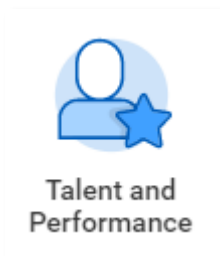


The Talent and Performance dashboard is available to all fixed term and continuing staff members. From this dashboard, goals, development and reviews can be tracked. Goals can be set directly through the dashboard at any time throughout the year.

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



My Goals

Goal options

The screenshot shows the 'Talent and Performance' dashboard interface. A blue header bar contains a back arrow, the title 'Talent and Performance', and a settings gear icon. The main content area is divided into several sections:

- My Goals (Created in Last 12 Months):** A table with columns: Status, Goal, Date Created, Goal Category, Due Date, Completed On, Supports, Relates to, and Associated Performance Reviews. It lists three goals: 'Enhance my Office 365 skills - Example' (Not Started), 'Example goal - (Pending Approval)' (In Progress), and 'New Goal - Example' (In Progress).
- My Development Items (Created in Last 12 Months):** A table with columns: Status, Development Item, Date Created, Category, Start Date, Completed On, Relates To, and Associated Performance Review. It lists two items: 'Excel improvement' (In Progress) and 'Example' (Not Started).
- My Feedback:** A section at the bottom left.
- Goal options sidebar:** A vertical list on the right with categories: Goals (My Individual Goals, My Goals (All), Available Organisation Goals, View Organization Goals), Development (Development Items), Feedback (Get Feedback on Self), and Performance (Reviews).

Red arrows point from the labels 'My Goals', 'Goal options', 'Development Items', 'Feedback', and 'Performance Reviews' to their respective sections in the dashboard screenshot.

Development Items

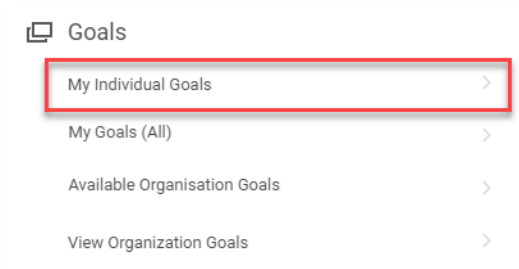
Feedback

Performance Reviews

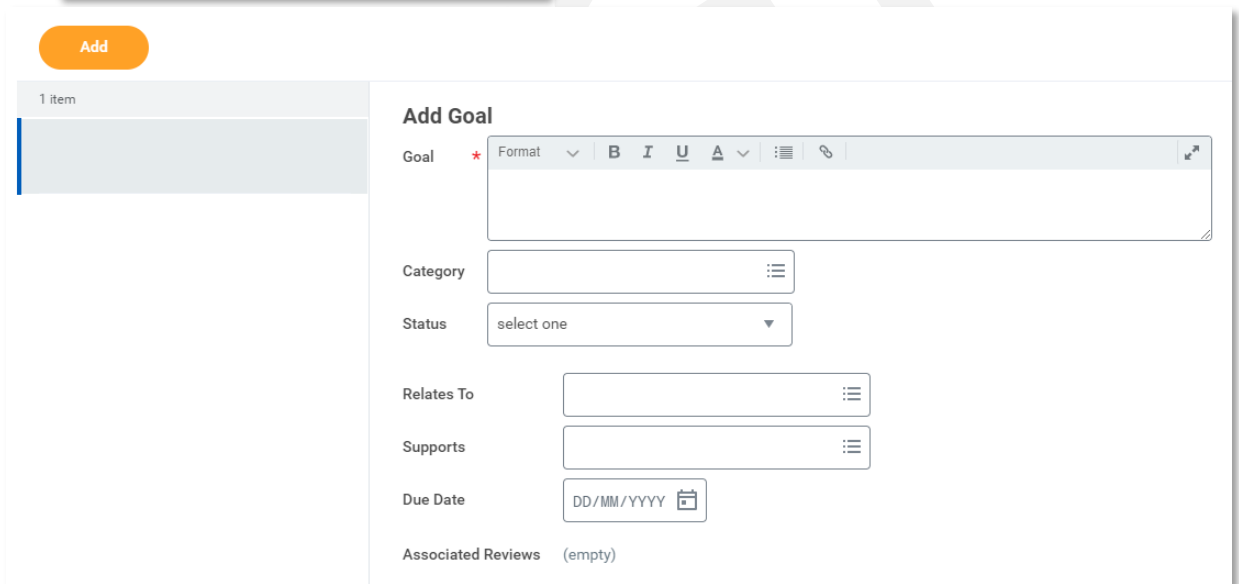
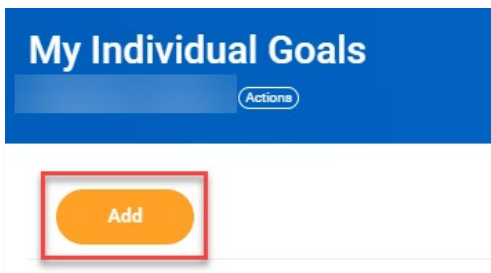
1. Goal Options

