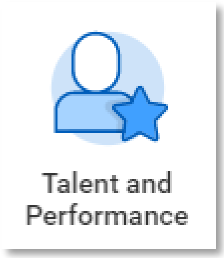
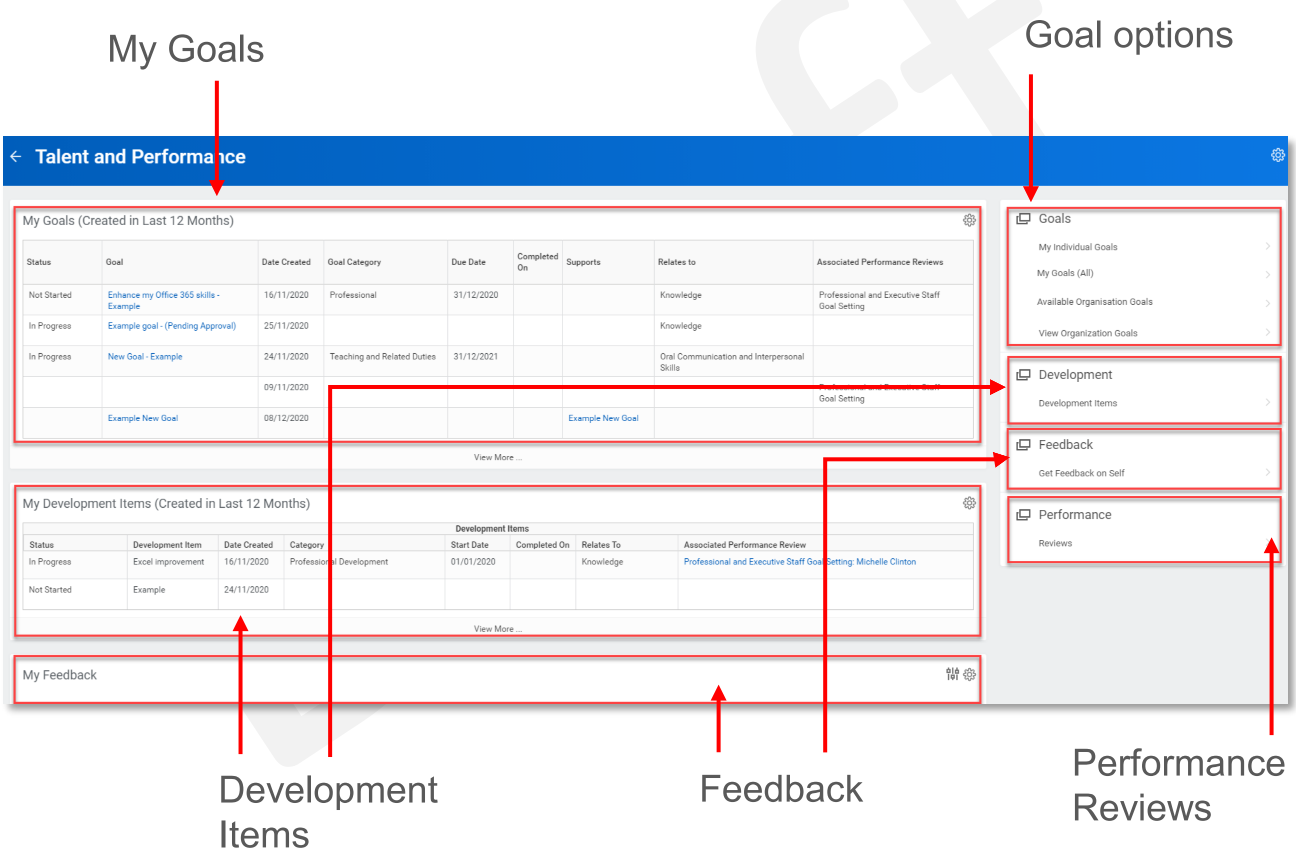
Understanding your talent and performance dashboard

The Talent and Performance dashboard is available to all fixed term and continuing staff members. From this dashboard, goals, development and reviews can be tracked. Goals can be set directly through the dashboard at any time throughout the year.

Click on the *Talent and Performance* application on your home page to open the dashboard.

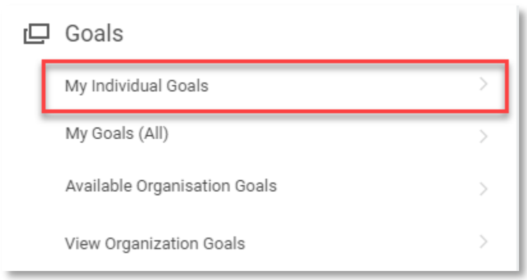




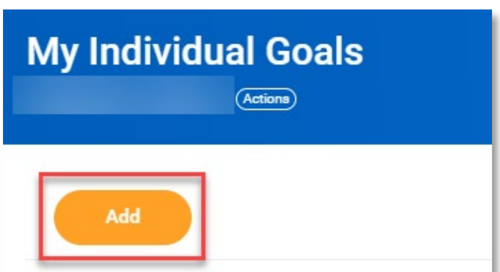
1. Goal Options

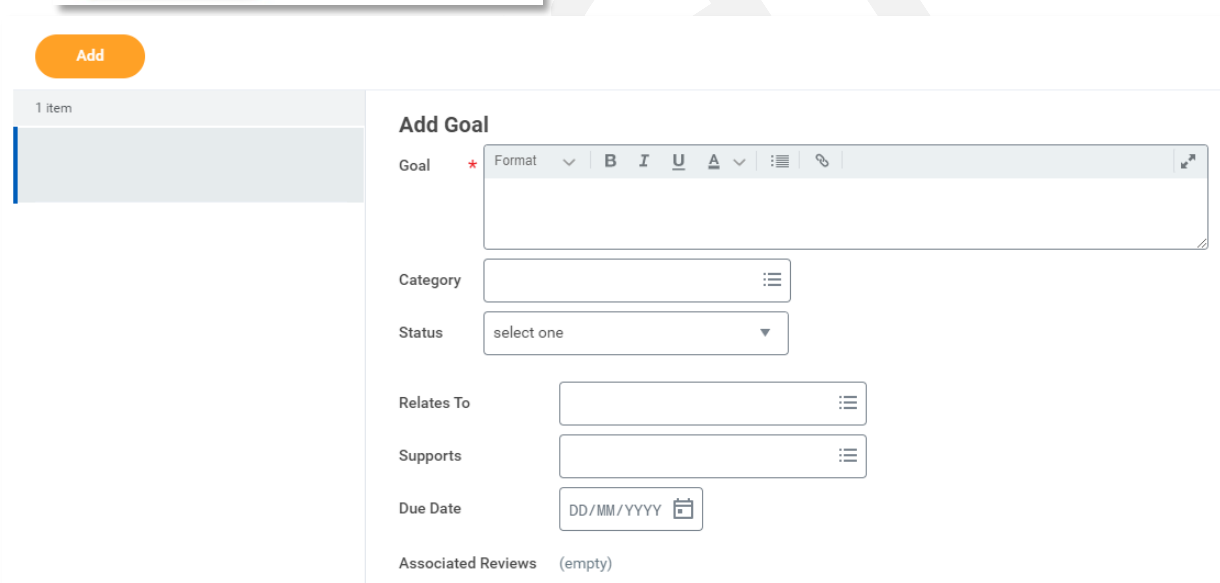
1.1 Adding Goals

1.1.1 To add goals throughout the year, select *My Individual Goals.* Note, goals may already appear listed if the performance management process has already occurred.

