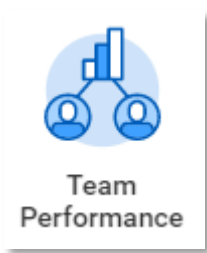# Understanding your team performance dashboard

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

Team Performance

Performance Review Status   Goals   Reviews & Feedback
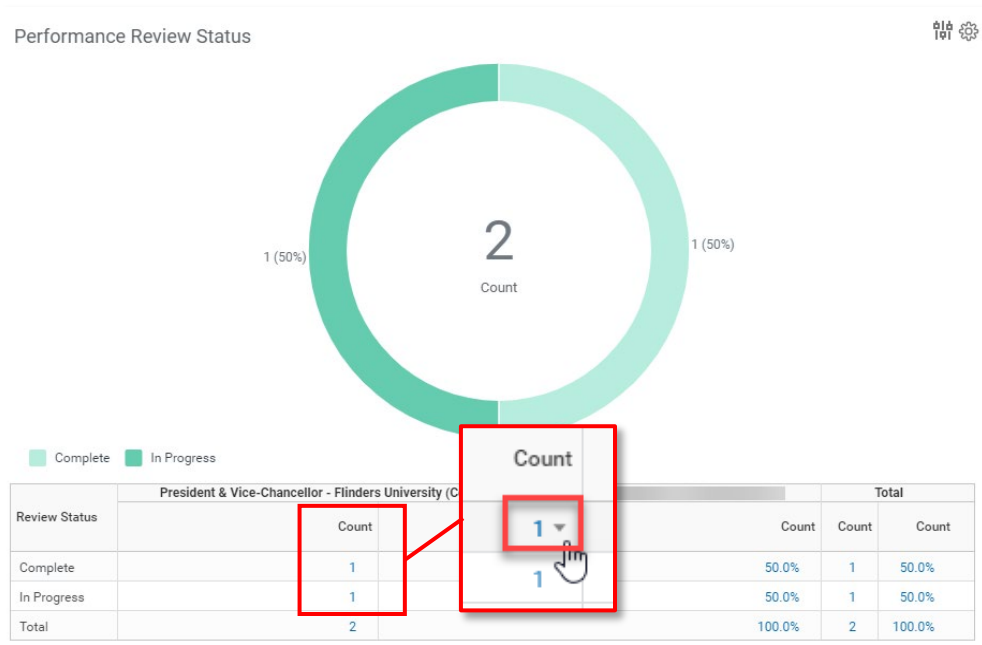

Development Items   Organisation

workday.

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.

Performance Review Status

Review Status	President & Vice-Chancellor - Flinders University (C... Count			Count	Total Count	Count
Complete	1			50.0%	1	50.0%
In Progress	1			50.0%	1	50.0%
Total	2			100.0%	2	100.0%

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.
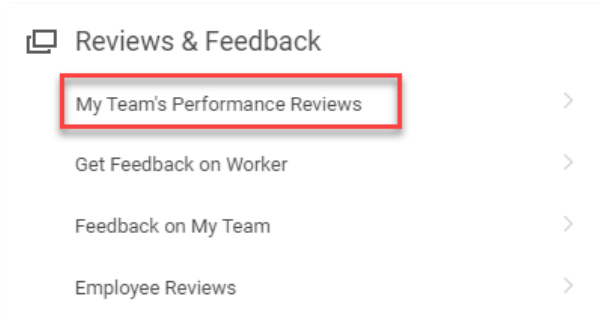

Employee Review	Worker	Supervisory Organization	Review Type	Manager	Review Status	Review Period	Awaiting Persons
Professional and Executive Staff Goal Setting:		President & Vice-Chancellor - Flinders University (Colin Stirling) >>	Goal Setting - Professional & Executive		Complete	01/01/2020 - 31/12/2020	

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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.

