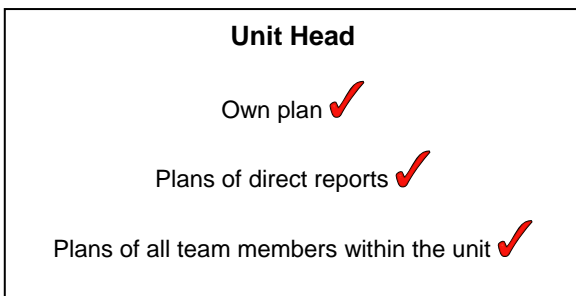
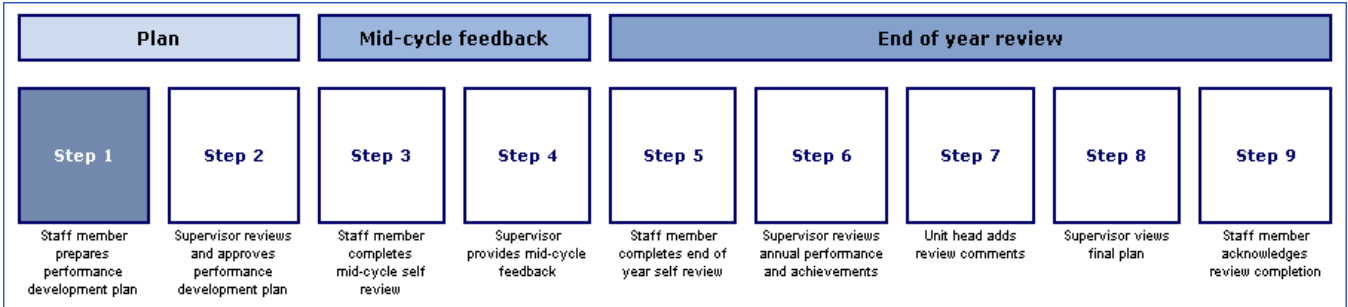


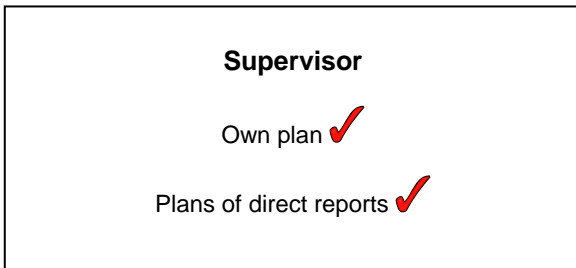
PDO security

PDO provides a secure repository for performance plans:

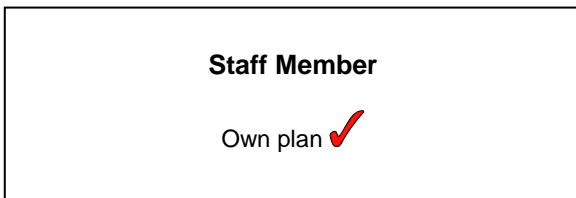


Unit Heads can open and/or edit plans for their direct reports at steps 4, 6, 7 and 8 of the process. When a plan is not in their 'My To Do' List, they can open it in a print preview format through the 'Team Performance Reviews' reportlet on the 'Home Dashboard' or via the 'Plans' tab.

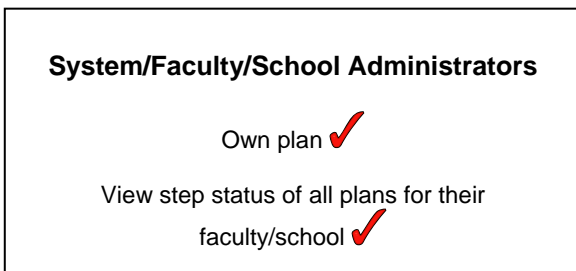
Unit Heads can open all unit team members plans in a print preview format via the 'Plans' tab. They cannot make any changes to the plan of someone who is not their direct report. The only exception is when the plan has been sent to them for unit head comments at step 7 of the process.



Supervisors can open and/or edit plans for their direct reports at steps 4, 6 and 8 of the process. When a plan is not in their 'My To Do' list, they can open it in a print preview format through the 'Team Performance Reviews' reportlet on the 'Home Dashboard' or via the 'Plans' tab'



All PDO users can open and/or edit their own plans at steps 1, 3, 5 and 9 of the process. When a plan is not in their 'My To Do List', they can open it in a print preview format through the 'My Performance Tasks' reportlet on the 'Home Dashboard' or via the 'Plans' tab.

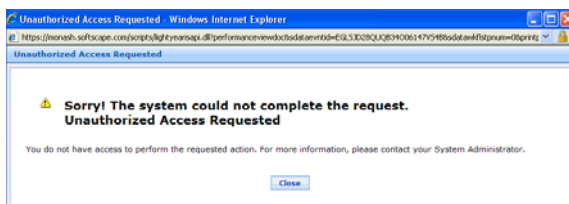


System, faculty and school administrators are not able to access any PDO plans other than their own.

