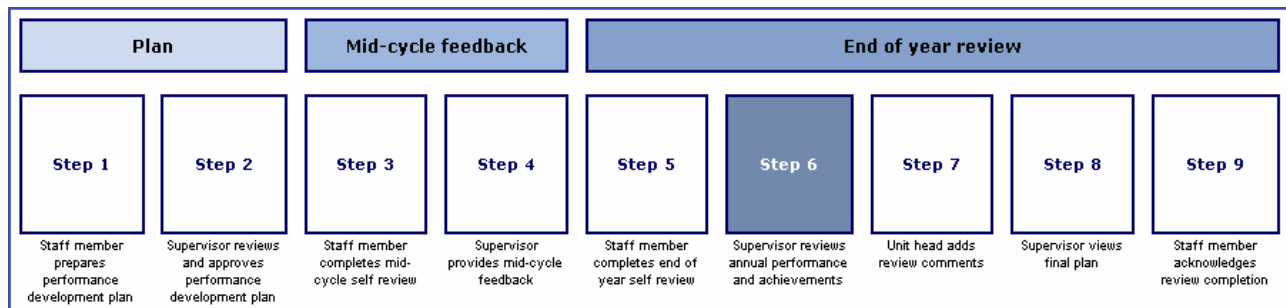


**Performance Development Online Process**
**Step 6**

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 6 of the performance development process is owned by the supervisor**


Step 6 of the performance development process is for the supervisor to review the staff member's annual performance and achievements and provide comments. The staff member and supervisor should arrange to meet, review and discuss the end of year comments. As part of the performance development process, step 6 provides an area to record an increment decision (if applicable).

**Step: 6 Supervisor reviews annual performance for 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 6: Supervisor reviews annual performance for Maxine Richards to open Maxine Richards' plan.

My To Do List			
Task	Status	Due Date ▲	Action
 <b>Performance and Goals (2 Items)</b>			
Step 1: Staff member prepares performance development plan Cynthia Rodders	Not Started	30/11/2009	Do
Step 6: Supervisor reviews annual performance for Maxine Richards	Not Started	28/02/2011	Do

## Overview tab

The 'Overview' tab will show the performance development process as being at step 6.



MONASH University Performance Development Online

Welcome Cynthia Rodgers

Home Reports

Dashboard Plans

2009 - Monash Performance Development Online [Employee: Maxine Richards / Review Period: 2009]

Save Draft Submit Send Back Request Input Print Preview Notes Spell Check

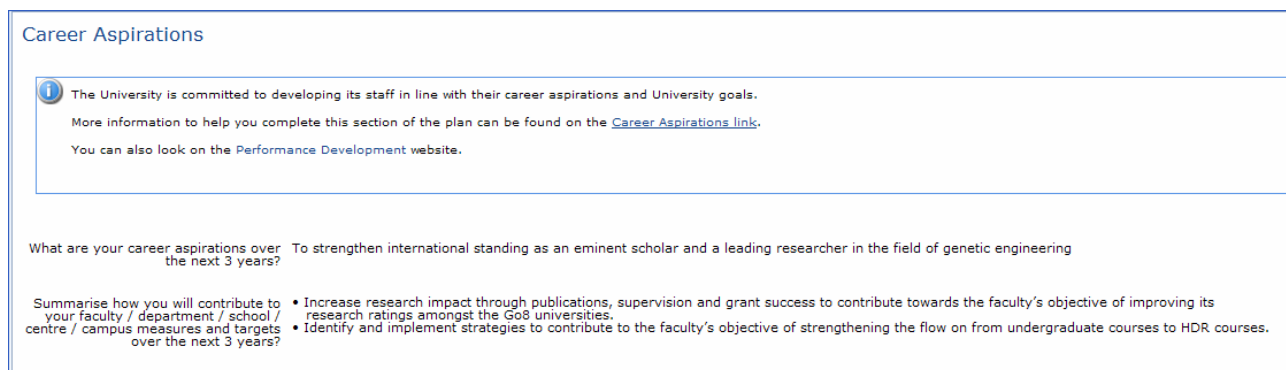
Overview Career Aspirations 3 Year Goals Leadership Workload Allocation Comments Send Back & Input History

Academic performance development process

Plan		Mid-cycle feedback		End of year review				
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
Staff member prepares performance development plan	Supervisor reviews and approves performance development plan	Staff member completes mid-cycle self review	Supervisor provides mid-cycle feedback	Staff member completes end of year self review	Supervisor reviews annual performance and achievements	Unit head adds review comments	Supervisor views final plan	Staff member acknowledges review completion

## 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.



Career Aspirations

The University is committed to developing its staff in line with their career aspirations and University goals. More information to help you complete this section of the plan can be found on the [Career Aspirations link](#). You can also look on the [Performance Development website](#).

What are your career aspirations over the next 3 years? To strengthen international standing as an eminent scholar and a leading researcher in the field of genetic engineering

Summarise how you will contribute to your faculty / department / school / centre / campus measures and targets over the next 3 years?

- Increase research impact through publications, supervision and grant success to contribute towards the faculty's objective of improving its research ratings amongst the G08 universities.
- Identify and implement strategies to contribute to the faculty's objective of strengthening the flow on from undergraduate courses to HDR courses.

## 3 Year Goals tab

At step 5, a new text box was populated under each individual goal called 'Actual annual achievements and comments'.

Below this is an area to document 'Supervisor's end of year comments' regarding overall progress made against each of the individual goals for the staff member.



