

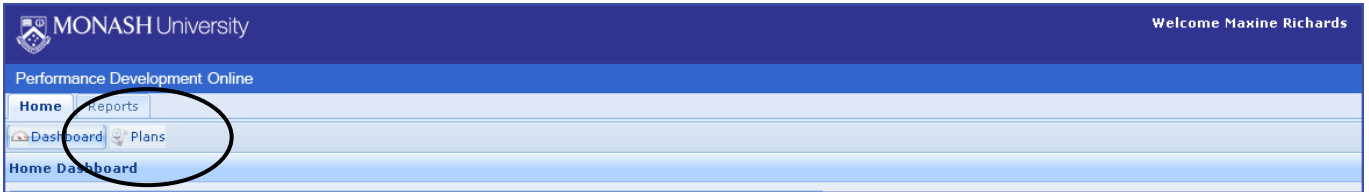
**Performance Development Online Process** **Completed and future plans**

**Completed plans**

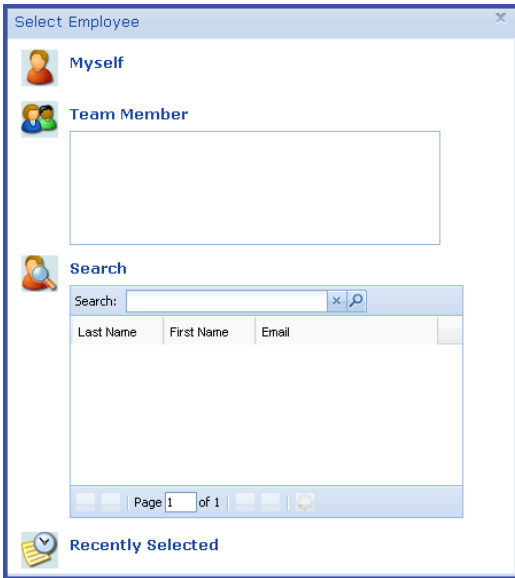
Once the current performance development plan has been submitted at step 9, the plan will continue to be visible and printable from the 'Plans' tab on the 'Home Dashboard'.

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

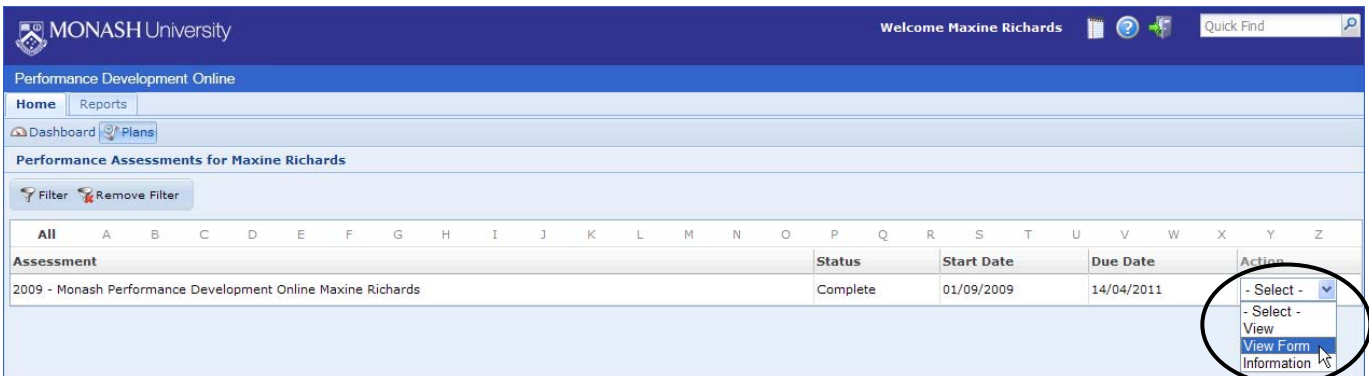
- Career Aspirations
- Year Goals and strategies
- Leadership Goals and strategies



From the search box that populates, select 'Myself' or a 'Team Member', or create a search for the person whose plan you would like to view. Staff members will only be able to view their own plans. Supervisors and Unit Heads will be able to view their own plans as well as the plans of any staff members within their team.



From the drop down box under the 'Action' column, there are three options – 'View', 'View Form' and 'Information'



'View' will provide an activity list showing each task within the plan.

