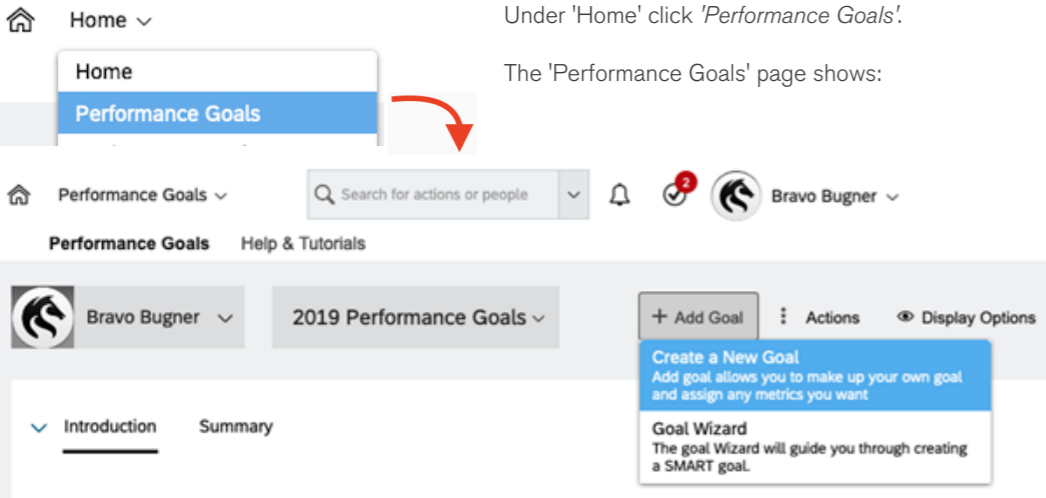


STAFF PREPARATION FOR PERFORMANCE CONVERSATION

How to access the PRD system

Open in a browser > <https://successfactors.newcastle.edu.au>

Goal Setting - Record your Performance Goals

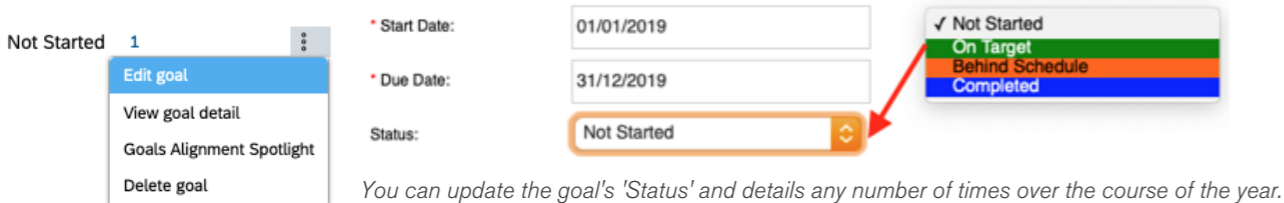


Your Manager can cascade Performance goals to you. You can edit cascaded goals to better reflect your responsibility in achieving a cascaded performance goal.

- > Click the 'Add Goal' button and 'Create a New Goal'
- > Then click 'Personal Goal' and enter details including 'Measures'.

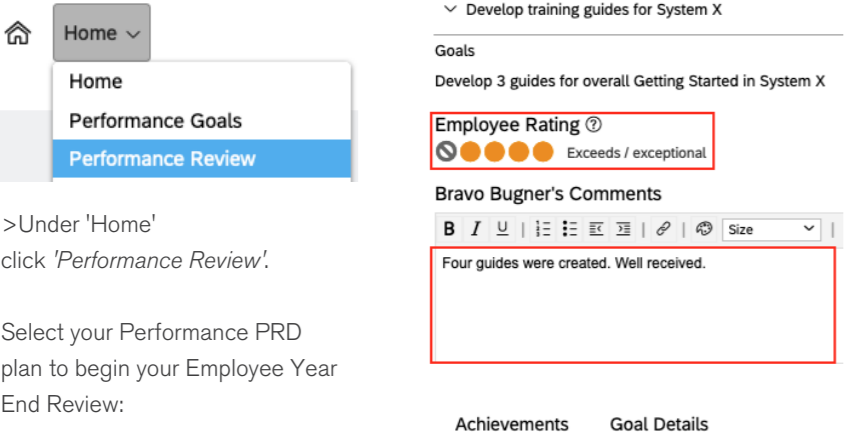
Ongoing Conversations - Update Performance Goals

Edit goal details throughout the year during the 'Ongoing Conversations' PRD phase by going into 'Home' and selecting 'Performance Goals' then clicking the option menu.



You can update the goal's 'Status' and details any number of times over the course of the year.

Year End Review - Reflect on Performance and Leadership



> Rate and comment each Performance Goal

> Also reflect, rate, and comment on Leadership behaviours:

1. Shape the future

By taking a University-wide perspective

Manager Rating Select One...