Reviews & Feedback

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

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
Canceled					
In Progress					
Rescinded					
Successfully Completed					

Overall Status

Canceled

Expand

In Progress

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

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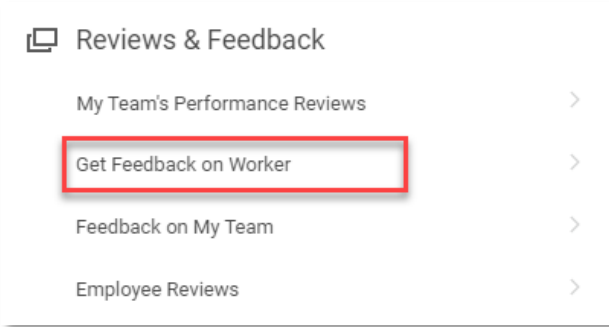
2.1.2 Enter your team members name or select from the listed options until you find who you require.
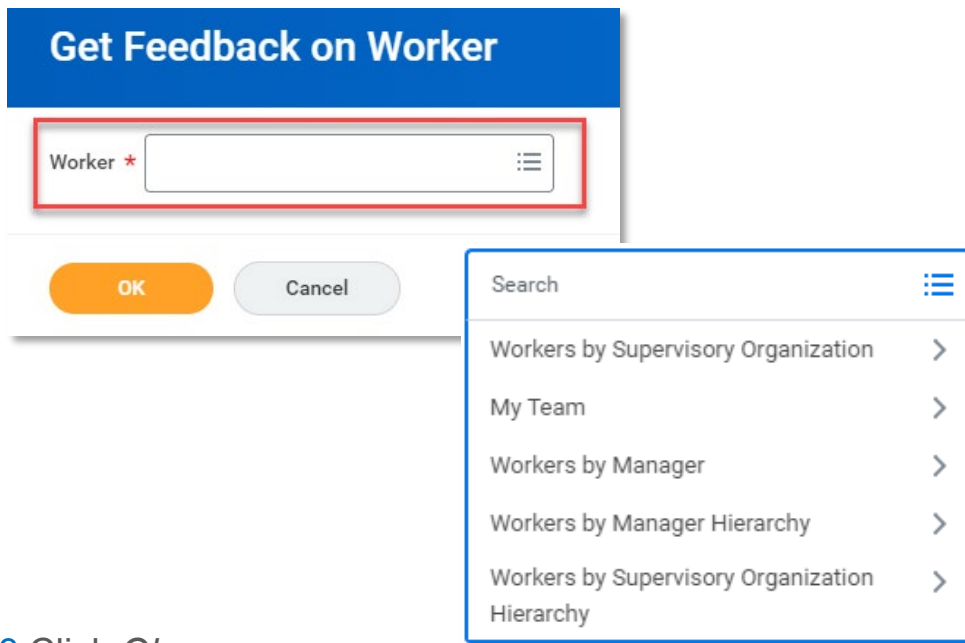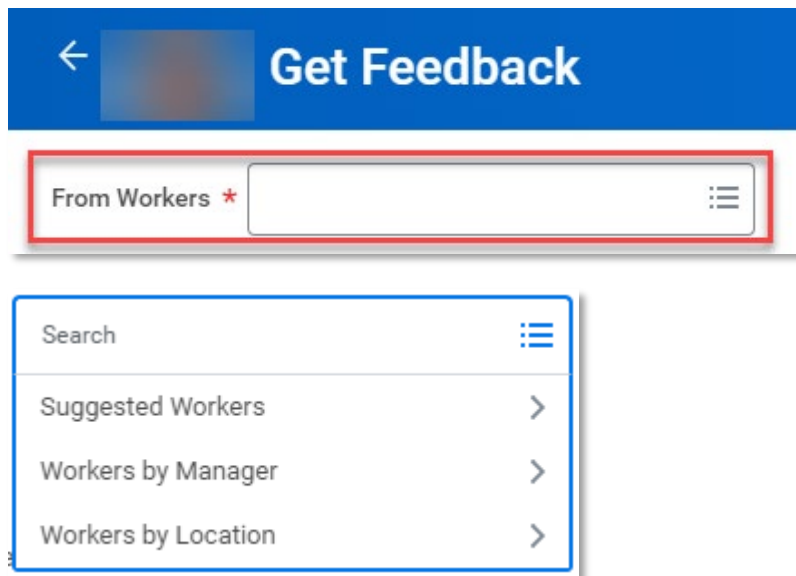