2009 - Monash Performance Development Online Maxine Richards					
View Form Return					
Activity Name	Assigned To	Email	Status	Due Date	Action
Step 1: Staff member prepares performance development plan Maxine Richards	Maxine Richards	<a href="mailto:Anne.Sanger@adm.monash.edu.au">Anne.Sanger@adm.monash.edu.au</a>	Complete	30/11/2009	- Select -
Step 2: Supervisor reviews performance development plan for Maxine Richards	Cynthia Rodders	<a href="mailto:Mary-Anne.Gallagher@adm.monash.edu.au">Mary-Anne.Gallagher@adm.monash.edu.au</a>	Sent Back	28/02/2010	- Select -
Step 1: Staff member prepares performance development plan Maxine Richards	Maxine Richards	<a href="mailto:Anne.Sanger@adm.monash.edu.au">Anne.Sanger@adm.monash.edu.au</a>	Complete	30/11/2009	- Select -
Step 2: Supervisor reviews performance development plan for Maxine Richards	Cynthia Rodders	<a href="mailto:Mary-Anne.Gallagher@adm.monash.edu.au">Mary-Anne.Gallagher@adm.monash.edu.au</a>	Complete	28/02/2010	- Select -
Step 3: Staff member completes mid-cycle self review Maxine Richards	Maxine Richards	<a href="mailto:Anne.Sanger@adm.monash.edu.au">Anne.Sanger@adm.monash.edu.au</a>	Complete	30/06/2010	- Select -
Step 4: Supervisor provides mid-cycle feedback for Maxine Richards	Cynthia Rodders	<a href="mailto:Mary-Anne.Gallagher@adm.monash.edu.au">Mary-Anne.Gallagher@adm.monash.edu.au</a>	Cancelled	31/08/2010	- Select -
Step 2: Supervisor reviews performance development plan for Maxine Richards	Cynthia Rodders	<a href="mailto:Mary-Anne.Gallagher@adm.monash.edu.au">Mary-Anne.Gallagher@adm.monash.edu.au</a>	Complete	28/02/2010	- Select -
Step 3: Staff member completes mid-cycle self review Maxine Richards	Maxine Richards	<a href="mailto:Anne.Sanger@adm.monash.edu.au">Anne.Sanger@adm.monash.edu.au</a>	Complete	30/06/2010	- Select -
Step 4: Supervisor provides mid-cycle feedback for Maxine Richards	Cynthia Rodders	<a href="mailto:Mary-Anne.Gallagher@adm.monash.edu.au">Mary-Anne.Gallagher@adm.monash.edu.au</a>	Cancelled	31/08/2010	- Select -
Step 3: Staff member completes mid-cycle self review Maxine Richards	Maxine Richards	<a href="mailto:Anne.Sanger@adm.monash.edu.au">Anne.Sanger@adm.monash.edu.au</a>	Complete	30/06/2010	- Select -
Step 4: Supervisor provides mid-cycle feedback for Maxine Richards	Cynthia Rodders	<a href="mailto:Mary-Anne.Gallagher@adm.monash.edu.au">Mary-Anne.Gallagher@adm.monash.edu.au</a>	Cancelled	31/08/2010	- Select -
Step 3: Staff member completes mid-cycle self review Maxine Richards	Maxine Richards	<a href="mailto:Anne.Sanger@adm.monash.edu.au">Anne.Sanger@adm.monash.edu.au</a>	Complete	30/06/2010	- Select -
Step 4: Supervisor provides mid-cycle feedback for Maxine Richards	Cynthia Rodders	<a href="mailto:Mary-Anne.Gallagher@adm.monash.edu.au">Mary-Anne.Gallagher@adm.monash.edu.au</a>	Complete	31/08/2010	- Select -
Step 5: Staff member completes end of year self review Maxine Richards	Maxine Richards	<a href="mailto:Anne.Sanger@adm.monash.edu.au">Anne.Sanger@adm.monash.edu.au</a>	Complete	30/11/2010	- Select -
Step 6: Supervisor reviews annual performance for Maxine Richards	Cynthia Rodders	<a href="mailto:Mary-Anne.Gallagher@adm.monash.edu.au">Mary-Anne.Gallagher@adm.monash.edu.au</a>	Complete	28/02/2011	- Select -

You can choose to drill down and obtain more detail for each task by selecting 'Information' from the 'Action' area.

