

Staff members and supervisors/unit heads have access to a number of standard reportlets and reports.

Reportlets are summary reports that are displayed on the Home Dashboard.

Reports are viewable/printable via the 'Reports' tab.

The Home Dashboard has been designed to display a number of reportlets by default, depending on your role.

The 'My To Do List' is a reportlet – all staff who have a plan in PDO will have their own 'My To Do List' on their dashboard.

All staff dashboards contain the following reportlets:

- 'My To Do List' – summary of action items for your attention.
- 'My Performance Tasks' – summary of and access to your plans.
- 'My Past Reviews' – links to previous plans.

Supervisor dashboards have a number of additional reportlets that enable them to track the progress of their staff through the process:

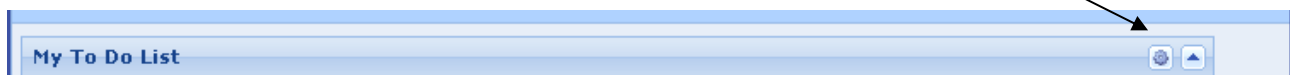
- 'Performance: Team Process Compliance' – a graphic showing team members by process step.
- 'Team Performance Reviews' – a table showing team members by process step, provides access to the plans.
- 'Team Past Reviews' – a list of team members that also provides access to their plans.

Some reports are also available to run from the Reports tab. These are:

- 'My Performance Reviews'
- 'Team Completion Report'
- 'Performance: Team Process Compliance Details'
- 'ROPES'- Research Achievement (used only to retrieve a live record of the recent ROPES data imported in the system)
- 'PDO Workflow step Report'
- 'Print Friendly Plan'

From the 'Home Dashboard', click the button to the left to refresh the reportlet – it will update the contents.

The arrow button on the right-hand side in the header of each reportlet enables you to collapse and expand the reportlet to hide/view the content.



The following is a summary of the reportlets and reports available for staff members and supervisors.

Staff member reportlets

Use the 'Customize' link to open the screen where you can change the reportlets that appear on your home page.

Customize Home Dashboard

[Save](#)

Choose reportlets to include in Home Dashboard

Use the list below to design your dashboard. Each item in the list will correspond to a new reportlet in the dashboard.

Reportlets

New	Reportlet	Column	Visibility	Action
<input type="checkbox"/>	My To Do List	1	Expanded	- Select -
<input type="checkbox"/>	My Performance Tasks	1	Expanded	- Select -
<input type="checkbox"/>	My Past Reviews	1	Expanded	- Select -
<input type="checkbox"/>	My Performance Reviews	1	Expanded	- Select -

'My To Do List'

My To Do List

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


'My Performance Reviews'

My Performance Reviews

Performance Review

2009 - Monash Performance Development Online

0%



0% 20% 40% 60% 80% 100%

Percent Complete

'My Performance Tasks'

My Performance Tasks

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

'My Past Reviews'

My Past Reviews ⚙️ ⬆️

No Tasks.

Staff member reports

Reports

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

Page 1 of 1 Records 1-7 of 7 Go To Page Go

Name	Type	Preview	Processing	Action
Employee Notebook	Standard		On-Demand	- Select -
My Past Reviews	Reportlet		On-Demand	- Select -
My Performance Reviews	Reportlet		On-Demand	- Select -
My Performance Tasks	Reportlet		On-Demand	- Select -
My To Do List	Reportlet		On-Demand	- Select -
Print Friendly Plan	Standard		On-Demand	- Select -

Additional supervisor reportlets

Customize Home Dashboard

Save

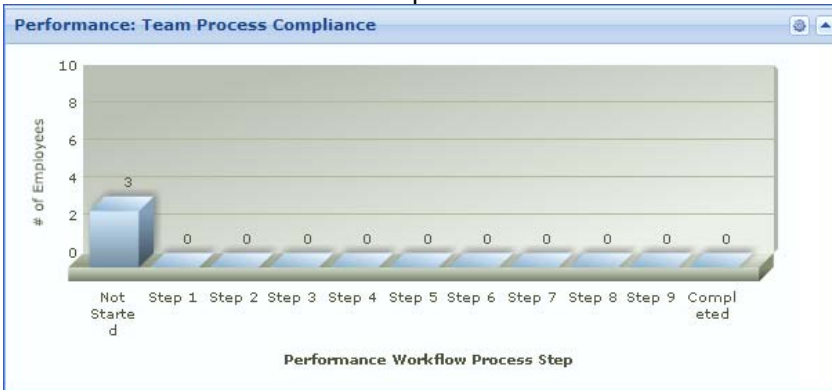
Choose reportlets to include in Home Dashboard

Use the list below to design your dashboard. Each item in the list will correspond to a new reportlet in the dashboard.

