Academic Staff PDR - Start of Term - PDR Plan development

**Supervisor**
- Supervisor to login to E-form to commence the PDR process
- Select the staff member that the PDR is for, and select the review term or probation period
- Is the staff member to draft the plan?
- Yes: Supervisor starts the draft of the PDR
- No: Supervisor to assign the form to the staff member and provide instructions for completion
- The Supervisor will be able to start the draft PDR plan prior to sending to the staff member
- Supervisor/Staff member to arrange a PDR meeting
- Supervisor finalises/updates PDR plan, and the form is sent to the staff member for agreement

**Staff Member**
- Indicate if Discipline Lead/Mentor input is required
- The Staff Member will receive a reminder 3 months prior to the end of term assessment falling due.
- Staff member agrees to Performance Development Review plan
- End of Term assessment

**Discipline Lead/Mentor**
- Request Discipline Lead/Mentor input
- Yes: Discipline lead/mentor contribution required?
- No: Review draft PDR plan and print copy in preparation for face to face meeting
- Staff member finalises draft PDR plan
- A copy of the draft PDR plan will be sent to the Supervisor and Staff Member after the Discipline Lead or Mentor has contributed.

**Face to face meeting (supervisor and staff)**
- Supervisor to login to E-form to commence the PDR process
- A probation period duration will need to be completed for the first PDR for a new staff member.
- The review term will be automated once a PDR assessment has been completed using the online form.
- A supervisor will be able to provide instructions to the staff member to complete the PDR.
- A copy of the draft PDR plan will be sent to the Supervisor and Staff Member after the Discipline Lead or Mentor has contributed.
- The Staff Member will receive an email notification with instructions to login to the e-form system
- The Staff Member will receive a reminder 3 months prior to the end of term assessment falling due.

**Legend**
- Process Step
- Task
- Face to face meeting
- Approval
- Question
- Request
Academic PDR - End of Term Assessment - Confirmed Staff (not on Probation)

Supervisor receives a reminder that a PDR assessment is due in 3 months.

This is the prompt for the Supervisor to request that the staff member completes the self-assessment and arrange a meeting to discuss the staff member's performance.

Supervisor/Staff member to arrange Performance review meeting.

The Supervisor will be notified of the Discipline Lead or Mentor when selected.

If the Supervisor determines that Discipline Lead or Mentor feedback is required, they can send the request to the Discipline Lead/Mentor for their input.

The Supervisor will be able to add any additional information and print the PDR assessment for the face-to-face discussion.

The Supervisor SHOULD NOT submit the form at this point. They should save their progress as they will need to update the form after their face-to-face meeting.

The Supervisor documents the outcome of the discussion on the e-form and sends it to the staff member for acknowledgement.

Where performance does not meet required standards, the form will be directed to the Local HR area before the review can be finalised.

The Staff member will receive a reminder that their new PDR plan is due.

Supervisor to: Document outcomes of performance review and select performance rating.

Supervisor/staff member to arrange Performance review meeting.

Staff member to login to E-Form and complete self-assessment against performance objectives.

Form is sent to the staff member to acknowledge.

The Staff Member may choose to provide final comments regarding the PDR.

The Staff member will receive a reminder that their new PDR plan is due.
The Supervisor will receive a reminder that a PDR assessment is due in 3 months, and is prompted to complete self-assessment.

The Staff Member receives the form to acknowledge.