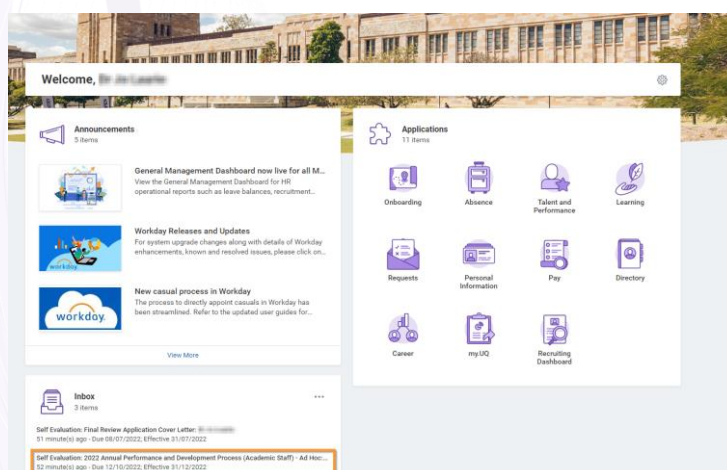


Confirmation (Final Review Process)

Please Note: You will receive a notification via your UQ email address with details of your Final Review. Approximately 3 months prior to your Final Review documentation due date you will receive the relevant inbox tasks to complete your Final Review as set out below.

- A** Navigate to the *Inbox* and open the **Self Evaluation: Annual Performance and Development Process (Academic Staff) Ad Hoc** task (*You will also see a task named **Final Review Application Cover Letter**, do not action **Final Review Application Cover Letter** at this point. You will be required to action this in step F of this process*).

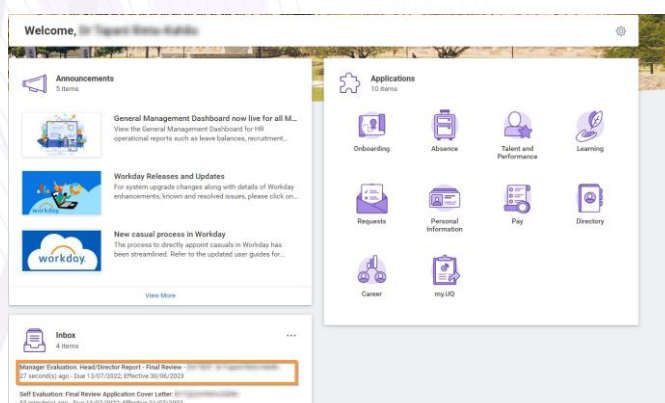


- B** Complete the APD process as per the instructions set out in [My Performance and Goals - Systems Training Hub - University of Queensland \(uq.edu.au\)](https://uq.edu.au/my-performance-and-goals-systems-training-hub) ensuring you attach a copy of your Individual Activity Profile (IAP). If you have not been at UQ for a long enough period for your IAP to be sufficiently populated, you can also attach a current curriculum vitae.

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

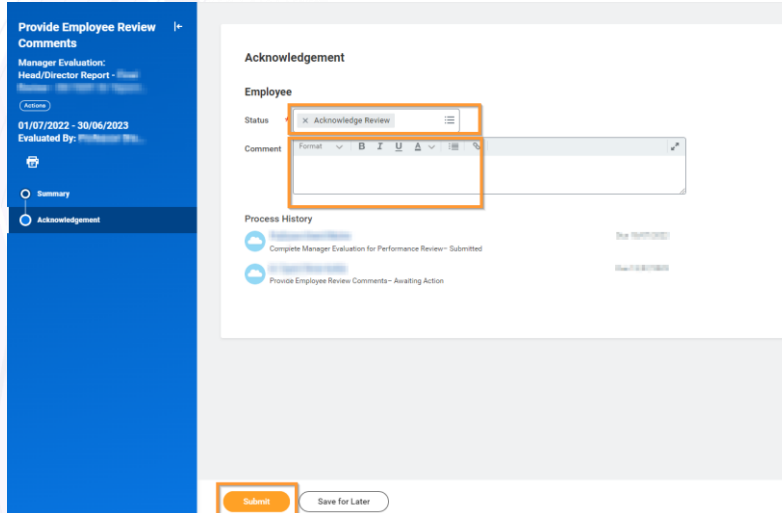
Note: Once your APD has been finalised a Head/Director Report: Final Review task will be completed by your Head of Organisational Unit (Level A – D) or Executive Dean (Level E). The outcome from this should be provided to you at least 2 weeks before the document submission closing date. Prior to receiving this document you should have met with your Head of Organisation Unit to discuss your application and the content of this report.

- C** Navigate to the *Inbox*, open the **Manager Evaluation: Head/Director Report– Final Review** task and click **Get Started**.



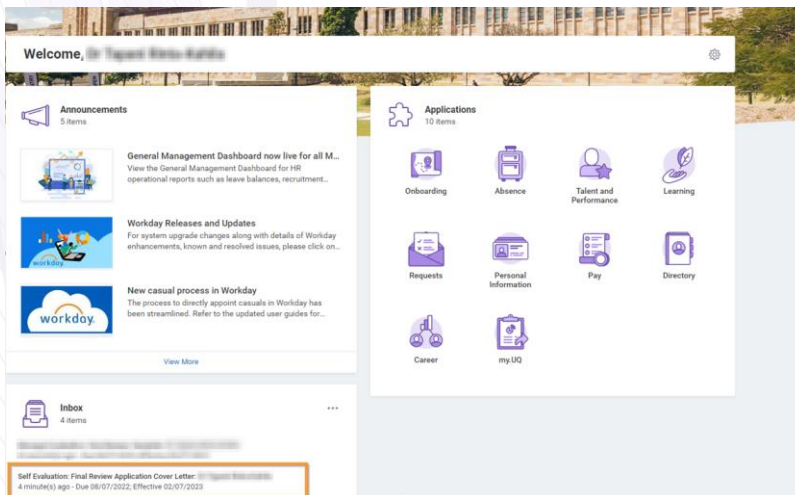
Confirmation (Final Review Process)

- D** Review the content in the form and click **Next**. In the Employee Acknowledgment section update the status to **Acknowledge Review** and add comments if applicable.

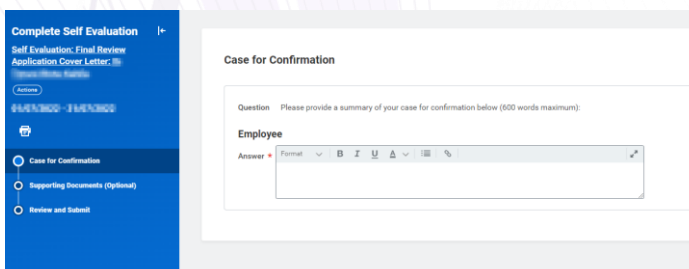


- E** Click **Submit**.

- F** Navigate to the *Inbox* and open the **Self Evaluation: Final Review Application Cover Letter** task.



- G** Select **Get Started**, input your case for promotion/cover letter (max 600 words) in the text field and click **Next**. On the next screen attach any other relevant documents you would like to include and click **Next**.



H

Once completed click **Submit**. Upon clicking submit your Final Review application will be finalised and submitted. No amendments to your application can be made after submission. Your APD (including IAP), Head/Director Report – Final Review, Final Review Application Cover Letter and any additional documents you attached will be provided to the committee as your Final Review application submission.

Should you wish to submit a brief update (optional) one week prior to the committee interview, please send this via email to the relevant CAP team.

Please note: Once the committee has interviewed you and reviewed your Final Review submission you will receive an outcome notification letter via your UQ email address.

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