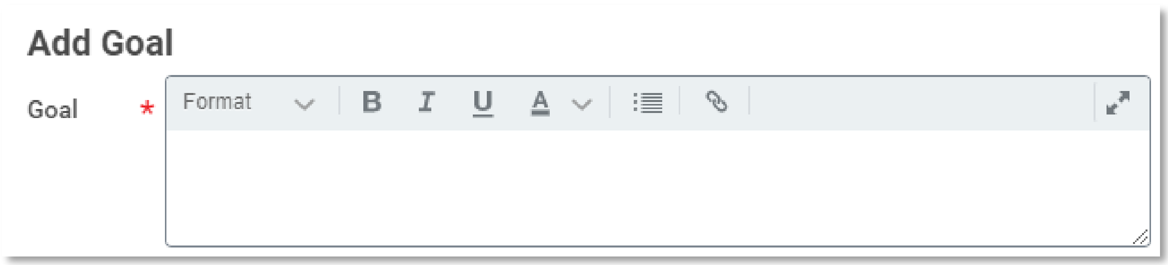


1.1.2 Click *Add.*

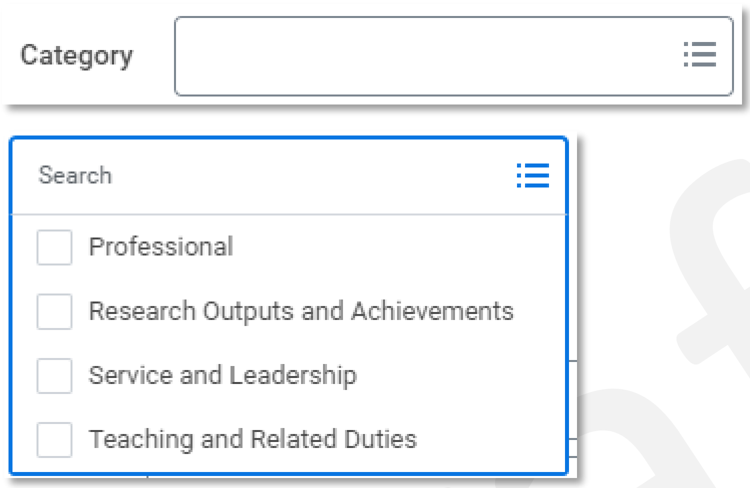




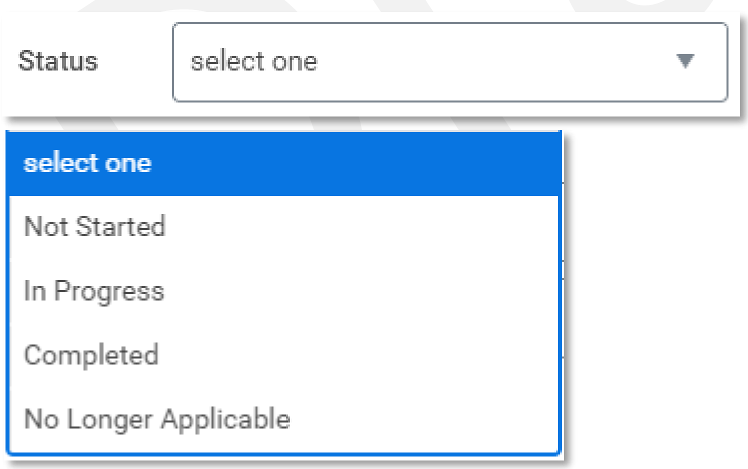
1.1.3 Enter your *Goal.*



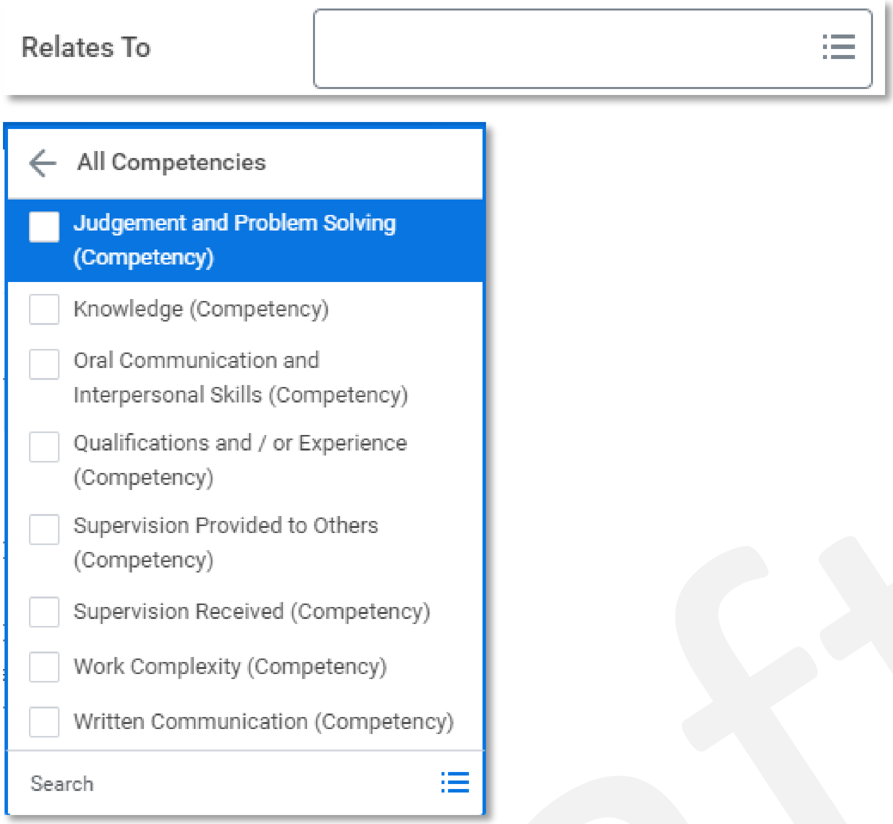
1.1.4 Select the *Category* (mandatory).