1.1 Adding Goals

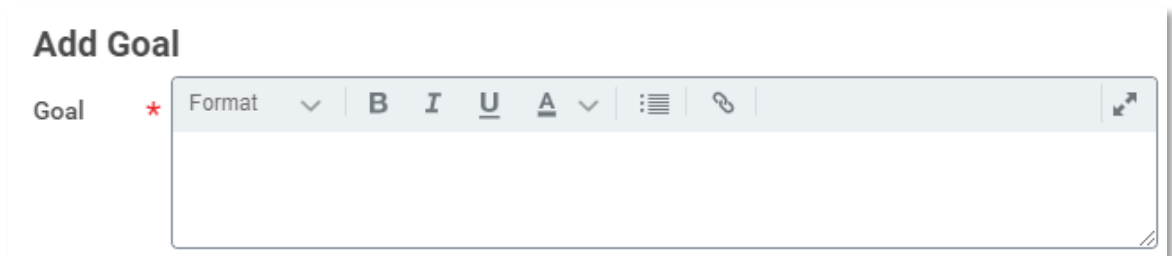
1.1.1 To add goals throughout the year, select *My Individual Goals*. Note, goals may already appear listed if the performance management process has already occurred.



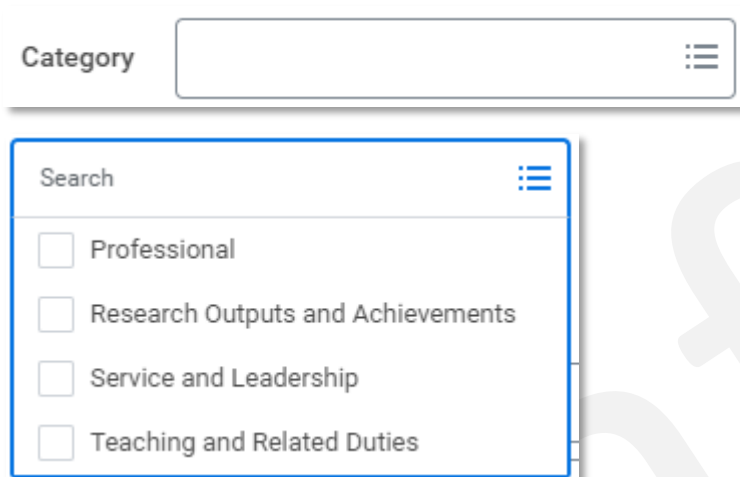
1.1.2 Click *Add*.



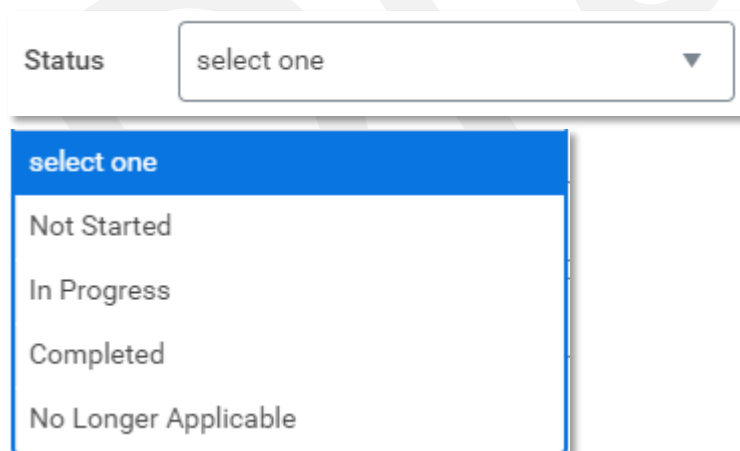
1.1.3 Enter your *Goal*.



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).

Relates To

← All Competencies

- Judgement and Problem Solving (Competency)
- Knowledge (Competency)
- Oral Communication and Interpersonal Skills (Competency)
- Qualifications and / or Experience (Competency)
- Supervision Provided to Others (Competency)
- Supervision Received (Competency)
- Work Complexity (Competency)
- Written Communication (Competency)

Search

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

Supports

- My Organization Goals >
- All Organization Goals >
- Search for Organization Goal >

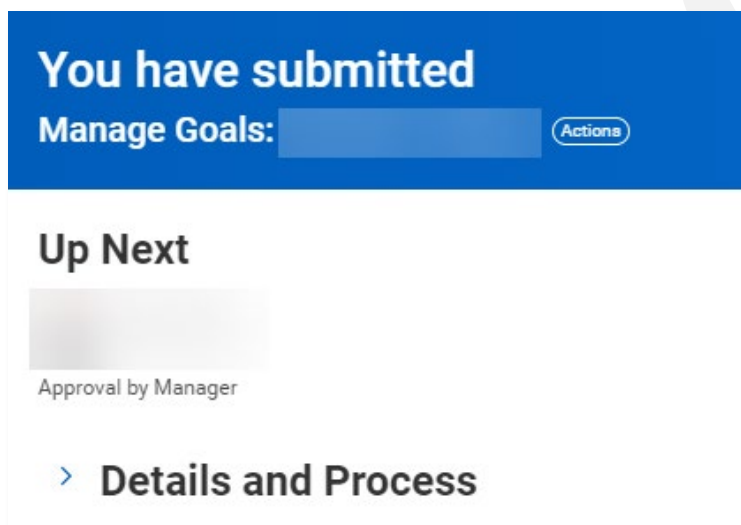
Search

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

Due Date 

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.



