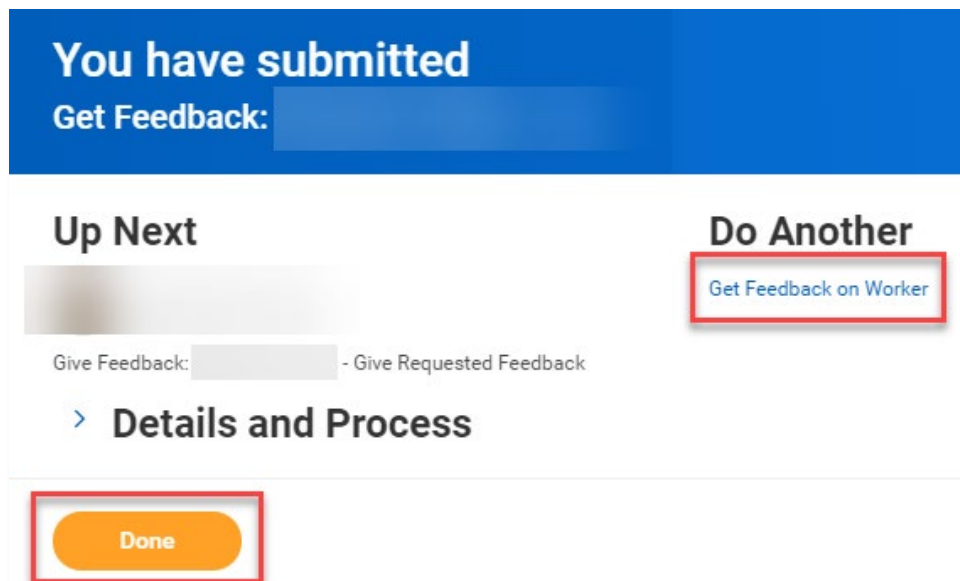
Remove

Submit Save for Later Cancel

2.2.7 Click *Submit*.

2. Reviews and Feedback

2.2.8 The *You have submitted* screen will appear showing that the next step is for the employee you have requested feedback from. If you need to complete another feedback request for the same employee, click on the *Do Another: Get Feedback on Worker* task.

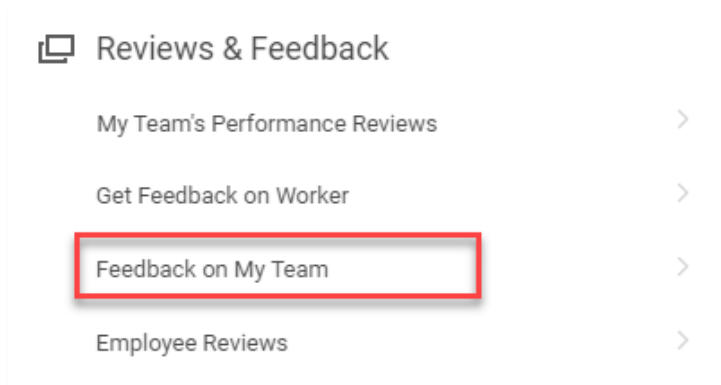


2.2.9 Click *Done* if you have completed your feedback requests for your employee.

2. Reviews and Feedback

2.3 Feedback on My Team

2.3.1 Select *Feedback on My Team* report link on the right hand side of the dashboard to view the feedback overview report for your team members.



