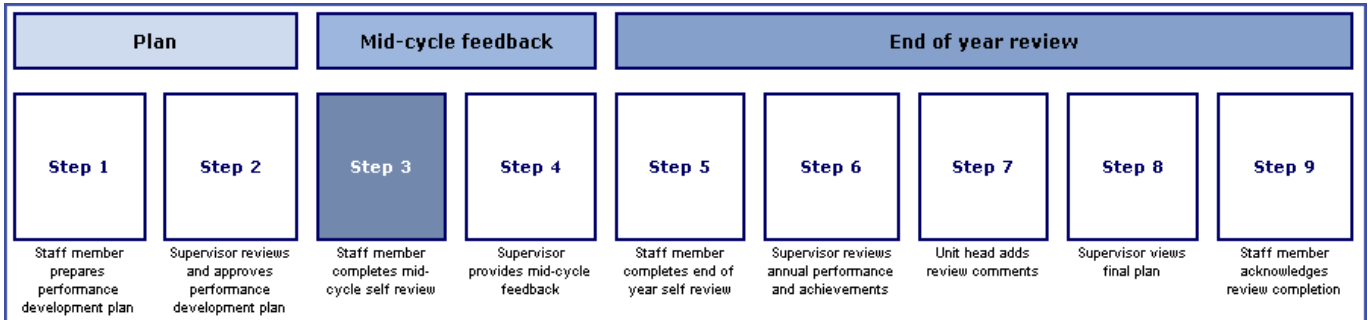


**Performance Development Online Process Step 3**

The following example employees will be referred to throughout the performance development online training documentation:

- Maxine Richards (staff member)
- Cynthia Rodders (supervisor)
- Laurence Warren Charger (unit head)

**Step 3 of the performance development process is owned by the staff member**

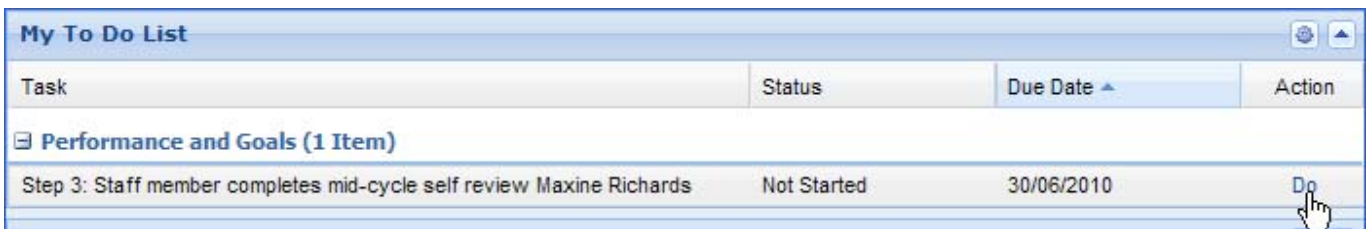


Step 3 of the performance development process is for the staff member to complete their own mid-cycle self-review. Once the staff member has entered comments into their performance development plan and submitted it to the next step (step 4), the staff member should arrange to meet with their supervisor to discuss the staff member’s comments and progress to date. PDO provides for comments regarding progress in each of the areas of Career Aspirations, 3 Year Goals, Leadership Goals and Workload Allocation as well as for overall comments in a new tab called ‘Comments’.

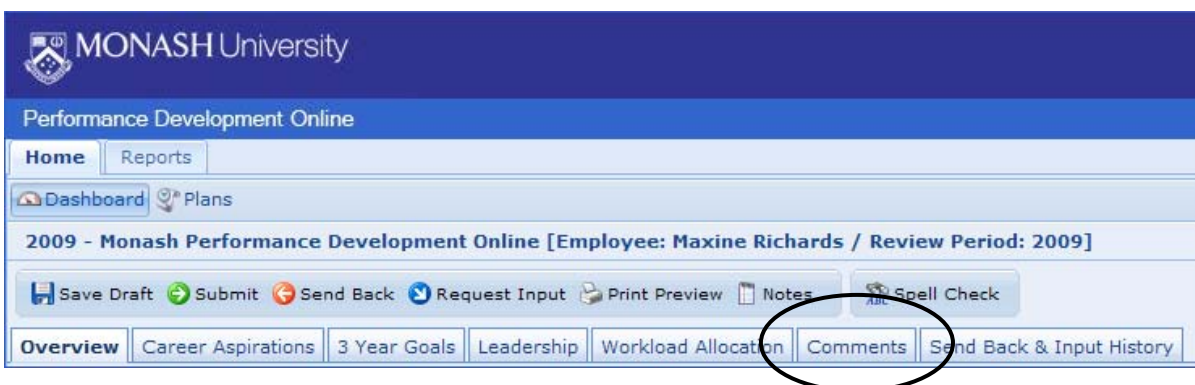
*\*This step is compulsory for probationary staff.*

**Step: 3 Staff member completes mid-cycle self review Maxine Richards**

Sign into PDO and in the ‘My To Do List’, click on the step description or ‘Do’ under the word ‘Action’ for the task at Step 3: Staff member completes mid-cycle self review Maxine Richards.



