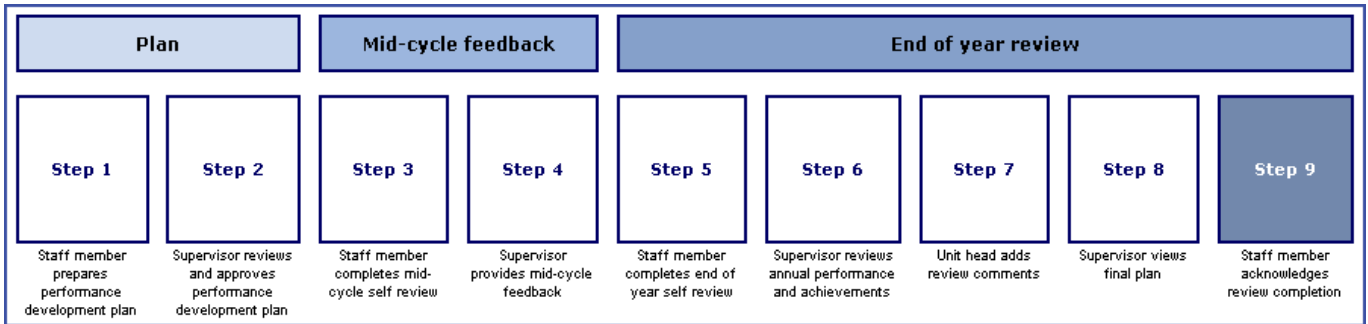


**Performance Development Online Process** **Step 9**

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 9 of the performance development process is owned by the staff member**



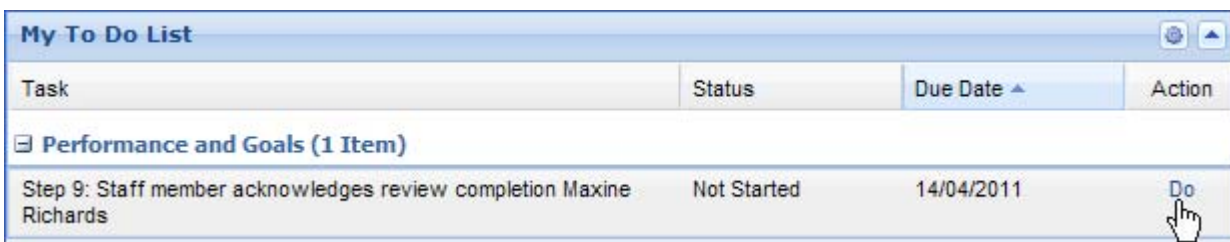
Step 9 of the performance development process is for the staff member to acknowledge the plan. It is then submitted for the final time in the current performance development cycle. The plan will continue to be visible and printable from the 'Plans' tab on the 'Home Dashboard'.

The following information from the plan will also be automatically populated into the next years plan:

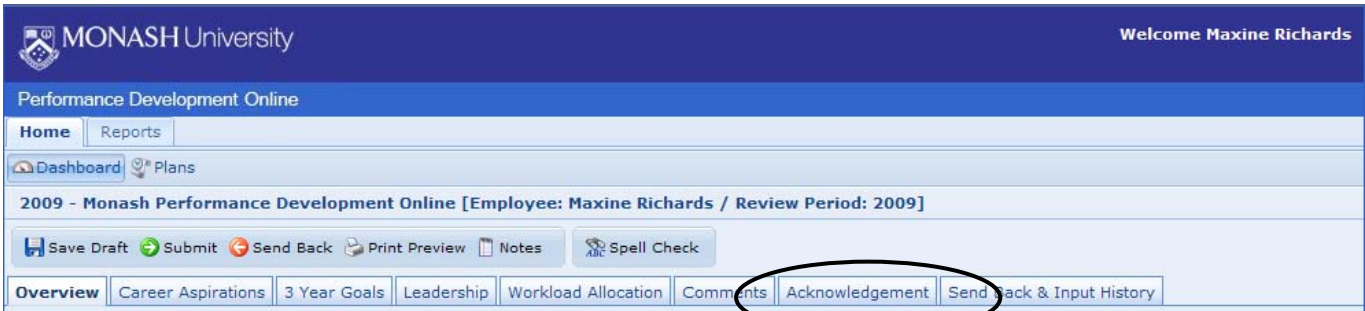
- Career Aspirations
- 3 Year Goals and strategies
- Leadership Goals and strategies

**Step: 9 Staff member acknowledges review comments 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 9: Staff member acknowledges review completion Maxine Richards.