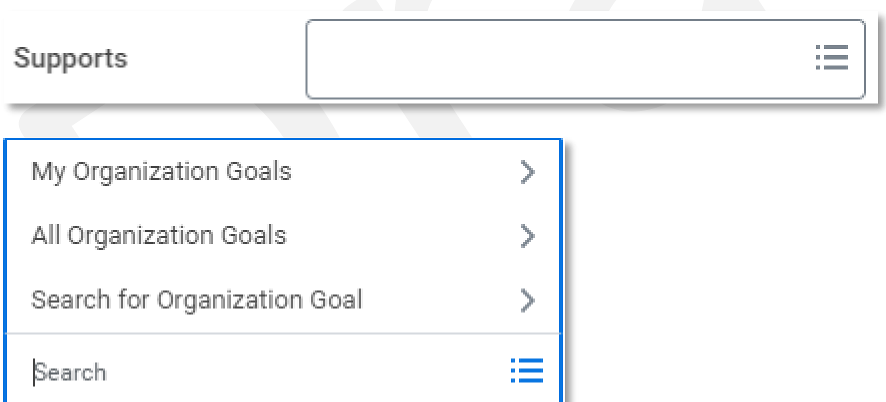
1.1.5 Select the *Status.*



1.1.6 Select what the new goal *Relates To* (not mandatory).

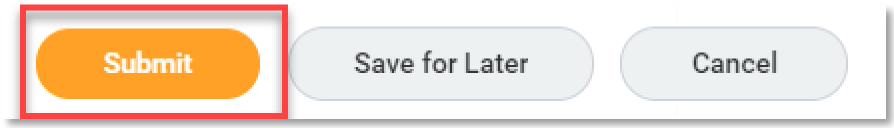


1.1.7 Enter the organisation goal the new goal *Supports* (not mandatory).

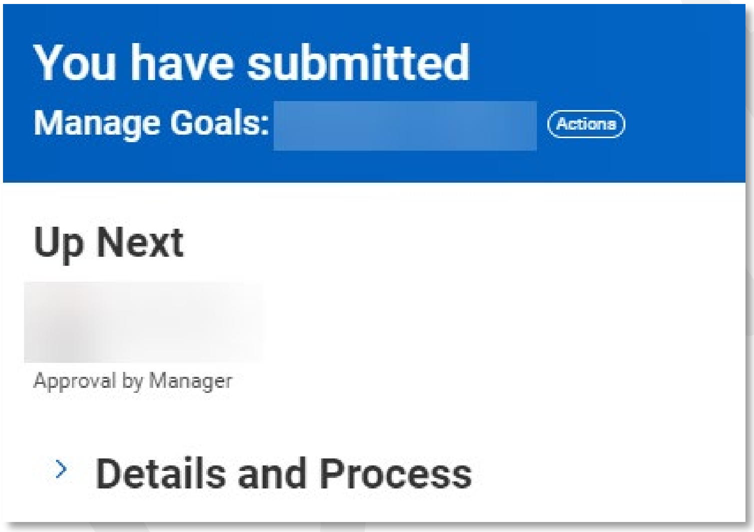


1.1.8 Enter the *Due Date* of the new goal (not mandatory).

1.1.9 Click *Submit.*



1.1.10 The *You have submitted* screen will appear, your manager will have an approval task in Workday for your new goal.



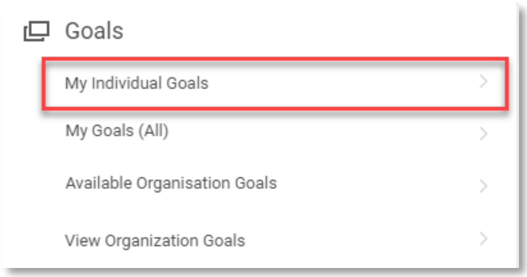
1.1.11 Click *Done.*

This ends the adding of goals.

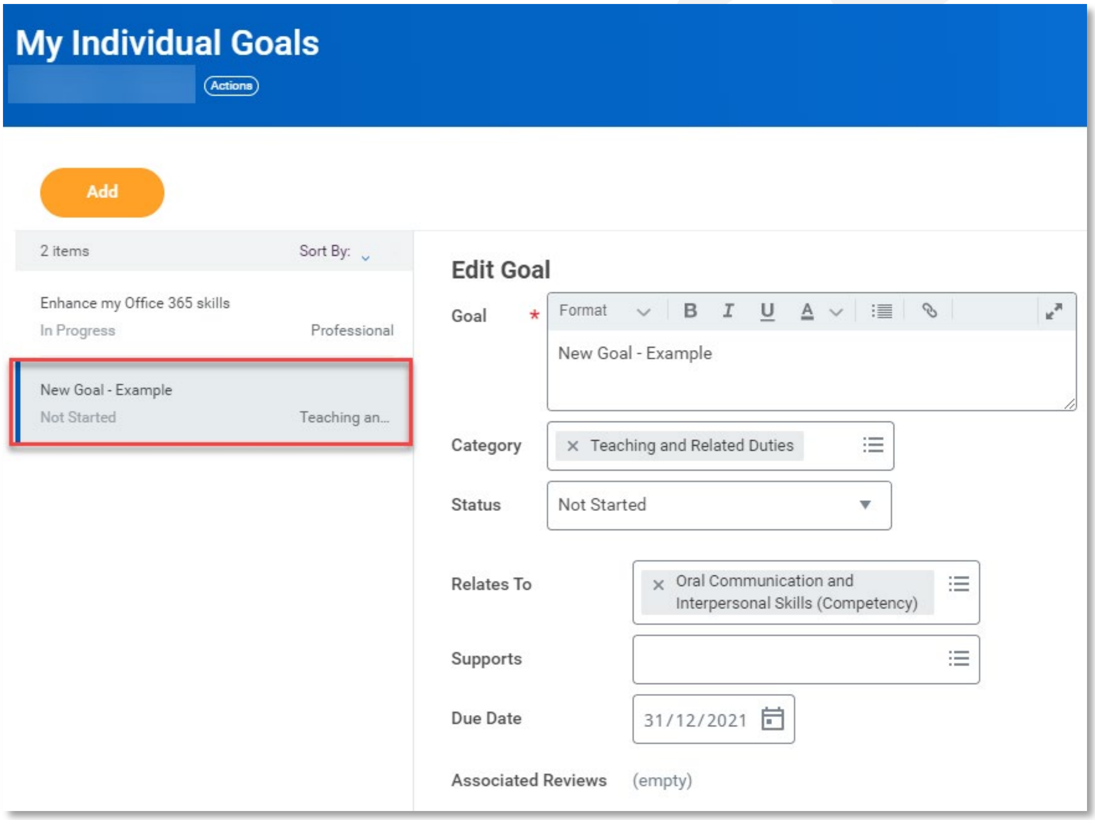
1. Goal Options

1.2 Edit Goals

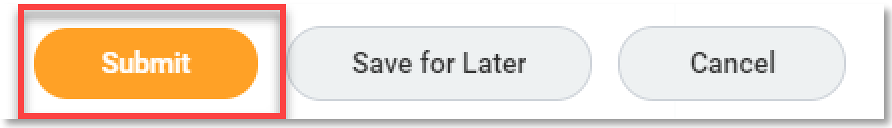
1.2.1 To edit goals throughout the year, select *My Individual Goals.*



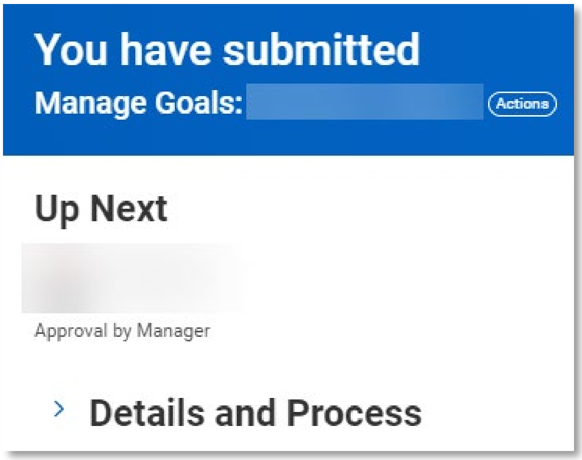
1.2.2 Click on the goal to be edited, edit the field/s required on the right of the screen.

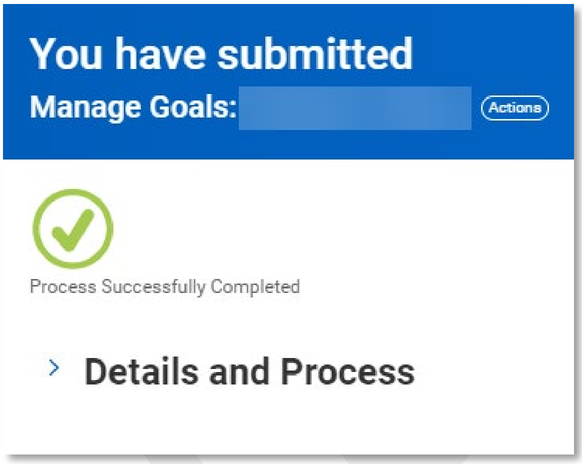


1.2.3 Once updates are completed, click *Submit.*



Note: If you have updated the goal field, your manager will receive a new approval task. All other updates will result in the Process Successfully Completed, You have submitted screen.



