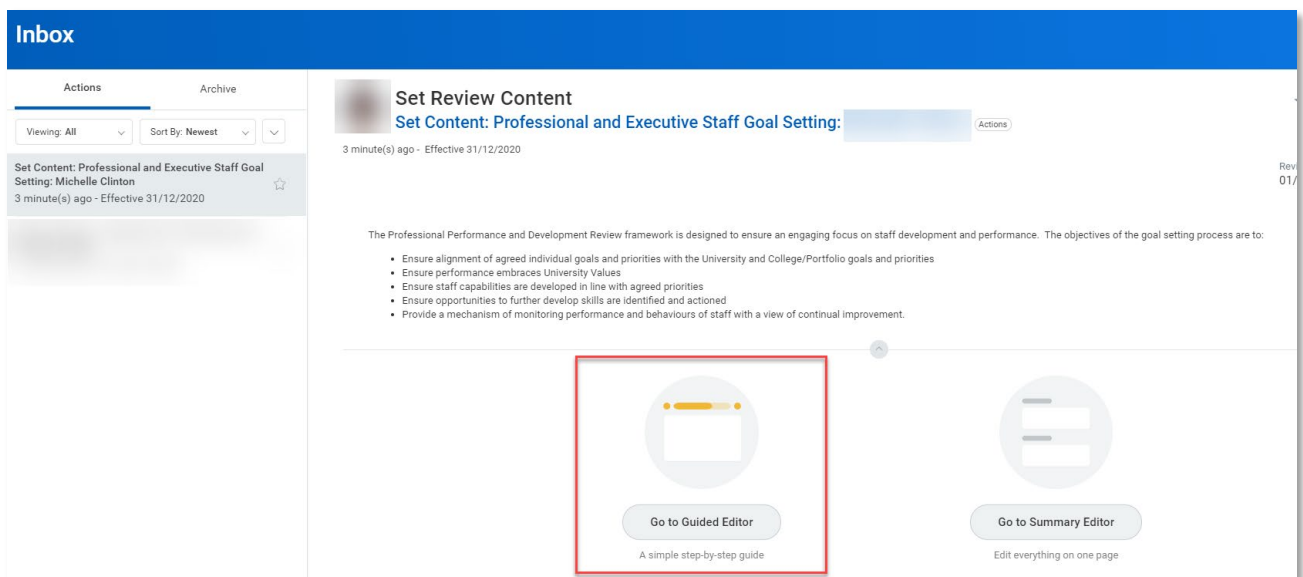


All fixed term and continuing staff members will be required to set some performance goals in Workday. Tasks will be triggered into your Workday inbox each year at the time the goals are to be entered. To complete the tasks follow the steps below, ensuring they are individual to you and your role.

1. Open your Workday Inbox.



2. In the *Set Review Content* task in your inbox, select *Go to Guided Editor*.



Inbox

Actions Archive

Viewing: All Sort By: Newest

Set Content: Professional and Executive Staff Goal Setting: Michelle Clinton
3 minute(s) ago - Effective 31/12/2020

Set Review Content
Set Content: Professional and Executive Staff Goal Setting: Actions

3 minute(s) ago - Effective 31/12/2020

The Professional Performance and Development Review framework is designed to ensure an engaging focus on staff development and performance. The objectives of the goal setting process are to:

- Ensure alignment of agreed individual goals and priorities with the University and College/Portfolio goals and priorities
- Ensure performance embraces University Values
- Ensure staff capabilities are developed in line with agreed priorities
- Ensure opportunities to further develop skills are identified and actioned
- Provide a mechanism of monitoring performance and behaviours of staff with a view of continual improvement.

Go to Guided Editor
A simple step-by-step guide

Go to Summary Editor
Edit everything on one page

3. Goals for the Year Ahead will appear. Click *Add*.

Set Review Content
Set Content: Professional and Executive Staff Goal Setting: [redacted] Actions

3 hour(s) ago - Effective 31/12/2020

Goals for the Year Ahead ▾

Key Goal Outcomes and Performance Measures:
Summarise agreed functional and College / Portfolio aligned goals which are future focused, and performance measures against each goal.

