

Staff Connect
Self Service User Guide
Progress Plan Review Form for Supervisors

Version Control

VERSION	DATE	CONTRIBUTOR	DESCRIPTION
0.1	10/09/2020	Carrie Kim	Initial draft
0.2	15/01/2021	Peter Wilks	Update
0.3	09/02/2021	Craig Haywood, Chantal Farah & Peter Wilks	Update
0.4	10/02/2021	Diana Chegwidden	Final Draft
1.0	12/02.2021	Peter Wilks, Chantal Farah	Final

Related Documents

NAME	AUDIENCE
Professional Staff Progress Plan Conversation Guide for Staff	Professional Staff
Professional Staff Progress Plan Conversation Guide for Supervisors	Professional Staff
Academic Staff Progress Plan Conversation Guide for Staff	Academic Staff
Academic Staff Progress Plan Conversation Guide for Supervisors	Academic Staff

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1. Introduction

1.1 BACKGROUND

The Progress Plan is the University's performance review and planning process, assisting the University to achieve performance excellence. It engages staff to manage their development and progress at ACU and enhances the alignment of their individual contribution towards the University's outcomes.

As a supervisor, you are expected to participate in the Progress Plan. The Progress Plan has been designed to encourage a continuous feedback and development discussion with your staff member.

Your staff member's Progress Plan commences at the time of their appointment and continues throughout the duration of their employment. A snapshot is taken at least annually as part of the staff members employment record. The Progress Plan provides their development and progress throughout their time at ACU. As part of your discussion with your staff member, identify how your staff member's individual role contributes towards the achievement of the University's Strategic Plan; consider and discuss their development and strengthen their capability based on the University's Capability Development Framework (CDF) and Academic Performance and Evidence (APME) Framework (Academic Staff only) to enable a clear view of the competencies that will support them in their progress and assisting the university to achieve performance excellence.

1.2 OBJECTIVE

This document will provide the necessary guidance for supervisors to be able to raise and provide periodic feedback to their staff via the **Progress Plan Review** form in Staff Connect.

This User Guide applies to supervisors only and is **intended to assist in the raising and completion of the feedback form**. This user guide should be used in conjunction with Progress Plan Conversation Guide for Supervisors to assist you in preparing for Progress Plan conversations with your staff.

To understand how to discuss and assist a staff member create their Progress Plan please read the Progress Plan for Staff member guide and the relevant conversation guides.

See Related Documents table on page 2 to locate the link to the relevant Progress Plan Conversation Guide.

1.3 WHEN TO RAISE A REVIEW FORM

You can raise a review form when you:

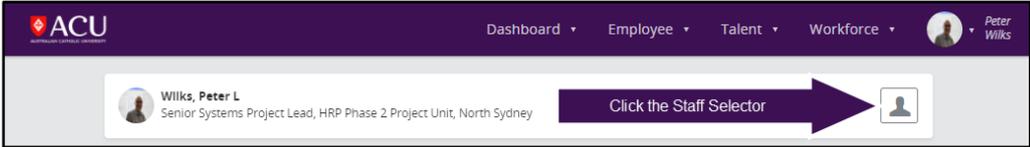
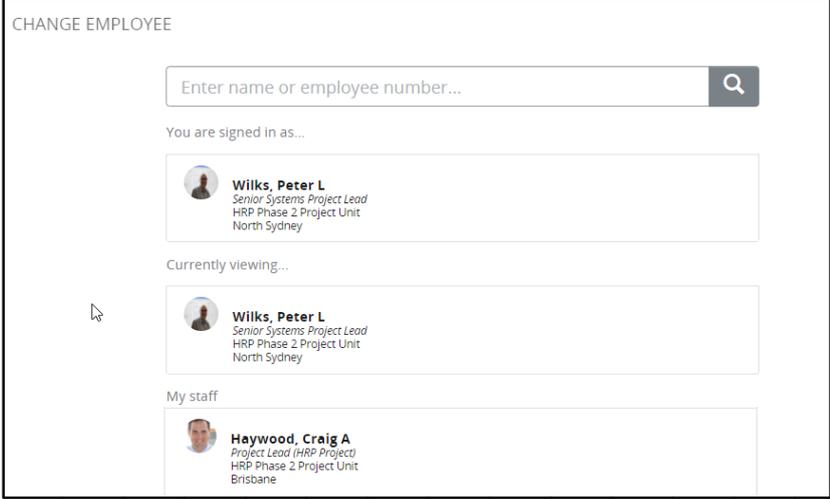
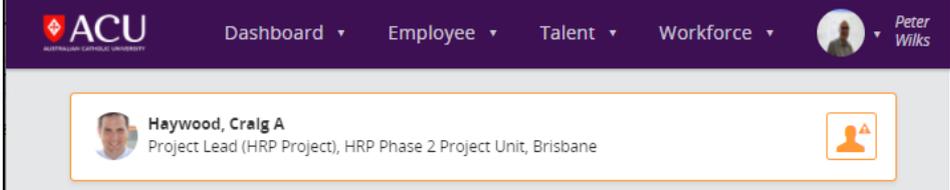
- have had an initial run through of the plan with the staff member and want to provide some feedback on your session or thoughts you may have had after your session;
- receive your quarterly reminder;
- want to provide feedback to the staff member.