Feedback on My Team Actions Grid Print

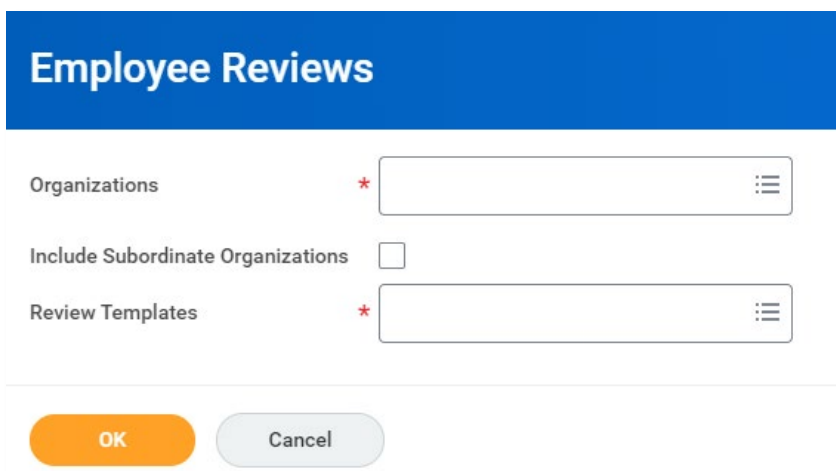
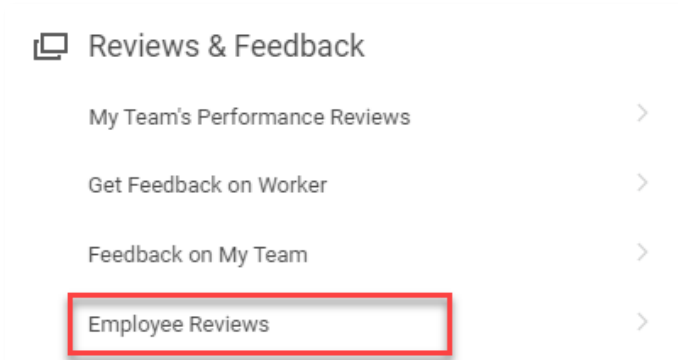
4 items Grid Filter Refresh

About Photo	About	Feedback Received							
		Feedback Also Given To	From Photo	From	Question	Feedback	Asked By	Type	Date
					What is one of my strongest skills that I should utilise more frequently?	feedback example		Requested by Self	09/02/2021 12:51:22 PM
					What is one area or skill that I should focus on developing further?	feedback example		Requested by Self	09/02/2021 12:51:22 PM
					How can I better align my daily activities to the goals of the University?	feedback example		Requested by Self	09/02/2021 12:51:22 PM
					How can I be a better team member?	Example		Requested by Self	24/11/2020 03:34:09 PM

2. Reviews and Feedback

2.4 Employee Reviews

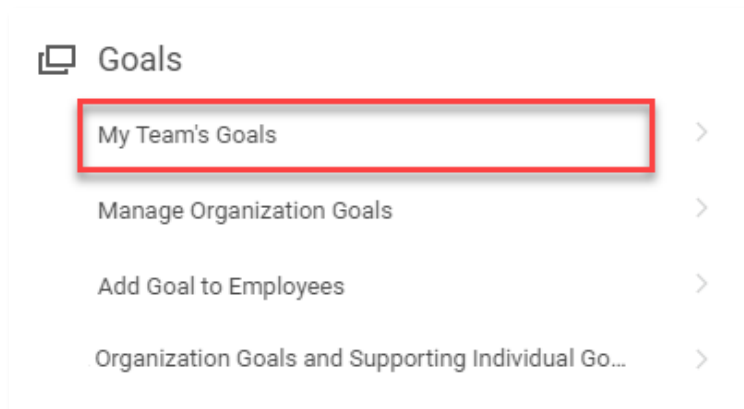
2.4.1 The *Employee Reviews* report is for use by the People and Culture Business Partner. Please liaise with your local P&C Business Partner if you require this report to be run.



