

Department of Paediatrics

Performance Development Framework (PDF)



What's it all about?

Performance development offers significant opportunities for staff to achieve personal and professional goals, which are aligned with the strategic and operational objectives of the Department, the Faculty, and the University. To be fully effective, performance development is a year-long process, not a single end-of-year event. It involves an active partnership between supervisors and staff. Staff members want ongoing feedback from their supervisors. They want to know how they are doing and how they can improve. Successful implementation of performance development is crucial to enhancing staff-supervisor interactions, improving performance and in supporting the significant change and challenges the University faces.

Why is the PDF compulsory?

The University's 2003 EBA states that every staff member must complete an annual performance and professional development appraisal. At the University of Melbourne the PDF is linked to incremental progression. The result of your PDF must be entered into Themis prior to your increment due date for your increment to be awarded. The PDF is compulsory even if an increment cannot be awarded, for example, for those staff at the top point of their classification.

PDF Training

For the PDF to be truly effective it is important that supervisors are appropriately trained in how to successfully review performance, set goals, and manage performance improvement. PDF training for supervisors is compulsory in the Department of Otolaryngology. There are a number of [on-line courses](#) and [face-to-face workshops](#) available through the University.

For more information on how to enrol in PDF training, please contact your Department Manager on 9345 5013.

How to Prepare for your PDF Meeting

You and your supervisor will be advised of your PDF due date by email. As incremental progression is linked to PDF completion it is important that you ensure your PDF is completed and result entered into Themis prior to the due date. Once you have organised a meeting time with your supervisor, you should prepare for your meeting by completing as much of the PDF template as possible beforehand. Take this, and your previous year's PDF for review, along to your meeting.

Templates

General Staff	Academic Staff
General Staff member	Academic Staff Member
General Staff supervisor (HEW 8 and above)	Academic Supervisor

The PDF and Themis

The results of every staff member's PDF must be recorded in Themis. For a guide to the PDF function of Themis, please go to the [PDF-Themis User Information](#) page of the University's website, or contact your Department Manager on 9345 5013.

Further Information

If you would like to find out more about the PDF please contact your Department Manager on 9345 5013, or log on to the [Human Resources PDF website](#)