In describing your performance measures, ensure they are realistic, measurable and time relevant.

Ensure you have also included two goals which support the University's focus on service delivery and continuous improvement and provided details on how your individual goals align with that focus.

Add

4. Enter your goal in the free text box marked *Goal*.

Use Existing Goal

Goal *

Format ▾ **B** *I* U **A** ▾ :☰ 🔗 ↗

Relates To
[dropdown menu]

Category
[dropdown menu]

5. Select what competencies the goal *Relates To*.

Use Existing Goal

Goal *

Format | B | I | U | A | | |

Relates To

Category

Supports

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)

6. Select the *Category*.

Use Existing Goal

Goal *

Format | B | I | U | A | | |

Relates To

Category

Supports

Due Date DD/MM/YYYY

Status select one

Category

Search

- Professional
- Research Outputs and Achievements
- Service and Leadership
- Teaching and Related Duties

- 7. Select what goal this new goal *Supports*. This will be for the instance you have a goal in existence already which this new goal aids in achieving.

Use Existing Goal

Goal *

Format | B | I | U | A | | | |

Relates To

Category

Supports

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

- 8. Enter the *Due Date* for the new goal.

Supports

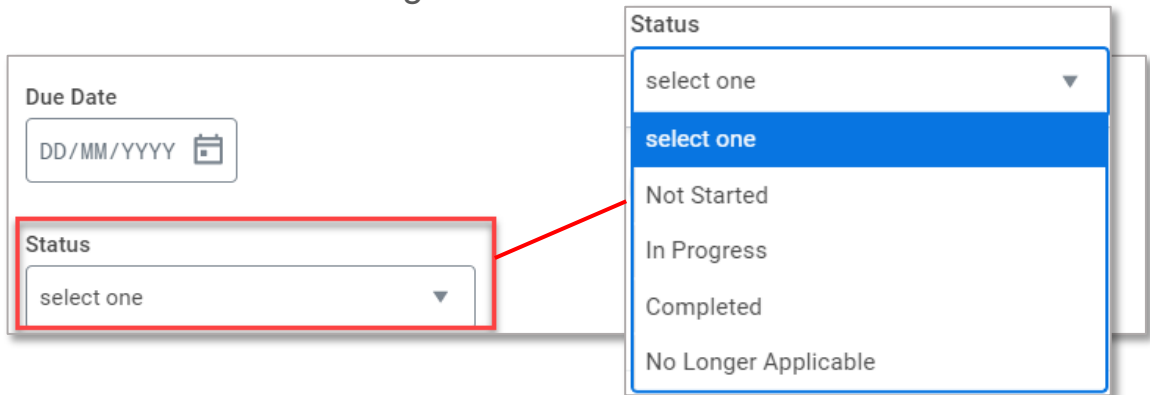
Due Date

DD/MM/YYYY

Status

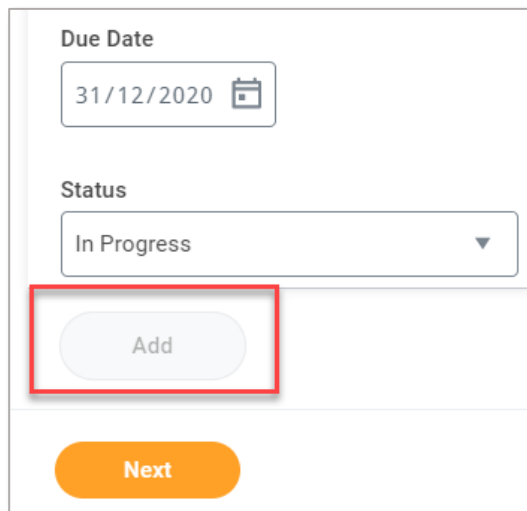
select one

9. Select the *Status* of the goal.



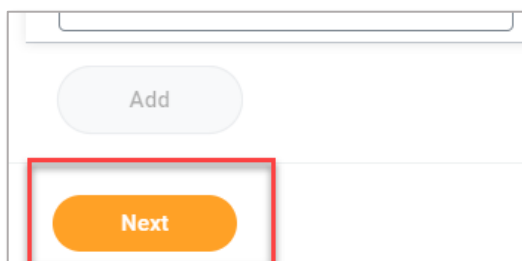
The screenshot shows a form with a 'Due Date' field containing 'DD/MM/YYYY' and a calendar icon. Below it is a 'Status' dropdown menu with 'select one' selected. A red box highlights the 'Status' dropdown, and a red arrow points to a larger dropdown menu showing the available options: 'select one', 'select one', 'Not Started', 'In Progress', 'Completed', and 'No Longer Applicable'.

10. Click *Add* to create a new goal if required. Following steps 4-9 for the new goal. If no more goals are to be created go to step 11.



The screenshot shows the form with 'Due Date' set to '31/12/2020' and 'Status' set to 'In Progress'. A red box highlights the 'Add' button, and an orange 'Next' button is visible below it.

11. Click *Next*.



The screenshot shows the form with the 'Add' button and the 'Next' button. A red box highlights the 'Next' button.

12. Training and Development Plan will appear. Click *Add*.

Set Review Content

Set Content: Professional and Executive Staff Goal Setting: [Redacted] Actions

3 hour(s) ago - Effective 31/12/2020 Review Period: 01/01/2021

Training and Development Plan ▾

Training and Professional Development:
Summarise agreed training and development items which relate to objectives and capabilities required for your role and / or professional development, and actions required to achieve.

For each item, provide the timeline and details of the desired personal outcome and/or potential benefit to the work area you are a part of.

Training and development needs captured in this section will feed into a broader needs analysis and will form part of the College / Portfolio's focus to build capability in the identified areas for the upcoming 12 months.

For staff who have supervisory responsibilities, or have WHS components, provide details of any mandatory training that needs to be completed in the next year.

