

## 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.

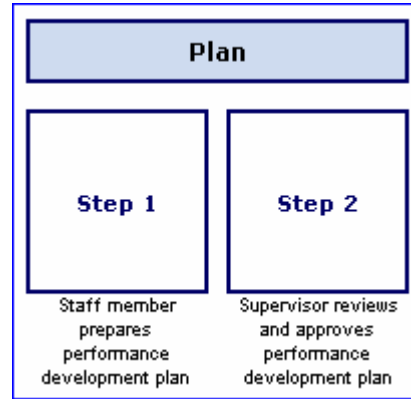
**Online systems**

- [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](#)

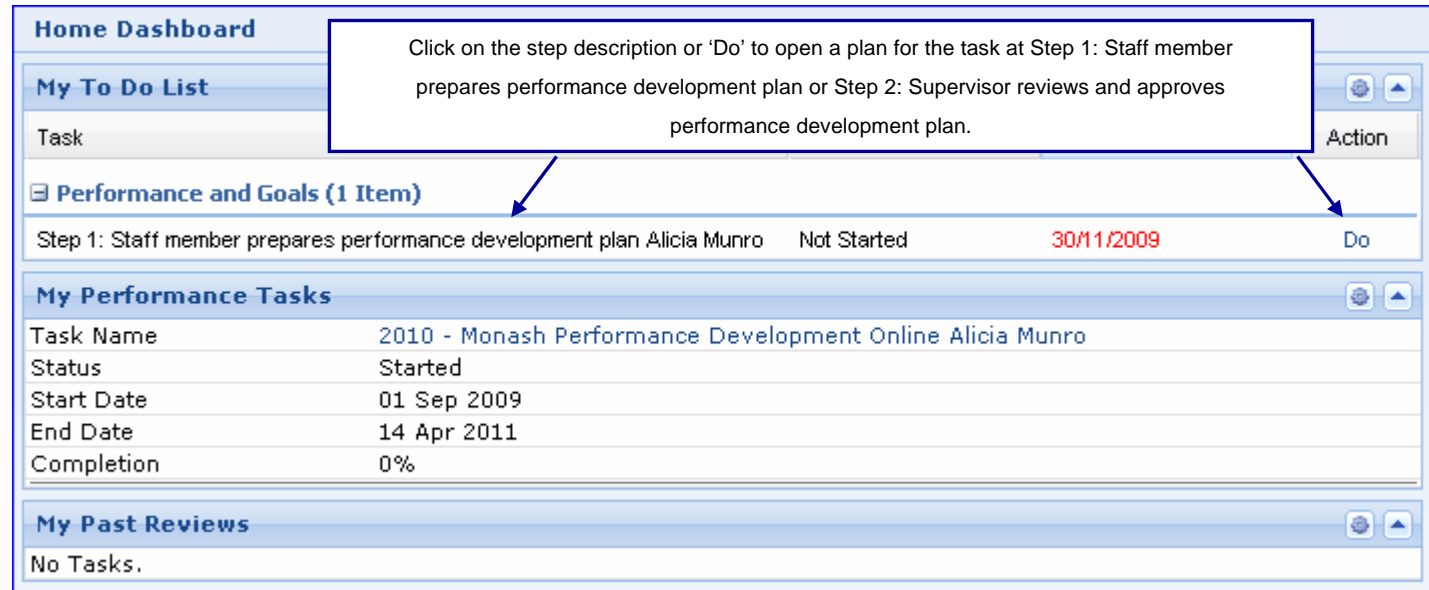
A privacy statement will be displayed. Scroll to the bottom and click on 'Enter Performance Development Online'.

**Enter Performance Development Online**

PDO opens to the 'Home Dashboard'



- Staff member adds three year career aspirations, three year goals, attaches portfolio documents to support the plan and provides a summary of workload allocation.
- Staff member and supervisor **meet** to discuss and confirm plan content.
- Supervisor approves performance plan or sends the plan back to the staff member for changes.



**Home Dashboard**

**My To Do List**

Task	Action
Step 1: Staff member prepares performance development plan	Do

**Performance and Goals (1 Item)**

Task Name	Status	Due Date	Action
Step 1: Staff member prepares performance development plan	Not Started	30/11/2009	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	0%

**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****Staff member adds portfolio attachments that support the performance plan. Supervisor reviews portfolio attachments.**

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

**Career Aspirations****Staff member adds and supervisor reviews three year career aspirations.**

What are your career aspirations over the next 3 years? *	To develop an achievement portfolio to support promotion to senior lecturer in 2011. To develop an international reputation in the field of Biological Sciences.
Summarise how you will contribute to your faculty / department / school / centre / campus measures and targets over the next 3 years? *	Develop and implement strategies to contribute towards the faculty's objective of strengthening the flow on from Undergraduate to Higher Degree by Research and industry based teaching. Develop and implement strategies that will contribute to the faculty's objective of strengthening multidisciplinary and interdisciplinary curriculum.

**3 Year Goals****Leadership****Staff member adds three year goals. Supervisor reviews goals and adds supervisor planning comments if applicable.**

Please select the applicable area of academic activity *	Education - teaching improvement
3 year goals - What are your performance goals to enable you to achieve the University's objectives and your career aspirations? *	Review the biological sciences, microbiology and biochemistry majors with the view to combine them into one major.
Strategies - What are your strategies and what development and/or support do you require to achieve the performance goals? *	Conduct surveys and focus groups with students who have obtained a biology, microbiology or biochemistry major as well as analyse completion trends of students undertaking these majors to determine a suitable combination of the three majors.
Achievement indicators - What annual targets and measures will demonstrate that you have achieved the performance goals? *	Modifications to the three majors or combination of the three majors into one.
Supervisor planning comments - editable at step 2 and viewable at step 1 if sent back.	

**Workload Allocation****Staff member adds workload allocation details for research, education and service and enters student contact hours. Attachments can be added in the portfolio attachments section at the bottom of the overview tab. Supervisor reviews workload allocation details.**

Research (for example, outputs, grants and HDR supervision) *	Attached - 'Workload Allocation.xls'
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