At this step, a new tab called ‘Comments’ is populated. It will remain visible for the remainder of the performance development process.



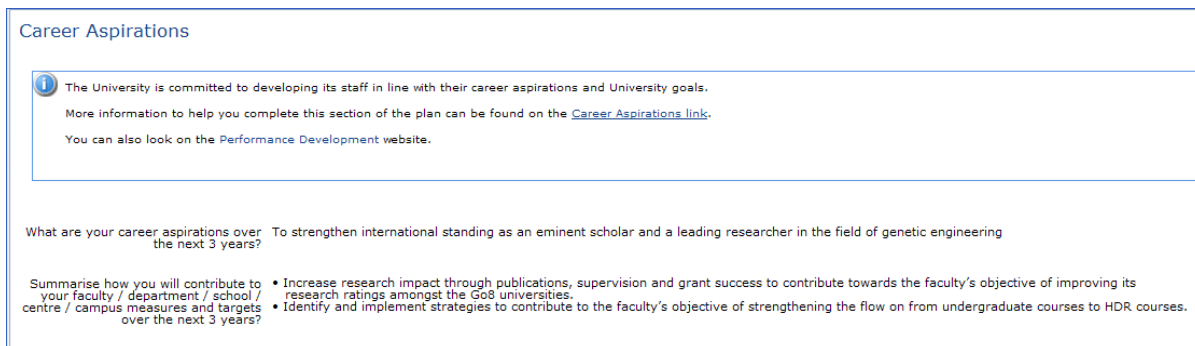
## Overview tab

The 'Overview' tab will show the performance development process as being at step 3.



## Career Aspirations tab

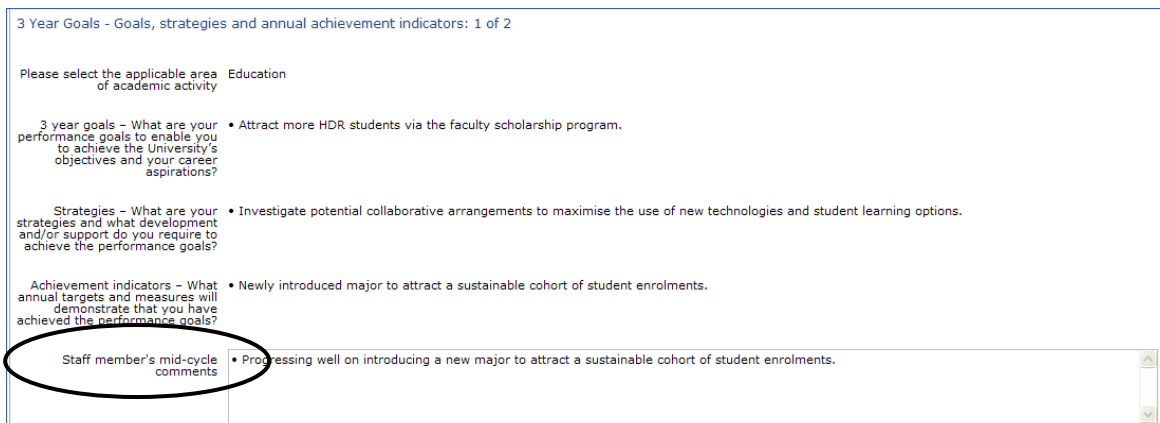
Career aspirations entered at step 1 are no longer editable. They will remain this way for the remainder of the process and will be copied into the next year's plan.



## 3 Year Goals tab

3 year goals entered at step 1 are no longer editable. They will remain this way for the remainder of the process and the goal and strategy content will be copied into the next year's plan.

A new text box is populated under each individual goal called 'Staff member's mid-cycle comments'. Enter comments documenting progress made against each goal.



### Leadership tab

Leadership goals entered at step 1 are no longer editable. They will remain this way for the remainder of the process and the goal and strategy content will be copied into the next year's plan.

A new text box is populated under each individual goal called 'Staff member's mid-cycle comments'. Enter comments documenting progress made against each goal.

Leadership Role - Goals, strategies and annual achievement indicators: 1 of 1

Please select the applicable area of academic activity: Education - standing

3 year goals - What are your performance goals to enable you to achieve the University's objectives and your career aspirations?

- Improve the faculty's educational outcomes and benchmark to be at least 3rd in the G08.

Strategies - What are your strategies and what development and/or support do you require to achieve the performance goals?

- Introduce new courses consistent with strategic direction and scope the implementation of courses in overseas campuses.
- Strengthen the flow on from undergraduate courses to HDR courses.

Achievement indicators - What annual targets and measures will demonstrate that you have achieved the performance goals?

- Number of courses developed with other universities

Staff member's mid-cycle comments

- Progressing of the development of two courses.