2.1.3 Click *Ok*.

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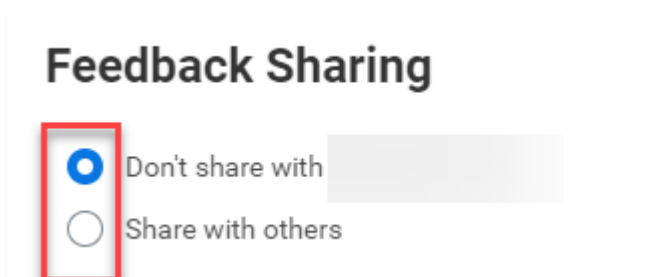
2.2.5 Under the *Feedback Sharing* select if you *do not* want to share the feedback with the employee the feedback is for, or you can select to share with others (which includes your employee).

2. Reviews and Feedback

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

2.2.7 Click *Submit*.

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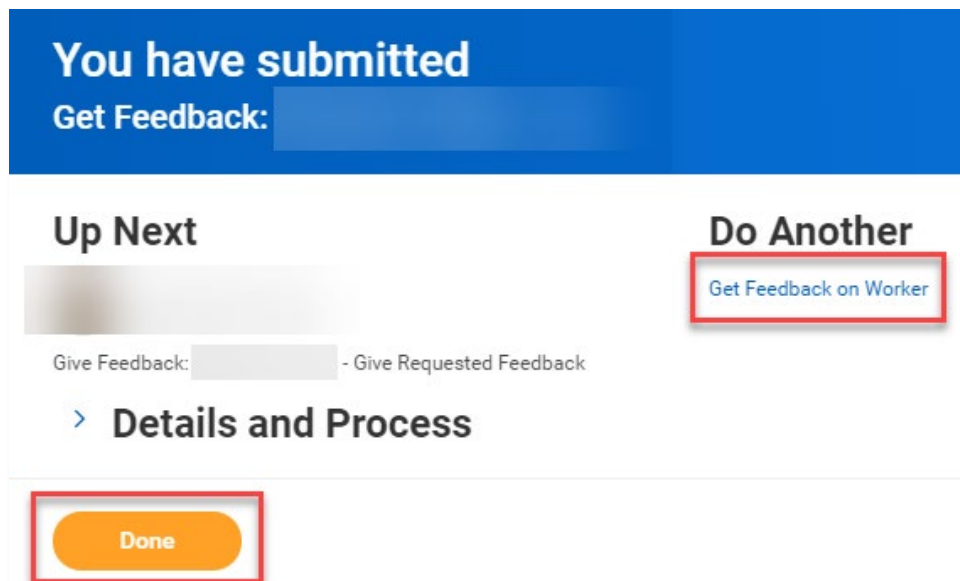
2.2.9 Click *Done* if you have completed your feedback requests for your employee.

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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.