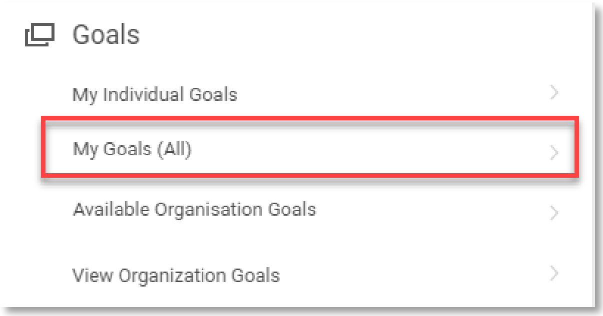


This ends the process for editing a performance management goal.

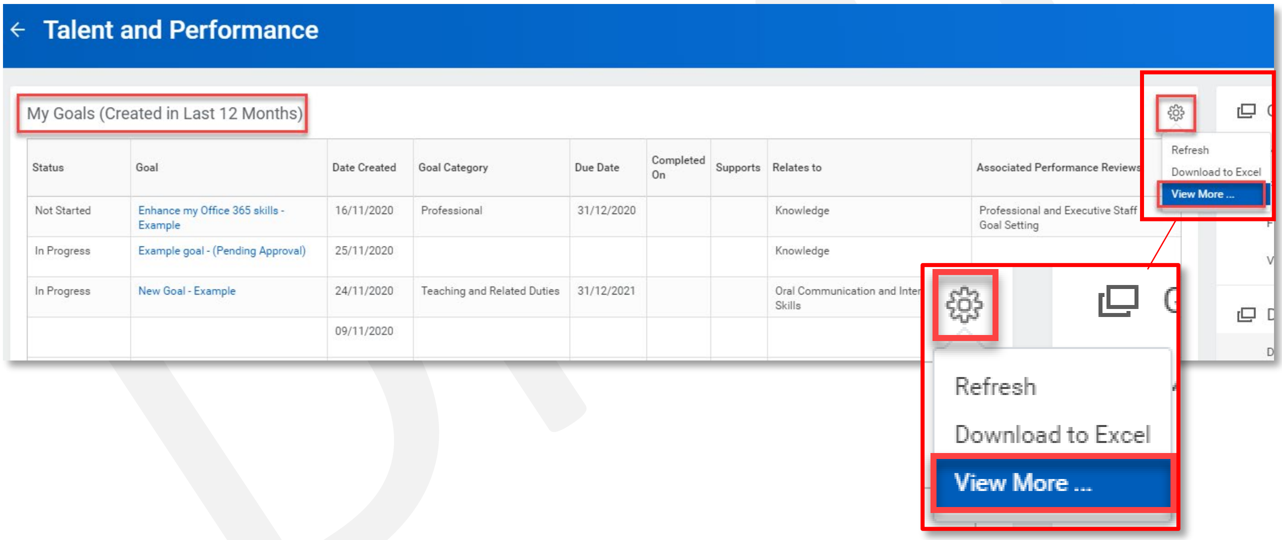
1. Goal Options

1.3 Viewing Goals

1.3.1 To view goals throughout the year, select *My Goals (All).*



1.3.2 The *My Goals (Created in Last 12 Months)* report will show a list of the most recently updated goals. Click on the settings wheel and *View More* for a list of all your goals.



Understanding your talent and performance dashboard

workday

This will take you to a list of all the goals entered for the 12 months prior to the today. The list displays individual goals, status, due date and completed date (if completed) as well as which Competency it relates to (if selected at time of entry) and the Performance Reviews this goal is associated to.

My Goals (Created In Last 12 Months) Actions

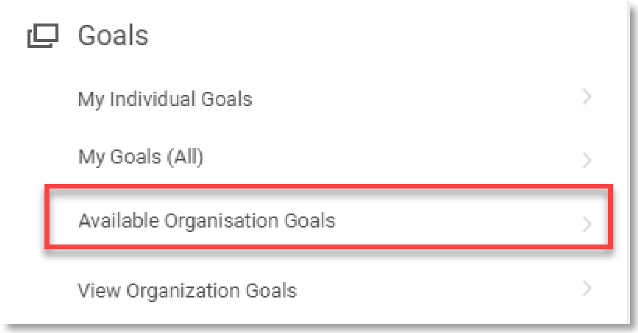
5 items

Status	Goal	Date Created	Goal Category	Due Date	Completed On	Supports	Relates to	Associated Performance Reviews
Not Started	Enhance my Office 365 skills - Example	16/11/2020	Professional	31/12/2020			Knowledge	Professional and Executive Staff Goal Setting
In Progress	Example goal - (Pending Approval)	25/11/2020					Knowledge	
In Progress	New Goal - Example	24/11/2020	Teaching and Related Duties	31/12/2021			Oral Communication and Interpersonal Skills	
		09/11/2020						Professional and Executive Staff Goal Setting
	Example New Goal	08/12/2020				Example New Goal		

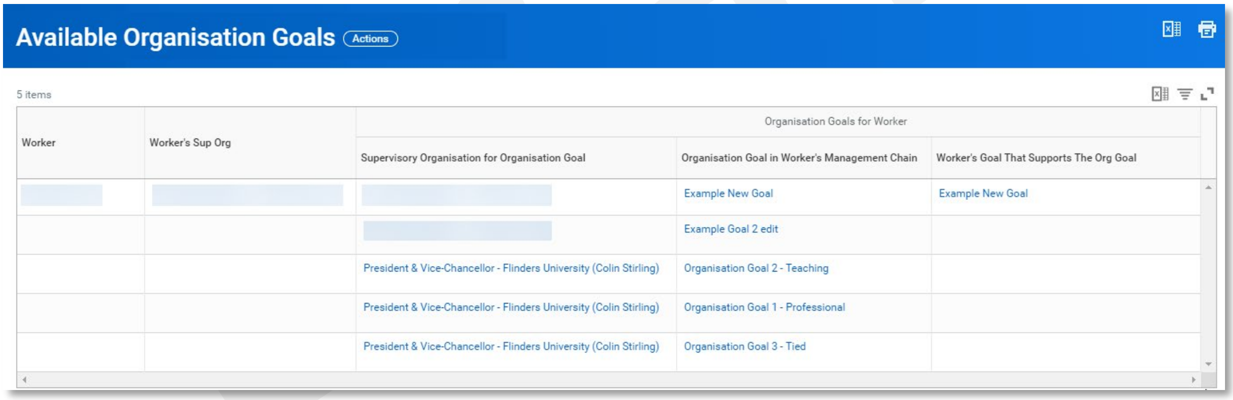
1. Goal Options

1.4 Available Organisation Goals

1.4.1 To view available organisation goals available for you to link (or have already linked) your personal goals to, select *Available Organisation Goals.*



This will take you to a list of all your goals entered for the 12 months prior to the today. The list displays individual goals in Supervisory Organisation order, the supervisory organisation for organisation goal, organisation goal in you management chain and the goals selected to support an organisation goal.

