

Start Development Plan

Overview

A Development Plan helps identify the career aspirations for an employee. They will set development objectives with action steps and target completion dates to help focus on short-term and long-term career aspirations. This job aid will walk you through your responsibility as a leader in ensuring your support your employees in completing their development plan.

Who Does This: Employee starts the process. As the employee's manager, you will also complete steps in the process.



Inbox
1 item

1

Development Plan: Eric Employee - Manager Plan
13 second(s) ago - Effective 10/10/2019

Step 1

After your employee has scheduled and complete the development discussion with you, you will receive an Inbox task. Select the **Development Plan-Manager Plan** task.

Interests and Mobility ▾ 2

EMPLOYEE

Review your interests and mobility below and make any modifications needed prior to discussion with your leader. Once you are satisfied with this section, click "Next" to continue to the next section.

MANAGER

Please review your employee's interests and mobility below. These items should have been discussed during the recent development conversation that your employee scheduled. Once you have reviewed, click "Next" to continue to the next section.

Next

3

Step 2

Review your employee's Interests and Mobility section to ensure it contains what was discussed during the development conversation.

Step 3

Click **Next** to continue to the next section.

Development Objectives ▾ 4

EMPLOYEE

Review your development objectives below and make any modifications needed prior to discussion with your leader. Once you are satisfied with this section, click "Next" to continue to the next section.

MANAGER

Please review your employee's development objectives below. These items should have been discussed during the recent development conversation that your employee scheduled. Once you have reviewed, click "Next" to continue to the next section.

Next






5

Step 4

Review your employee's Development Objectives section to ensure it contains what was discussed during the development conversation.

Step 5

Click **Next** to continue to the next section

<p style="text-align: center;">Career Discussion Questions ▾ 6</p>  <p>EMPLOYEE</p> <p>To help facilitate the career development conversation with your leader, please answer the questions below. Consider development gaps, experiences, and personal factors that could influence your career growth. The discussion with your manager will establish shared accountability for your growth and development, and these questions will provide valuable information to maximize the effectiveness of your development conversation. <u>Answers are required for each question.</u></p> <p><i>Once you are satisfied with this section, click "Next" to continue.</i></p> <p>MANAGER</p> <p>Please review the answers provided by your employee. These items help maximize the effectiveness of the ongoing development conversation with your employee. <i>Once you have reviewed, click "Next" to continue to the next section.</i></p> <div style="text-align: center;">  </div>	<p>Step 6 Review your employee's Career Discussion Questions section to ensure it contains what was discussed during the development conversation.</p> <p>Step 7 Click Next to continue to the next section</p>
<p>MANAGER: 8</p> <p>Please review the summary of your employee's Development Plan. By clicking "submit," you acknowledge that you have participated in a development conversation with your employee and will continue to support future career development conversations.</p> <div style="text-align: center;">  <div style="display: flex; justify-content: center; gap: 20px;">   </div> </div>	<p>Step 8 Review the summary of your employee's development plan.</p> <p>Step 9 Click Send Back if you want to send the plan back to the employee to make modifications. Click Submit if you are satisfied with the plan. Clicking Submit is your acknowledgement that you have participated in the development planning process with your employee.</p>
<div style="border: 1px solid #ccc; padding: 10px; background-color: #f9f9f9;"> <p>Success! Event submitted Development Plan: Eric Employee - Manager Plan Actions</p> <p><small>7 minute(s) ago - Effective 10/10/2019</small></p> <p style="text-align: center;">Up Next</p> <p style="text-align: center;">Eric Employee</p> <p style="text-align: center;">Provide Employee Review Comments</p> </div>	<p>The plan will route to your employee to acknowledge the development planning process and provide comments if desired.</p>

FAQ's

How can I view my employee's Development Plans? Click on your Team Performance Worklet and select View Printable Employee Review. You can select an employee and the Development Plan to print from the drop-down list.