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.
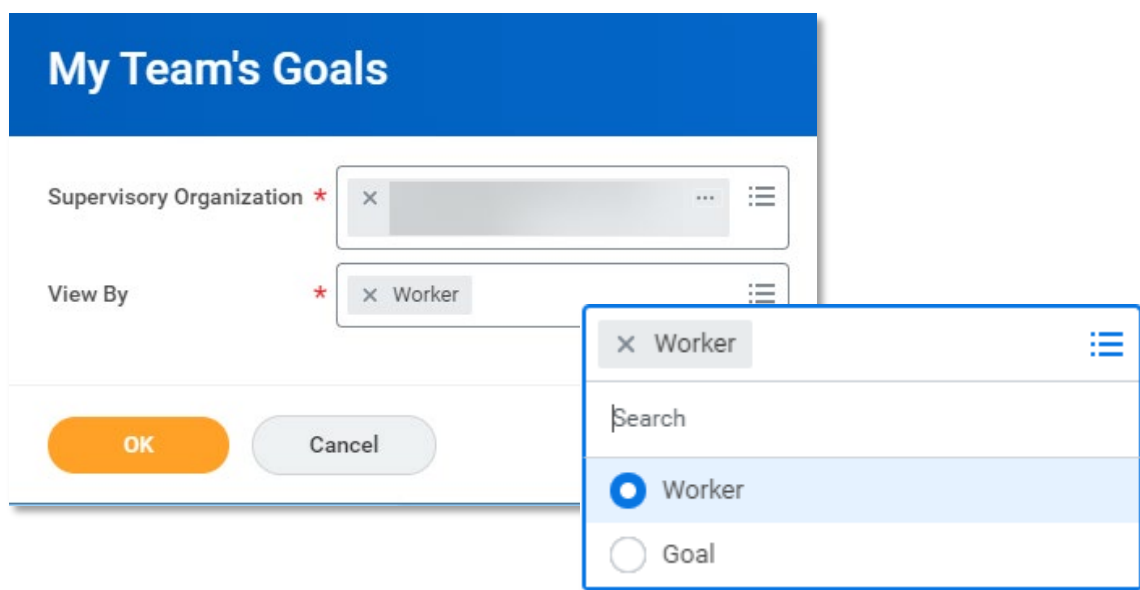
workday.
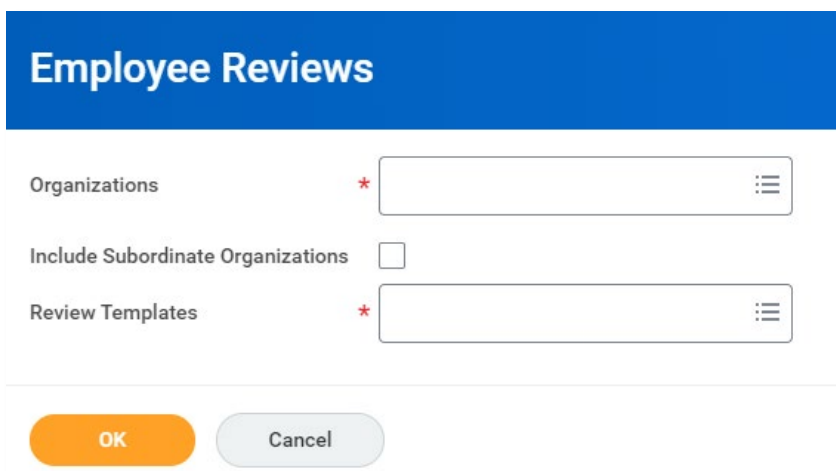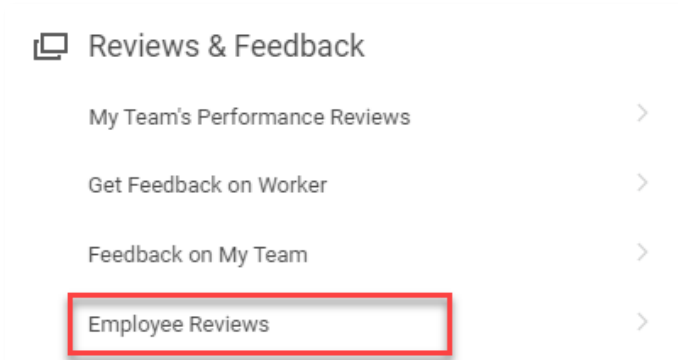
3. Goals