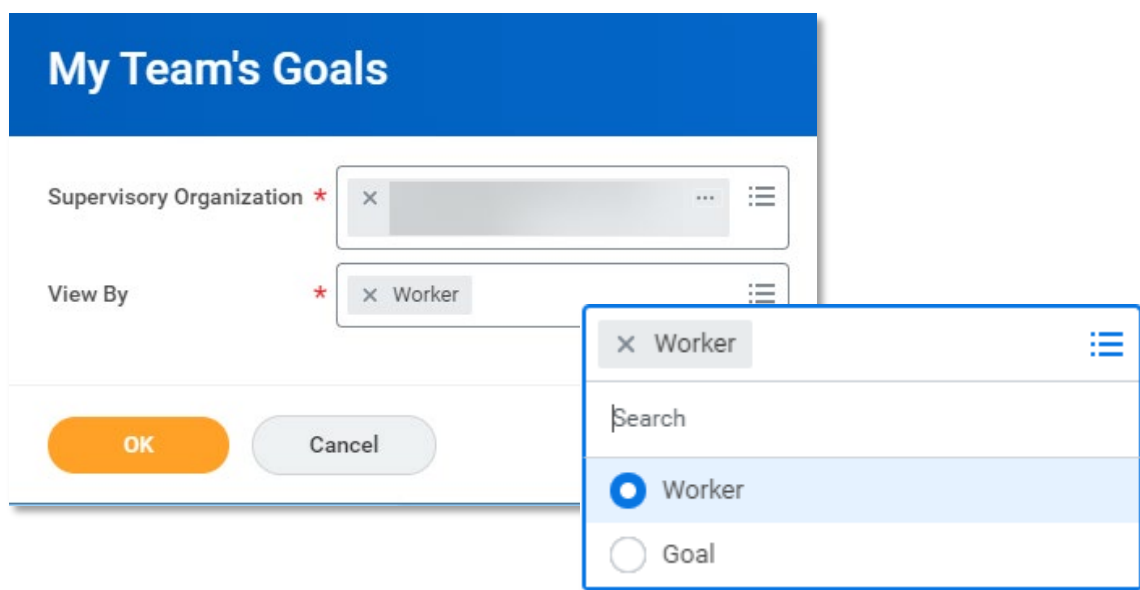
3. Goals

3.1 My Team's Goals

3.1.1 *My Team's Goals* on the Team Performance dashboard will display the goals created by your team members. The *My Team Goals* screen will pre fill with your supervisory organisation. Note: due to security access, you will only be able to view your supervisory organisation goals.



3.1.2 Select your *View By* option, *Worker* or *Goal*.



3. Goals

3.1.3 If Worker is selected as the *View By* option, the report example below will appear. From this report, you may select *Add Goal to Employees* to add goals to your employees. Or, You can select *Edit* an employees goals which allows you access to **ADD** goals not edit goals.

The screenshot displays the 'My Team's Goals' interface. At the top left, there is a navigation arrow and the title 'My Team's Goals'. Below this, a button labeled 'Add Goal to Employees' is highlighted with a red box. The main area shows a table of goals under the heading 'By Worker 6 items'. The table has columns for Worker, Goal Section, Goal, Supports, Relates To, Goal Category, and Status. One goal is visible: 'Enhance my Office 365 skills - Example - Edit goal - (Pending Approval)' with a status of 'In Progress'. An 'Edit' button is highlighted with a red box next to this goal. Below the table, there is a blue banner for 'Individual Goals' and an 'Add' button highlighted with a red box. In the foreground, two modals are open. The 'Add Goal to Employees' modal on the left allows users to 'Create New Goal' or 'Copy Existing Goal', and to 'Assign To' employees or organizations. The 'Add Goal' modal on the right provides a rich text editor for the goal text, dropdowns for 'Category' and 'Status', and input fields for 'Relates To', 'Supports', and 'Due Date'. At the bottom of the interface, there are 'Submit', 'Save for Later', and 'Cancel' buttons.

3. Goals

3.1.4 If Goal is selected as the *View By* option, the report example below will appear. From this report, you may select *Add Goal to Employees* to add goals to your employees. Or, You can select *Edit* an employees goals which allows you access to **ADD** goals not edit goals.

← My Team's Goals [Grid Icon] [Print Icon]

Add Goal to Employees

By Goal 6 items [Grid Icon] [Filter Icon] [Refresh Icon]

Goal	Individual Goals					
	Worker	Goal	Supports	Relates To	Goal Category	Status
Example additional goal - (Pending Approval)		Example additional goal - (Pending Approval) [Speech Icon]		Knowledge (Competency)	Professional	In Progress
New Goal - (Pending Approval)		New Goal [Speech Icon]				In Progress
Example New Goal		Example [Speech Icon]				
Example goal - (Pending Approval)		Example goal - (Pending Approval) [Speech Icon]				In Progress
New Goal - Example		New Goal - Example [Speech Icon]		Oral Communication and Interpersonal Skills (Competency)	Teaching and Related Duties	In Progress

Example additional goal -

Activity (0)