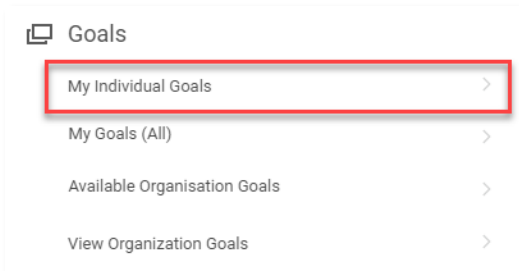
1.1.11 Click *Done*.

This ends the adding of goals.

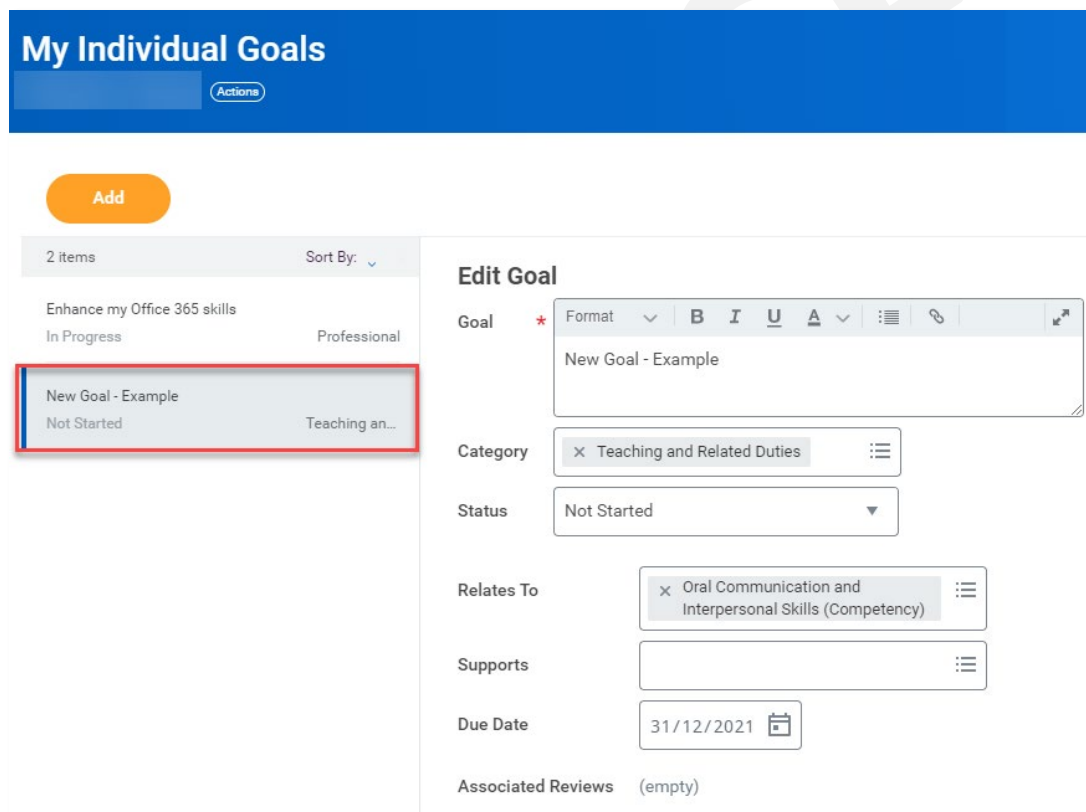
1. Goal Options

1.2 Edit Goals

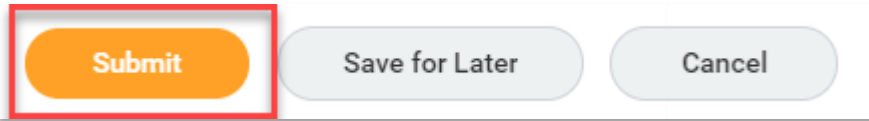
1.2.1 To edit goals throughout the year, select *My Individual Goals*.



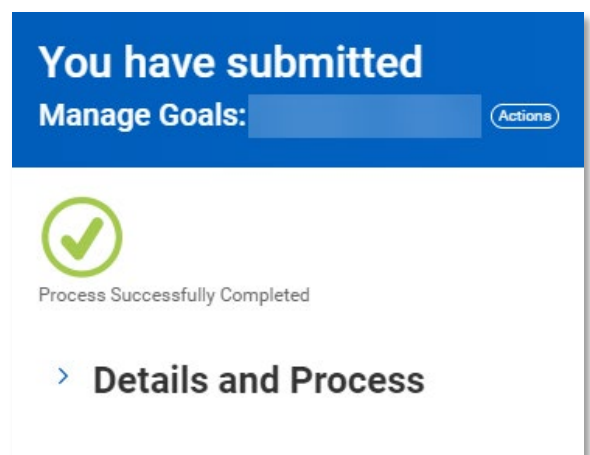
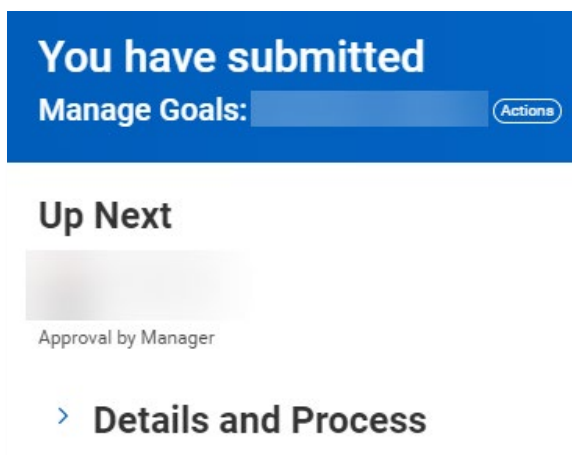
1.2.2 Click on the goal to be edited, edit the field/s required on the right of the screen.