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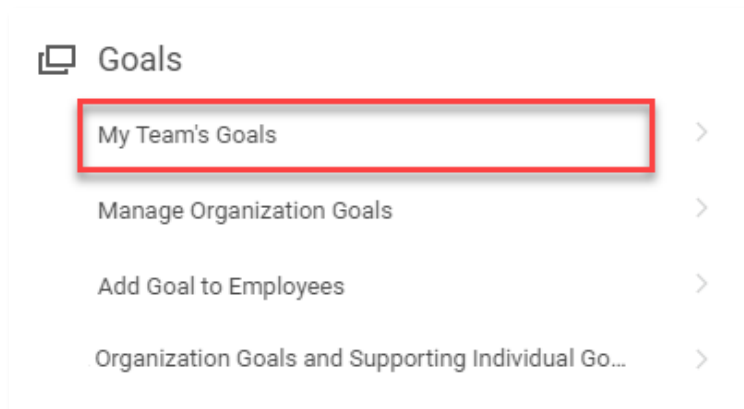
3.1.2 Select your *View By* option, *Worker* or *Goal.*

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.

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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.

3.1.5 Click on the *"Speech"* icon to add a comment if required.

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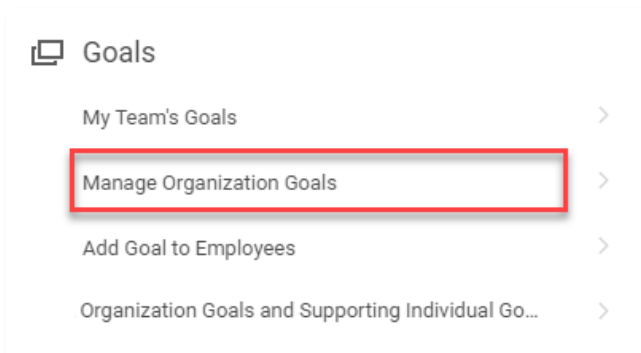
3.1.2 Select your *Goal Period* option by the required year. *Note: no data will be available prior to 2021.*
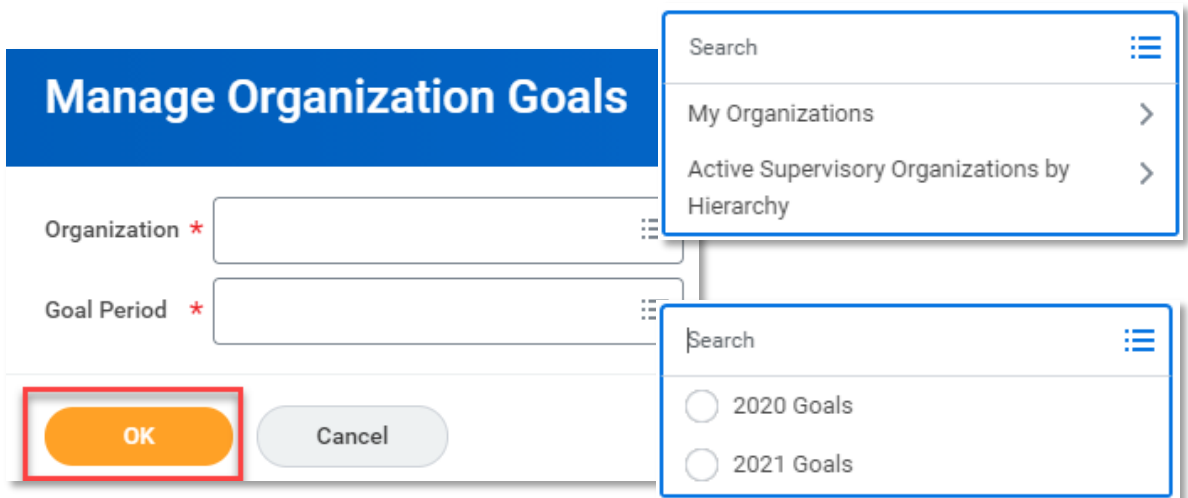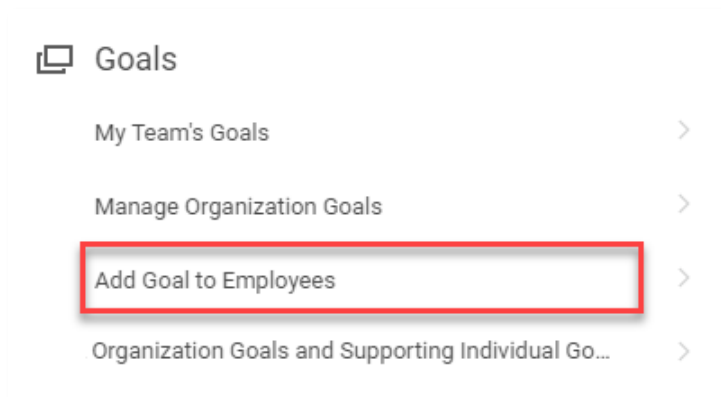