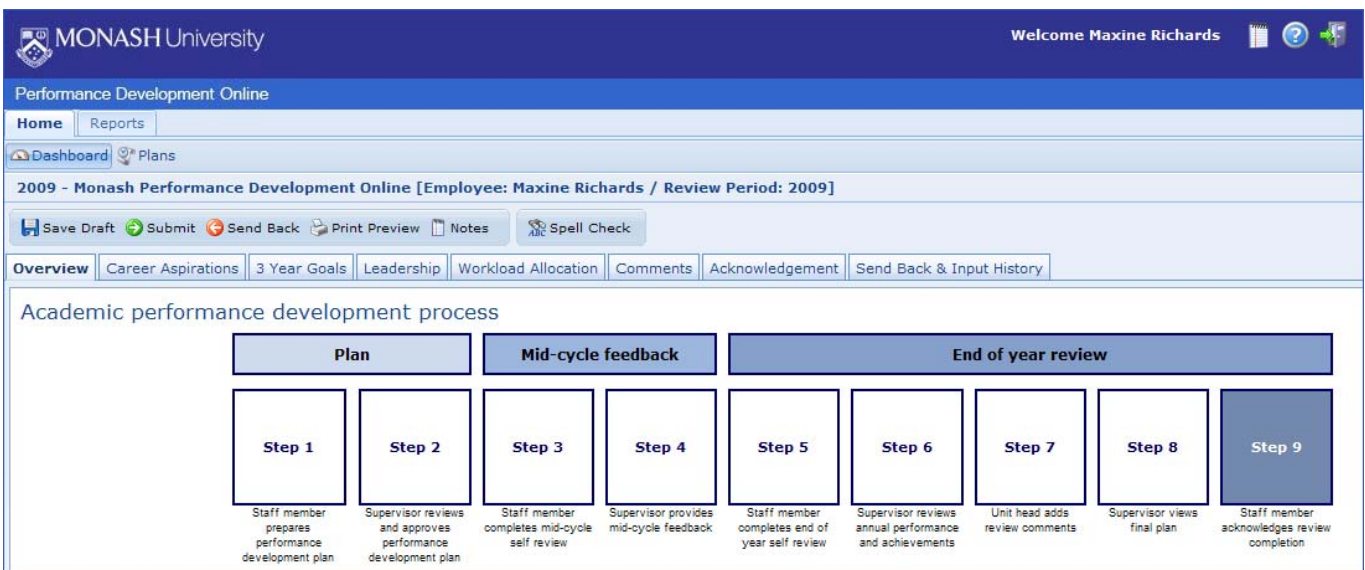
A new tab is populated called 'Acknowledgement'.



The screenshot shows the top navigation bar of the Performance Development Online system. The 'Acknowledgement' tab is highlighted with a red circle. Other tabs include Overview, Career Aspirations, 3 Year Goals, Leadership, Workload Allocation, Comments, and Send Back & Input History.

**Overview tab**

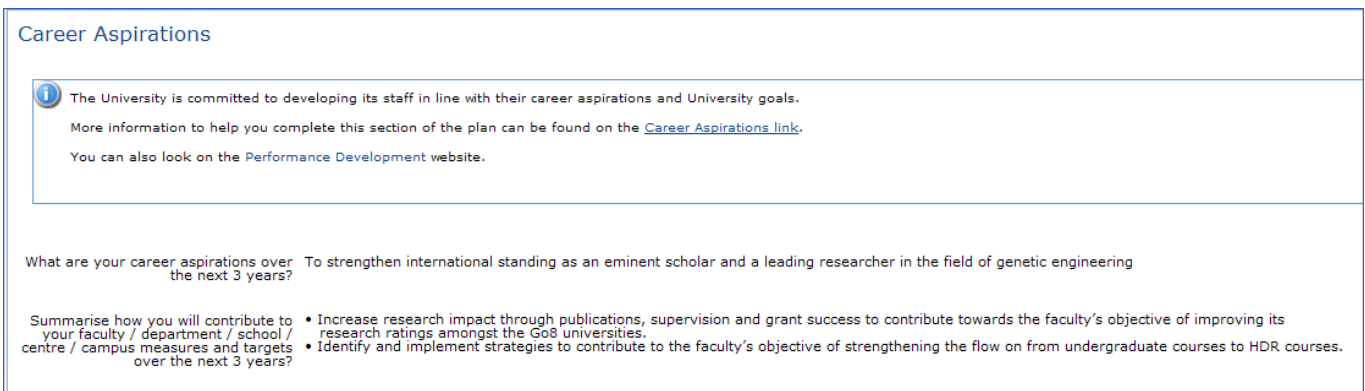
The 'Overview' tab will show the performance development process as being at step 9.



The screenshot displays the 'Overview' tab with a flowchart titled 'Academic performance development process'. The process is divided into three main phases: Plan, Mid-cycle feedback, and End of year review. Step 9 is highlighted in dark blue, indicating the current stage.

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**



The screenshot shows the 'Career Aspirations' tab. It features an information box with a blue 'i' icon and a text input area. The information box contains the following text:

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 Go8 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**

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**

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 education outcomes.