Reportlets

Reportlet	Column	Visibility	Action
My To Do List	1	Expanded	- Select -
My Performance Tasks	1	Expanded	- Select -
My Past Reviews	1	Expanded	- Select -
Performance: Team Process Compliance	2	Expanded	- Select -
Team Performance Reviews	2	Expanded	- Select -
Team Past Reviews	2	Expanded	- Select -
Performance: Team Process Compliance Details	2	Expanded	- Select -

'Performance: Team Process Compliance'



'Team Performance Reviews'

Team Performance Reviews	
Direct Report	Flora Julie Bishop
Review Name	2009 - Monash Performance Development Online Flora Julie Bishop
Status	Started
Task Due Date	14/04/2011 00:00:00
Completion	0%
Direct Report	Maxine Richards
Review Name	2009 - Monash Performance Development Online Maxine Richards
Status	Started
Task Due Date	14/04/2011 00:00:00
Completion	0%
Direct Report	Fanny Marshia Young
Review Name	2009 - Monash Performance Development Online Fanny Marshia Young
Status	Started
Task Due Date	14/04/2011 00:00:00
Completion	0%

'Performance: Team Process Compliance Details'

Performance: Team Process Compliance Details			
Employee Number	First Name	Last Name	Job Title
	Maxine	Richards	Lecturer
	Flora Julie	Bishop	Lecturer
	Fanny Marshia	Young	Lecturer

'Team Past Reviews'

Team Past Reviews			
Direct Report	Review Name	Status	Task Due Date
Flora Julie Bishop	2009 - Monash Performance Development Online Flora Julie Bishop	Cancelled	31/07/2009 01:00:00
Maxine Richards	2009 - Monash Performance Development Online Maxine Richards	Cancelled	31/07/2009 01:00:00
Maxine Richards	2009 - Monash Performance Development Online Maxine Richards	Complete	31/07/2009 01:00:00
Fanny Marshia Young	2009 - Monash Performance Development Online Fanny Marshia Young	Cancelled	31/07/2009 01:00:00

Additional supervisor reports

Reports				
Name	Type	Preview	Processing	Action
My Past Reviews	Reportlet		On-Demand	- Select -
My Performance Reviews	Reportlet		On-Demand	- Select -
My Performance Tasks	Reportlet		On-Demand	- Select -
My To Do List	Reportlet		On-Demand	- Select -
PDO Workflow Step Report	Standard		On-Demand	- Select -
Performance: Team Process Compliance	Reportlet		On-Demand	- Select -
Performance: Team Process Compliance Details	Reportlet		On-Demand	- Select -
Print Friendly Plan	Standard		On-Demand	- Select -
ROPES - Research Achievements	Standard		On-Demand	- Select -
Team Completion Report	Standard		On-Demand	- Select -
Team Past Reviews	Reportlet		On-Demand	- Select -
Team Performance Reviews	Reportlet		On-Demand	- Select -

PDO Workflow Step Report

The 'PDO Workflow Step Report' shows at which step of the process a staff member is at with their PDO plan.

The 'PDO Workflow Step Report' is available to:

- **Supervisors** can run the report for their direct reports only.
- **Unit heads** can run the report for their direct reports only.
- **Faculty administrators** can run the report for their entire faculty as well as being able to select the applicable school/s within the faculty.
- **School administrators** can run the report for their school only.
- **Central system administrators** can run a report for the entire university and make selections according to Faculty/Division, School/Department/Center, and Campus.

Step 1: Select 'Run' from the action drop down box.

PDO Workflow Step Report	Standard	On-Demand	- Select -
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Step 2: Select a 'Workflow Process' from the drop down arrow.

Depending on your PDO security profile, the Faculty/Division and School/Department/Centre may be pre-selected for you.

Select the relevant Campus.