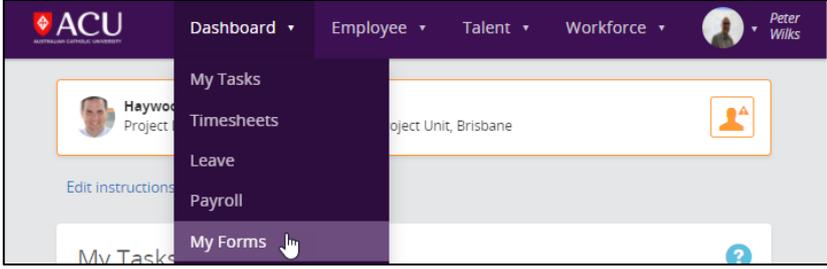
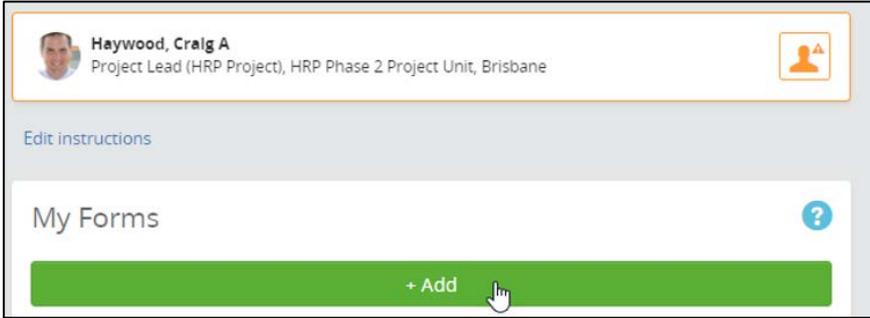
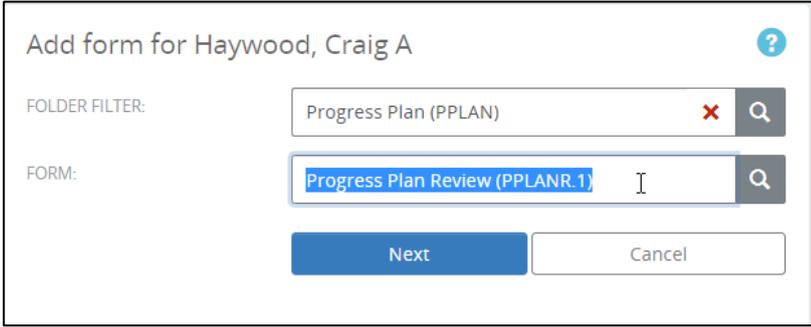
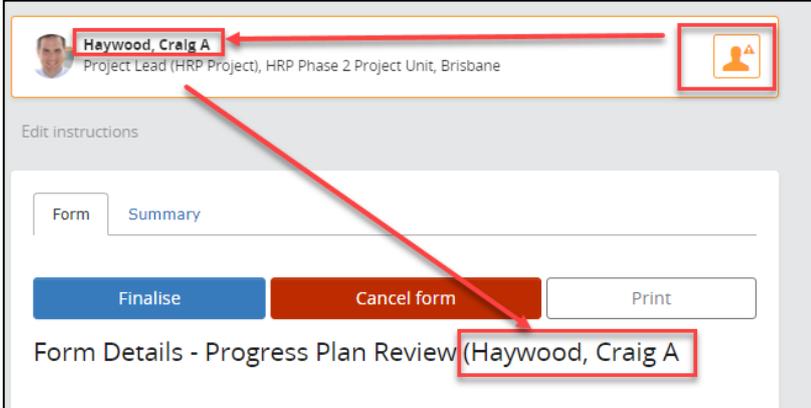
1.4 CONSIDERATIONS