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.

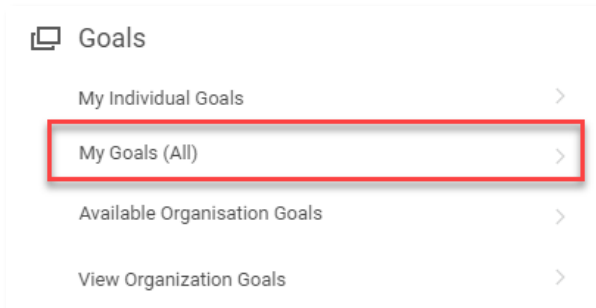


This ends the process for editing a performance management goal.

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.

A screenshot of the 'Talent and Performance' dashboard. At the top, there is a blue header with a back arrow and the text 'Talent and Performance'. Below the header, there is a section titled 'My Goals (Created in Last 12 Months)'. This section contains a table with the following columns: Status, Goal, Date Created, Goal Category, Due Date, Completed On, Supports, Relates to, and Associated Performance Reviews. The table has three rows of data. To the right of the table, there is a settings menu with a gear icon. The menu items are: Refresh, Download to Excel, and View More ... (highlighted with a red box). A red box also highlights the gear icon in the table header row.

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 Inter Skills	

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

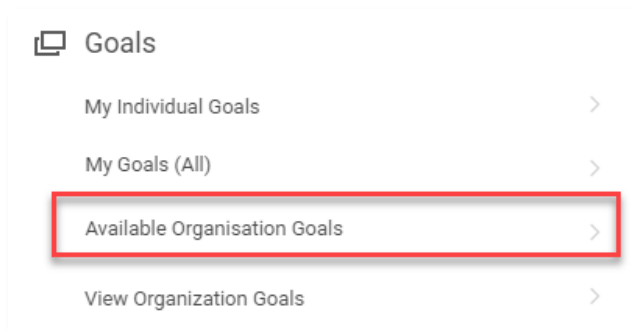
Status	Goal	Date Created	Goal Category	Due Date	Completed On	Supports	Relates to	Associated Performance Reviews
Not Started	Enhance my Office 365 skills - Example	16/11/2020	Professional	31/12/2020			Knowledge	Professional and Executive Staff Goal Setting
In Progress	Example goal - (Pending Approval)	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		

Draft

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.

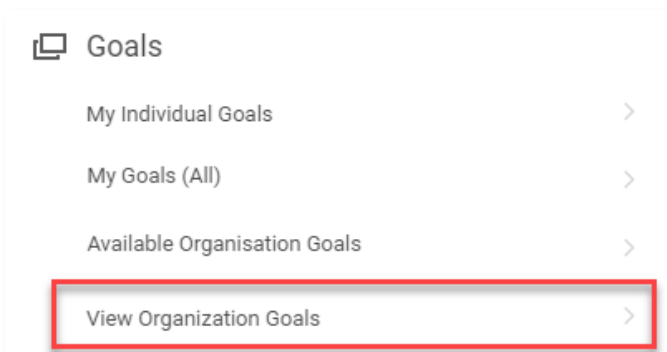
A screenshot of the 'Available Organisation Goals' table. The table has a blue header with the title and an 'Actions' button. Below the header, it shows '5 items'. The table columns are: 'Worker', 'Worker's Sup Org', and 'Organisation Goals for Worker'. The 'Organisation Goals for Worker' column is further divided into three sub-columns: 'Supervisory Organisation for Organisation Goal', 'Organisation Goal in Worker's Management Chain', and 'Worker's Goal That Supports The Org Goal'. The table contains several rows of data, including 'Example New Goal', 'Example Goal 2 edit', and 'Organisation Goal 2 - Teaching'.

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	

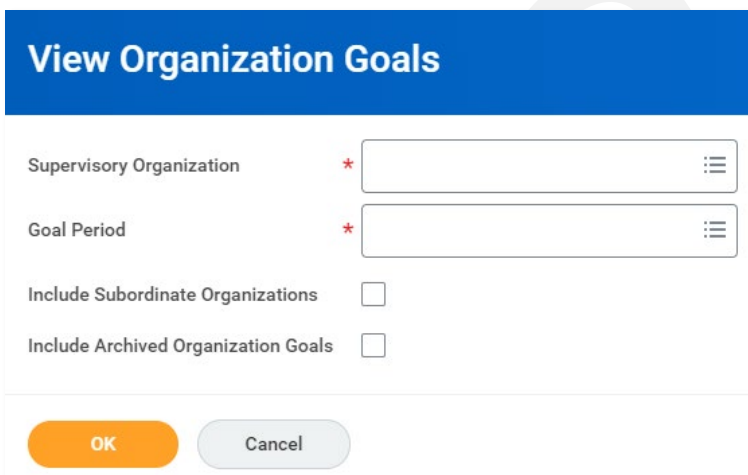
1. Goal Options

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.