Note: The Creating organisational goals Workday Supervisor Guide is available on the Workday Support Page: Supervisor user guides

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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.

Goals

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

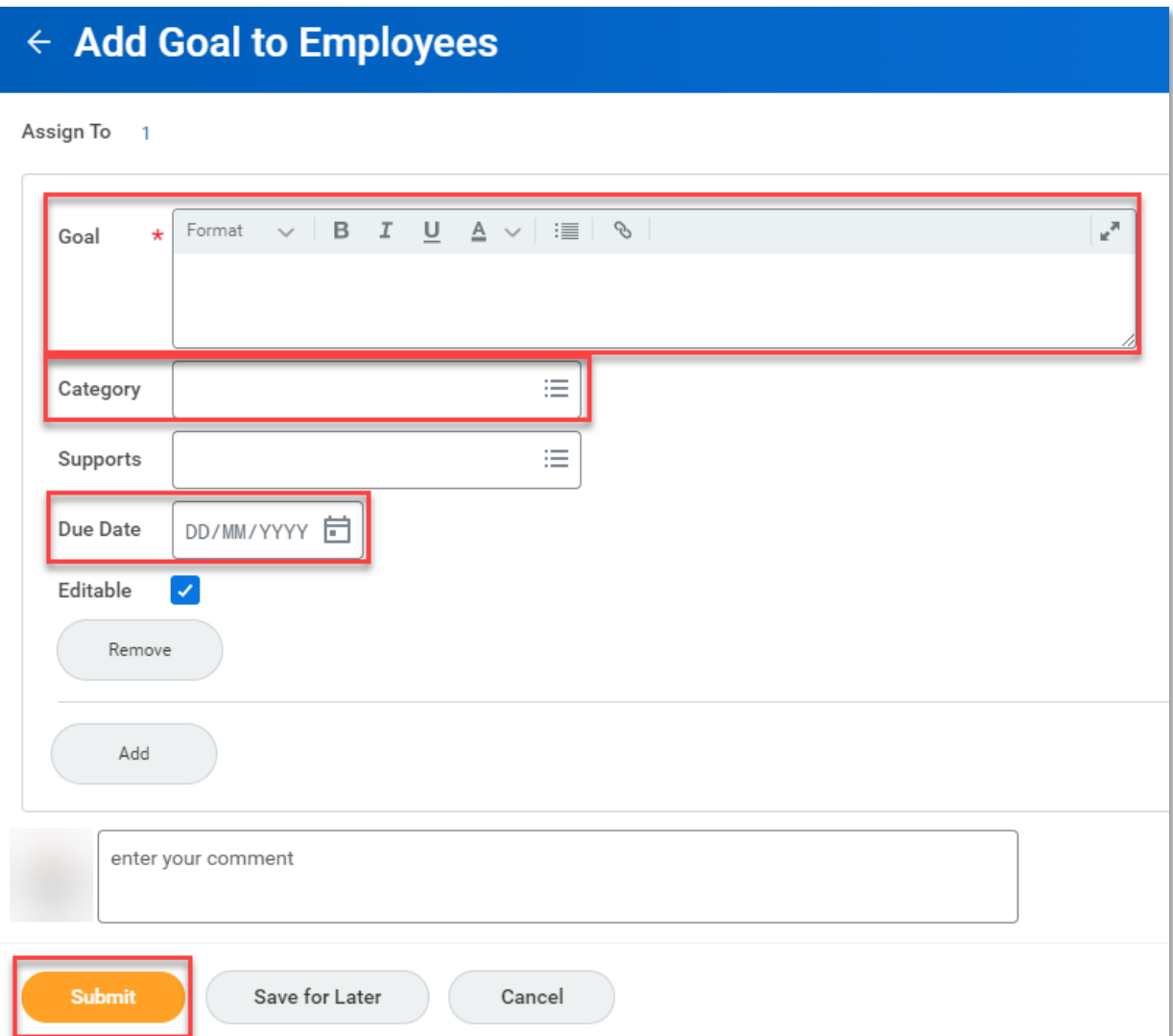3.3.2 Select if wish to *Create New Goal* or *Copy Existing Goal*.