System, faculty and school administrator access

System, faculty and school administrators are able to access the 'PDO Workflow Step Report' which provides a brief of which step users are at for their faculty/school. Even though the 'View Form' option is visible on the report, when clicked on, it will return an 'Unauthorized Access' page since the **system, faculty and school administrators have no access to any PDO plans other than their own.**

Report Title: PDO Workflow Step Report																			
Cancel		Print		PDO Workflow Step Report															
Workflow Process:		2009 - Monash Performance Development Online																	
Faculty/Division:		Faculty of Pharmacy & Pharmaceutical Sci,																	
School/Department/Center:		Pharmacy Practice,																	
Campus:		All																	
Direct Report / Employee	Manager	Faculty/Division	School/Department/Center	Campus	Employee Group	Employee Sub Group	Not Started	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Completed	Action	
Charger, Laurence Warren	Charger, Laurence Warren	Faculty of Pharmacy & Pharmaceutical Sci	Pharmacy Practice	Parkville Campus	Fixed Term FT	AA		X											<a href="#">View Form</a>
Abercrombie, Creswell Frank	Charger, Laurence Warren	Faculty of Pharmacy & Pharmaceutical Sci	Pharmacy Practice	Parkville Campus	Fixed Term PT	AA											X		<a href="#">View Form</a>
Poon, Ying Foo	Gregory, Herbert Wayne	Faculty of Pharmacy & Pharmaceutical Sci	Pharmacy Practice	Parkville Campus	Fixed Term PT	AA											X		<a href="#">View Form</a>
Young, Fanny Marsha	Rodders, Cynthia	Faculty of Pharmacy & Pharmaceutical Sci	Pharmacy Practice	Parkville Campus	Fixed Term PT	AA	X												
Bishop, Flora Julie	Rodders, Cynthia	Faculty of Pharmacy & Pharmaceutical Sci	Pharmacy Practice	Parkville Campus	Fixed Term PT	AA	X												
Richards, Maxine	Rodders, Cynthia	Faculty of Pharmacy & Pharmaceutical Sci	Pharmacy Practice	Parkville Campus	Fixed Term PT	AA	X												


Automatic email notifications

At the commencement of the performance development cycle and prior to the start of each step, users will receive an automated email in their inbox advising them that a step in the process is about to start. The email will contain a link to access Performance Development Online (PDO) through the my.monash portal. Automatic email reminders will also be generated.

The deadlines and reminders provided by the system are only indicative and performance supervisors or unit heads will determine when your plan needs to be drafted and submitted.

**Example:**

Dear Maxine,

Your performance development plan for the new cycle is now available for you to update.

Please arrange to meet with your supervisor to discuss your plan. It is recommended that you submit the plan through the PDO system before this meeting and you may find it helpful to take a printed version of the plan to the meeting. You are required to have at least one performance development meeting with your supervisor each cycle/year.

The deadlines provided by the system are only a guide and your performance supervisor will advise you when your plan should be drafted and submitted.

If you have previously received this email, your plan has now been sent back to you by your supervisor for amendment. Please make the required changes and resubmit your plan.

Click on the link in this email to access [Performance Development Online](#) through My.Monash.

Task Name: Step 1: Staff member prepares performance development plan Maxine Richards  
Task Due Date: 30/11/2009

### Signing into PDO

Signing into PDO occurs via the my.monash portal. This can be done either by:

- Opening the link in the auto generated email that is sent to the user's email inbox.
- Logging directly in to the my.monash portal and opening PDO via the link the 'Online Systems' menu in the LHS navigation.

**Step 1:** Enter your authcate username and password and click the login button.



**Step 2:** Open the 'Academic Performance Development Online' link in the 'Online Systems' menu on the my.monash home page. The link will open the PDO Privacy Collection Statement.



**Step 3:** Read, then scroll down to the end of, the Privacy Collection Statement. Click on 'Enter Performance Development Online' at the bottom of the screen to enter PDO.

**Performance Development Online System**

Welcome to Performance Development Online, your personalised performance development tool.

Before entering the system you must read the privacy collection statement below.

**Privacy Collection Statement**

The information on this form is collected for the primary purpose of the operation of the performance development scheme for Monash University staff. Other related purposes of collection include statistical analysis, reporting using de-identified data and supporting other related University processes. If you choose not to complete all the questions on this form, it may not be possible for the University to complete related processes, such as granting incremental pay increases, assessing probationary performance, etc.

Personal information contained on this form may also be disclosed to competent administrative and regulatory authorities and service providers contracted by the University. You agree that the personal information provided on this form may be collected, used and disclosed by the University in accordance with this Privacy Collection Statement and otherwise in accordance with the University's privacy policy.

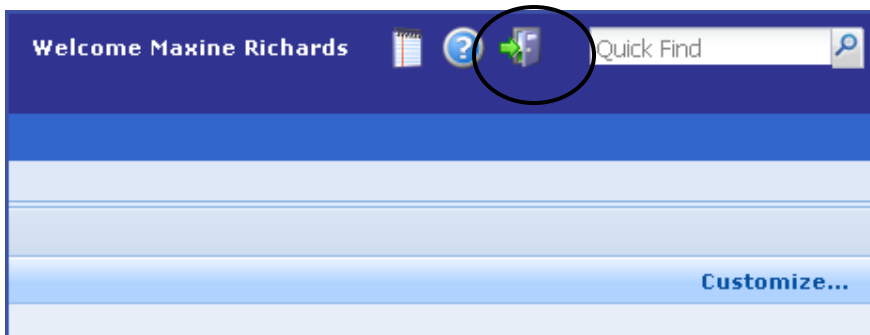
You have a right to access personal information that Monash University holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about the handling of your personal information, please contact the University Privacy Officer at [privacyofficer@adm.monash.edu.au](mailto:privacyofficer@adm.monash.edu.au).

**Access to the system is currently only for academic staff. Your performance plan will only become available as your faculty/school/department is rolled out.**

[Enter Performance Development Online](#)

Signing out of PDO

**Step 1:** Click on the 'Sign Out' button.



**Step 2:** A system confirmation will appear advising that the user has been logged off the system. Click on 'Return to Login Page' to take you back to the my.monash portal.

**System Confirmation**

You have been logged off the system.

[Return to Login Page](#)