Add

13. Enter your *Development Item*, or tick *Use Existing Development Item*.

Use Existing Development Item

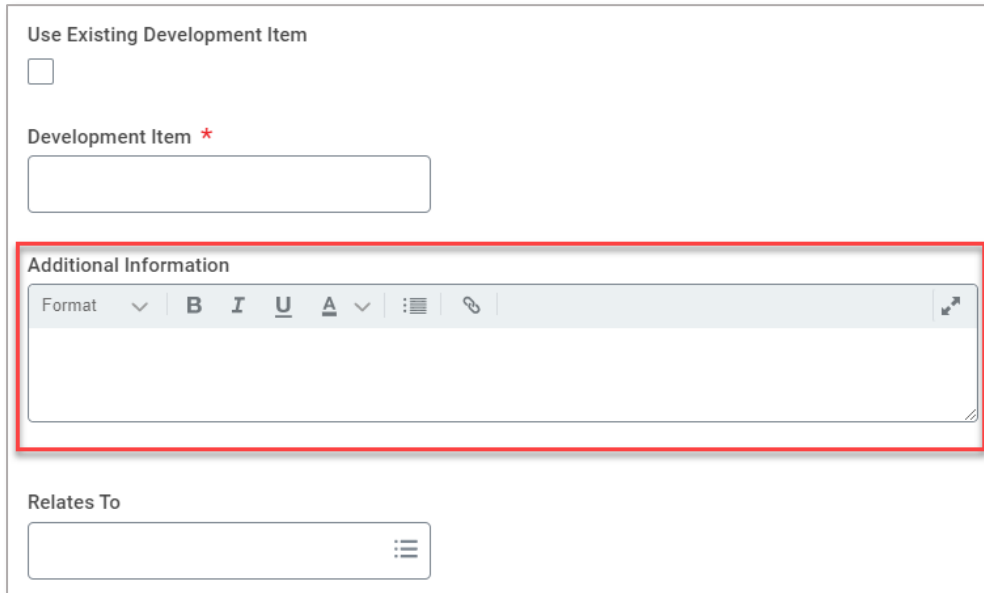
Development Item *

Additional Information

Format ▾ **B** *I* U **A** ▾ | : | | ↕

Relates To

14. Type in *Additional Information* for the development item.



Use Existing Development Item

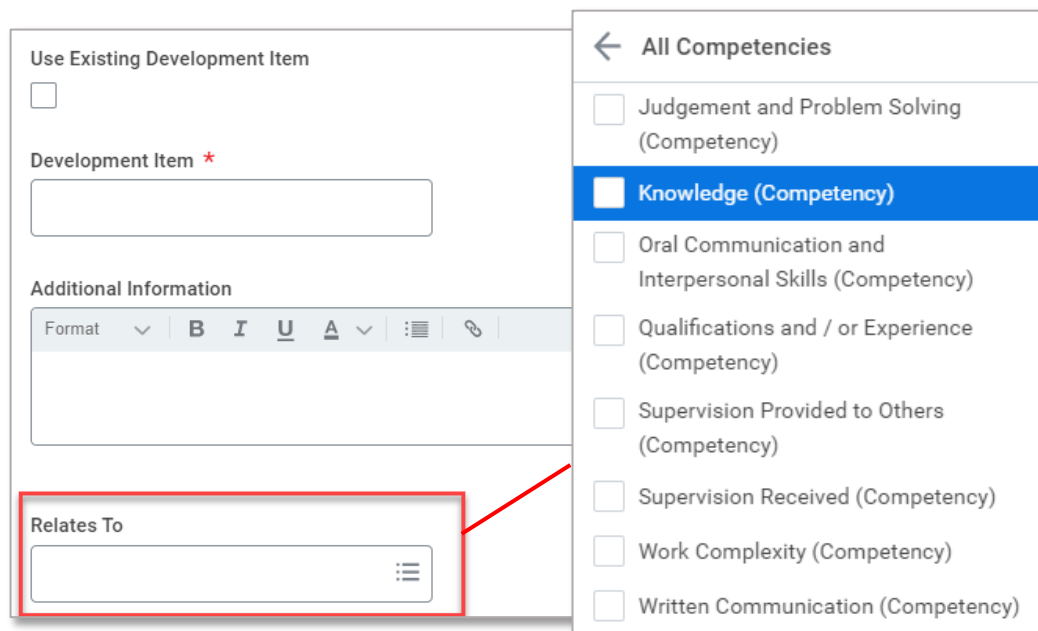
Development Item *

Additional Information

Format | B | I | U | A | | | | ↗

Relates To

15. Select the competencies this development item *Relates To*.



Use Existing Development Item

Development Item *

Additional Information

Format | B | I | U | A | | | | ↗

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)

16. Select the *Category* of the development item.

The screenshot shows a form with three main sections: 'Relates To', 'Category', and 'Start Date'. The 'Category' dropdown menu is open, displaying a list of categories with checkboxes. The 'Category' field is highlighted with a red border. The dropdown menu is highlighted with a blue border.

Relates To

Category

Start Date

DD/MM/YYYY

- Currency of practice / membership of professional association
- Other
- Professional Development
- Research
- Research Leadership and Excellence
- Service and Leadership
- Skill Enhancement
- Teaching

Search

17. Enter the *Start Date* of the development item.

The screenshot shows the same form as in step 16, but with the 'Start Date' field highlighted with a red border. The 'Relates To' and 'Category' fields are also visible.

Relates To

Category

Start Date

DD/MM/YYYY

18. Enter the *Completion Date* of the development item (if known).

The screenshot shows a form with the following fields:

- Start Date:** A date input field with a calendar icon and the placeholder text "DD/MM/YYYY".
- Completion Date:** A date input field with a calendar icon and the placeholder text "DD/MM/YYYY", highlighted with a red border.
- Status *:** A dropdown menu with a hamburger icon on the right.
- Status Note:** A large text area for notes.

