# **Development, Performance &** Review (DPR)

## **End Of Year Review 2023 Guide for Staff Member**



**Professional and Support Staff** 



#### **CLARITY**

We strive for clear, simple and seamless services

#### **PROACTIVELY SEEK FEEDBACK**

building understanding on self-contribution, overarching priorities and own development areas



#### **PARTNERSHIP**

We deliver the best services when we work together

#### **RESOURCEFULNESS TO FIND SUPPORT**

timely and effectively communicates needs to ensure enablement



#### **EMPOWERMENT**

We seek to empower members of the University community

#### **SELF DRIVE**

consistently displaying initiative, ownership and account ability regarding set goals



#### **AGILITY**

We are agile and adaptable to meet the evolving needs of the University community

#### **DYNAMIC PLANNING**

pursuing, reviewing and resetting own performance goals, development plan and career aspirations

**End Of Year 2023 REVIEW** 



DPR Template open: 15 November - DPR Template submitted and review stage finalised by 1 March





Staff manager

Staff manager

Staff member

Staff manager



Staff member









### Use "MQ - End Of Year Review 2023 -Professional" template to add goals for 2023 (If they have not been set in "My Goals" before 15

November Please note that if goals are added in "My Goals" after 15 November, they will be recorded but will not be automatically included in the

template and you will

have to add them

manually. Otherwise

please

Use "MQ - End Of Year Review 2023 - Professional" template to reflect and comment only on goals set for 2023

Self assessment captured by adding comments for each 2023 goal

Reflect on how you performed against your individual goals for 2023. Ponder the obstacles faced, achievements and areas you would like to further develop

> Submit template for Manager's consideration

Please note that when you click on "submit" the template becomes locked for you and you will not be able to edit any further unless you request HR for the template to be "send back" to you

Staff manager to reflect and add preliminary DPR evaluation comments in "MQ End Of Year Review 2023 -Professional" template. Click on 'save for later' or 'close' to allow editing post

1:1

Please note that if the manager click on "submit" the End of Year Review 2023 will be deemed finalised and a copy with the manager's preliminary comments will be sent to you, whilst all information 'saved for later' is not visible to you until the manager submit the finalised completed template

### 1:1 End of year review, ongoing conversation wrap up - REVIEW

- a) two-way feed back is provided and received regarding your performance against your own 2023 set goals and enablement and direction provided to you by your manager;
- b) coaching and support is offered to identify areas that you would benefit from further development and thought leadership is shared by your manager to start outlining your development plan
- c) Emerging future thinking could arise and be shared, although the focus of the conversation is reviewing the past year

To capture any emerging thoughts regarding your 2024 goal planning use "My Goals" (which allows you to edit as you go during the year)

Use "MQ - End Of Year Review 2023 -Professional" Template to

finalise evaluation on staff member's development and performance against goals set for 2023

Staff manager to reflect on the input from 1:1, edit if required and finalise **End of Year Review** 2023 process in Workday by submitting the completed template by 1st March 2024

Template is locked and process successfully finished when staff supervisor/ manager clicks on "submit"

"Development And Performance Reviews" function, "MQ – End Of Year Review 2023 - Professional" template

## "My Goals" function is available 24x7, 365 days a year

Add/edit/delete/track milestones/comment/share/archive/extract to PDF/print goals when necessary at any point in time

PLAN 2024 Adding new goals



By 1 March (ideally all initial goals should be set by this date)

Use **My Goals** to update or create new goals all year round



Staff member



Staff member

Staff manager

Staff member

Staff manager



## 1:1 Ongoing conversation kick off - PLAN

a) Future thinking - Planning: Discuss and agree on strategic/performance/development goals for 2024.

b) Coaching and support to identify areas that you would benefit from further development. Thought leadership and guidance is shared by your manager with you to assist you on outlining your 2024 development plan





Staff member sets goals for 2024

Add new goals through "My Goals" in Workday

"Menu"-"Talent & Development"- "Track my goals" section, click on 'view more' - My Goals, click 'create goal'



Staff member notifies staff manager that a new goal for 2024 has been created

Staff manager acknowledges staff member's new goal through a comment

Type "@(insert name)" in the "Activity" section to tag someone and create a notification in their Workday inbox



Optional: Staff manager cascade or share their 2024 goal/s to their staff member/s

## Cascade/share goals through "My Team Management" in Workday

"Menu"-"My Team Management"- "Add Goal to Employees", select "copy existing goal", choose a goal and select staff member/s in the "assign to" section