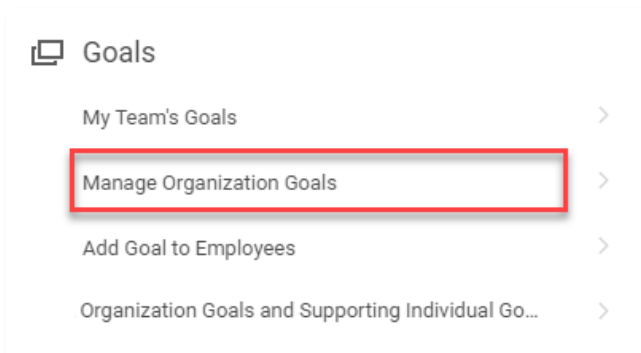
Type "@ " to tag someone. Post

3.1.5 Click on the “Speech” icon to add a comment if required.

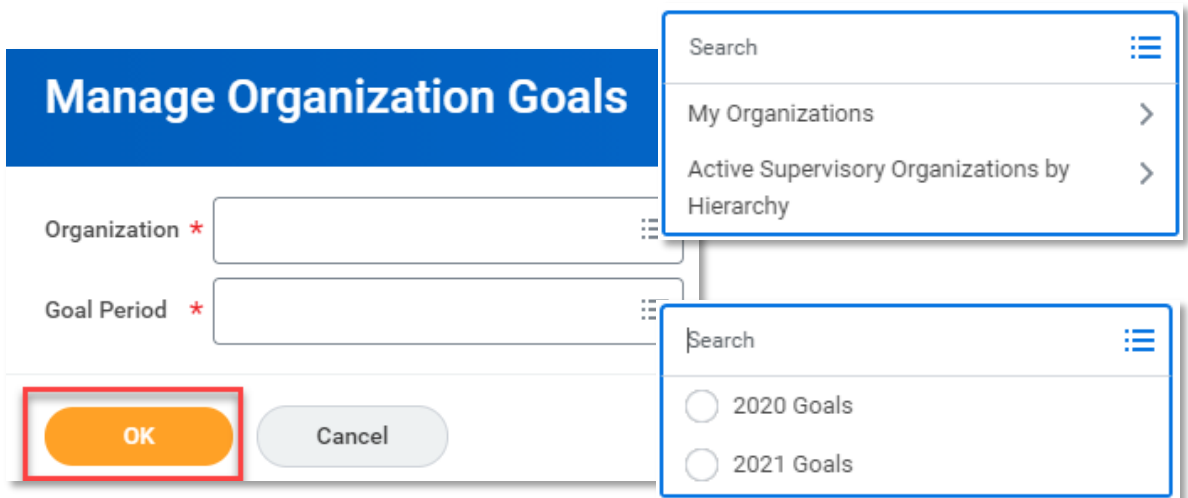
3. Goals

3.2 Manage Organization Goals

3.2.1 *Manage Organization Goals* on the Team Performance dashboard will allow the goals created by your team members. The Organisation available to select will be guided by your security access, you will only be able to view your supervisory organisation goals.



3.1.2 Select your *Goal Period* option by the required year. *Note: no data will be available prior to 2021.*

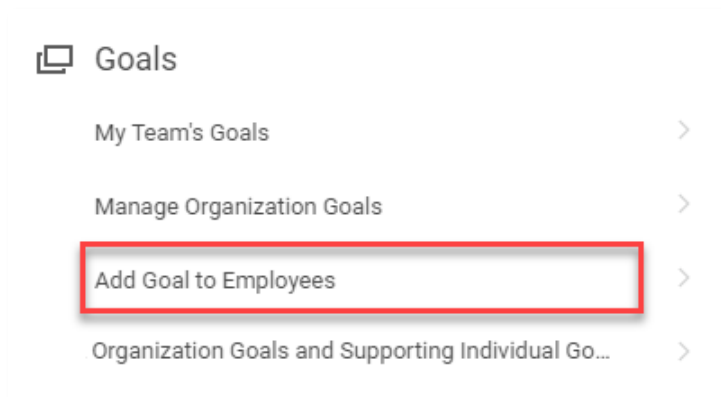


Note: The Creating organisational goals Workday Supervisor Guide is available on the Workday Support Page: [Supervisor user guides](#)

