

NOTE: Approximately 2 – 3 months prior to the staff member's Mid-Term Review or Final Review documentation due date they will receive a notification via their UQ email address with details of their Mid-Term Review or Final Review and the associated required actions.

Prior to submitting their Mid-Term Review or Final Review documentation employees should ensure that their <u>Individual Activity Profile (IAP)</u> is up to date. When reviewing the Mid-Term Review or Final Review Application Form please do so in junction with the employee's IAP.

Head of Schools/Directors should refer to **steps A – I** for relevant instructions. **Executive Deans** should refer to **steps J - M** for relevant instructions (Level E Mid-Term Reviews and Final Review processes).

Instructions for Heads/Directors

Log into your Workday account, click on the mailbox in the top right corner of the landing page.



Navigate to the Inbox and open the 'Head/Director Evaluation' task. Once you have read the relevant information and instructions on the page click **Get Started**.



Need assistance, contact AskHR on (07) <u>3365 2623 or</u> via the <u>online enquiry form</u>

Review the content in the Reflection on Progress to Date (for Mid-Term Reviews)/Case for Confirmation (for Final Reviews) section and any information presented in the performance relative to opportunity section. You are not required to add any comments here. Once completed click Next.

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Please review the employee's self-evaluation for each domain as set out in the <u>Criteria for Academic</u> <u>Performance</u>. Then provide a rating and comment for each domain in the relevant boxes.

Once complete, click Next.

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Need assistance, contact AskHR on (07) 3365 2623 or via the <u>online enquiry form</u>



In the 'Additional Documents' section, review any documents the employee has included. There is also the option for you to include any relevant documents. Once complete, click Next.

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Complete Evaluation Manager Eva Review Level (Access)	Manager I+ Institut: Final A D: softmation	Additional Documentation (if required) HeadDirector Staff completing this form have been advised that only additional documentation referenced elsewhere in their Final Review application should be provided in this section. For clarity, staff have also been advised that Form A - Academic Portfolio of Achievement', should <u>not</u> be attached as an alternative to appropriately updating their <u>Individual Activity Profile (IAP)</u> . Staff have also been instructed not to attach a copy of their IAP as the Head/Director and the LCPC will be provided with direct access.		
Performan	ice against Academic Criteria	Manager		
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Head/Direc	ctor Recommendation	Drop files here		
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In the 'Head/Director Recommendation' page, provide a summary of your overall assessment of the staff member's progress and performance at Mid-Term Review. You will also be required to list any other staff members you consulted with in formulating your comments and ratings. For Level E staff there will be an additional section titled 'Executive Dean' Report, please leave this section blank.

For Final Review applications only - you will be required to provide an overall rating of the staff members performance in the drop-down box provided.

Once complete, click Next.

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		Please provide a summary of your overall assessment of the staff member's progress and performance at Mid-Term Review.		
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Need assistance, contact AskHR on (07) 3365 2623 or via the <u>online enquiry form</u>



For Final Reviews you (Head/Director) are required to meet with the employee to discuss the information you have included in this document. It is recommended that you do this before you submit the form.

You can save your comments and input without submitting the form by using the 'Save for Later' function. You also have the option to send the application back to the staff member for corrections/updates using the 'Send Back' option. Once you are comfortable with all the content, click **Submit**.

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You will receive a pop-up notification advising of successful submission. The form will now progress to the employee for their acknowledgement (and optional response) to your comments. For Level E staff this form will progress to the Executive Dean to complete and Executive Dean Report prior to the acknowledgement step. The employee's manager will also receive an alert in Workday that a process has been completed for the staff member.

X

Success! Event submitted

Up Next: Employee Acknowledgment | Due Date 04/09/2023 View Details



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To view or create a pdf of the application, select 'Performance' on the Employee's Profile, then select the 'Performance Reviews' tab. Select View or Create New PDF.

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Instructions for Executive Deans

For Level E Mid-Term and Final Review applications only

Navigate to the Inbox and open the Executive Dean/Director Report task. Once you have read the relevant information and instructions on the page click Get Started.



Need assistance, contact AskHR on (07) 3365 2623 or via the <u>online enquiry form</u>



Review the information contained in the submission and the staff member's Individual Activity Profile (IAP).

For Mid-Term Reviews follow the instructions contained in the help text to draft and send the applicant a Mid-Term Review Feedback Letter (letter to be sent directly via email).

For Final Review provide your assessment in the relevant box on the 'Executive Dean/Institute Director Report' section.

You will also be required to list any staff members you consulted with during this process. Once complete, click Next.

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Need assistance, contact AskHR on (07) 3365 2623 or via the online enquiry form



Your input should be visible on the 'Review and Submit' screen. You can save your comments and input without submitting by using the 'Save for Later' function. You also have the option to send the application back to the staff member for corrections/updates using the 'Send Back' option.

Once you have reviewed all the comments and are satisfied with the content, click Approve.

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Manager Eva Review Level	luation: Mid-Term E: - 29/08/2023	Question Word limit - 600 words Please provide a concis vance of Final Review.	e summary of your performance to date in	support of your Mid-Term review. In part	icular, highlight any key achievements or issues	encountered and your key focus areas in ad-
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You will receive a pop-up notification advising of successful submission. The submission will now progress to the employee for their acknowledgement (and optional response) to your comments.

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Success! Event approved				
Up Next: Date 11/09/2023	Employee Acknowledgment Due			
View Details				