

## Sign into PDO

Sign into the 'my.monash' portal with your authcate 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](#)

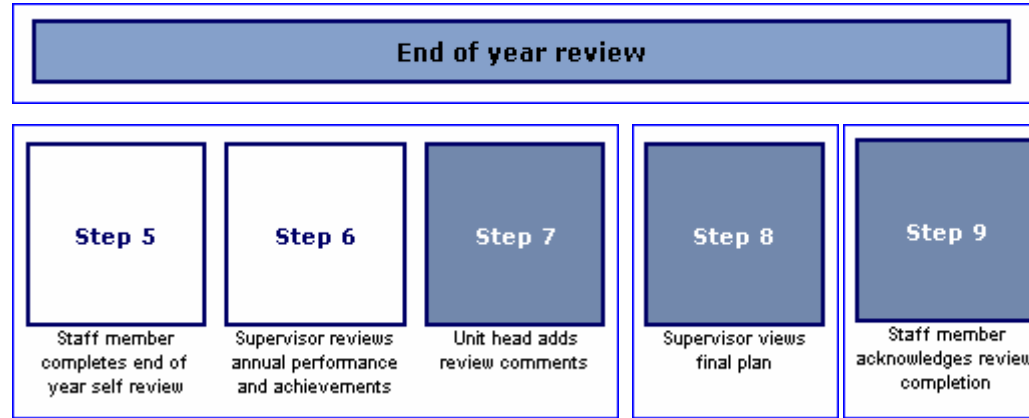


A privacy statement will be displayed. Scroll to the bottom and click on 'Enter Performance Development Online'.

**Enter Performance Development Online**



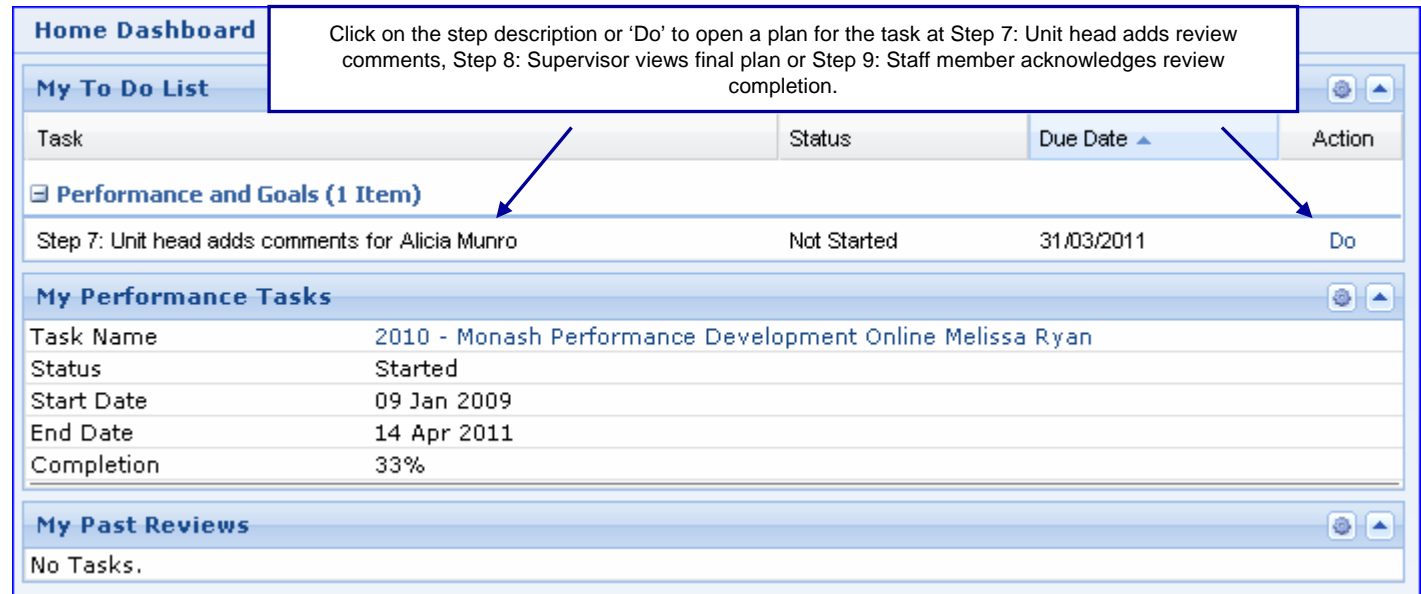
PDO opens to the 'Home Dashboard'



➤ Unit head adds overall comments.

➤ Supervisor views unit head comments.

➤ Staff member signs and submits plan for final time to complete the cycle.



**Home Dashboard**

Click on the step description or 'Do' to open a plan for the task at Step 7: Unit head adds review comments, Step 8: Supervisor views final plan or Step 9: Staff member acknowledges review completion.

Task	Status	Due Date	Action
<b>Performance and Goals (1 Item)</b>			
Step 7: Unit head adds comments for Alicia Munro	Not Started	31/03/2011	Do

**My Performance Tasks**

Task Name	2010 - Monash Performance Development Online Melissa Ryan
Status	Started
Start Date	09 Jan 2009
End Date	14 Apr 2011
Completion	33%

**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](mailto:ask.monash)

**Step 7**

Unit head adds review comments

- Overview
- Career Aspirations
- 3 Year Goals
- Leadership
- Workload Allocation

Review previously entered information in each of the tabs.

**Comments**    Review staff member and supervisor mid-cycle and end of year comments and increment decision. Provide unit head end of year comments.

Unit head's end of year comments

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.

I have met with my staff member to conduct an end of year review.

**Step 8**

Supervisor views final plan

**Comments**    Review unit head comments.

Unit head's end of year comments

**Step 9**

Staff member acknowledges review completion

**Acknowledgement**    Sign the plan, enter comments, and submit for the final time to complete the cycle.

Staff member

Staff member

Acknowledgement date

Staff member comments