

PDO provides for a staff member's plan to be printed in the following formats:

- Plan that includes the instructions from each of the tabs within PDO
- Plan that excludes the instructions from each of the tabs within PDO

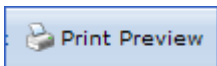
Printing a plan that includes the instructions from each of the tabs within PDO

Plans in this format can be printed from the following areas within PDO:

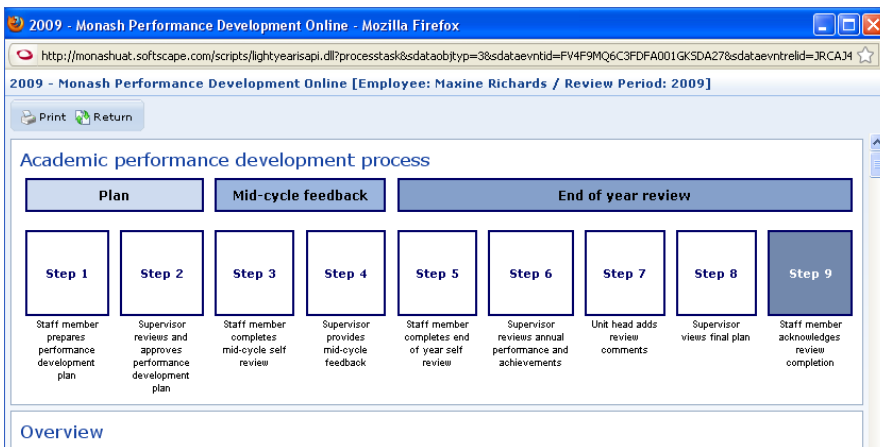
- From within the plan whilst it is open (*click on 'Print Preview'*)
- From within the 'Plans' tab (*take the option of 'View Form' and 'Print'*)
- From the Reportlets on the 'Home Dashboard' such as 'My Performance Tasks' (*click on the task name, take the option of 'View Form' and 'Print'*)

To print a version of the plan that contains the instructions from each of the tabs within PDO, whilst the plan is open:

Step 1: Click on the 'Print Preview' button.



Step 2: A preview box will populate.



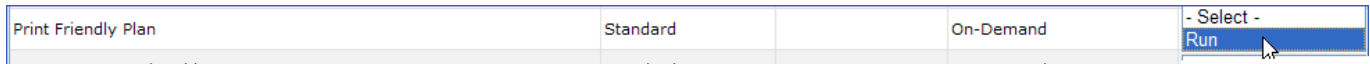
Step 3: Click on 'Print' to print the plan or on 'Return' to take you out of the print preview screen and back to the plan.



Printing a plan that excludes the instructions from each of the tabs within PDO

Plans in this format can only be printed from the 'Reports' tab in PDO.

Step 1: Click into the 'Reports' tab and select 'Run' from the drop down arrow for the 'Print Friendly Plan' report.



Step 2: Select the performance plan from the drop down arrow (i.e, the relevant year of the plan), and click on the 'Search' button to select the employee.