○ Create New Goal
○ 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.

Assign To

Employees

Organizations

OK   Cancel
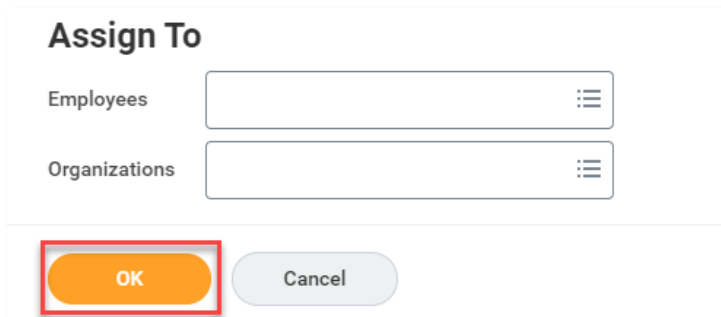
3. Goals

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.
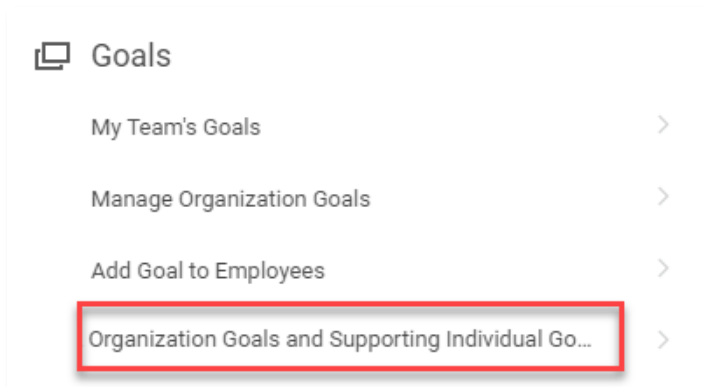

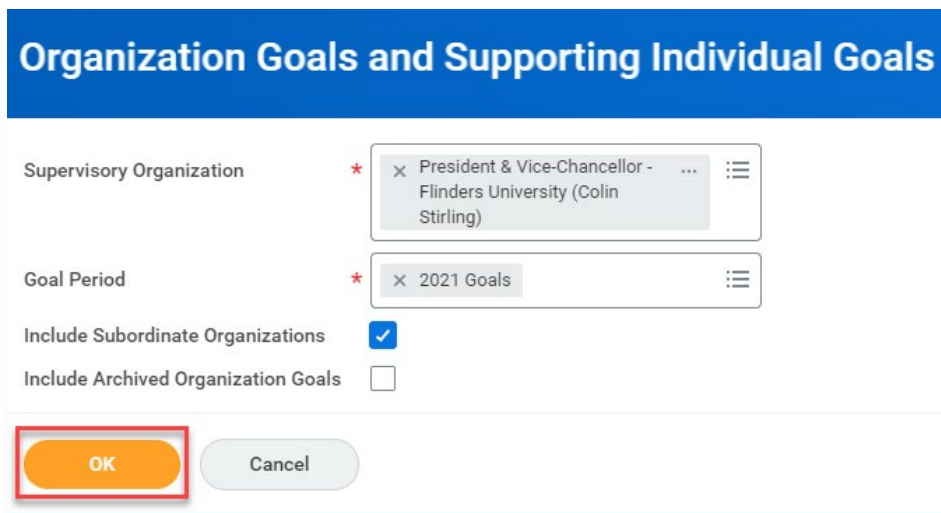3.3.2 Enter a comment if required, Click *Submit*.