When you raise the form using the instructions below you are taking a point in time image of your staff members Progress Plan. To make sure you are providing feedback against the latest information added by the staff member don't keep your feedback form open too long. Consider what you might want to provide feedback on before raising the form and then try to turn it around as soon as practicable. Although you get a quarterly reminder you can raise the Review form and provide feedback at any time.

2. Raise the Progress Plan Review Form in Staff Connect

Raise the feedback form in Staff Connect after you have had an initial discussion with your staff member, and they have established their Progress Plan form.

Step	Description
2.01	<p>Login to Staff Connect with your User ID and Password (same as your ACU login). https://selfservice.aurion.cloud/acu/production/actionitems</p> 
2.02	<p>Click on the Staff Selector (grey avatar) to choose the staff member you want to raise the feedback form for.</p> 
2.03	<p>Enter the name or number of the staff member you want to select or click on their name from the list.</p> 
2.04	<p>The staff member will then be selected, and the Staff Selector will now appear orange.</p> 

2.05	<p>Click on menu Dashboard > My Forms</p> 
2.06	<p>Click the green +Add button</p> 
2.07	<p>From the FOLDER FILTER Select the Progress Plan, then select the Progress Plan Review from the FORM field. Click the Next button.</p> 
2.04	<p>While the form is being created the Loading... icon will briefly appear.</p>
2.05	<p>When loaded check that the Staff Selector is still orange and that the selected staff members name appears on the form.</p> 

3. Adding your feedback

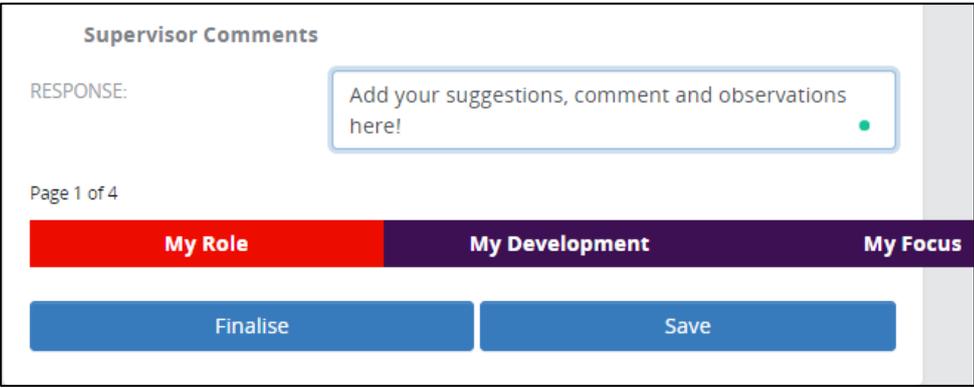
This form is designed to provide periodic feedback to your staff member's Progress Plan. When giving feedback via this form you should have already had discussions and interactions to establish the plan. This initial interaction is outlined in the relevant Supervisor Conversation Guide. This guide will only cover the mechanism to provide feedback not what might constitute the content of that feedback.

3.1 MY ROLE

My Role	My Development	My Focus	My Progress Notes
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The **My Role** page identifies the specifics of the staff member's role. In reviewing this information with your staff member, you can identify how their role contributes to the university's outcomes, discuss, clarify and operationalise the expectations outlined in their Position Description, and identify and discuss key position attributes that are essential to their role.

After you have reviewed the staff members entry on the page you can add your suggestions, comments and observations in the **Supervisor Comments** section located at the bottom of the page.