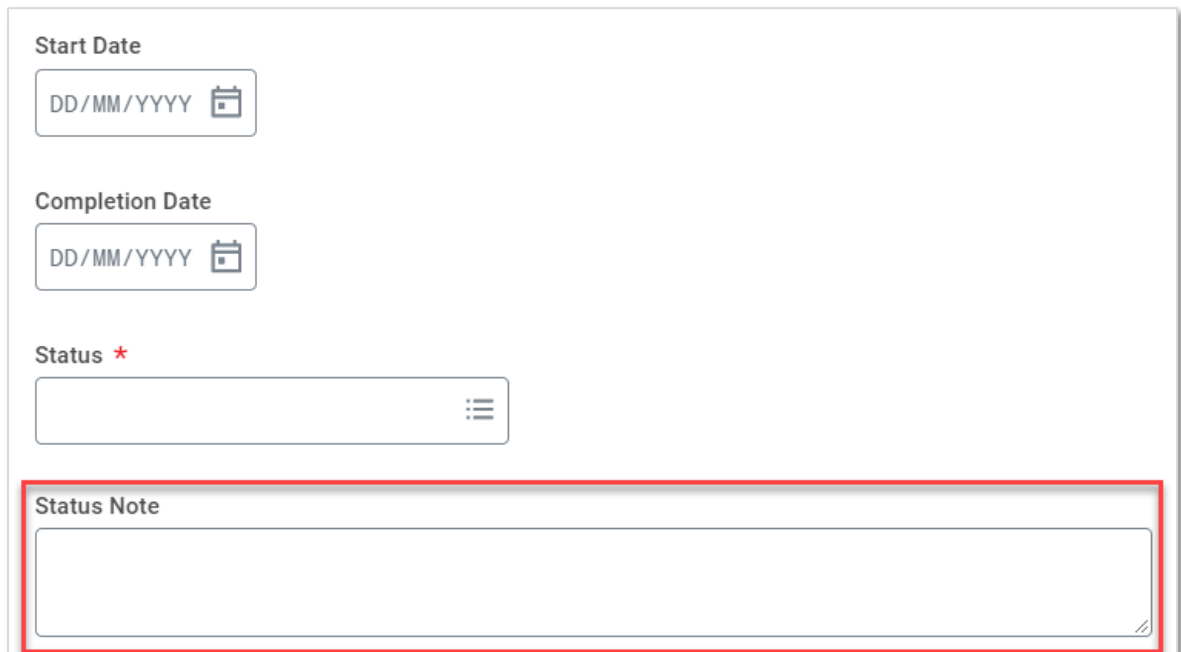
19. Select the *Status* of the development item.

The screenshot shows the same form as in step 18, but with the **Status *** dropdown menu open. The menu is highlighted with a blue border and contains the following options:

- Not Started
- In Progress
- Completed
- No Longer Applicable

At the bottom of the dropdown menu, there is a search bar with the text "Search" and a hamburger icon on the right.

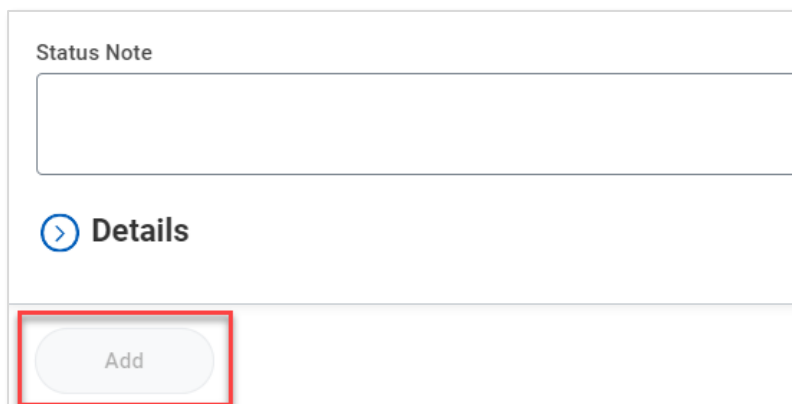
20. Enter a *Status Note* for the development item to assist in tracking where you are up to in the progress.