3. Goals

3.3 Add Goal to Employees

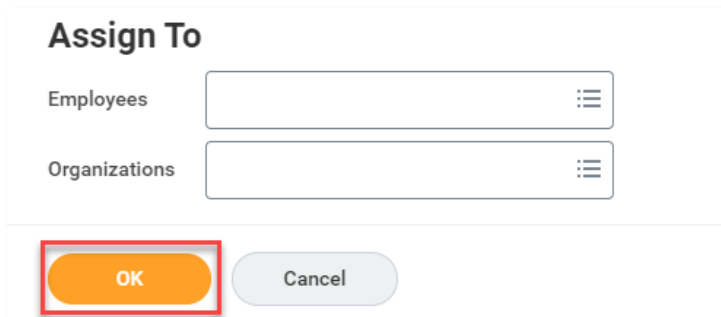
3.3.1 *Add Goal to Employees* on the Team Performance dashboard is another way to enter a new goal for your Employees.



3.3.2 Select if wish to *Create New Goal* or *Copy Existing Goal*.

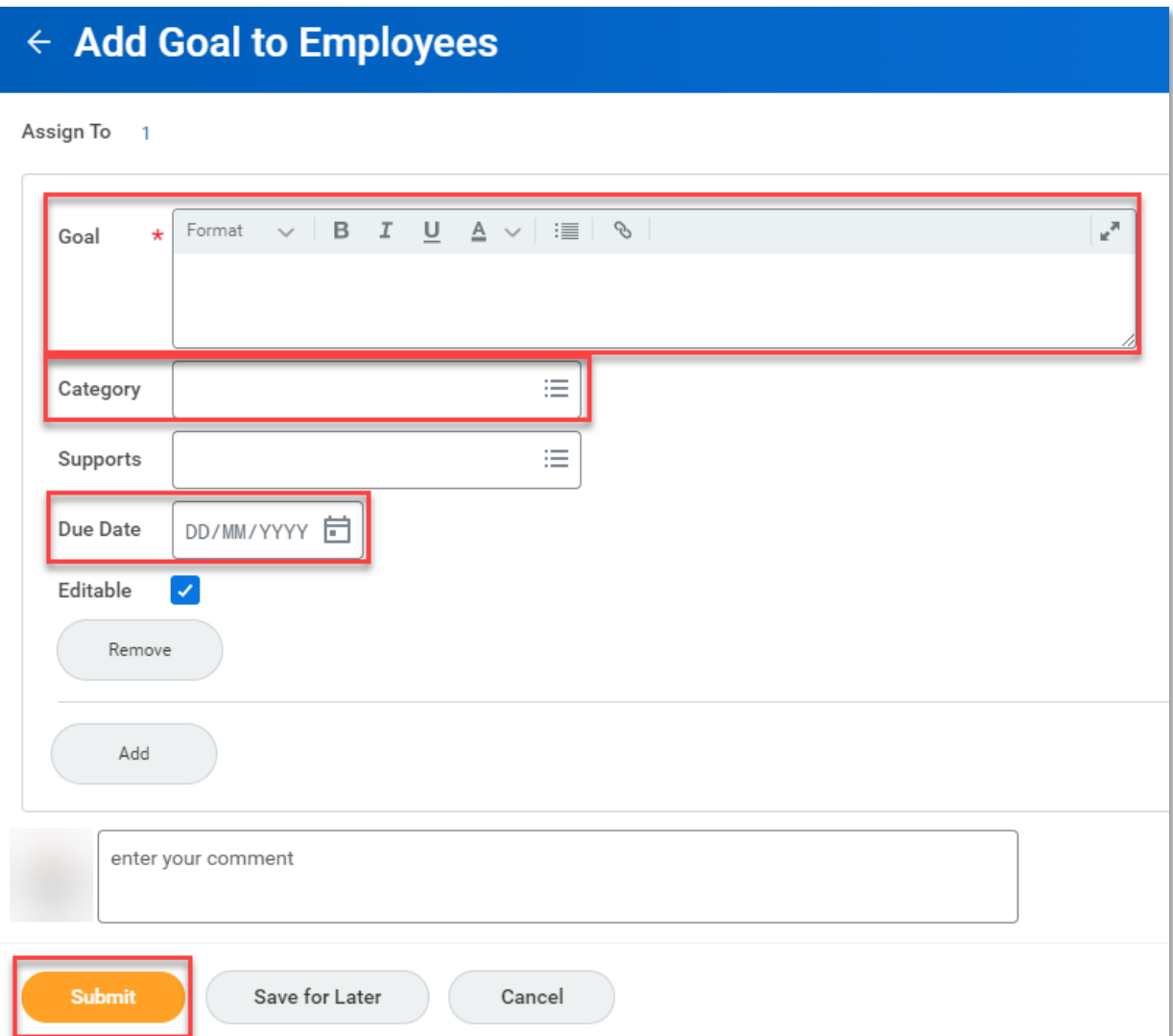


3.3.3 *Assign To* the *Employee/s* the goal is for. Note: you can select more than one employee to receive the goal.