2009 - Monash Performance Development Online Maxine Richards					
View Form Return					
Activity Name	Assigned To	Email	Status	Due Date	Action
Step 1: Staff member prepares performance development plan Maxine Richards	Maxine Richards	<a href="mailto:Anne.Sanger@adm.monash.edu.au">Anne.Sanger@adm.monash.edu.au</a>	Complete	30/11/2009	- Select - - Select - <b>Information</b>
Step 2: Supervisor reviews performance development plan for Maxine Richards	Cynthia Rodders	<a href="mailto:Mary-Anne.Gallagher@adm.monash.edu.au">Mary-Anne.Gallagher@adm.monash.edu.au</a>	Sent Back	28/02/2010	- Select -

Task Information	
Return	
<b>Task Details</b>	
Name	Step 1: Staff member prepares performance development plan Maxine Richards
Associated Activity	Performance Review
Status	Complete
Start Date	01/09/2009
End Date	30/11/2009
Last Modified	06/09/2009

'View Form' will open up the plan in a read only format that can be printed (printing in portrait is recommended).  
*\*The plan can also be printed from the 'Reports' tab in a format that does not contain the instructions from each of the tabs within PDO.*

MONASH University Performance Development Online

Welcome Maxine Richards

Quick Find

Home Reports

Dashboard Plans

Performance Assessments for Maxine Richards

Filter Remove Filter

Assessment	Status	Start Date	Due Date	Action
2009 - Monash Performance Development Online Maxine Richards	Complete	01/09/2009	14/04/2011	<ul style="list-style-type: none"> <li>Select -</li> <li>Select - View</li> <li>View Form</li> <li>Information</li> </ul>

2009 - Monash Performance Development Online - Windows Internet Explorer

http://monashuat.softscape.com/scripts/lightyearisapi.dll?performanceviewdoc&sdataevntid=TKMFTIN4OJJ1U3801GKSDA27&sdatawkfstpnun=&printprevie

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

Print Return

### Academic performance development process

Plan	Mid-cycle feedback	End of year review						
<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>	<b>Step 8</b>	<b>Step 9</b>
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

### Overview

The University requires all staff to participate in a performance development process, which is part of a three year planning cycle that allows annual adjustments for changing circumstances and priorities.

The performance scheme embodies three design principles; growth, feedback and accountability. It is intended to be part of a dynamic and interactive process between staff and supervisors.

You can use information in your performance development plan to support other University processes, such as promotion and probation.

'Information' will provide overall details about the plan.

MONASH University Performance Development Online

Welcome Maxine Richards

Quick Find

Home Reports


Dashboard Plans

Performance Assessments for Maxine Richards

Filter Remove Filter

Assessment	Status	Start Date	Due Date	Action
2009 - Monash Performance Development Online Maxine Richards	Complete	01/09/2009	14/04/2011	<ul style="list-style-type: none"> <li>Select -</li> <li>Select - View</li> <li>View Form</li> <li>Information</li> </ul>

**Task Information**



 Return

**Task Details**

Name	2009 - Monash Performance Development Online Maxine Richards
Associated Activity	Performance Review
Status	Complete
Start Date	01/09/2009
End Date	14/04/2011
Last Modified	07/09/2009

A filter can also be applied to view plans with a particular status.

**Performance Assessments for Maxine Richards**

 Filter  Remove Filter

**Filters**



**Apply** **Cancel**

Assessment

Status

- All -
- Accept/Decline
- Cancelled
- Complete**
- Complete (Manually Routed)
- Declined
- Not Started
- Reassigned
- Sent Back
- Started