The screenshot shows a form with the following fields:

- Start Date**: A date input field with a calendar icon and the placeholder text "DD/MM/YYYY".
- Completion Date**: A date input field with a calendar icon and the placeholder text "DD/MM/YYYY".
- Status ***: A dropdown menu with a hamburger icon on the right.
- Status Note**: A large text area for entering notes, which is highlighted with a red border.

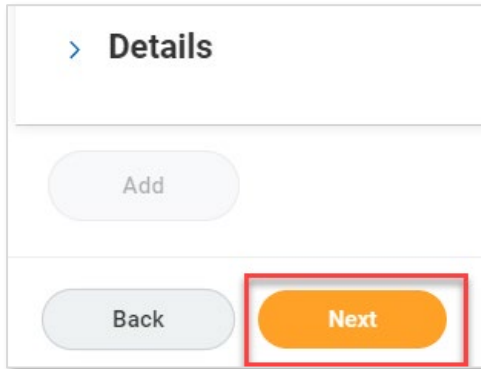
21. Click *Add* to create a new development item if required. Following steps 13-20 for the new development item. If no more development items are to be created go to step 22.



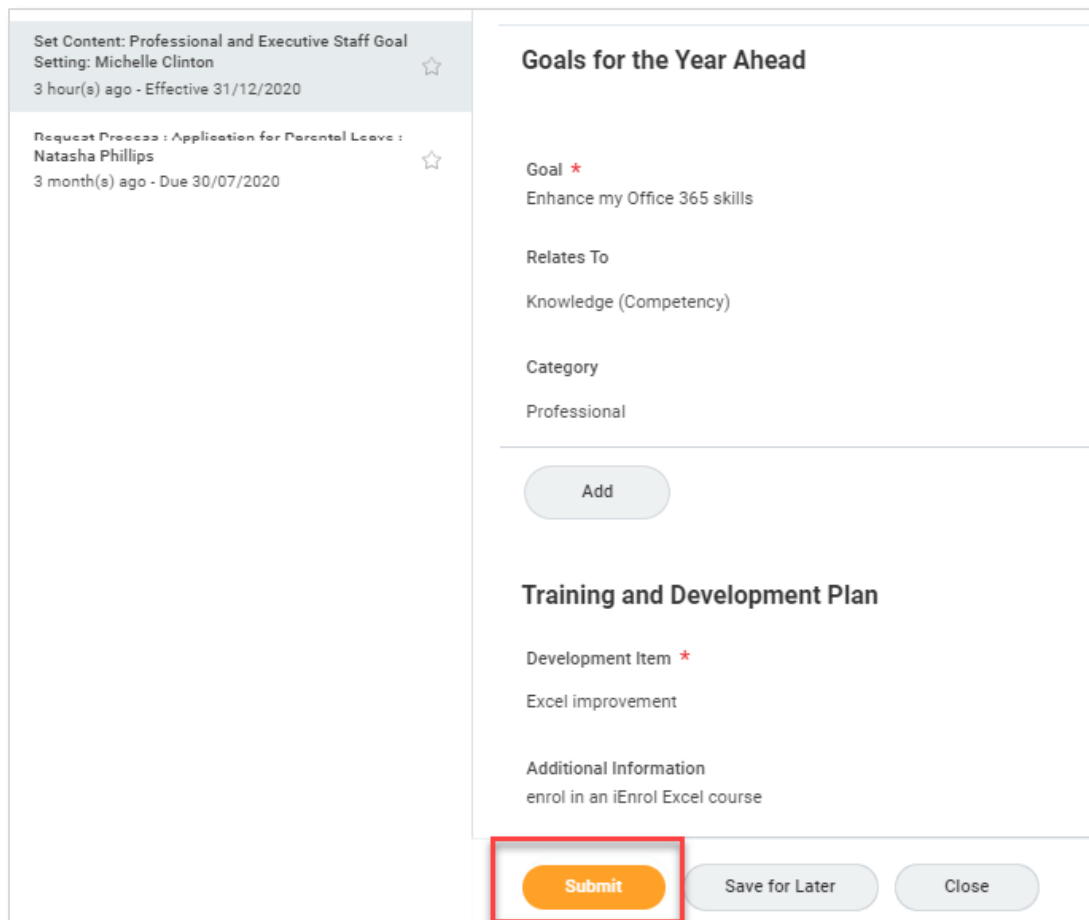
The screenshot shows a form with the following elements:

