

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](#)

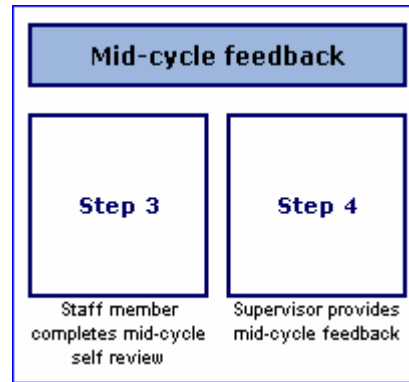


A privacy statement will be displayed. Scroll to the bottom and click on 'Enter Performance Development Online'.

Enter Performance Development Online



PDO opens to the 'Home Dashboard'



➤ Highly recommended for all staff and mandatory for staff on probation.

➤ Staff member and supervisor **meet** and discuss progress, confirm approach to meeting achievements for the rest of the cycle, and address any issues that have arisen.

Home Dashboard

Click on the step description or 'Do' to open a plan for the task at Step 3: Staff member completes mid-cycle self review or Step 4: Supervisor provides mid-cycle feedback.

Task	Status	Due Date ▲	Action
Performance and Goals (1 Item)			
Step 3: Staff member completes mid-cycle self review Alicia Munro	Not Started	30/06/2010	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	22%

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	<input type="button" value="Select"/> ▾
<input type="button" value="Browse..."/>	<input type="button" value="Add"/>

3 Year Goals

Leadership

Add mid-cycle staff member and supervisor comments that relate specifically to each goal.

Staff member's mid-cycle comments I've developed a survey and scheduled a date to meet with the focus group of students. In addition, I received a Dean's teaching award. Please see attached.

Supervisor's mid-cycle comments Good progress regarding the survey. Let me know if you would like me to review it for you. Congratulations on the Dean's teaching award. You should include this award in a future academic promotion application.

Workload Allocation

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

Staff member's mid-cycle comments In semester 2 I will have 100 student contact hours.

Supervisor's mid-cycle comments I think the reduced student contact hours in semester 2 will enable you to spend more time on your research outputs.

Comments

Add a summary of progress to date, taking an overall perspective. Supervisor checks tick box for mid-cycle review meeting.

Staff member's mid-cycle comments In semester 2 I will have less student contact hours, therefore, I plan to spend more time on focusing on my research outputs.

Supervisor's mid-cycle comments I can see very positive progress towards your three year goals. You will have a strong case for promotion if the ARC linkage grant is successful and you continue to publish in high quality journals and obtain high teaching evaluations and innovations as well as continuing to contribute to the University and faculty on committees.

I have met with my staff member to provide mid-cycle feedback.