Step	Description
	Use the  and  buttons within the Progress Plan Review form, to access additional information and help.
3.1.1	Review the information that your staff member has completed on this page. Refer to the instructions, information bubbles  and links (highlighted in blue) throughout the page to help guide your review.
3.1.2	Note your suggestions, comments and observations in the Supervisor Comments section located at the bottom of the page. 
3.1.3	You can now move to the next page by clicking on the  tab.
	Don't click the  button at the bottom of the page until you are ready to submit all your feedback to your staff member.
	You can click the  button at any time to save your feedback as you go. Your feedback is also saved every 30 seconds or whenever you move between tabs.

3.2 MY DEVELOPMENT

My Role	My Development	My Focus	My Progress Notes
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The **My Development** page provides a resource to support you and your staff member to discuss their progress in relation to the [Capability Development Framework \(CDF\)](#) expectations and behaviours, the [ten \(10\) competencies](#) that are the essential development blocks of all university positions. The Academic variant of the form also includes the resources provided by the [Academic Performance Matrices and Evidence \(APME\)](#) Framework and provides assistance on how [the CDF interrelates to APME](#).

Step	Description						
 Academic Staff	<p>The Academic Staff member form has additional information in relation to the APME Framework and this provides some guidance and discussion points that will assist the conversation with the staff member. There is an APME to CDF Map that allows you to understand the CDF expectations and behaviours in relation to APME standards for the relevant Academic Career Pathway and level. The file can be downloaded and saved for future reference. The Academic form also host's an additional table on Academic Career Pathway and Development status.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #4b4b8b; color: white;">Academic Career Pathway</th> <th style="background-color: #4b4b8b; color: white;">Academic Level</th> <th style="background-color: #4b4b8b; color: white;">Development Status</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Teaching Focussed</td> <td style="text-align: center;">Academic Level B</td> <td style="text-align: center;">To be updated</td> </tr> </tbody> </table>	Academic Career Pathway	Academic Level	Development Status	Teaching Focussed	Academic Level B	To be updated
Academic Career Pathway	Academic Level	Development Status					
Teaching Focussed	Academic Level B	To be updated					
 Professional Staff	<p>The Professional Staff member form has additional information in relation to the CDF and expectations in relation to the Higher Education Worker levels.</p>						
 All Staff	<p>Apart from these differences at the top of the My Development page the Progress Plan is the same for Professional and Academic Staff.</p>						
3.2.1	<p>Review the information that your staff member has completed on this page. Refer to the instructions, information bubbles  and links (highlighted in blue) throughout the page to help guide your review.</p>						
3.2.2	<p>Note your suggestions, comments and observations in the Supervisor Comments section located at the bottom of the page.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p style="text-align: center; margin: 0;">SUPERVISOR FEEDBACK</p> <p style="text-align: center; margin: 0;">Supervisor Comments</p> <p>RESPONSE:</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> <p>Hi Craig, Capability Development - I think the three competencies we have chosen to work on this year are really key to how your role fits into both the Strategic Plan and our business unit plan. In terms of the development options you have added so far, can I also suggest you add some lunchbox sessions, run by you for your project team-mates focusing on the content of the Progress Plan Conversation Guides? Essential Position Attributes - Can you find out if you can enrol in the protected disclosure training sometime this year and send through the course request? I ran the transcript report and can see that you attended the Academic Workload Policy for Supervisors session last month. Good one, another item off the list! I'm looking forward to discussing the user guides with you next week and building on the terrific work you are doing.</p> </div> <p style="font-size: small; margin-top: 10px;">Page 2 of 4</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="background-color: #4b4b8b; color: white;">My Role</th> <th style="background-color: #e91e63; color: white;">My Development</th> <th style="background-color: #4b4b8b; color: white;">My Focus</th> <th style="background-color: #4b4b8b; color: white;">My Pro</th> </tr> </thead> </table> <div style="margin-top: 5px;"> Finalise Save </div> </div>	My Role	My Development	My Focus	My Pro		
My Role	My Development	My Focus	My Pro				
3.2.3	<p>You can now move to the next page by clicking on the My Focus  tab.</p>						
	<p>Don't click the Finalise button at the bottom of the page until you are ready to submit all your feedback to your staff member.</p>						

3.3 MY FOCUS

My Role	My Development	My Focus	My Progress Notes
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In discussion with you, your staff member can utilise the **My Focus** page to identify and record any key work activity; goals or career aspirations / career development options – and then track their progress towards their achievement.