3 Year Goals - Goals, strategies and annual achievement indicators: 1 of 2

Please select the applicable area of academic activity Education

3 year goals - What are your performance goals to enable you to achieve the University's objectives and your career aspirations? • Attract more HDR students via the faculty scholarship program.

Strategies - What are your strategies and what development and/or support do you require to achieve the performance goals? • Investigate potential collaborative arrangements to maximise the use of new technologies and student learning options.

Achievement indicators - What annual targets and measures will demonstrate that you have achieved the performance goals? • Newly introduced major to attract a sustainable cohort of student enrolments.

Staff member's mid-cycle comments • Progressing well on introducing a new major to attract a sustainable cohort of student enrolments.

Supervisor's mid-cycle comments • Well done on your progress so far.

Actual annual achievements and comments • The new major will be introduced in two months time. A substantial amount of interest has been received in regards to enrolments.

Supervisor's end of year comments Maxine's HDR completion rate is good with a high rate in Honours completions.

**Leadership tab**

At step 5, a new text box was populated under each individual goal called 'Actual annual achievements and comments'.

Below this is an area to document 'Supervisor's end of year comments' regarding overall progress made against each of the individual goals for the staff member.

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.

Supervisor's mid-cycle comments • Well done on your progress so far.

Actual annual achievements and comments • Two new courses have been developed this year. A third one will be worked on in the following year.

Supervisor's end of year comments Maxine has made excellent progress towards improving the faculty's educational outcomes.

**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.*

At step 5, a new text box was populated called 'Staff member's end of year comments'.

Below this is an area to document 'Supervisor's end of year comments' regarding overall progress 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.
Supervisor's mid-cycle comments	• Please keep your plan updated should the circumstances change around this area.
Staff member's end of year comments	I have managed to keep on track with my workload allocation this year. Next year may have some challenges and I will document these in the next year's plan.
Supervisor's end of year comments	Excellent progress by Maxine in keeping on track with her workload allocation. This has been fairly steady this year, however, there will need to be some flexibility next year which Maxine is aware of.

**Comments tab**

At the end of year review, main achievements and any challenges encountered are discussed and documented. The staff member and supervisor should use the end of year discussion to reach agreement about the plan for the coming year. When a staff member has more than one supervisor, the nominated primary supervisor is responsible for consulting with the other supervisor/s and making a recommendation in relation to incremental progression. Refer to the Staff Development Procedure - Performance Development Academic Staff for more information.

A new text box is populated under the 'Supervisor's mid-cycle comments' text box called 'Supervisor's end of year comments'. Enter end of year comments regarding overall progress for the performance development plan.

A tick box is available for the recording of the end of year review meeting.

Staff member's mid-cycle comments	• I feel like I am making good progress towards all areas of my performance plan.
Staff member's end of year comments	• Overall I am quite happy with the outcomes I have achieved this year. Having had good support from my immediate supervisor has also helped.
Supervisor's mid-cycle comments	• Congratulations on your achievements so far.
Supervisor's end of year comments *	Overall, Maxine has had a very productive year and should be considered an asset to her department and the University. I am sure her commitment will flow through to 2010 and beyond.
Staff member's level and step	[Level: <b>LEVEL B</b> ] [Step: <b>OS</b> ]
Supervisor's pay increment statement *	A salary increment is not applicable for this staff member.
I have met with my staff member to provide mid-cycle feedback.	<input checked="" type="checkbox"/>
I have met with my staff member to conduct an end of year review.	<input checked="" type="checkbox"/>

**Increment statement**

Within the 'Comments' tab is an area to record an increment decision. The staff member's level and step are also populated from the SAP source system.

If an increment is not applicable for the staff member whose plan you are viewing, PDO will automatically populate the statement as 'A salary increment is not applicable for this staff member'

Staff member's level and step [Level: **LEVEL B**] [Step: **05**]

Supervisor's pay increment statement \* A salary increment is not applicable for this staff member.

If an increment is applicable, you will need to select one of the following options from the drop down box before the plan can be submitted to the next step:

- Based on performance discussion, I approve payment of staff member's increment
- Based on performance discussion, no increment should be paid. My comments reflect this decision

Staff member's level and step [Level: **LEVEL B**] [Step: **05**]

Supervisor's pay increment statement

Based on performance discussion, I approve payment of staff member's increment

Based on performance discussion, no increment should be paid. My comments reflect this decision

### **Submitting the plan to Step 7**

Once the supervisor has entered end of year comments and an increment decision has been selected, the plan should then be submitted to the next step in the performance development process. Step 7: Unit head adds comments.

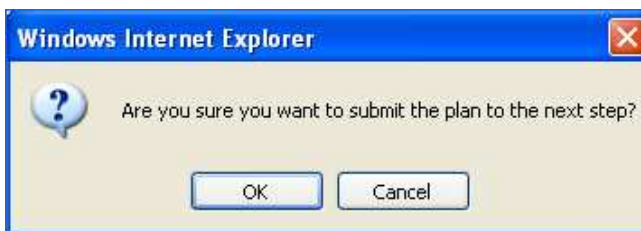
***Step 7 is not a compulsory step in the performance development process. If required, the plan can be routed from the end of step 6 to the start of step 8 or step 9.***

*\*Contact your faculty PDO administrator who will make the arrangements with the PDO central administration desk.*

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'

**System Confirmation**



System Confirmation

The information you entered was successfully submitted.

[Return to Dashboard](#)

When returning to the dashboard, the plan will no longer be visible since it has been moved to step 7 of the performance development process.

**Home Dashboard**

**My To Do List**  

Task	Status	Due Date ▲	Action
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