3. Goals

3.3.4 Enter the new *Goal*, *Category* and *Due Date*. Note: you can select *Add* to enter more than one goal for your employee/s.



← Add Goal to Employees

Assign To 1

Goal * Format B I U A ☰ 🔗

Category ☰

Supports ☰

Due Date DD/MM/YYYY 📅

Editable

Remove

Add

enter your comment

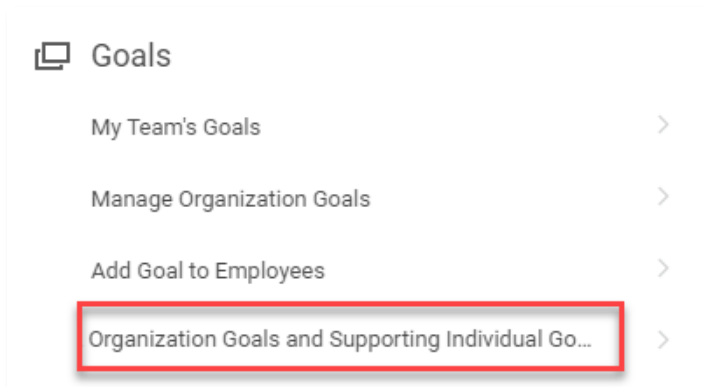
Submit Save for Later Cancel

3.3.2 Enter a comment if required, Click *Submit*.

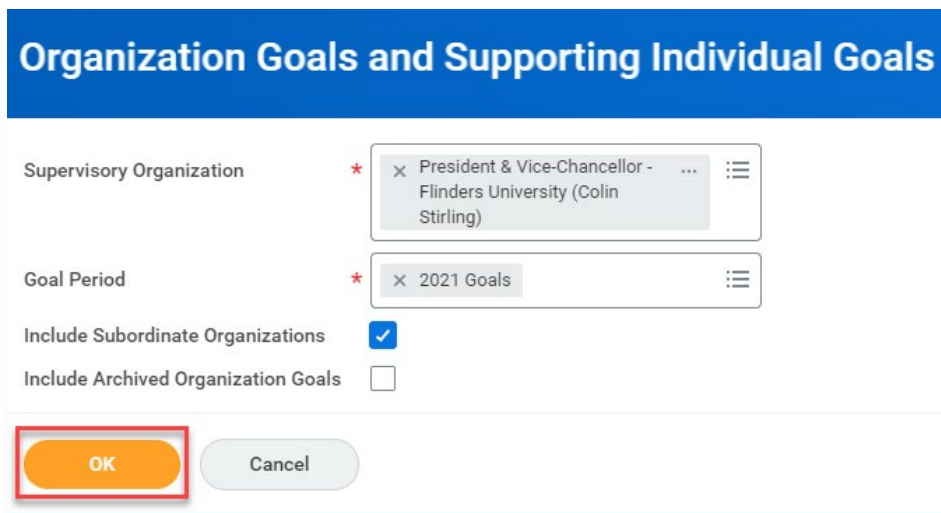
3. Goals

3.4 Organization Goals and Supporting Individual Goals

3.4.1 *Organization Goals and Supporting Individual goals* report on the Team Performance dashboard is available for you to run.



