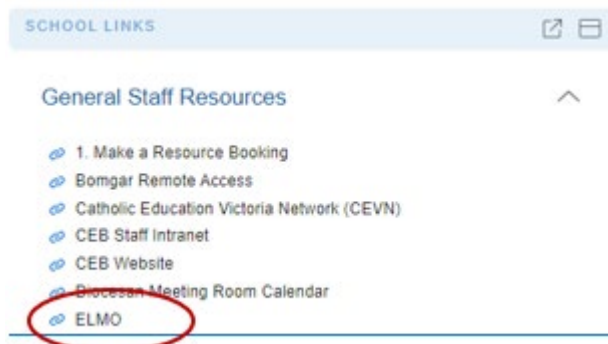




CEB Performance and Development Planner – Frequently Asked Questions

How do I log on to ELMO?

You log on to ELMO the same way you log on to ELMO now to apply for leave etc. via a link under 'General Resources' on the homepage of SIMON.



The 'performance' tab is located on the left-hand side of the ELMO home page. This is where your performance and development planner will be located.



You will find 'how to' videos and user guides including screenshots on the home page of the ELMO to guide you through the process.

Is the performance and development planner live in the ELMO portal?

The portal is date driven and these dates determine when the phases of the planner open and close. Parts of the portal are dynamic and can be updated at any time (e.g.: notes and attachments) however other parts of the portal are open for updating only at pre-determined dates (such as check-ins). If you need access to the portal outside of these pre-determined dates, contact people.development@dobcel.catholic.edu.au for assistance to do this.

When are tasks required to be completed in ELMO?

The portal is date driven and the pre-defined dates will prompt users with a notification email when a phase of the planner opens, and tasks are due for completion.

Typically, the performance and development phases open according to the times in the table below

STEPS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Planning Phase	●	●									●	●
Action Phase		●	●	●	●	●	●	●	●	●		
6 month check in conversation						●						
Employee 12 month check in prep										●	●	
Team Leader 12 month check in prep										●	●	
12 month check in conversation											●	●
Cycle renew												●

When the portal is open for a new phase or task, you will receive a system-generated email advising you what needs to be actioned.

When should goals be submitted?

Goals are submitted during the planning phase which is open each November to February.

What is required to be completed at the 6-month and 12-month check-ins?

For the 6 and 12-month check-in conversation phase, complete the following sections of the portal -

- **6-month** (June/July timeframe) you should complete the 6-month check-in questions, before the planned conversation with your team leader.
- **12-month** (October/November/December timeframe) you should complete the Development and Reflection Questions, the 12-month check-in questions and update the progress of your goals in the goal section, before the planned conversation with your team leader.

How often do performance and development conversations occur?

At a minimum, your team leader should have conversations with you regarding your goals and development opportunities at the 6-month and 12-month check-in timeframes.

Should I complete questions in the portal before the check-in conversations?

Yes. Your responses to the check-in questions should guide the face-to-face conversation with your team leader and assist your team leader to prepare for the check-in conversation with you.

I have completed my Performance and Development Planner, but the status doesn't show as complete. What should I do?

Your performance and development planner will not update the status to complete until your team leader has also submitted their final feedback on the 12-month check-in. If this has been completed and your planner is still not showing a complete status, please contact people.development@dobcel.catholic.edu.au

Who will be able to access my performance and development planner in ELMO?

Both you and your team leader have access to your performance and development planner. Your team leader's manager will be able to access the performance and development planners of all people in their broader team. For example, the Deputy Director of Catholic Education will have visibility of the performance and development planners for staff in the Learning and Teaching, Wellbeing, and Catholic Identity and Mission teams.

Aligning goals to strategic priorities

CEB strategic priorities were formed through a collaborative process, including environmental scanning for emerging trends, opportunities, and risks with CEB staff and DOBCEL principals in 2021.

These priorities were developed cascading from the aspirations set out in *Partnering A Step Further: Strategic Directions 2020-2024*. The inclusion of the CEB priorities in our CEB performance and development planners ensures that we are focused, intentional and disciplined in delivering on the identified priorities.

Goals should be developed and reviewed with the strategic priorities in mind to ensure the critical work undertaken supports the DOBCEL strategic priorities. When inputting your goals in the performance portal you will be required to link your goal to one of CEB's strategic priorities. There is the option to classify it as 'other operational work or continuous improvement focus' where the work relates to this.

The table below in appendix 1 has been developed to show the alignment between priorities and directions and can help assist in the alignment of goals.

Who administers the ELMO portal?

The People and Development team administer the performance portal in ELMO. Contact people.development@dobcel.catholic.edu.au or, Fiona Murphy, Organisational Development Manager directly if you require admin support.

Appendix 1

Aligning strategic goals to strategic priorities -

#	CEB Priority Goal / Strategic Direction for CEB Performance and Development Portal	Empowering all to flourish	Building inclusive Catholic Learning Communities	Achieving Best Practice	Fostering Inspiring Leadership	Enhancing family engagement, Gov & \$hip
1	Develop and launch a strategic marketing plan to promote and celebrate Catholic Education across the Diocese of Ballarat					
2	Promote and embed professional learning opportunities that immerse us in Catholic Identity, Religious Education & Mission					
3	Develop and deliver a DOBCEL staff wellbeing plan and a student/school community wellbeing plan, including the roll-out of endorsed Student Wellbeing Review recommendations					
4	Clarify and enhance pathways for Catholic educational leadership for those aspirant or new to educational leadership and those extending their leadership capability					
5	Establish networks and forums for improved collaboration and sharing of best practice and innovative learning and teaching across the system					
6	Focus on Family Engagement as a Diocesan Education Community, with a particular focus on reigniting the relationships post-pandemic.					
7	Develop a plan for improved and more consistent use of technology solutions, including ICON (alternative), HIVE, Canvas, ELMO, Knowledge Banks, eSort, Cascade etc. PLC Health Checks, CHECS/School Improvement					
8	Establish and embed data protocols for efficiency and appropriate collation, analysis, reporting and response to DOBCEL data sets					
9	Establish and embed a systematic approach to governance and specialist corporate services to reduce the principal and school workloads where possible					
10	Ensure a continual cycle for review of DOBCEL Policies and Procedures is operational and delivers fit for purpose policies and procedures that maintain currency with legislation and regulatory requirements.					
11	Other operational or continuous improvement focus					