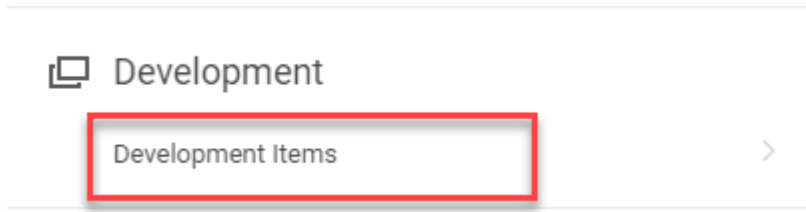


A screenshot of the 'View Organization Goals' dialog box in Workday. The dialog has a blue header with the title 'View Organization Goals'. Below the header, there are four fields: 'Supervisory Organization' with a red asterisk and a dropdown menu; 'Goal Period' with a red asterisk and a dropdown menu; 'Include Subordinate Organizations' with an unchecked checkbox; and 'Include Archived Organization Goals' with an unchecked checkbox. At the bottom, there are two buttons: 'OK' (orange) and 'Cancel' (grey).

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.

My Development Items (Created in Last 12 Months)

Development Items							
Status	Development Item	Date Created	Category	Start Date	Completed On	Relates To	Associated Performance Review
In Progress	Excel improvement	16/11/2020	Professional Development	01/01/2020		Knowledge	Professional and Executive Staff Goal Setting
Not Started	Example	24/11/2020					

View More ...

Refresh

Download to Excel

View More ...

← My Development Items Actions

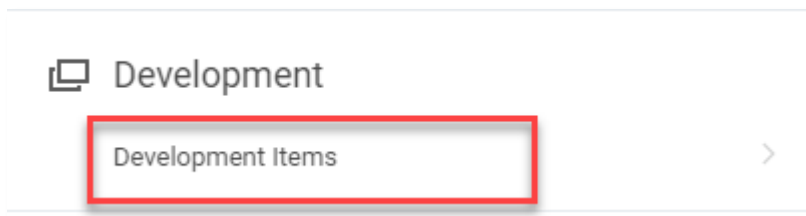
2 items

Development Items							
Status	Development Item	Date Created	Category	Start Date	Completed On	Relates To	Associated Performance Review
In Progress	Excel Improvement	16/11/2020	Professional Development	01/01/2020		Knowledge	Professional and Executive Staff Goal Setting
Not Started	Example	24/11/2020					