**Performance Assessments for Maxine Richards**

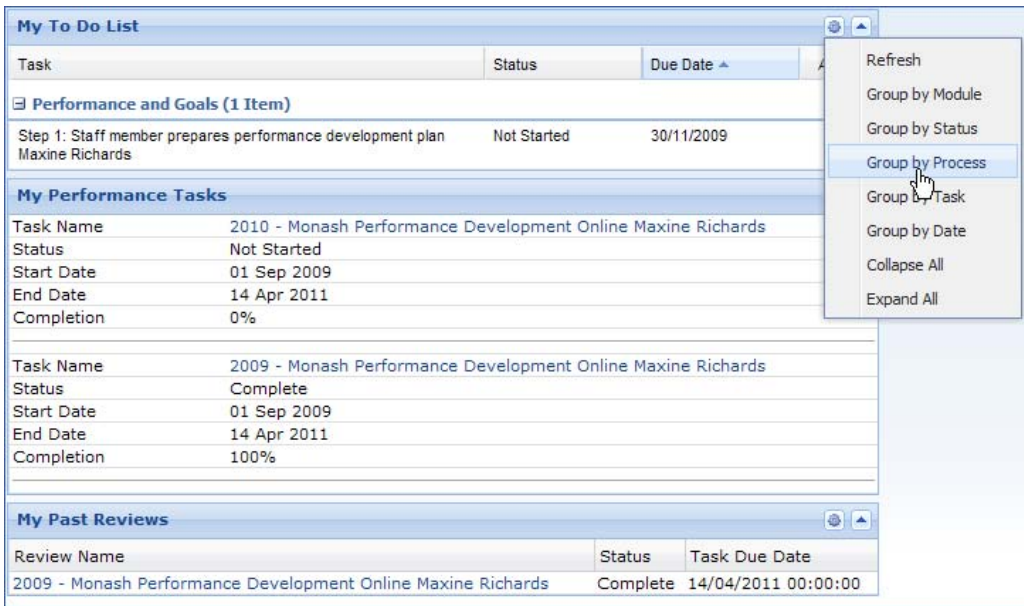
 Filter  Remove Filter

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z				
Assessment	Status	Start Date	Due Date	Action
2009 - Monash Performance Development Online Maxine Richards	Complete	01/09/2009	14/04/2011	- Select -

To reset the filter, click into 'Remove Filter' and the view will be reset to 'All'.

### **Future plans**

A plan that has been staged for the new performance development cycle will be visible in the 'My To Do List' of the user. The 'My To Do List' can be sorted a number of ways by clicking on the 'Refresh' icon.



**My To Do List**

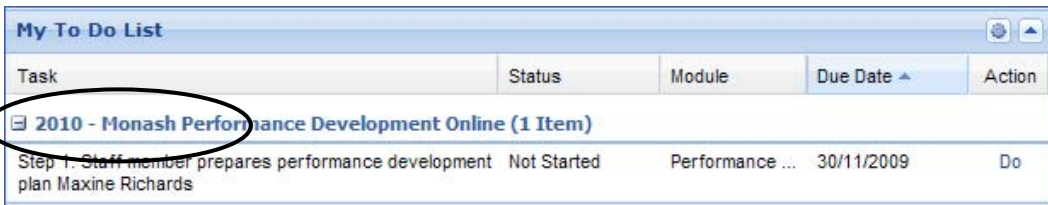
Task	Status	Due Date	Action
<b>Performance and Goals (1 Item)</b>			
Step 1: Staff member prepares performance development plan Maxine Richards	Not Started	30/11/2009	

**My Performance Tasks**

Task Name	Status	Start Date	End Date	Completion
2010 - Monash Performance Development Online Maxine Richards	Not Started	01 Sep 2009	14 Apr 2011	0%
2009 - Monash Performance Development Online Maxine Richards	Complete	01 Sep 2009	14 Apr 2011	100%

**My Past Reviews**

Review Name	Status	Task Due Date
2009 - Monash Performance Development Online Maxine Richards	Complete	14/04/2011 00:00:00



**My To Do List**

Task	Status	Module	Due Date	Action
<b>2010 - Monash Performance Development Online (1 Item)</b>				
Step 1: Staff member prepares performance development plan Maxine Richards	Not Started	Performance ...	30/11/2009	Do

When the plan is opened, the new review period will show in the header.



MONASH University Welcome Maxine Richards

Performance Development Online

Home | Reports

Dashboard | Plans

**2010 - Monash Performance Development Online [Employee: Maxine Richards / Review Period: 2010]**

Career Aspiration information is copied from the previous plan and is editable.



2010 - Monash Performance Development Online [Employee: Maxine Richards / Review Period: 2010]

Save Draft | Submit | Request Input | Print Preview | Notes | Spell Check

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

**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 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 Goal and strategy information is copied from the previous plan and is editable.

2010 - Monash Performance Development Online [Employee: Maxine Richards / Review Period: 2010]

Save Draft Submit Request Input Print Preview Notes Spell Check

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

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

Remove Goal

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? \*

Leadership goal and strategy information is copied from the previous plan and is editable.

2010 - Monash Performance Development Online [Employee: Maxine Richards / Review Period: 2010]

Save Draft Submit Request Input Print Preview Notes Spell Check

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

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

Remove Goal

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? \*

Add Goal

Step 1 of the new performance development cycle is now ready to be completed.