Performance Review and Development Module - Workday.

FREQUENTLY ASKED QUESTIONS

I updated my goal but am unable to see it in my dashboard.

An individual dashboard will refresh every 6 hours – it will refresh immediately in the goals area and you may view it there in the interim.

Can I run reports to view which staff have not yet completed their goal setting tasks within my team?

Yes – you can access this information via the team performance dashboard.

I am a supervisor and when I access my dashboard to view my team performance it states that I have 40 staff reporting to me when I actually have 50 – why is this?

The dashboard will contain data relating only to those staff who are eligible to undertake a performance review, in accordance with clause 27.2 of the Flinders University Enterprise Agreement 2019 –2022.

Some of the staff who report to me have not received a PRD template - what do I do?

If the staff member meets the eligibility definition in accordance with clause 27.2 of the Flinders University Enterprise Agreement 2019 –2022, and they have not received a PRD template, please submit a Workday support Service One request.

Can an Employee upload their previous Performance Review (PR) documents?

Yes - Employees will be able to upload their previous Performance Review (PR) documents by following Profile > Personal > Documents > Add and using "Performance Review" as the document category.

Can organisational goals be created by the supervisor for employees in their immediate and subordinate teams to select when entering individual goals?

Yes - Organisational goals can be created using the Maintain Organization Goal task. Those goals then become available for employees in their immediate and subordinate teams to select when entering individual goals – employee can indicate that their individual goal "Supports" an organisational goal. Any organisation goals that are created should be approved by the Portfolio Director (professional staff) or Dean P&R/VPED (academic staff).

I have tried to request feedback from someone who is not my line manager and have received an error message.

Staff are only able to request feedback on themselves from the direct line manager for their primary position. You will receive an error should you choose anyone else.

I had a feedback request in my inbox and it has now disappeared.

If a manager seeks feedback as part of the PRD process but then completes the Manager Evaluation step before that feedback is provided, the feedback request will disappear from the inbox of the person that the feedback was requested from.

I am a supervisor and I have submitted my evaluation for Employee acknowledgement, and I would like to recall it – can the employee send it back to me?

NO – Please submit a Workday support Service One request to request this action.

Can managers and employees seek feedback on the employee or themselves outside of the PRD process?

Both managers and employees can seek feedback on the employee or themselves outside of the PRD process. However, any feedback received during the review year will load on the PRD template to both the employee (unless it was requested as confidential) and the manager.

If a manager seeks feedback as part of the PRD process but then completes the Manager Evaluation step before that feedback is provided, the feedback request will disappear from the inbox of the person that the feedback was requested from.

If I hold two fixed term contract positions or a continuing and a fixed term position, will I get a Performance Review template for both positions?

A template will only be generated for the position listed as the Primary Job on Workday. If the primary job is incorrect please submit a Workday support Service One request to request this action

Are the PRD templates all the same?

The professional staff template is the same for all professional staff.

There are four templates for academic staff as follows:

- Research Staff
  This performance template is to be used for the annual review of Academic Research Staff. It will generate a review task for all Research Academics funded mostly through Untied funding.

- Teaching Specialist Staff
  This performance template is to be used for the annual review of Academic Staff with a Teaching Academic Workload. It will generate a review task for all Teaching Academics.

- Teaching and Research Staff
  This performance template is to be used for the annual review of Academic Staff with a Teaching Academic Workload. It will generate a review task for all Teaching Academics.

- Tied Funded Research Staff
  This performance template is to be used for the annual review of Academic Research Staff. It will generate a review task for all Research Academics funded mostly through Tied funding.

Once you have reached the performance review stage of the review can you send back to correct at any point in that process?

At the Performance Review stage of the review (i.e., the only stage for the Academics and the second stage for the Professional/Executive cycle), where the process goes through following steps: Employee Evaluation → Manager Evaluation (+ Additional Feedback, if requested) → Employee Acknowledgment → Manager Acknowledgment, the template can only be pushed back by the Manager at the Manager Evaluation step – once the Manager submits their evaluation for Employee Acknowledgment, it cannot be sent back.

How does the academic evaluation process work?

Academic staff need to provide evaluation on both the last year's goals, loaded automatically from the previous review year (or by referring to paper based review), and new items entered for the next review year ahead. They can use the evaluation section for the new goals to elaborate why they are setting the new goal.

If I am an academic or an academic supervisor, where will I see goals marked as completed?

For academics and their supervisors, the only place that they will see goals marked as Completed during the review year is through a standalone goal management task, rather than as part of the formal PR process. This is through the pop-up report that appears in the top right corner of the evaluation step for both employees and managers.

Can a pre-existing goal be added in workday?

Everyone is also to load their pre-existing goals using standalone goal management task, by following Home > Talent & Performance > My Individual Goals > Add. Note, any newly added goal will go to their supervisor for approval.

This may be useful for Academics, if they choose to review 2021 goals (i.e., goals that were setup on paper) in WD – if they enter them into WD using the standalone task, they will load into the template when the PR process is triggered later in the year.

Note that any pre-entered goals will not load for Professional / Executive staff during the goal setting stage.

As a supervisor how can I review the completion of PRD by staff reporting to me or as part of my supervisory org?

For instruction on how to view your team performance dashboard you can access the following link https://staff.flinders.edu.au/content/dam/staff/documents/workday-user-guides/supervisor/understanding-your-team-performance-dashboard.pdf