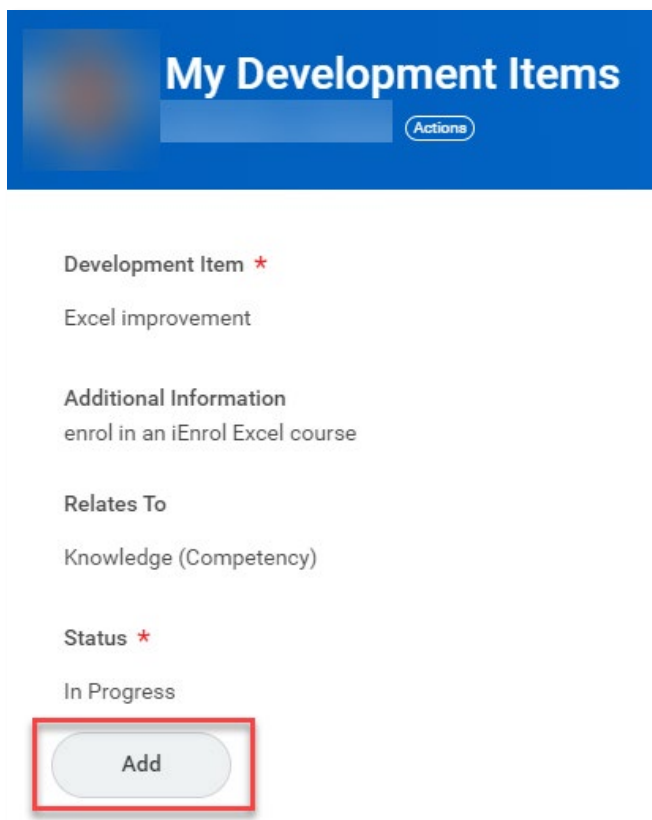
2. Development

2.2 Development Items

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

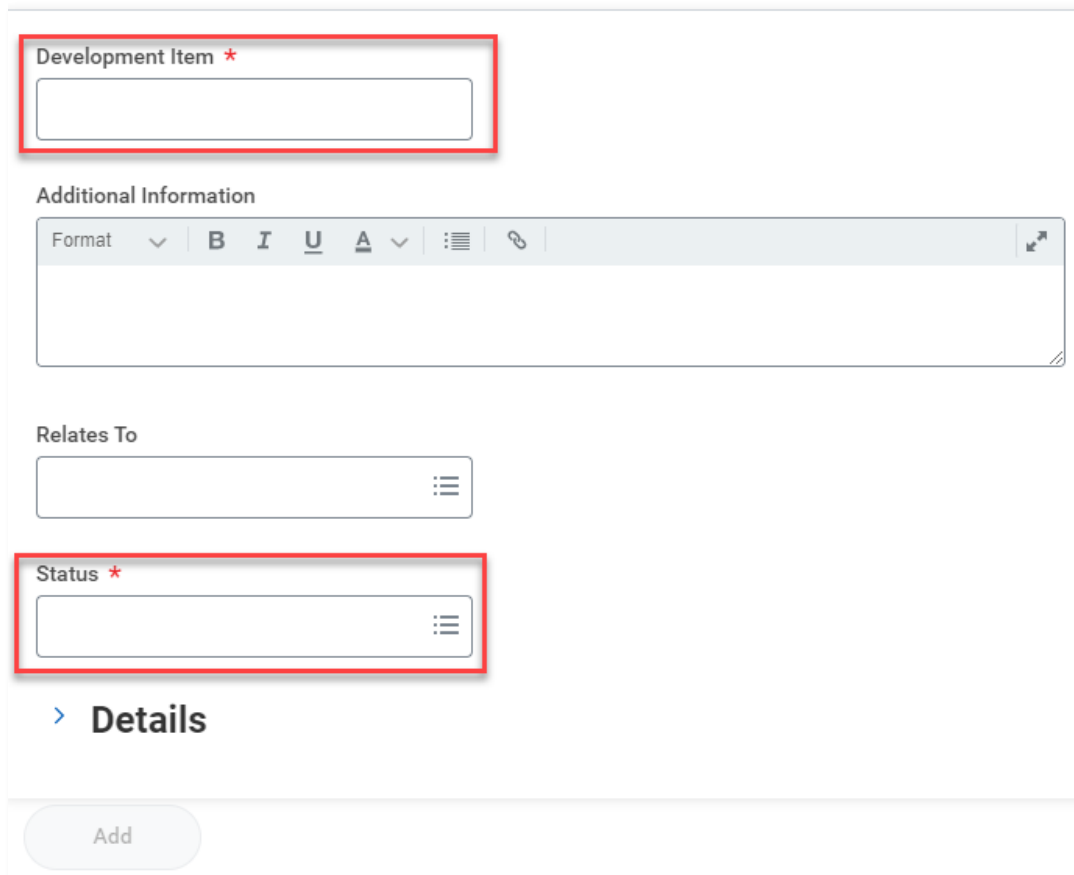


2.2.3 Click on *Add* to create new development items outside of the performance management review cycle.



2. Development

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



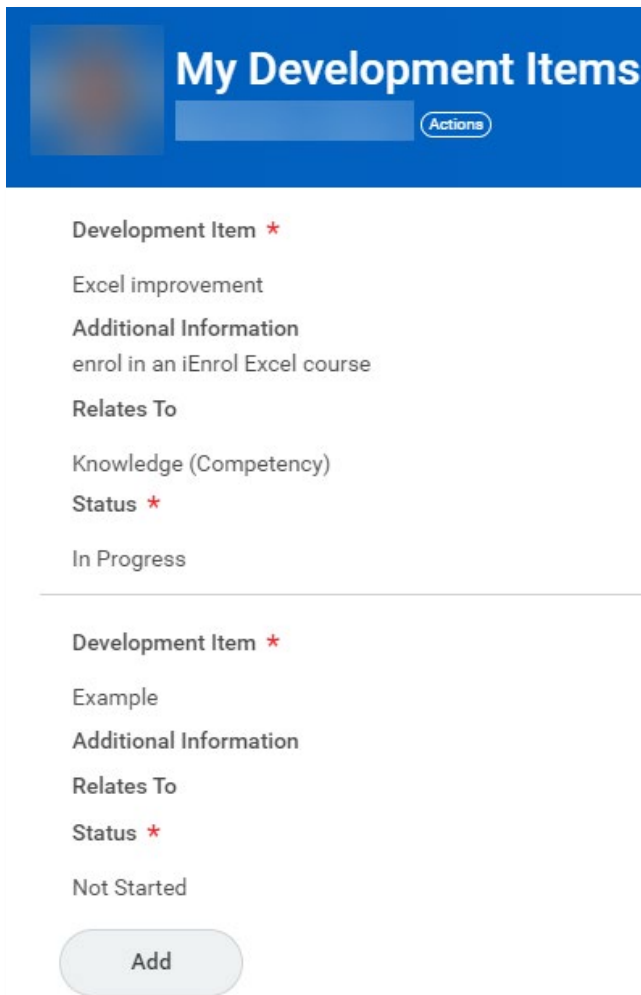
The screenshot shows a 'Development Item' form. At the top, there is a text input field labeled 'Development Item *' which is highlighted with a red box. Below this is a rich text editor section titled 'Additional Information' with a toolbar containing options for Format, Bold (B), Italic (I), Underline (U), Text Color (A), List, and Link. Below the rich text editor is a 'Relates To' dropdown menu. At the bottom of the form, there is a 'Status *' dropdown menu, also highlighted with a red box. Below the status dropdown is a '> Details' link. At the very bottom of the form is an 'Add' button.

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



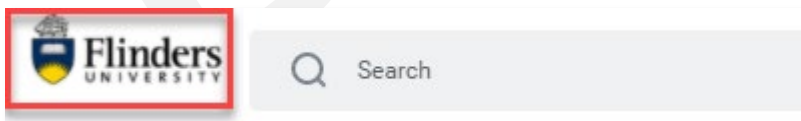
2. Development

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



The screenshot shows a user interface titled "My Development Items". At the top left is a blurred profile picture, and at the top right is an "Actions" button. Below the header, there are two development items listed. The first item is titled "Development Item" with a red asterisk. It has a description "Excel improvement", "Additional Information" "enrol in an iEnrol Excel course", "Relates To" "Knowledge (Competency)", and "Status" "In Progress". The second item is also titled "Development Item" with a red asterisk, has a description "Example", "Additional Information", "Relates To", and "Status" "Not Started". At the bottom of the list is a rounded "Add" button.