Employee Rating Select One...

>Under 'Home' click 'Performance Review'.

Select your Performance PRD plan to begin your Employee Year End Review:

STAFF PREPARATION FOR PERFORMANCE CONVERSATION

This form is designed to support an effective PRD conversation between a Staff Member and their Manager when:

- Setting Performance Expectations; or
- Agreeing Performance Goals; or
- Reviewing Performance; or
- A combination of all these elements of a PRD conversation

Specifically the Staff PRD Conversation guide assists staff in:

PREPARING FOR A PRD MEETING BY PROVIDING A CHECKLIST FOR:	<ul style="list-style-type: none"> Reviewing documents relevant for the conversation Reflecting on inputs and outputs of your role Self-assessing performance and goals
PARTICIPATING IN A PRD MEETING BY:	<ul style="list-style-type: none"> Providing the format of the conversation Showing where the Staff Member or the Manager leads the conversation Encouraging two-way discussion
ACTION PLANNING FOLLOWING A PRD MEETING BY:	<ul style="list-style-type: none"> Providing a record of the conversation Showing how to locate the PRD system

	MANAGER'S NAME
	STAFF MEMBER'S NAME
	DATE

LOOKING BACK		Staff Member's preparatory notes for performance conversations. Prepare for the conversation with manager by reviewing documents, gathering feedback and drawing conclusions
REVIEW	1. Review your job description/workload	<input type="checkbox"/>
	2. Review performance expectations previously discussed and agreed upon.	<input type="checkbox"/>
	3. Review your performance goals in the PRD system	<input type="checkbox"/>
REFLECTION	4. Collect data, documentation or reports that provides evidence of performance	<input type="checkbox"/>
	5. Seek feedback on performance from colleagues	<input type="checkbox"/>
	6. Reflect on developmental opportunities and identify specific actions to improve your performance	<input type="checkbox"/>
ASSESSMENT	7. Undertake a self assessment of your achievements vs agreed goals	<input type="checkbox"/>
	8. Send self assessment to manager prior to performance review meeting	<input type="checkbox"/>

LOOKING FORWARD Notes for Performance Expectations & Goal Setting Conversations

REVIEW	1. Review your position description/workload	<input type="checkbox"/>
	2. Review performance expectations previously discussed and reassess for year ahead.	<input type="checkbox"/>
REFLECTION	3. Seek understanding of School/Unit Corporate Plan for the year ahead	<input type="checkbox"/>
	4. Reflect on previous year's achievements	<input type="checkbox"/>
CONCLUSION	5. Reflect on aspirations	<input type="checkbox"/>
	6. Draft performance goals	<input type="checkbox"/>
	7. Enter draft goals in PRD system prior to meeting	<input type="checkbox"/>

AFTERWARDS Finalise conversation and record outcome in the PRD system

RECORD	1. Complete Year End Review for prior year in the PRD system	<input type="checkbox"/>
	2. Input Performance Goals for year ahead in the PRD system	<input type="checkbox"/>

LOOKING BACK	PERFORMANCE REVIEW CONVERSATION	
OPENING Set the scene – welcome the staff member; explain the purpose and benefits of the review; provide an overview of the process, and reinforce the shared responsibility for the PRD process		<i>Make notes</i>
START WITH STAFF SELF ASSESSMENT & DISCUSS Allow staff to review own performance, highlights and lowlights. Seek clarification and understanding. Refer to prepared notes		<i>List key talking points</i>
PROVIDE FEEDBACK ON PERFORMANCE & DISCUSS Review the progress made toward the performance goals; share your opinion of successes and concerns; discuss any special circumstances that may have influenced performance		<i>Make notes</i>
ACHIEVE CONSENSUS & CONCLUDE Summarise review of performance and confirm a joint understanding of achievements, areas for improvement and overall performance. Conclude with expectations of next steps.		<i>Record outcomes</i>

LOOKING FORWARD PERFORMANCE GOAL SETTING CONVERSATION

OPENING Provide context for year ahead, explain how staff member contributes to University strategic goals		<i>Make notes</i>
START WITH STAFF GOALS & DISCUSS Listen to staff members ideas and aspirations for the year ahead, encourage staff to challenge themselves to improve performance and meet set goals		<i>List key talking points</i>
PROVIDE FEEDBACK ON GOALS & DISCUSS Provide encouragement and advice to strengthen the quality of goals, ensure alignment with corporate plans and motivate staff to strive for excellence		<i>Make notes</i>
ACHIEVE CONSENSUS AND CONCLUDE Agree performance goals, commit to and support their goals, recognise achievements and sign off		<i>Record outcomes</i>

DOCUMENT PERFORMANCE CONVERSATION Record performance summary in the PRD system	DOCUMENT PERFORMANCE CONVERSATION Record performance goals in the PRD system
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