PDO Workflow Step Report

Run Cancel

PDO Workflow Step Report

Criteria

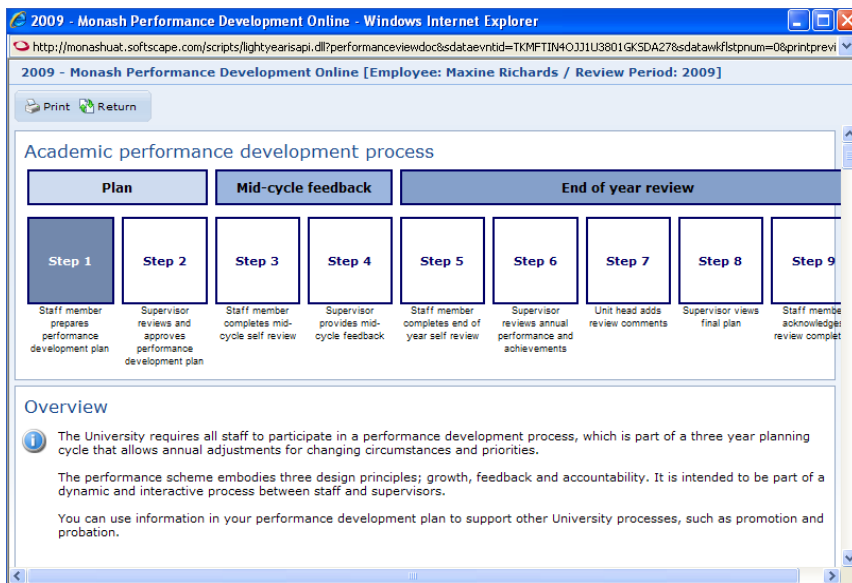
Please select the criteria for the report, then click on the Run button.

Workflow Process *	<div style="border: 1px solid #ccc; padding: 2px;">2009 - Monash Performance Development Online</div>
Faculty/Division	<div style="border: 1px solid #ccc; padding: 2px;"> <ul style="list-style-type: none"> Faculty of Engineering Faculty of Information Technology Faculty of Law Faculty of Medicine Nursing & Health Sci <li style="background-color: #e0e0e0;">Faculty of Pharmacy & Pharmaceutical Sci </div>
School/Department/Center	<div style="border: 1px solid #ccc; padding: 2px;"> <ul style="list-style-type: none"> Pharmacology Pharmacy Computer Facilities Pharmacy Faculty Office Pharmacy Library <li style="background-color: #e0e0e0;">Pharmacy Practice </div>
Campus	<div style="border: 1px solid #ccc; padding: 2px;"> <ul style="list-style-type: none"> AlJA Alfred Hospital Austin & Repat <li style="background-color: #e0e0e0;">Baker Institute </div>

Step 3: The report will be previewed to screen. Click 'Print' to print the report or 'Cancel' to return to the reports menu.

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												View Form
Abercrombie, Creswell Frank	Charger, Laurence Warren	Faculty of Pharmacy & Pharmaceutical Sci	Pharmacy Practice	Parkville Campus	Fixed Term FT	AA											X		View Form
Poon, Ying Foo	Gregory, Herbert Wayne	Faculty of Pharmacy & Pharmaceutical Sci	Pharmacy Practice	Parkville Campus	Fixed Term FT	AA											X		View Form
Young, Fanny Marsha	Rodders, Cynthia	Faculty of Pharmacy & Pharmaceutical Sci	Pharmacy Practice	Parkville Campus	Fixed Term FT	AA	X												
Bishop, Flora Julie	Rodders, Cynthia	Faculty of Pharmacy & Pharmaceutical Sci	Pharmacy Practice	Parkville Campus	Fixed Term FT	AA	X												

The 'View Form' action item will be visible on the report for any PDO users that have commenced work on their performance development plan. When clicked on, the staff member's plan will appear in a print preview format.



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

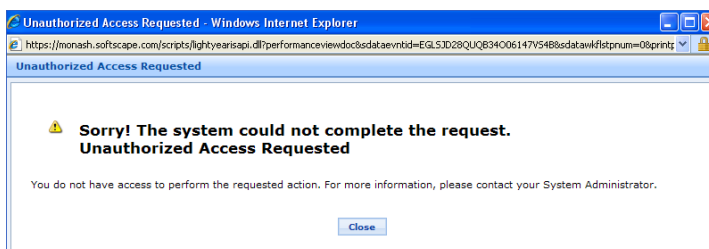
Overview

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.

For anyone other than a supervisor or unit head, an 'Unauthorized Access Requested' page is returned since **system and faculty/school administrators have no access to any PDO plans other than their own.**



Unauthorized Access Requested

Sorry! The system could not complete the request. Unauthorized Access Requested

You do not have access to perform the requested action. For more information, please contact your System Administrator.

Close