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



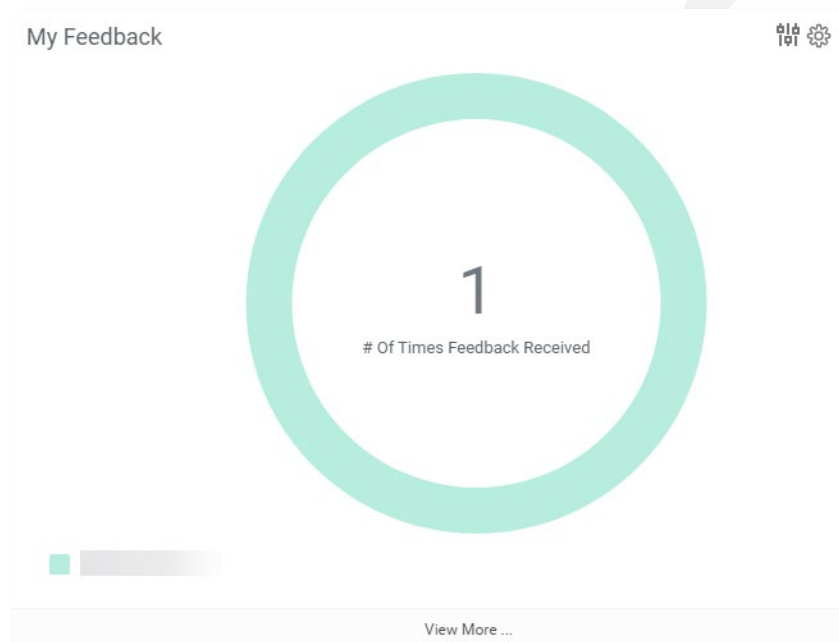
3. Feedback

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.

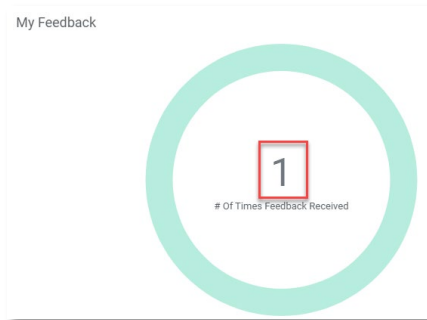
My Feedback 

	Date	From	Feedback
No Data			



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.



Criteria View by: and then by: Refresh

1 item

Feedback Received

Feedback Given: on

A pop-up window with a white background and a grey border. At the top, there are two dropdown menus labeled 'Criteria View by:' and 'and then by:', both containing the text 'Select a Field...'. To the right is a 'Refresh' button. Below this, it says '1 item' with icons for print, list, and filter. The main content area has a header 'Feedback Received' and a table with one row: 'Feedback Given: on'.

View Feedback Given from Request by Self

Subject

From

Feedback 4 items

Question	Feedback
How can I be a better team member?	Example
How can I better align my daily activities to the goals of the University?	
What is one area or skill that I should focus on developing further?	
What is one of my strongest skills that I should utilise more frequently?	

