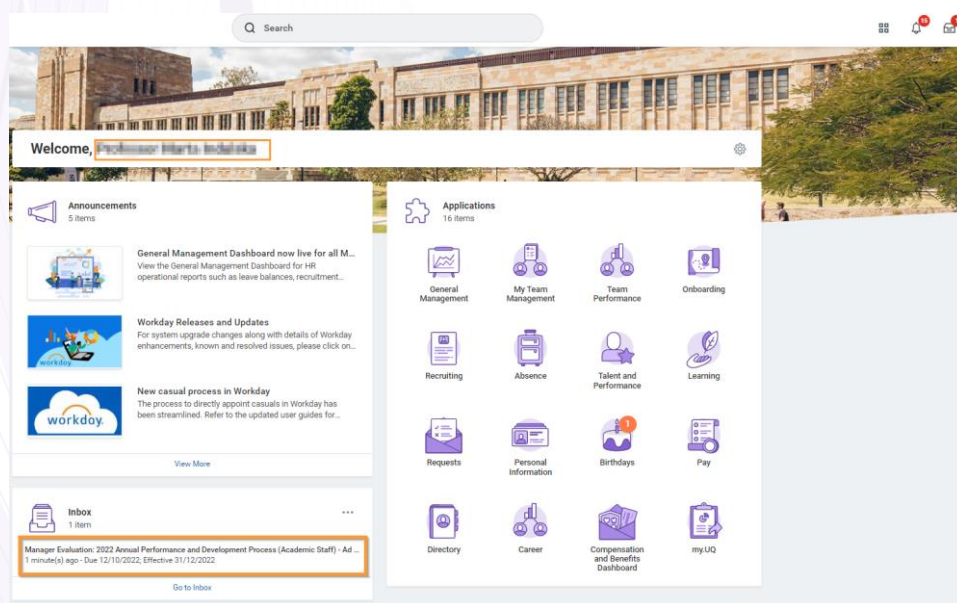


Manager Guide: Confirmation (Mid-Term and Final Review Process)

Please Note: Employees will receive notification of their upcoming Mid-Term and Final Review via their UQ email account. Approximately 3 months prior to their Mid-Term or Final Review documentation due date they will receive the relevant inbox tasks to complete, as set out below. As a direct Supervisor/Manager you will be required to carry out the following steps in Workday as part of this process.

A Navigate to the *Inbox* and open the **Manager Evaluation: Annual Performance and Development (Academic Staff) Ad Hoc** task.



B Complete the APD process with the employee as per the instructions set out in [Talent and Performance - Systems Training Hub - University of Queensland \(uq.edu.au\)](https://uq.edu.au/talent-performance-systems-training-hub). A copy of the employee's Individual Activity Profile (IAP) should be attached. If the employee has not been at UQ for a long enough period for their IAP to be sufficiently populated, they can also attach a current curriculum vitae.

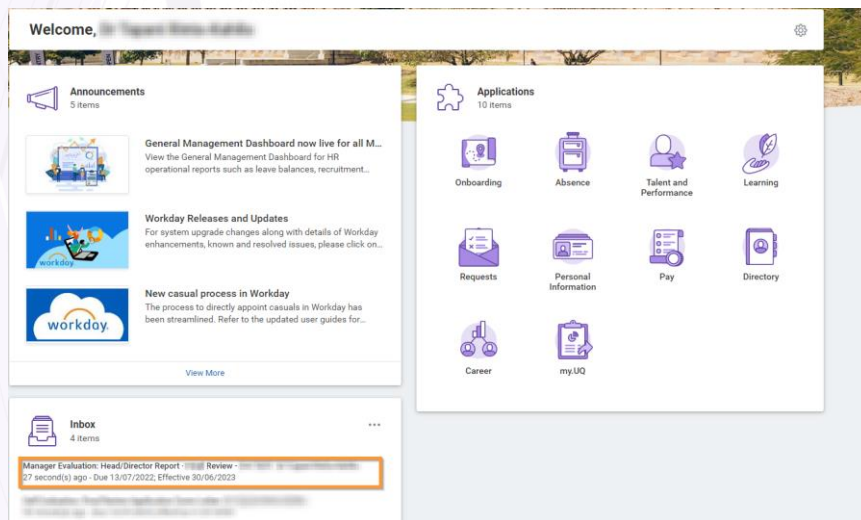
Remember to complete the Manager Acknowledgement task in your inbox at the end of the process.

Note: Once the APD has been finalised a *Head/Director Report: Mid-Term Review OR Head/Director Report - Final Review* task will be completed by the Head of Organisational Unit (Level A – D) or Executive Dean (Level E). The outcome from this should be provided to the employee at least 2 weeks before their document submission closing date. Once the employee has acknowledge this feedback you will receive a copy of this document.

Manager Guide: Confirmation (Mid-Term and Final Review Process)

C

Navigate to the *Inbox* and open the **Manager Evaluation: Head/Director Report– Mid-Term Review** or **Manager Evaluation: Head/Director Report– Final Review** task.

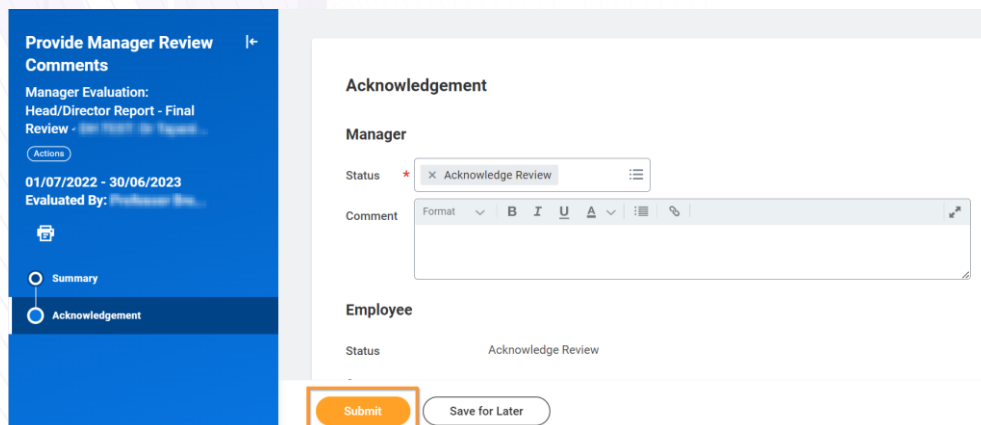


D

Click **Get Started**.

E

Review the content and click **Next**. In the Manager Acknowledgment section, update the status to **Acknowledge Review**, add comments (if applicable) and click **Submit**.



Please Note: Once the committee has reviewed the submission (and interviewed the employee for all Final Review processes) the employee will receive an outcome notification letter via their UQ email address.

For additional information and resources please visit the [Academic Probations](#) page.