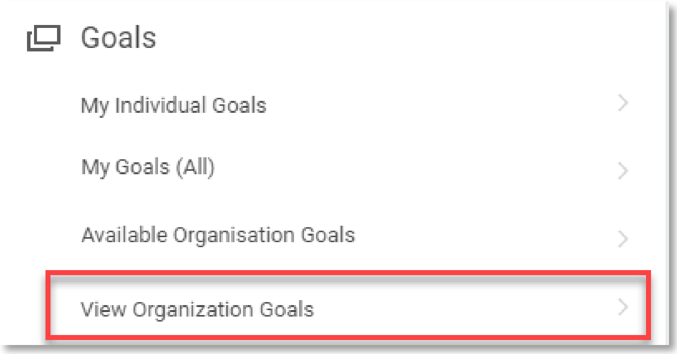


Worker	Worker's Sup Org	Organisation Goals for Worker: Supervisory Organisation for Organisation Goal	Organisation Goal in Worker's Management Chain	Worker's Goal That Supports The Org Goal
			Example New Goal	Example New Goal
			Example Goal 2 edit	
		President & Vice-Chancellor - Flinders University (Colin Stirling)	Organisation Goal 2 - Teaching	
		President & Vice-Chancellor - Flinders University (Colin Stirling)	Organisation Goal 1 - Professional	
		President & Vice-Chancellor - Flinders University (Colin Stirling)	Organisation Goal 3 - Tied	

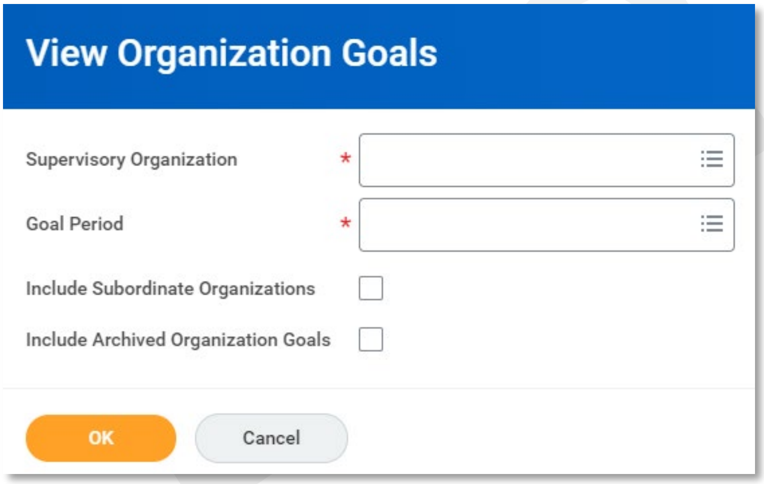
1. Goal Options

1.5 View Organisation Goals

1.5.1 To view organisation goals available for you to view, select *View Organisation Goals.*



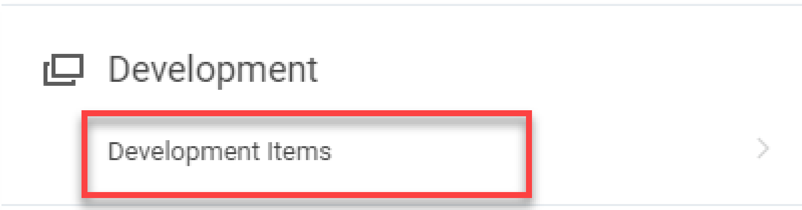
1.5.2 Complete the options relevant for your circumstance. Note, you may not have access to anything outside your own supervisory organisation (team). Results will vary depending upon your security access.



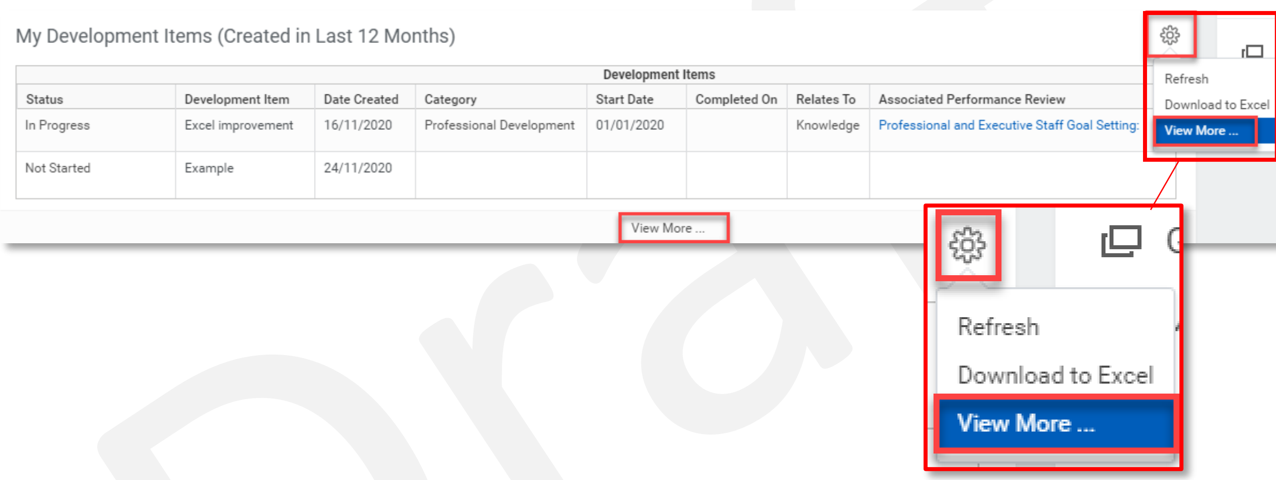
2. Development

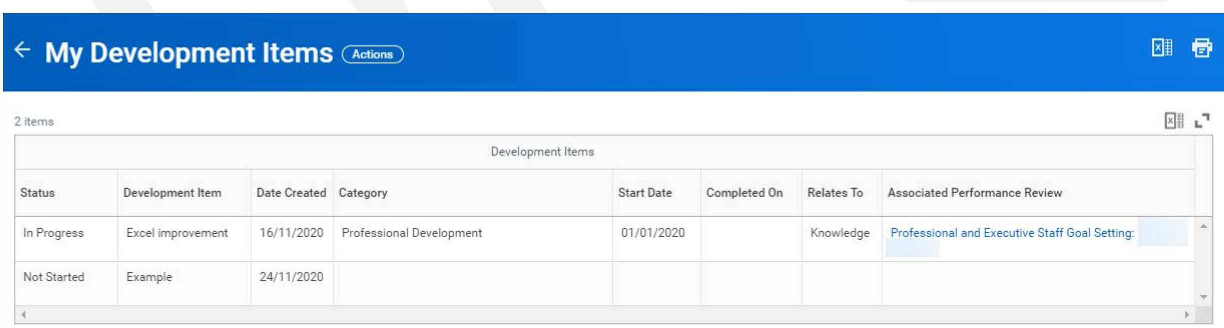
2.1 My Development Items (Created in Last 12 Months)

2.1.1 Click on My *Development Items (Created in Last 12 Months)* to view all your development items.



2.1.2 Click on *View More* to open all development created in the last 12 months. This reports displays individual development plans, due dates, status and Associated Performance review if linked to one.