- Status Note**: A text area for entering notes.
- Details**: A button with a right-pointing arrow icon.
- Add**: A button at the bottom, highlighted with a red border.

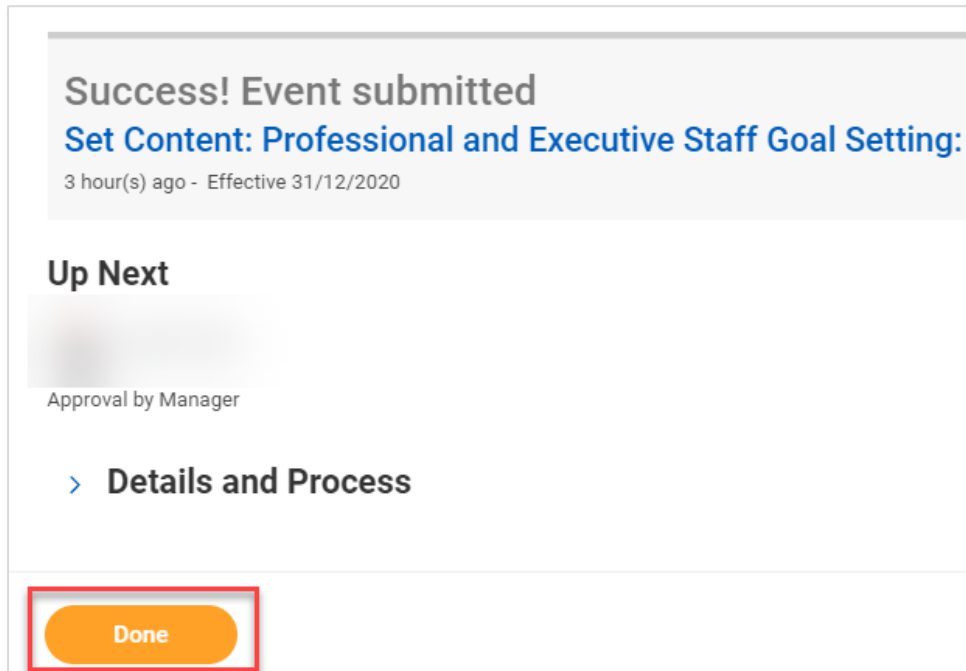
22. Click *Next*.



23. Review the information you have entered for your goals and development items.



24. Up Next is the approval step by your manager. Click *Done*.



The screenshot shows a notification card with a grey header. The header contains the text "Success! Event submitted" in bold, followed by "Set Content: Professional and Executive Staff Goal Setting:" in blue, and "3 hour(s) ago - Effective 31/12/2020" in smaller grey text. Below the header, the card has a white background with the heading "Up Next" in bold. Underneath is a blurred image of a person's profile, with the text "Approval by Manager" below it. A blue chevron icon is followed by the text "Details and Process". At the bottom of the card, there is an orange rounded rectangular button with the word "Done" in white, which is highlighted with a red rectangular border.

This ends the goal setting process.