

# Start Development Plan for Employee (HRBPs)

## Overview

This job aid guides HRBPs in starting a development plan for an employee. The employee also has the ability to start their own development plan.

**Who Does This:** HRBPs



HR Reports

### Step 1

Choose the **HR Reports** worklet.

Talent and Development **2**

TM\_Employee Talent Analysis

TM\_Development Plans and Talent Calibration Placements

TM\_Development Objectives Details by Employee

Start Development Plan for Employee

### Step 2

Under the Talent and Development menu, select **Start Development Plan for Employee**.

## Start Development Plan for Employee

Employee \*  **3**

Review Template \*  **4**

Period Start Date \* MM/DD/YYYY **5**

Period End Date \* MM/DD/YYYY

### Step 3

From the Employee drop-down menu, select the employee's name.

### Step 4

From the Review Template drop-down menu, select the **Development Plan** template.



### Step 5

Enter today's date for both the **Period Start Date** and **Period End Date**. The development objectives will have specific dates attached to them. By entering the current date here, employees will have the flexibility to create a new development plan later if needed.

**Submit** **6**

### Step 6

Click **Submit**.

<p><b>Up Next</b> <span style="float: right;">7</span></p> <p> Eric Employee</p> <p>Development Plan      - Employee Plan - Complete Employee Plan for Development Plan</p>	<p><b>Step 7</b></p> <p>The confirmation screen will show that the task has been delivered to the employee's inbox.</p>
<p> <b>Inbox</b> <span style="float: right;">8</span></p> <p>1 item</p> <p><b>Development Plan:</b>                      - Employee Plan</p> <p>50 second(s) ago - Effective 06/29/2022</p>	<p><b>Step 8</b></p> <p>Follow up with the employee to let them know the Employee Plan task is in their Workday inbox.</p>