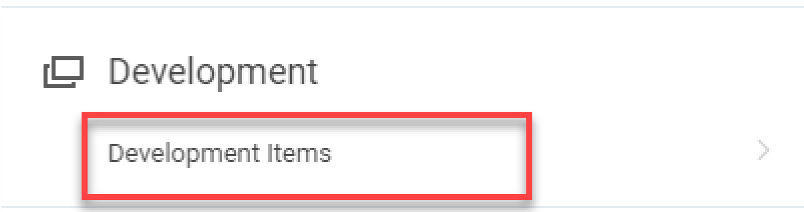




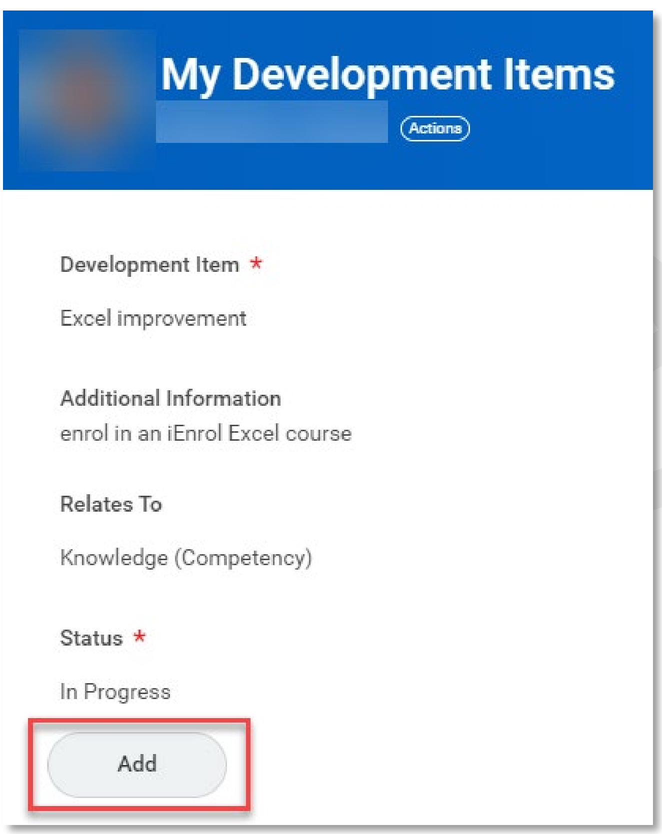
2. Development

2.2 Development Items

2.2.1 Click on *Development Items* to view all your development items.

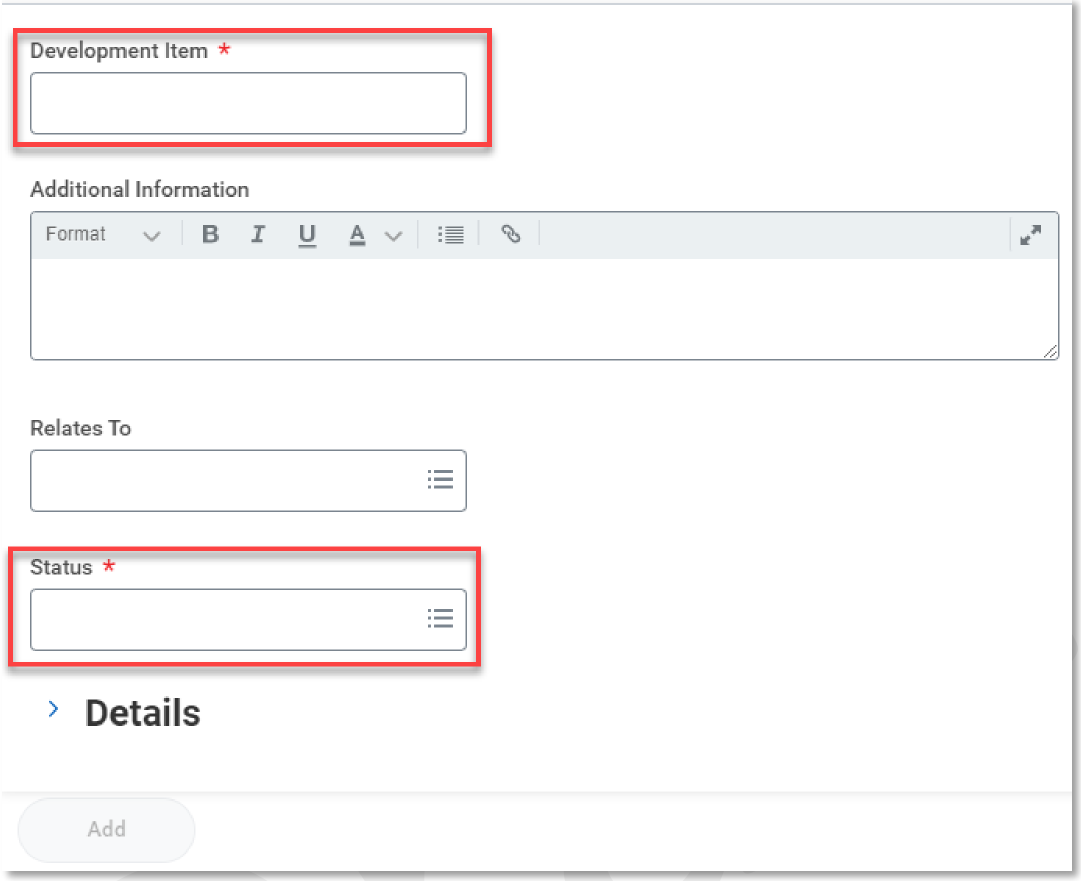


2.2.3 Click on *Add* to create new development items outside of the performance management review cycle.



2. Development

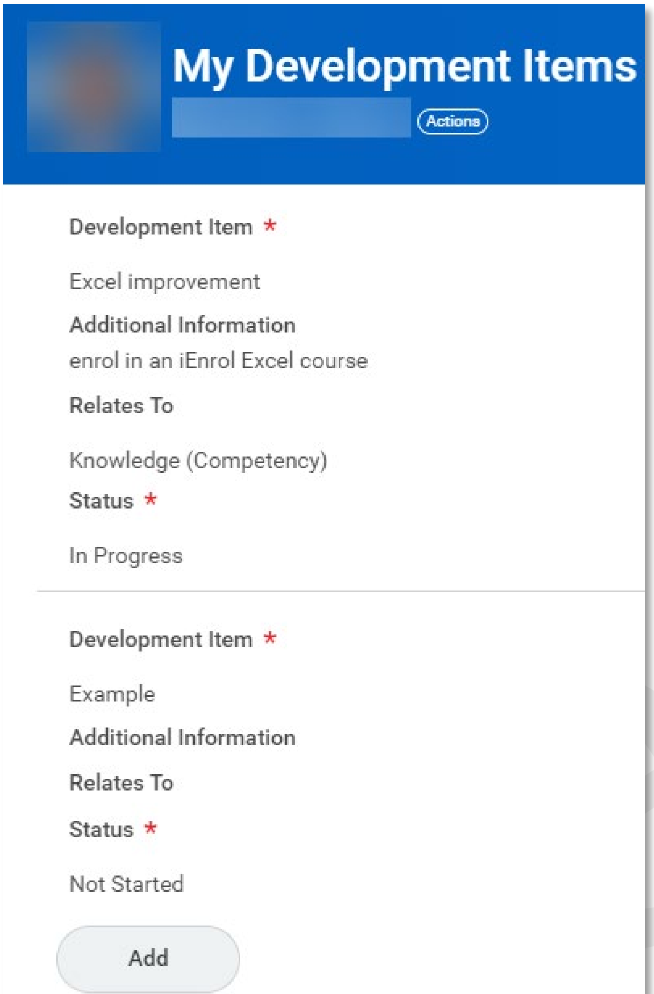
2.2.3 Click on *Development Items* to view all your development items.



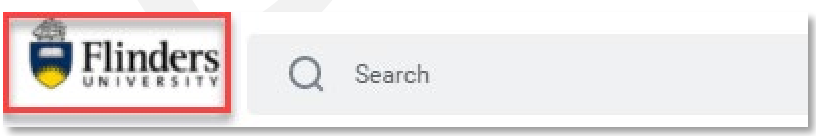
2.2.4 Click the tick in the top right of the development item box to save the new development item.