As this is the staff member’s Progress Plan, the use of this section can be varied. For example, a staff member may choose to utilise this section for:

- Recording and tracking particular goals or objectives that are required for a role;
- Noting key work activities, or a key work focus;
- To track key work outcomes; or
 Identifying career development activities to assist with progressing their career within ACU.

Further information regarding the recording of development options or key work activities can be found in Appendix 2 of the [Academic Staff Conversation Guide](#) and the [Professional Staff Conversation Guide](#).

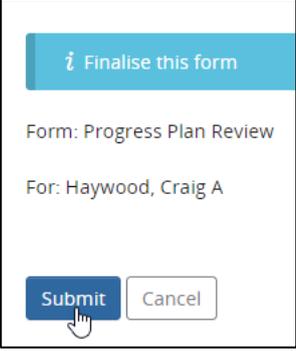
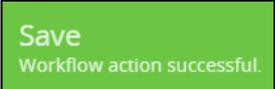
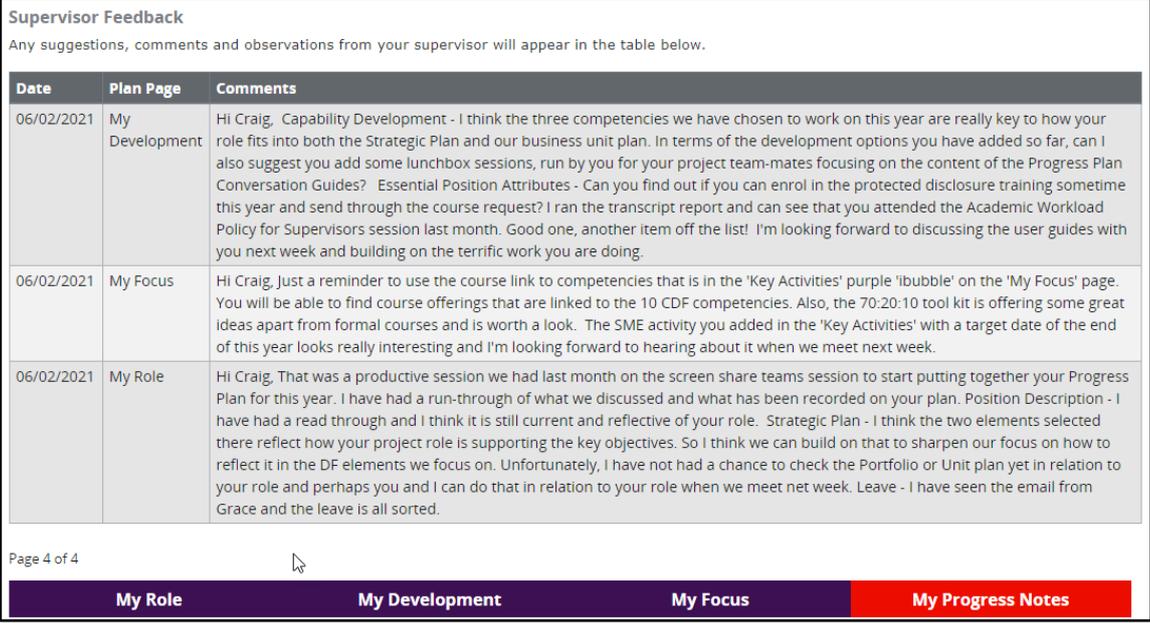
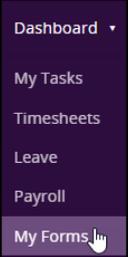
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3.3.2	<p>Note your suggestions, comments and observations in the Supervisor Comments section located at the bottom of the page.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center;">SUPERVISOR FEEDBACK</p> <p style="text-align: center;">Supervisor Comments</p> <p>RESPONSE:</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> <p>Hi Craig, Just a reminder to use the course link to competencies that is in the 'Key Activities' purple 'ibubble' on the 'My Focus' page. You will be able to find course offerings that are linked to the 10 CDF competencies. Also, the 70:20:10 tool kit is offering some great ideas apart from formal courses and is worth a look. The SME activity you added in the 'Key Activities' with a target date of the end of this year looks really interesting and I'm looking forward to hearing about it when we meet next week.</p> </div> <p style="font-size: small;">Page 3 of 4</p> <table style="width: 100%; text-align: center; background-color: #4a4a8a; color: white;"> <tr> <td style="width: 25%;">My Role</td> <td style="width: 25%;">My Development</td> <td style="width: 25%;">My Focus</td> <td style="width: 25%;">My Progress Notes</td> </tr> </table> <p>Finalise Save</p> </div>	My Role	My Development	My Focus	My Progress Notes
My Role	My Development	My Focus	My Progress Notes		
3.3.3	You can now move to the next page by clicking on the  tab.				

