

Sign into PDO

Sign into the 'my.monash' portal with your authentic username and password.

username (eg fgsmi3)

password



Select 'Academic Performance Development Online' from the 'Online systems' section.

Online systems

- MIDS (requires VPN from home)
- Network drives
- Blackboard
- Blackboard Manager
- Exam timetable
- ROPES
- MDS teams and mailing lists
- Booking systems
- CUPID
- Academic Performance Development Online

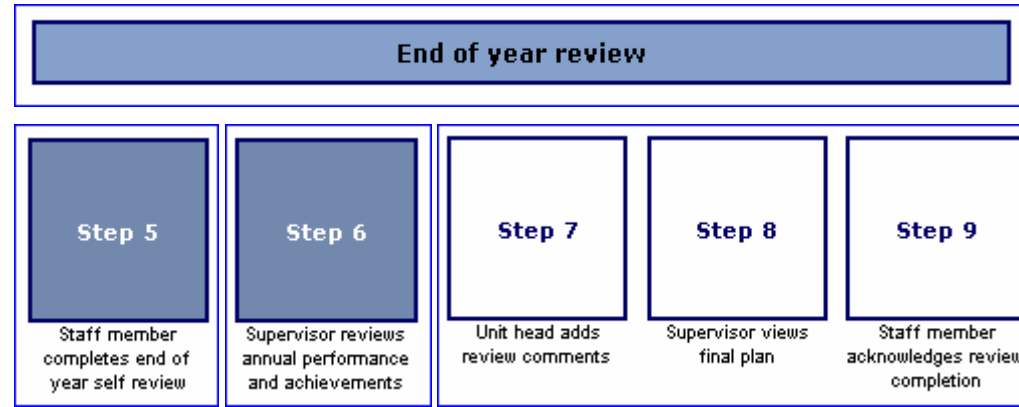


A privacy statement will be displayed. Scroll to the bottom and click on 'Enter Performance Development Online'.

Enter Performance Development Online



PDO opens to the 'Home Dashboard'



➤ Mandatory for all staff.

➤ Staff member and supervisor **meet** and discuss progress, success, issues, and directions for the next cycle.

Click on the step description or 'Do' to open a plan for the task at Step 5: Staff member completes end of year self review or Step 6: Supervisor reviews annual performance and achievements.

Home Dashboard

My To Do List

Task	Status	Due Date	Action
Performance and Goals (1 Item)			
Step 5: Staff member completes end of year self review Alicia Munro	Not Started	30/11/2010	Do

My Performance Tasks

Task Name	2010 - Monash Performance Development Online Alicia Munro
Status	Started
Start Date	01 Sep 2009
End Date	14 Apr 2011
Completion	44%

My Past Reviews

No Tasks.

PDO provides a secure repository for performance plans:

Staff members, faculty administrators and system administrators can only see their own plans.

Supervisors can only see their own plans and plans for their direct reports.

Unit heads can see plans for all staff members of their unit.

PDO Support

Contact the HR Enquiries Team. Phone: + 61 3 9902 0400 (9am-5pm).

Online enquiries: ask.monash

Overview

Review portfolio attachments.

Filename	Actions
Workload Allocation 2010.xls	Select
<input type="button" value="Browse..."/>	<input type="button" value="Add"/>

3 Year Goals

Leadership

Add staff member actual annual achievements and comments and supervisor comments that relate specifically to each goal.

Actual annual achievements and comments	The reviews have been conducted; however combining the three majors required further work. Discussions are being carried out with the heads of units and Associate Dean Education. A review of all units offered was conducted and close to 30% units were disestablished with many similar units being merged into one.
Supervisor's end of year comments	Well done on all your work in relation to combining the three majors. Great outcome in relation to the review of units. When you apply for promotion you should include this in the Education section of your application.

Workload Allocation

Add comments to cater for changed circumstances and priorities if necessary.

Staff member's end of year comments	The reduced student contact hours allowed me to spend more time on my research outcomes. I would like to continue to have 150 or less student contact hours per semester.
Supervisor's end of year comments	I agree, I think you should continue to have 150 or less student contact hours per semester next year so you can focus on your research outcomes.

Comments

Add a summary of progress to date, taking an overall perspective. Supervisor selects pay increment statement if applicable and checks tick box for end of year review meeting.

Staff member's end of year comments	It has been a productive year. My research has progressed well with the success of an ARC linkage grant and presentations at two conferences, one national and one international.
Supervisor's end of year comments *	It has been a very successful year for teaching improvement, innovations and the ARC linkage grant. The presentation of your key research findings at two conferences and contribution to an important faculty committee were also great achievements. As part of your focus for next year, you should aim to present your research findings at two international conferences.
Staff member's level and step	[Level: LEVEL C] [Step: 03]
Supervisor's pay increment statement *	Based on performance discussion, I approve payment of staff member's increment.
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"/>