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.

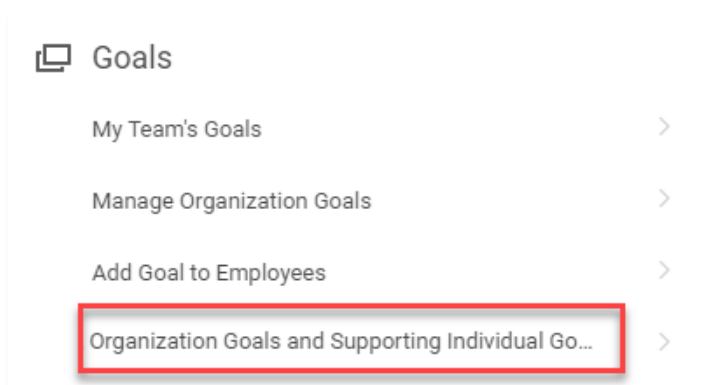3.3.2 Select if wish to *Create New Goal* or *Copy Existing Goal*.

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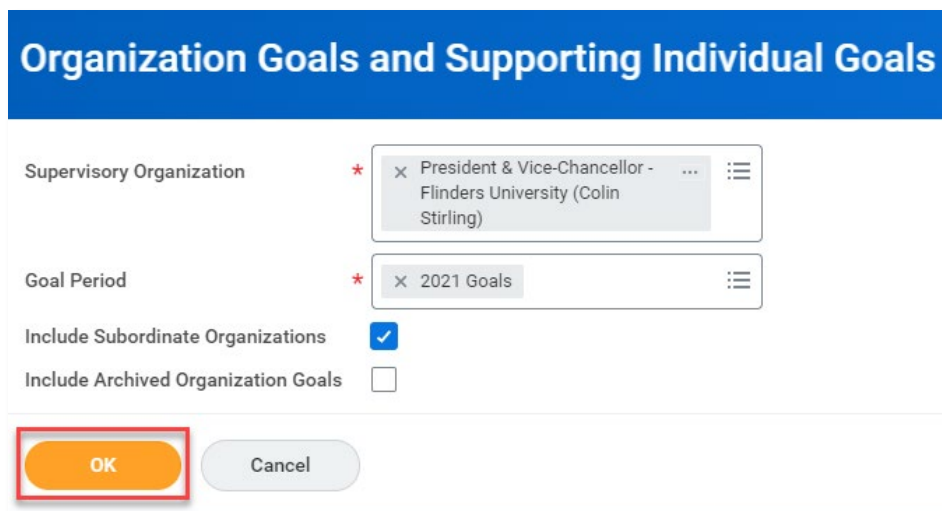
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3. Goals

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.

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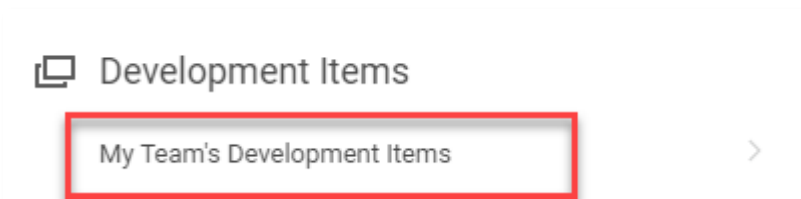
4.2.2 Click on *Development Item* if you wish to view in a more detailed format or to add a new item for the employee on the line selected.

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.