Print Friendly Plan

Print Friendly Plan

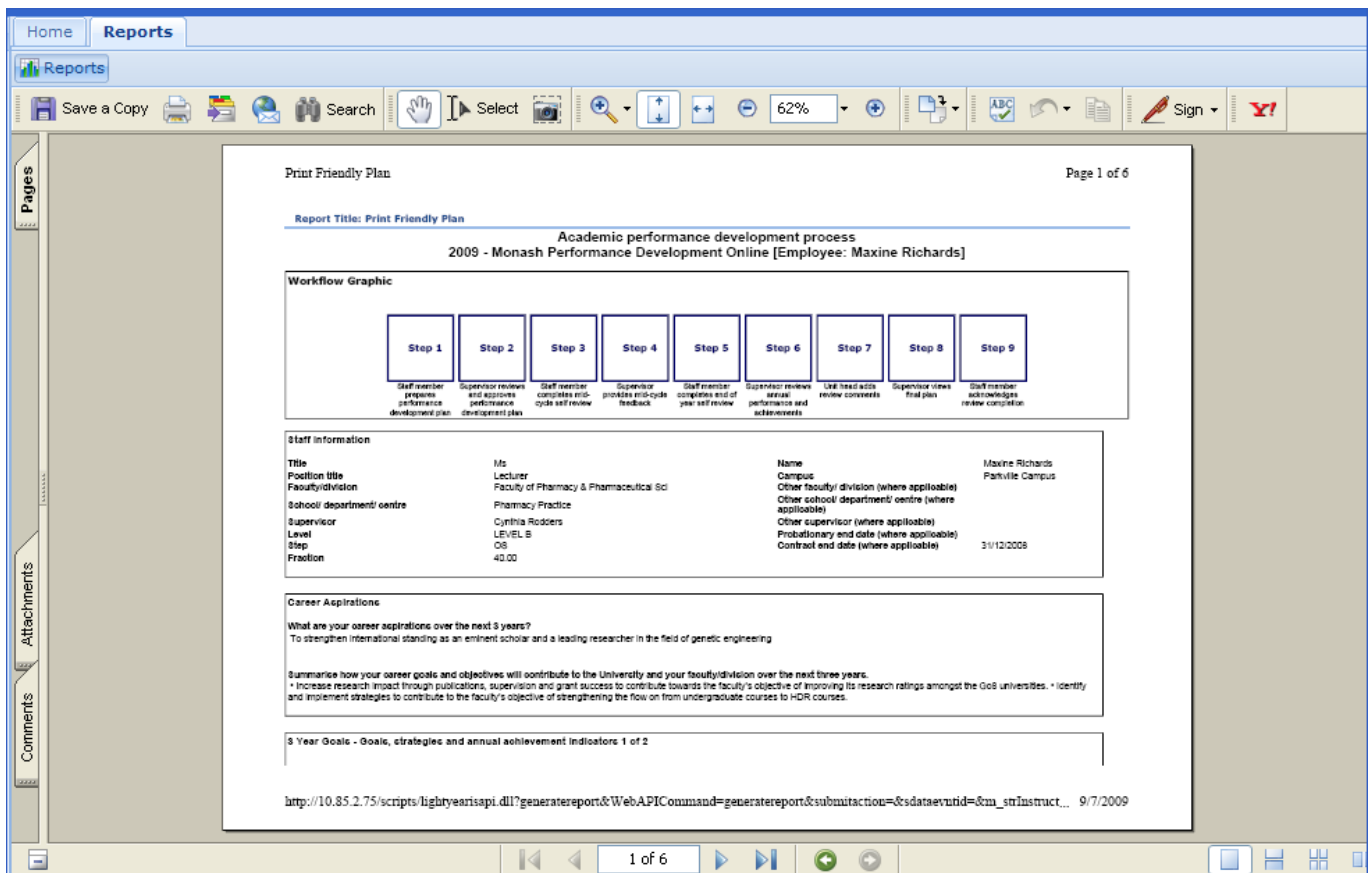
Criteria

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

Performance Development Plan*

Employee Name *

Step 3: A preview of the plan will populate in a .pdf format.



Print Friendly Plan Page 1 of 6

Report Title: Print Friendly Plan

Academic performance development process
2009 - Monash Performance Development Online [Employee: Maxine Richards]

Workflow Graphic

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 end-of-cycle self-review	Supervisor provides end-of-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

Staff Information

Title	Ms	Name	Maxine Richards
Position title	Lecturer	Campus	Partville Campus
Faculty/division	Faculty of Pharmacy & Pharmaceuticals Gc	Other faculty/ division (where applicable)	
School/ department/ centre	Pharmacy Practice	Other school/ department/ centre (where applicable)	
Supervisor	Cynthia Rodgers	Other supervisor (where applicable)	
Level	LEVEL 5	Probationary end date (where applicable)	
Step	OS	Contract end date (where applicable)	31/12/2008
Fraction	40.00		

Career Aspirations

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 your career goals and objectives will contribute to the University and your faculty/division over the next three years.
* Increase research impact through publications, supervision and grant success to contribute towards the faculty's objective of improving its research ratings amongst the G8 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 - Goals, strategies and annual achievement indicators 1 of 2

http://10.85.2.75/scripts/lightyearsapi.dll?generatereport&WebAPICommand=generatereport&submitaction=&sdataevntid=&sm_sriInstruct... 9/7/2009