

Staff Central –

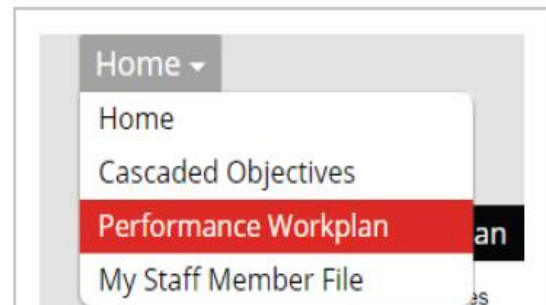
Copy objectives from previous years' workplan

1 Log in

1. Go to www.rmit.edu.au/staff
2. From the Launch menu click the Staff Central & ESS button
3. Click on Staff Central
4. Use your RMIT network username and password to Log in

2

Navigate to the Home page and Click on Performance Workplan.



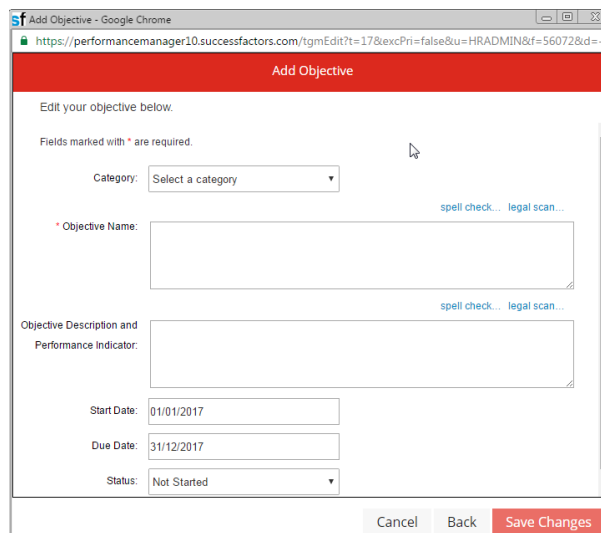
3

Click on the current Workplan link.

Form Title	Staff Member	Step	Date Assigned	Step Due Date	Form Start Date	Form End Date	Form Due Date
★ 2016 Professional Performance Workplan for HR ADMIN	HR ADMIN	Staff member objective setting	14/10/2015	31/01/2016	01/01/2016	31/12/2016	31/12/2016

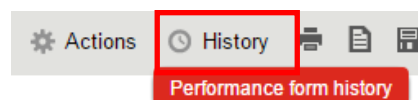
4

Click on “Add objective “button and keep the Pop up screen open in your current workplan.



5

On the workplan, from top right corner of the page click the “History” button>> then click on the Performance form history.



6

New pop up screen opens up, enter the period in format **dd/mm/yyyy** and ensure that the “Inclde In-Progress Documents” check box is ticked. Click on **Search**. Workplan is displayed in the same screen.

SuccessFactors Business Execution Suite Reviews

Subject: HR ADMIN

Period: 01/01/2015 To 31/12/2015 (dd/MM/yyyy)

Include In-Progress Documents

Search

Document List

▶ 01/01/2015 - 31/12/2015 [2015 Professional Performance Workplan for HR ADMIN](#)

2015 Professional Performance Workplan for HR ADMIN

7

Scroll down to the objective you would like to copy over. Highlight the text you wish to copy and use either keyboard shortcuts or right click and copy function.

Customer service Teaching and learning resources - courseware On track

Manager Status: Select a status... Staff Member Status: Select a status...

Objective Details

Objective Name	Teaching and learning resources - courseware	Objective Description and Performance Indicator	Develop courseware, ensuring alignment with Teaching/Training and Assessment Strategy and RMIT Teaching Priorities. Document learning outcomes, teaching activities and assessment tasks used to show constructive alignment (HE)/mapping against unit requirements(VE).
Start Date	01/01/2015	Due Date	31/12/2015
Status	On track		

8

Access the “Add Objective” pop up screen again and paste the copied text.

Edit Objective

Edit your objective below.

Fields marked with * are required.

Category: Select a category

* Objective Name: Provide high-level customer service support - customer service

Objective Description and Performance Indicator: Provide high-level professional customer service support to both staff and/or students. Ensure the [insert name of work group] operates effectively and efficiently. Identify [list] ways to streamline activities.

Start Date: 01/01/2016 Due Date: 31/12/2016

Status: Postponed

Behavioural Capability Framework

Save as New Cancel Save Changes

- Select the relevant category.
- Edit the objective text/dates and Status, if required.
- Click on the “Save Changes” button.
- Close the previous workplan pop up screen.
- The screen returns to the current workplan page.