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| To expand or collapse the answers provided in the following guide, hover over the question heading and click on the icon. If you have any questions, please contact the Organisational Development and Diversity Team at organisational.development@flinders.edu.au  |

# **Uploading completed Reviews in Workday**

Uploading completed Review documents into Workday via the Careers/ Certification section is an interim measure to simplify the current PRD process. This is part of a wider review which will incorporate both Professional and Academic PRD processes.

For **Professional staff**: You can upload the template of your choice, or use the [template example provided](https://staff.flinders.edu.au/content/dam/staff/pc/performance-review/prd-example-template.docx).

For **Academic staff**: You can upload your own relevant template, this may be the current college template.

To upload your completed Review to Workday, refer to the ‘[How to add PRD documents to Workday](https://staff.flinders.edu.au/content/dam/staff/pc/performance-review/how-to-add-prd-documents-to-workday.pdf)’ guide. PRD documents are added as *Certifications* as an interim measure to simplify the PRD process. Access the Career section of Workday to add a Certification document. Select ‘Performance Review and Development – Flinders University’ as the *Certification type* and add your document.

Only the *Certification type* (Performance Review and Development – Flinders University) needs to be defined and documents added to complete the document upload process. No other fields in the certification section require completion.

By uploading your completed Review document in Workday you are acknowledging completion of the review process.

# **Confidentiality of Review documents**

Review documents uploaded into Workday are stored confidentially in line with current document storage practices.

Documents uploaded to Workday are accessible by you and your immediate supervisor.

# **Guided process in Workday**

If you prefer, you are still able to complete your PRD using the current guided process available in Workday.

The Goal Setting task and Performance Evaluation task will both be available in Workday for Professional and Executive staff from 1/5/23. Tasks can be completed at any time throughout the year.

# **PRD Cycle**

The focus of the PRD process is about having meaningful conversations between staff members and supervisors.

We appreciate that a formal performance review cycle doesn’t always fit with staff member circumstances and current review practices operating in teams across the University.

All staff members are encouraged to complete a review at least once every 12 months.

Completion of a review is acknowledged by either uploading a completed Review document into Workday or Submitting a Review using the guided process in Workday.

Professional and Executive staff using the guided process in Workday to complete a review, will now have access to the Goal Setting task and Performance Evaluation task in Workday from 1/5/23. These tasks will be available until 31/12/23.

Subsequent releases of PRD Workday tasks for Professional and Executive staff commencing after 1/5/23 will occur regularly allowing new starters the opportunity to complete PRD tasks at any time throughout the year.

# **Identifying Training Needs**

All Professional staff are encouraged to identify any training and development needed to support them in their role and set them up for success. The capture of training requirements is relevant regardless of the method chosen to complete the review (ie either paper based or via the guided process in Workday).

Identifying the training needs for staff members will help the Organisational Development and Diversity Team to understand training requirements of the organisation and provide meaningful input into a Professional Development Calendar for the coming year.

Discussions relating to training required should occur at the time of review completion.

A [Training Needs Template](https://staff.flinders.edu.au/content/dam/staff/pc/performance-review/prd-example-training-needs-template.docx)is available to be used to assist the capture of requirements. This template once completed, needs to be uploaded into Workday via the Careers/ Certification section.

To upload your completed Training Needs document to Workday, refer to the ‘[How to add PRD documents to Workday](https://staff.flinders.edu.au/content/dam/staff/pc/performance-review/how-to-add-prd-documents-to-workday.pdf)’ guide. PRD documents are added as *Certifications* as an interim measure to simplify the PRD process. Access the Career section of Workday to add a Certification document. Select ‘Performance Review and Development – Flinders University’ as the *Certification type* and add your document.

Only the *Certification type* (Performance Review and Development – Flinders University) needs to be defined and documents added to complete the document upload process. No other fields in the certification section require completion.

# **Reviewing the PRD process**

A wider review of the PRD process is currently underway. The review is being led by the Organisational Development and Diversity Team and will be undertaken with an aim to increase the value and effectiveness of the PRD process for both Professional and Academic staff.

Further changes made to the PRD process will involve consultation with key stakeholders and will be communicated to all staff.