Uploading PRD templates in Workday Interim Process*

01

CHOOSE
Choose your performance review and development template

Academic staff: Use the current college template
Professional staff: Use your own relevant template, or use the template provided.

Professional staff can also utilise the Training Needs Template to identify training needs as part of the review process.

02

DISCUSS

Discuss goals and performance with supervisor
Meet your supervisor to set goals to be achieved through regular activity and to identify if any training or development is needed to achieve these goals. Discussions can also focus on reviewing the progress or achievement of goals or overall performance at the end of the review period.

NB. Discussions relating to the review of staff performance are encouraged to occur at least once a year with evidence recorded in Workday to enable future reference.

03

DOCUMENT

Document your discussion
Capture the discussion of your goals and performance in the chosen PRD Template.

Professional staff: Capturing training information will help the Organisational Development and Diversity Team to understand the training needs of the organisation and provide meaningful input into the development of a Professional Development Calendar for the coming year.

If you have questions, please refer to the FAQs.

04

UPLOAD

Upload your performance review
Once documented, upload your completed PRD Template to the Career section in Workday, together with your Training Needs Template, if applicable.

To do this, please refer to the 'How to add PRD documents to Workday' guide. Access the *Career* section of Workday to add documents as *Certifications*. Search for 'Performance Review and Development – Flinders University' in the certification field and add your documents. No other fields require editing.

Once you upload the document(s), the Performance Review is complete.

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*The steps outlining the process to upload your completed PRD into Workday are temporary whilst a wider review of the PRD process is completed. Further changes to the way in which PRD records are managed in Workday may change as outcomes of the review are implemented.