2. Development

2.2.5 The new development item will appear in the list. Continue to Add items until you are finished.



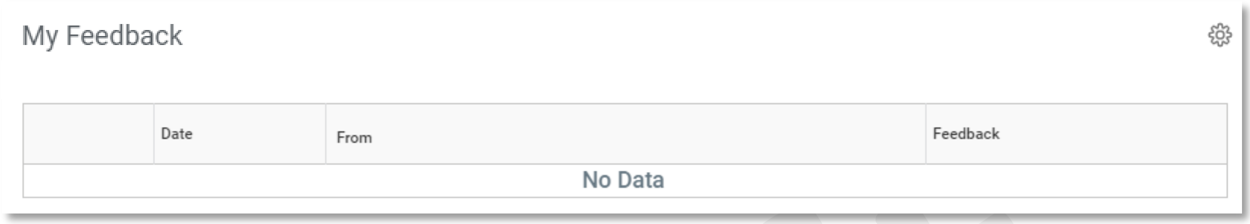
2.2.6 Click the Flinders home key to go back to the home screen.

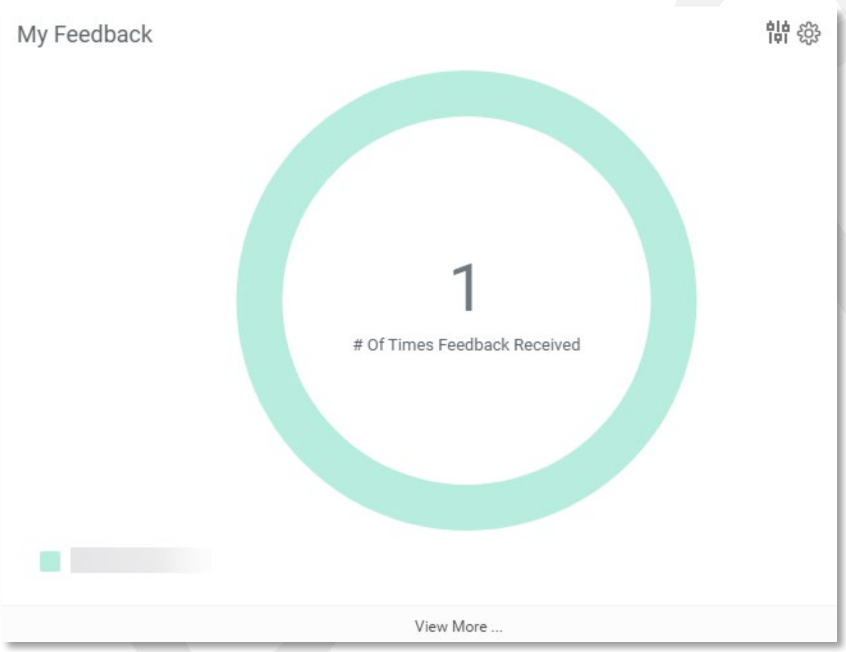


3. Feedback

3.1 My Feedback

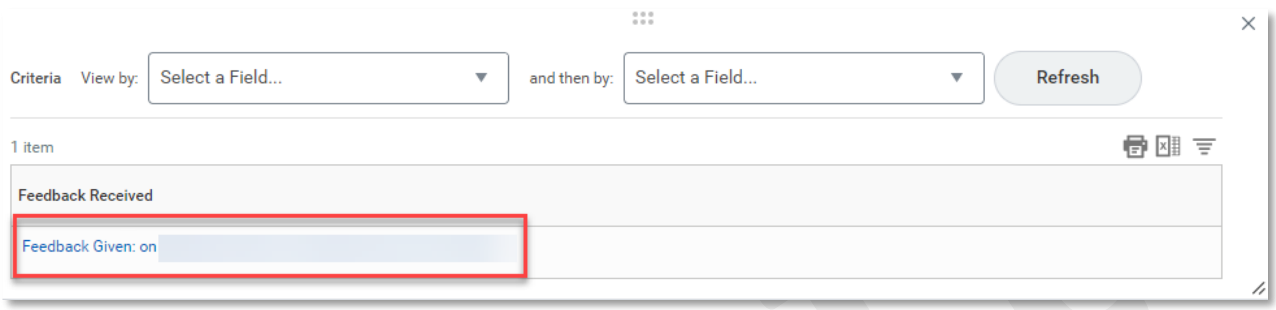
3.1.1 Any *Feedback* that has been given for you will show on the Talent and Performance dashboard under *My Feedback.* If you have not received feedback, No Data will appear, if you have received feedback, a chart will appear.

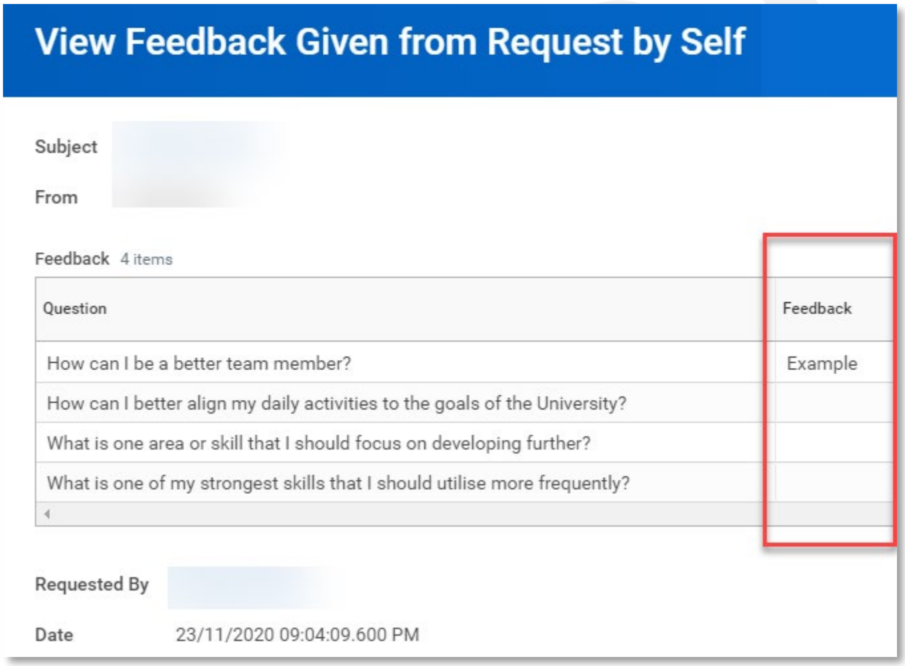




3. Feedback

3.1.2 To view the feedback given, click on the number in the chart, and select the feedback line you wish to view from the pop up window.