### Workload Allocation tab

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	<ul style="list-style-type: none"> <li>• There are no changes to report on my workload allocation.</li> </ul>
Supervisor's mid-cycle comments	<ul style="list-style-type: none"> <li>• Please keep your plan updated should the circumstances change around this area.</li> </ul>
Staff member's end of year comments	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
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

Staff member's mid-cycle comments	<ul style="list-style-type: none"> <li>• I feel like I am making good progress towards all areas of my performance plan.</li> </ul>
Staff member's end of year comments	<ul style="list-style-type: none"> <li>• Overall I am quite happy with the outcomes I have achieved this year. Having had good support from my immediate supervisor has also helped.</li> </ul>
Supervisor's mid-cycle comments	<ul style="list-style-type: none"> <li>• Congratulations on your achievements so far.</li> </ul>
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.
Unit head's end of year comments	I agree with Cynthia's comments and commend Maxine on her hard work and persistence in achieving the required outcomes.
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"/>

### Acknowledgement tab

The 'Acknowledgement' tab contains an area for the staff member to acknowledge that they have read and understood their review. The plan is then submitted for the final time which then completes the current performance cycle.

Overview	Career Aspirations	3 Year Goals	Leadership	Workload Allocation	Comments	<b>Acknowledgement</b>	Send Back & Input History
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**i** Please click on the 'Sign' button to confirm that you have read and understood your review and then submit your plan to complete this years performance development cycle. This section also acknowledges that you have understood and complied with University requirements for:

[Intellectual property](#)

[Conduct and compliance](#)

[Research conduct](#)

Staff member

Staff member

Acknowledgement date

Staff member comments

Click on the 'Sign' button to have the staff member's name and today's date automatically populate into the 'Staff member' and 'Acknowledgement Date' fields.

*\*You will not be able to directly enter text into this field.*



Staff member

Staff member

Acknowledgement date

Staff member comments

Enter acknowledgement comments into the 'Staff member comments' field, or copy and paste from an external source document.

Staff member

Staff member

Acknowledgement date

Staff member comments

If you click the 'Clear' button, only the 'Staff member' and 'Acknowledgement Date' fields will be cleared. The comments will remain.



Staff member

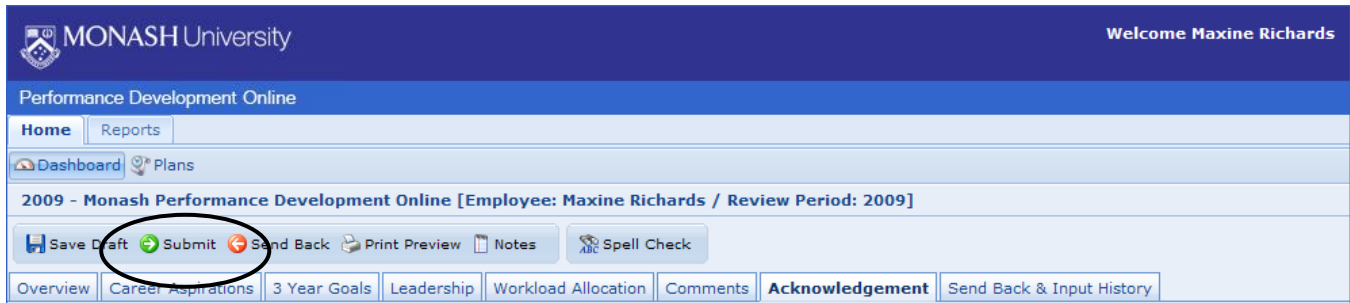
Staff member

Acknowledgement date

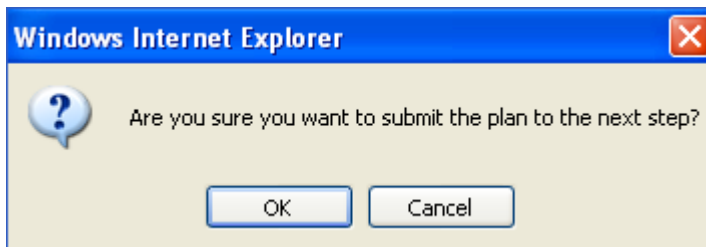
Staff member comments

**Submitting the plan for conclusion of the performance development cycle**

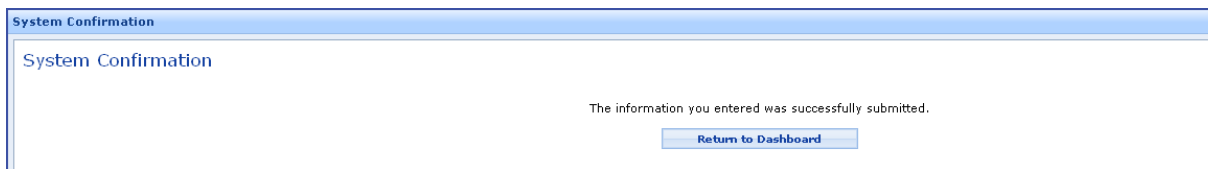
Click on the 'Submit' button.



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 submitted for the final time to conclude the current performance development cycle.