3.4 MY PROGRESS NOTES

This section allows your staff member to provide updates, note highlights, achievements or challenges, make notes, or highlight areas for further discussion with you - across any of the key aspects of their role and career. It is also the section where your staff member views your suggestions, comments and observations. You can review this page to see what their comments are to you and what your feedback will look like to them.

Step	Description								
3.4.1	Review the information that your staff member has completed on this page. Refer to the instructions, information bubbles i and links (highlighted in blue) throughout the page to help guide your review.								
3.4.2	<p>To respond to any comments that your staff member may have made, check which Plan Page they made the comment against and respond in the Supervisor Comments box on the page with the corresponding name.</p> <div data-bbox="328 757 1481 936" style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">My Achievements, Challenges, Discussion Points</p> <p style="font-size: small;">In the table below your staff member can record their achievements, challenges, other observations or note items for further discussion with you.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #cccccc;"> <th style="width: 15%;">Date</th> <th style="width: 15%;">Plan Page</th> <th style="width: 15%;">Type</th> <th style="width: 55%;">Comment</th> </tr> </thead> <tbody> <tr> <td>01/02/2021</td> <td style="border: 2px solid red;">My Role</td> <td>Further Discussion Item</td> <td>Leave discussion with Pete and Grace to arrange for an additional day of leave beyond the current project role.</td> </tr> </tbody> </table> </div>	Date	Plan Page	Type	Comment	01/02/2021	My Role	Further Discussion Item	Leave discussion with Pete and Grace to arrange for an additional day of leave beyond the current project role.
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01/02/2021	My Role	Further Discussion Item	Leave discussion with Pete and Grace to arrange for an additional day of leave beyond the current project role.						
3.4.3	<p>Respond in the Supervisor Comment box on the page with the corresponding name.</p> <div data-bbox="328 994 1481 1406" style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Supervisor Comments</p> <p>RESPONSE:</p> <div style="border: 1px solid #add8e6; padding: 5px; margin: 5px 0;"> <p>Hi Craig, That was a productive session we had last month on the screen share teams session to start putting together your Progress Plan for this year. I have had a run-through of what we discussed and what has been recorded on your plan. Position Description - I have had a read through and I think it is still current and reflective of your role. Strategic Plan - I think the two elements selected there reflect how your project role is supporting the key objectives. So I think we can build on that to sharpen our focus on how to reflect it in the DF elements we focus on. Unfortunately, I have not had a chance to check the Portfolio or Unit plan yet in relation to your role and perhaps you and I can do that in relation to your role when we meet net week. Leave - I have seen the email from Grace and the leave is all sorted.</p> </div> <p style="font-size: x-small;">Page 1 of 4</p> <div style="display: flex; justify-content: space-between; background-color: #333; color: white; padding: 5px;"> My Role My Development My Focus My Progress Notes </div> </div>								

3.5 FINALISING AND SUBMITTING THE REVIEW FORM

Step	Description
3.5.1	When you have finished reviewing and responding to the staff members Progress Plan you can finalise your response. Click on the  button on the bottom of the page.
3.5.2	Click the  button in the Finalise dialogue box. 
3.5.3	The  banner will appear.
3.5.4	Your staff member will have your suggestions, comments and observations available in their Progress Plan on their  page. 
3.5.5	The Progress Plan Review form remains visible on the supervisors Dashboard > My Forms 

	Raised Date	Form Name	For	Status
	05/02/2021	Progress Plan Review	Haywood, Craig A	Initiate
3.5.6	You can raise another review form when you have sufficient feedback to provide to your staff member. A quarterly reminder email will also be delivered to your Staff Connect inbox.			
Finish				