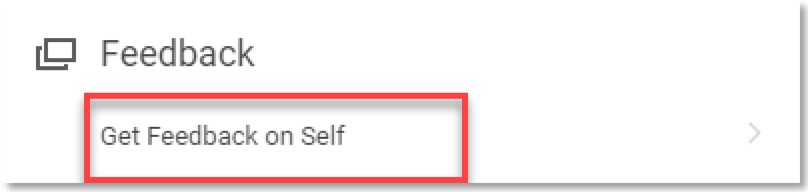




3. Feedback

3.2 Get Feedback on Self

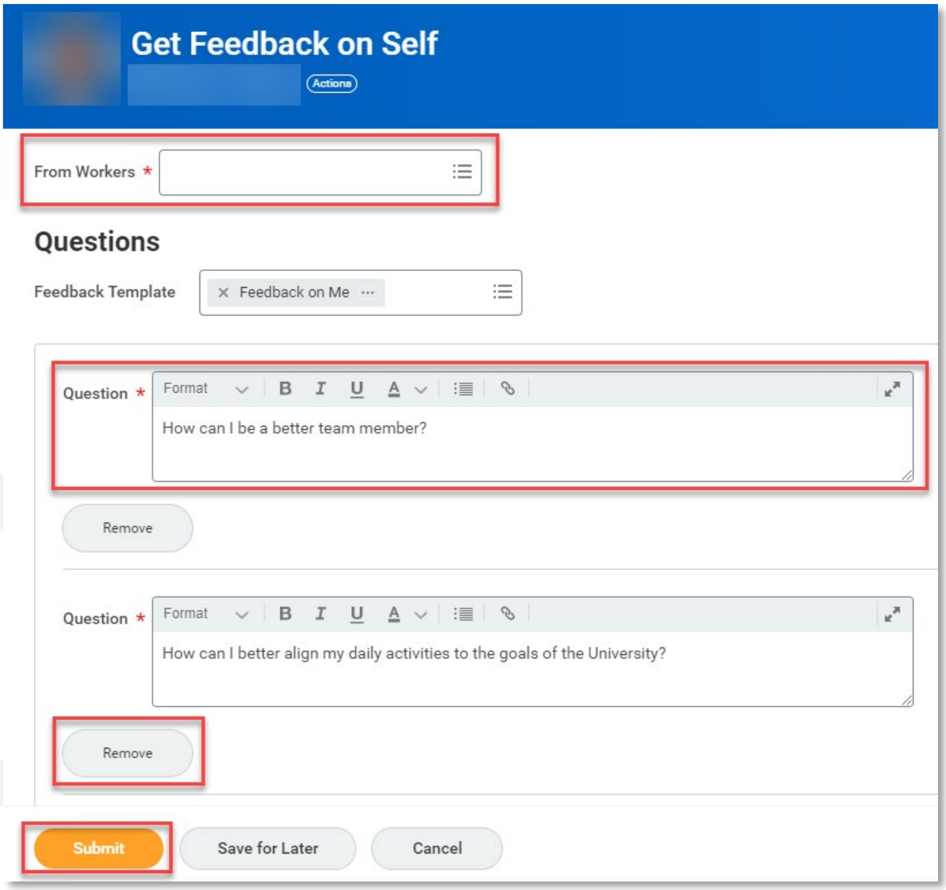
3.2.1 Click Get *Feedback on Self* to request feedback from your manager out of sync to a performance review cycle.



3.2.2 Type in your manager's name in *From Workers.*

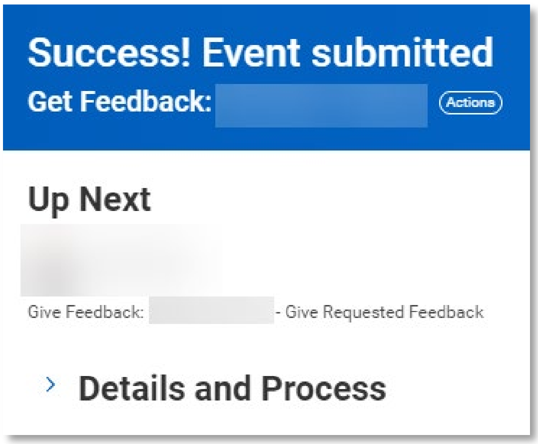
3.2.3 Add your *Question.* Remove any unwanted questions that have pre-populated.

3.2.4 Click *Submit.*

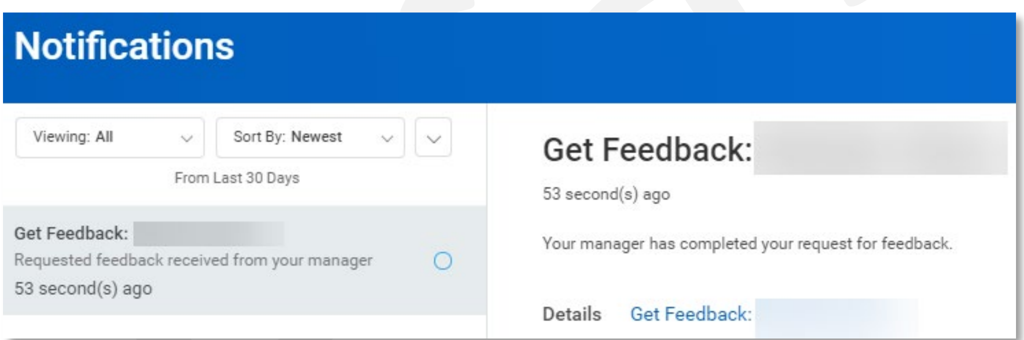


3. Feedback

3.2.5 Once feedback request has been submitted, the You have submitted screen will appear with an Up Next task to your manager for *Give Feedback.*



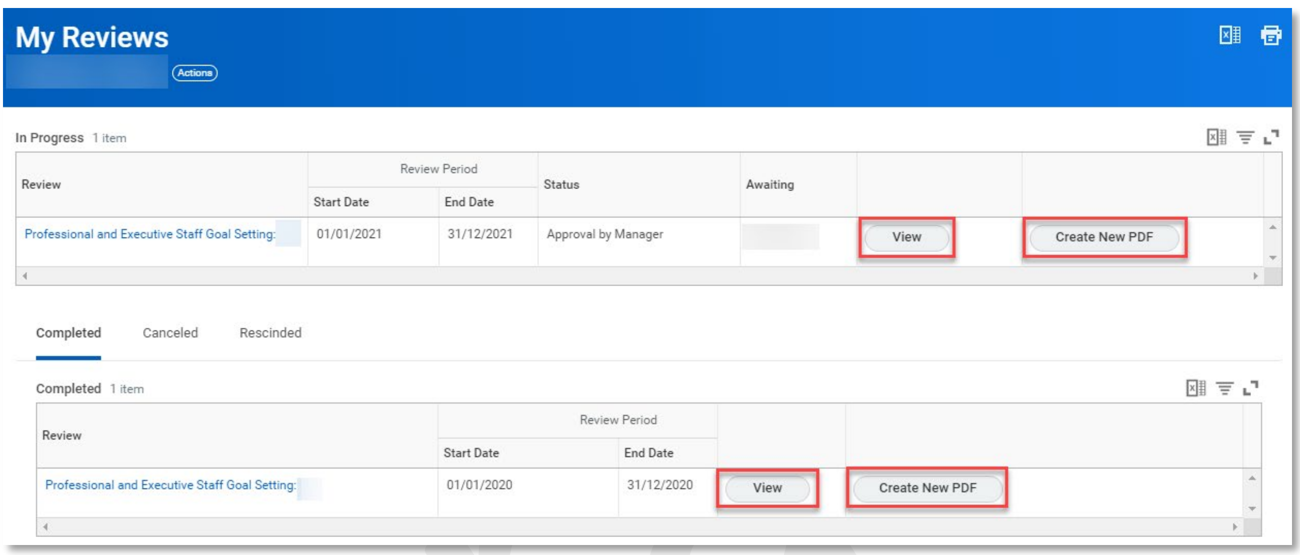
Once your manager has provided the requested feedback, you will receive a notification and the feedback will appear in your Talent and Performance dashboard.



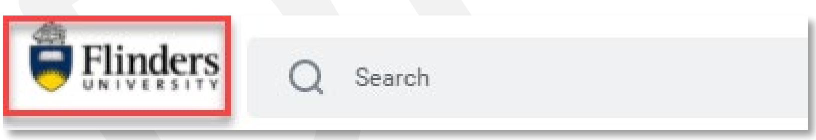
4. Performance

4.1 The view any current or previous review held in Workday, select *Reviews*.

4.2 Click the *View* or *Create New PDF* icons to view the required review.



4.3 Click the Flinders home key to go back to the home screen.



The Performance tab on your Workday Profile (left hand menu) also provides all the reports/tasks mentioned in this document as separate tabs for you to view, add to or convert to a spreadsheet or PDF document. From any spreadsheet or PDF you are also able to print or save a copy of your goals, development items or reviews.