3.3.2 Select if wish to *Create New Goal* or *Copy Existing Goal*.

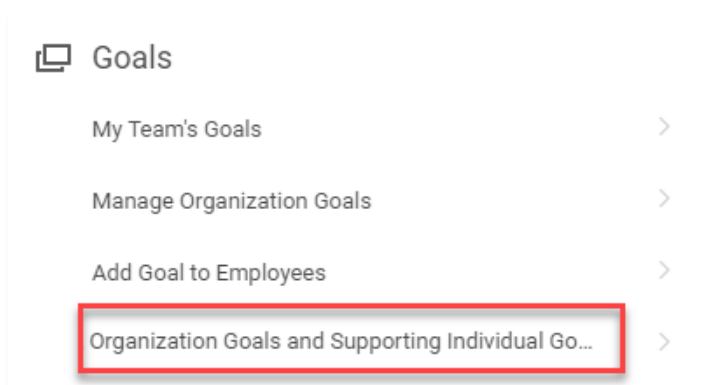


3.3.3 *Assign To the Employee/s* the goal is for. Note: you can select more than one employee to receive the goal.

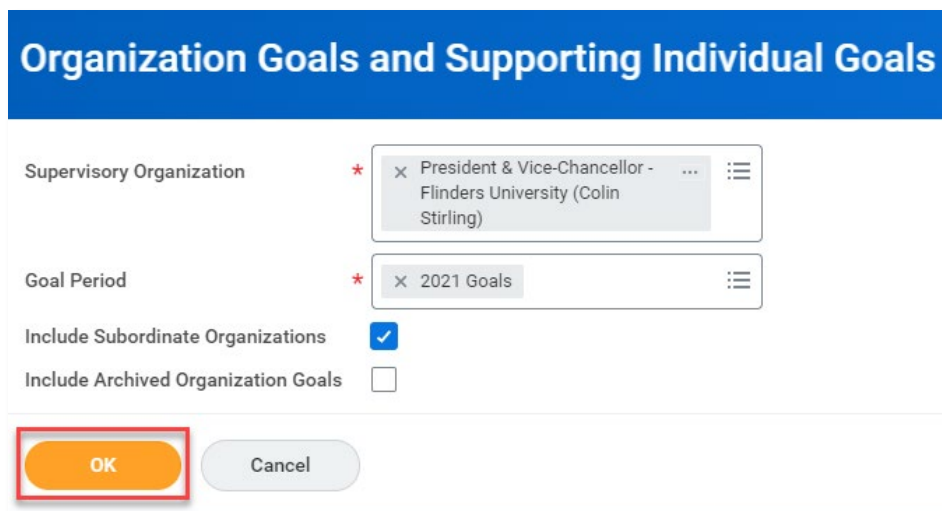
3. Goals

3.4 Organization Goals and Supporting Individual Goals

3.4.1 *Organization Goals and Supporting Individual goals* report on the Team Performance dashboard is available for you to run. This report will show any organisation goals that have been shared along your supervisory chain.



3.3.2 Select if wish to *Create New Goal* or *Copy Existing Goal*.

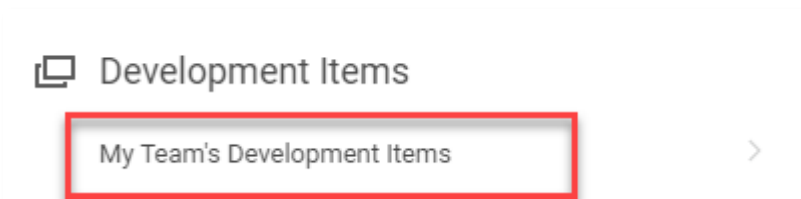


3.3.3 *Assign To the Employee/s* the goal is for. Note: you can select more than one employee to receive the goal.

4. Development Items

4.1 My Team's Development Items



4.1.1 Select *My Team's Development Items* on the right hand side of the Team Performance dashboard to view the report on your employee development items.



4.2.2 Click on *Development Item* if you wish to view in a more detailed format or to add a new item for the employee on the line selected.

My Team's Development Items

3 items

Photo	Employee	Development Item	Development Items						
			Additional Information	Relates To	Category	Start Date	Completion Date	Star	
		Development It...	Excel improvement	enrol in an iEnrol Excel course	Knowledge (Competency)	Professional Development	01/01/2020		In f ^
		Example of Adding new Item	Development item additional information	Knowledge (Competency)					No
		Example							No

5. Organisation

5.1 Flinders Find Workers

5.1.1 By selecting the report for *Flinders Find Workers* on the right hand side of the dashboard, you will be directed to the Find Workers report. From this report you can select filters on the left hand side to narrow down your search parameters. Alternatively, you may type in the search bar.