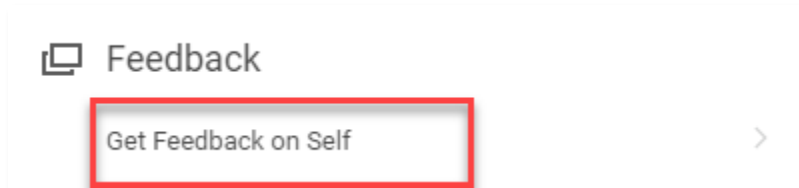
Requested By

Date 23/11/2020 09:04:09.600 PM

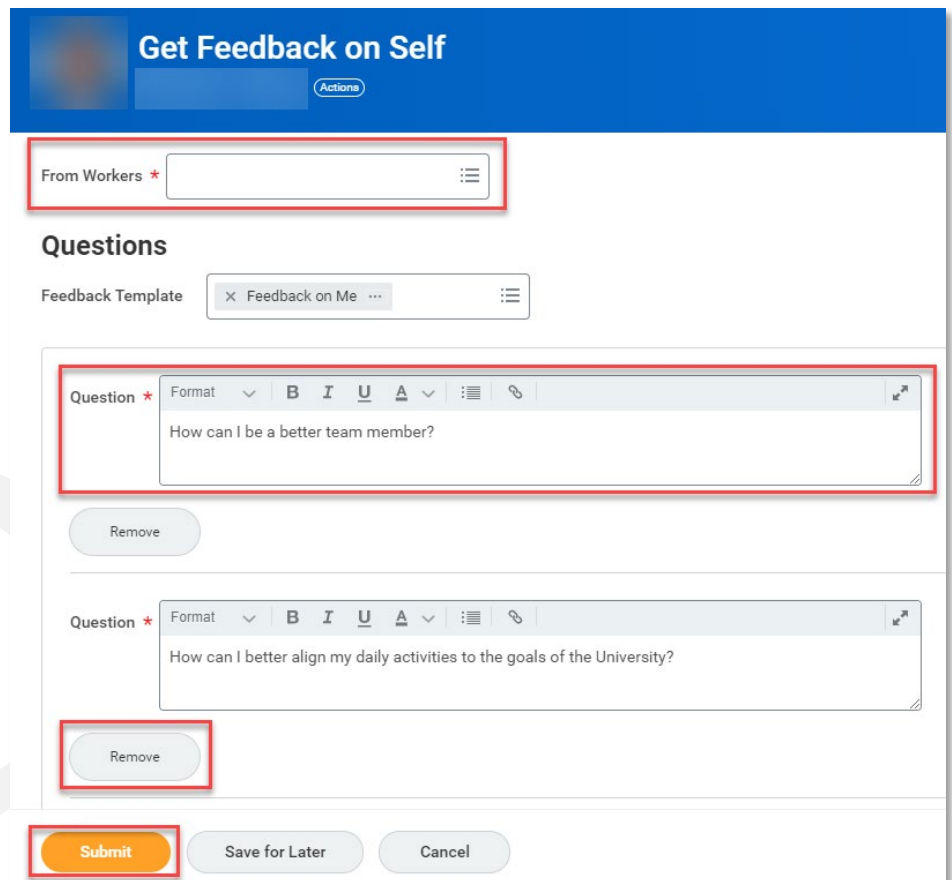
3. Feedback

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*.

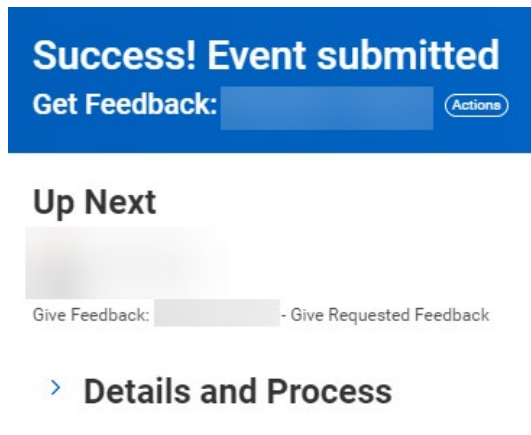


3.2.3 Add your *Question*. Remove any unwanted questions that have pre-populated.

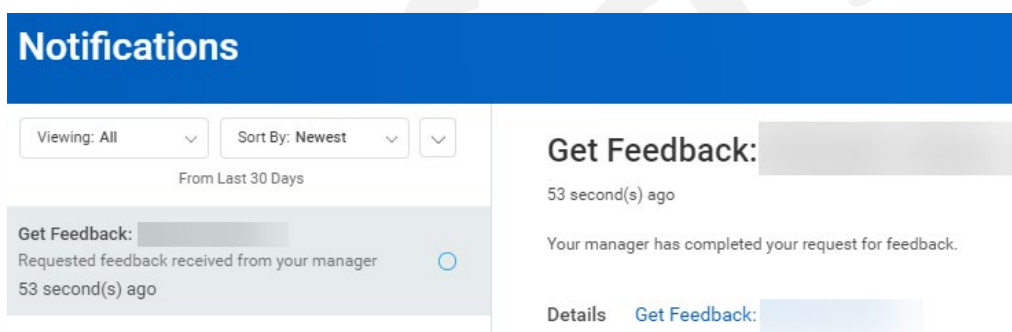
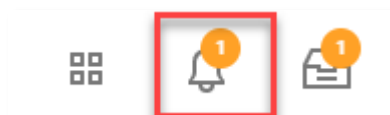
3.2.4 Click *Submit*.

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*.

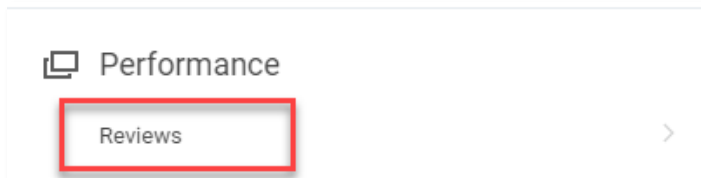


Once your manager has provided the requested feedback, you will receive a notification and the feedback will appear in your Talent and Performance dashboard.



4. Performance

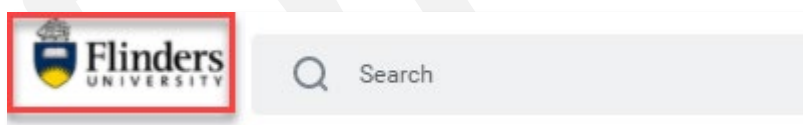
4.1 The view any current or previous review held in Workday, select *Reviews*.



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

A screenshot of the "My Reviews" page in Workday. The page has a blue header with "My Reviews" and an "Actions" button. Below the header, there are two sections of review data. The first section is titled "In Progress 1 item" and contains a table with columns for Review, Review Period (Start Date, End Date), Status, and Awaiting. The row for "Professional and Executive Staff Goal Setting" has "01/01/2021" for Start Date, "31/12/2021" for End Date, and "Approval by Manager" for Status. The "View" and "Create New PDF" buttons for this row are highlighted with red boxes. The second section is titled "Completed 1 item" and contains a similar table. The row for "Professional and Executive Staff Goal Setting" has "01/01/2020" for Start Date and "31/12/2020" for End Date. The "View" and "Create New PDF" buttons for this row are also highlighted with red boxes.

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.