### Workload Allocation tab

Workload allocation information entered at step 1 is no longer editable. It will remain this way for the remainder of the process and will not be copied into the next year's plan.

*\*Throughout the 9 step performance development process, portfolio attachments can be viewed, added and/or deleted from the performance development plan via the overview tab.*

A new text box is populated called 'Staff member's mid-cycle comments'. Enter mid-cycle comments documenting progress made and/or changes to workload allocation.

Research (for example, outputs, grants and HDR supervision): 2009 Research Workload Allocation spreadsheet attached.

Education (for example, teaching improvement, leadership, innovation, standing): 2009 Education Workload Allocation spreadsheet attached.

Service (for example, internal, external, leadership): 2009 Service Workload Allocation spreadsheet attached.

Staff member's mid-cycle comments

- There are no changes to report on my workload allocation.

### Comments tab

During the mid-cycle review (steps 3 and 4), the staff member and supervisor should discuss and document overall progress made against agreed goals. Enter mid-cycle comments regarding overall progress for the performance development plan.

*\*Probationary staff must complete a mid-cycle review.*

Summary Section

The 'Comments' tab is used by the staff member and supervisor to record overall comments at the time of the mid-cycle and end of year reviews. Specific comments relevant to goals should be added to the '3 Year Goals' tab at the appropriate step.

During the end of year review a supervisor is required to make a recommendation on a staff member's incremental progression (where applicable). Secondary supervisors should be consulted before making this recommendation.

More information to help you complete this section of the plan can be found on the following links:

- [Overall Comments explained](#)
- [3 Year Goal Comments explained](#)
- [Workload Allocation Comments explained](#)

You can also look on the [Performance Development website](#).

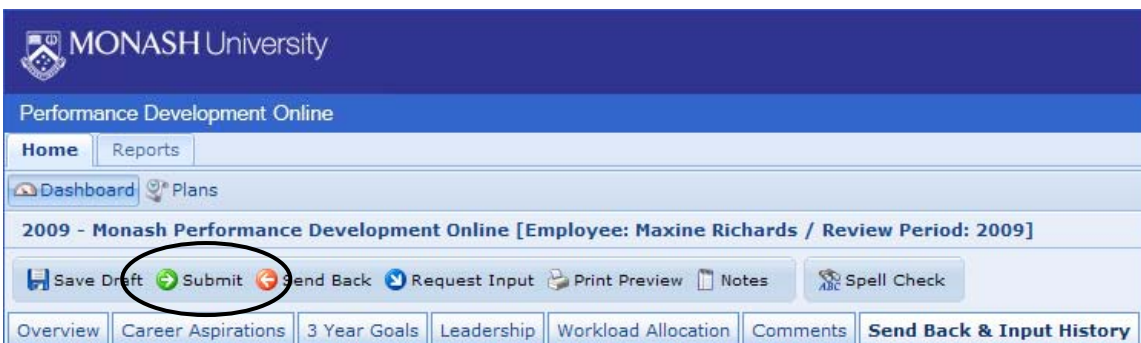
Staff member's mid-cycle comments

- I feel like I am making good progress towards all areas of my performance plan.

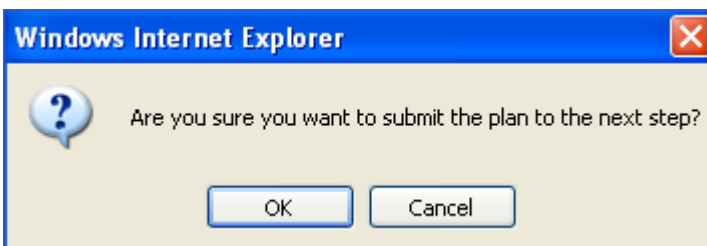
**Submitting the plan to Step 4**

Once all comments have been entered, the plan should be submitted to the next step in the performance development process. Step 4: Supervisor provides mid-cycle feedback.

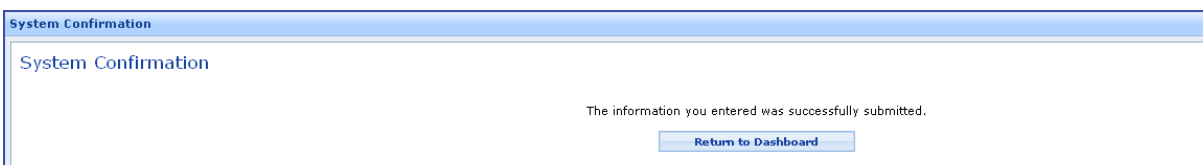
Click on the 'Submit' button.





A confirmation will populate. Click on 'OK' to continue in submitting the plan.



A second confirmation will populate. Click on 'Return to Dashboard'



When returning to the dashboard, the plan will no longer be visible since it has been moved to step 4 of the performance development process.

**Home Dashboard**  
**My To Do List**  

Task	Status	Due Date ▲	Action
------	--------	------------	--------