

How to Locate the Online PDR Tool

Swinburne

Start at the Staff Home Page
www.swinburne.edu.au/staff

Under Human Resources
select 'Swinburne People
Online'

Choose 'Click here to enter
SPO'

When in SPO

The screenshot displays the Swinburne People Online (SPO) interface. At the top left, the Swinburne University of Technology logo and 'Swinburne People Online' text are visible. The top right navigation bar includes links for Home, Print, My Requests, Change Password, and Logout. Below this, the user's name '209921 Bretag, Matthew' is shown. A central menu contains 'My HR', 'My Approvals', 'My Pay', 'My Administration', and 'Performance and Development'. A red box with the number '1' highlights the 'Performance and Development' link. Below the menu, the user's profile information is displayed: 'Person: 209921, Matthew Bretag' and 'Job: 02, Web & Applications Developer'. A red box with the number '2' highlights the 'Performance, Development and Rewards' section. Below this section, a 'Proceed' button is circled in blue. The page footer includes the Swinburne University of Technology logo, the 'talent²' logo, and copyright information: 'Copyright © Talent2 Works Pty Ltd. (ACN 010 602 892)'. A 'Top of Page' link is located in the bottom right corner.

SWINBURNE UNIVERSITY OF TECHNOLOGY Swinburne People Online

Home Print My Requests Change Password Logout

209921 Bretag, Matthew

My HR My Approvals My Pay My Administration **Performance and Development**

1

Person: 209921, Matthew Bretag
Job: 02, Web & Applications Developer

2 Performance, Development and Rewards

To proceed to Performance Manager, please click 'Proceed'

Proceed

This page was produced June 20, 2011 12:35 pm by program SWINSFPM (revision 1.0)

Top of Page

talent²
Copyright ©
Talent2 Works Pty Ltd.
(ACN 010 602 892)