

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'



'My To Do List' contains action items to be undertaken. Click on the step description or 'Do' to open a plan.

My Notes Help Sign Out

MONASH University Performance Development Online

Welcome James Warren Daffodil

Home Reports

Dashboard Plans

Refresh, minimize & expand reportlets.

Customize your 'Home Dashboard' Customize...

My To Do List

Task	Status	Due Date	Action
Performance and Goals (2 Items)			
Step 2: Supervisor reviews performance development plan for Frederick Laurence Camelot	Started	01/01/2010	Do
Step 3: Staff member completes mid-cycle self review James Warren Daffodil	Started	16/05/2010	Do

My Performance Tasks

Task Name	Status	Start Date	End Date	Completion
2010 - Monash Performance Development Online James Warren Daffodil	Started	01 Sep 2009	31 Dec 2010	22%
2009 - Monash Performance Development Online James Warren Daffodil	Complete	30 Apr 2009	31 Mar 2010	100%

My Past Reviews

Review Name	Status	Task Due Date
2009 - Monash Performance Development Online James Warren Daffodil	Complete	31/03/2010 01:00:00

Performance: Team Process Compliance

of Employees

Performance Workflow Process Step

Not Started, Step 1, Step 2, Step 3, Step 4, Step 5, Step 6, Step 7, Step 8, Step 9, Completed

Team Performance Reviews

Direct Report	Frederick Laurence Camelot
Review Name	2010 - Monash Performance Development Online Frederick Laurence Camelot
Status	Started
Task Due Date	31/03/2010 00:00:00
Completion Graph	0% 100%
Direct Report	Alison Cilliers
Review Name	2010 - Monash Performance Development Online Alison Cilliers
Status	Started
Task Due Date	31/12/2010 00:00:00
Completion Graph	
Direct Report	Mary Jane Drummond
Review Name	2010 - Monash Performance Development Online Mary Jane Drummond
Status	Started
Task Due Date	31/12/2010 00:00:00
Completion Graph	

Reportlets show PDO tasks at a glance:

'My To Do List'

'My Performance Tasks'

'My Past Reviews'

Additional team reportlets are available to supervisors.

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

The PDO Plan

Tabs:

Overview	Career Aspirations	3 Year Goals	Leadership	Workload Allocation	Comments	Acknowledgement	Send Back & Input History
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Populates staff information from SAP. Add, view and delete plan attachments here.

Enter career aspirations for the next three years here.

Add 3 year goals here. The first goal will populate to screen by default. Use the 'Add Goal' button to add more goals. A minimum of 2 goals must be entered before the plan can be submitted to step 2.

Add 3 year leadership goals here (applicable only if you are in a formal leadership role).


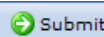
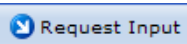
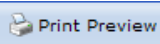

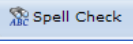
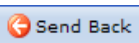
Enter Workload Allocation here and/or attach documents in the 'Overview' tab.

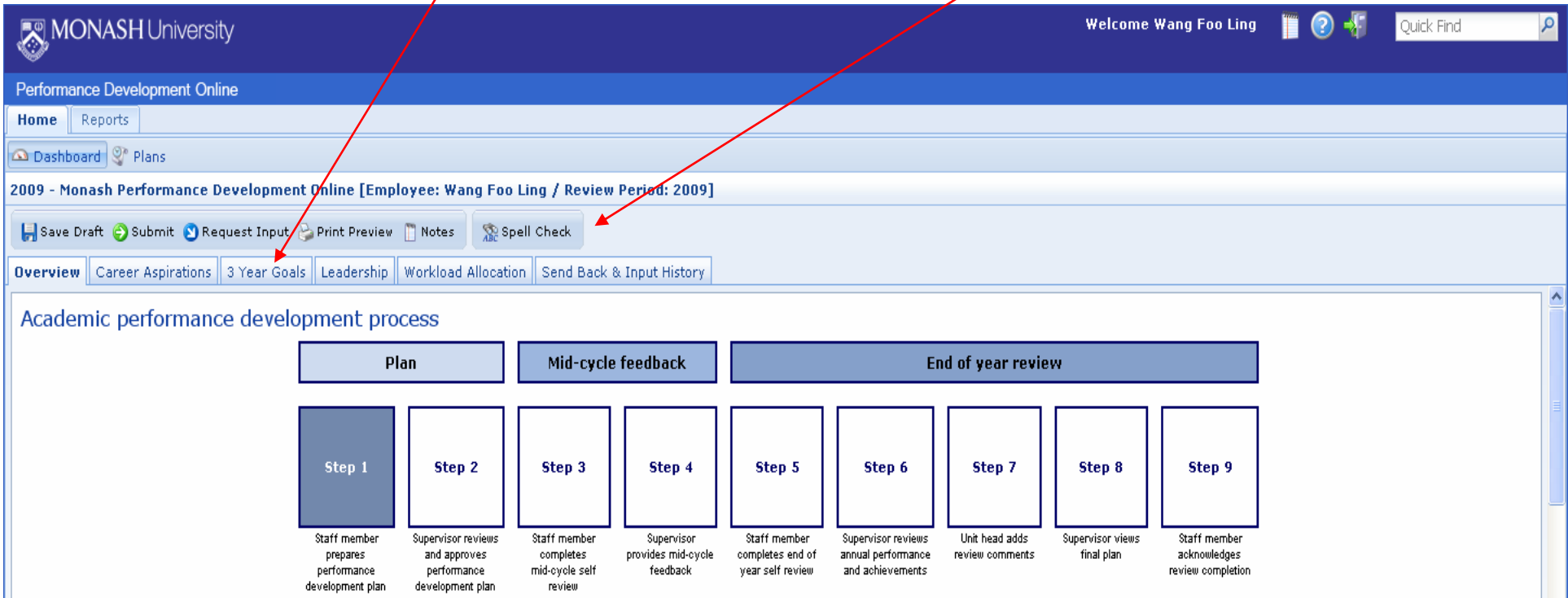
Available from step 3. Record staff member and supervisor mid-cycle and annual overall comments here.

Available at step 9. Staff member acknowledges and signs their plan here.

Records send back and request input comments and history. Return comments are entered here.

Icons:

-  Save Draft Save the plan as a draft.
-  Submit Submit the plan to the next step.
-  Request Input Request input from another PDO user.
-  Print Preview Print preview/print the plan.
-  Notes View notes created in 'My Notes'
-  Spell Check Spell check the plan content.
-  Send Back Send back the plan to the previous step. (available from step 2)



MONASH University

Welcome Wang Foo Ling

Performance Development Online

Home Reports

Dashboard Plans

2009 - Monash Performance Development Online [Employee: Wang Foo Ling / Review Period: 2009]

Save Draft Submit Request Input Print Preview Notes Spell Check

Overview Career Aspirations 3 Year Goals Leadership Workload Allocation Send Back & Input History

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