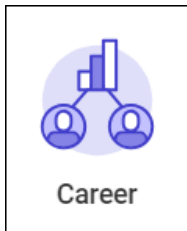


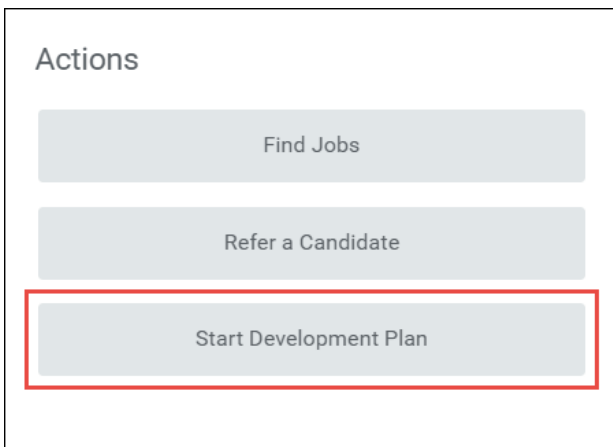
Start Development Plan

This job aid will walk you through, step by step, how to create an Individual Development Plan.

Step 1: On the *Home* page, click the **Career** worklet.



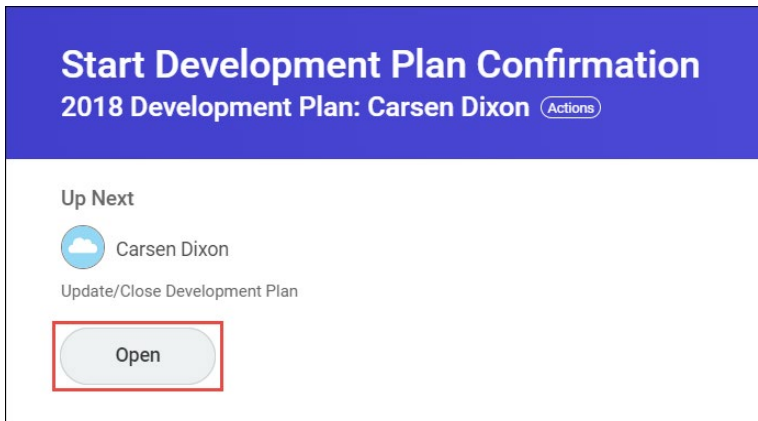
Step 2: From the *Actions* menu, click **Start Development Plan**.



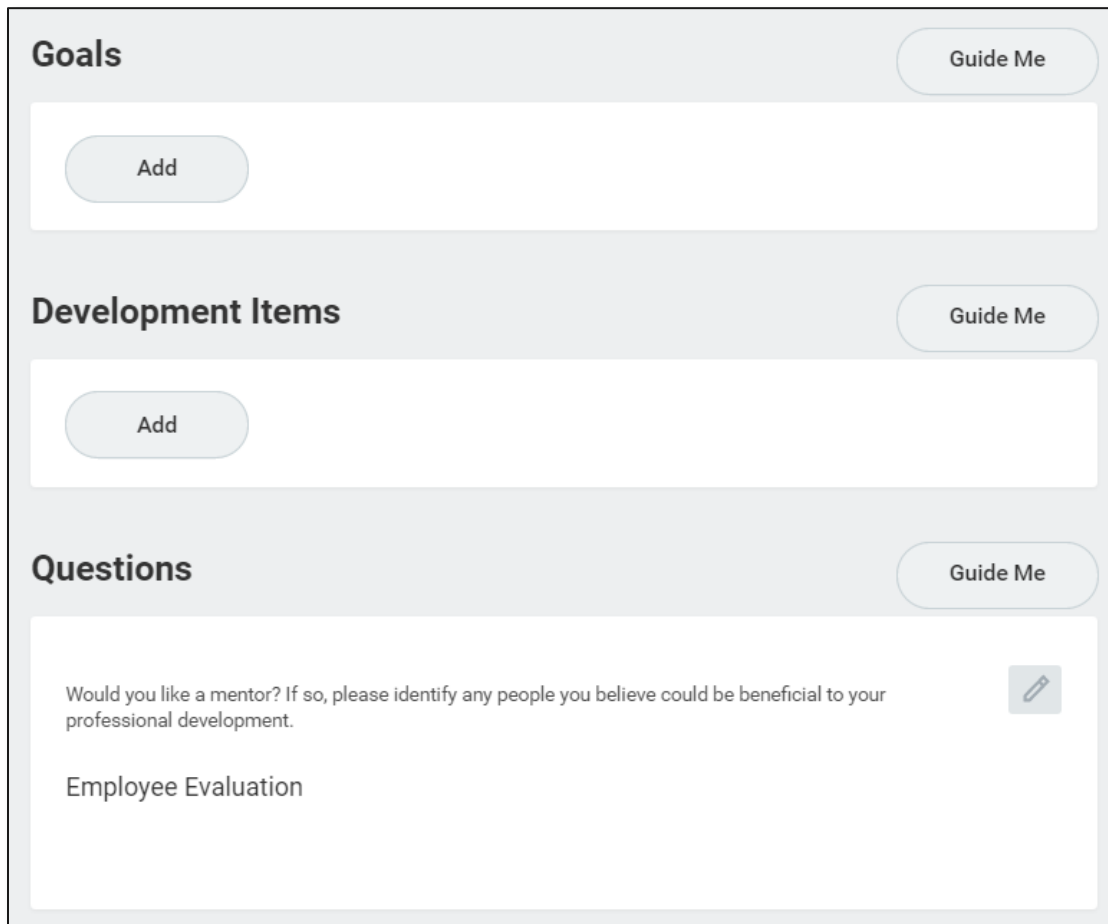
Step 3: In the *Review Template* field, click on **Development Plan** and then select the current year's development Plan template. Enter the **Period State Date** and **Period End Date**. Click **Submit**.

A screenshot of a form with three rows. The first row is "Review Template" with a red asterisk, a dropdown menu showing "x 2018 Development Plan", and a red-bordered menu icon button. The second row is "Period Start Date" with a red asterisk, a text input field containing "01 / 02 / 2018", and a calendar icon; the entire row is enclosed in a red border. The third row is "Period End Date" with a red asterisk, a text input field containing "12 / 31 / 2018", and a calendar icon; the entire row is enclosed in a red border.A screenshot of two buttons. On the left is an orange rounded rectangular button with the word "Submit" in white text, enclosed in a red border. To its right is a light gray rounded rectangular button with the word "Cancel" in black text.

Step 4: Click **Open** to continue. This will take you to the below screen.



Click **Add** in each section to enter *Goals* and *Development Items* you wish to persue during the Development Plan date range. Answer the mentorship *Questions* and click **Submit**.




Step 5: Once you submit your Development Plan, it will be sent to your manager to review. Your manager may make edits to the plan, or approve it As-Is.

Step 6: Once your manager approves the Development Plan, you will receive a final task in your inbox to *Acknowledge* the receipt of your Development Plan and make any final comments. Click on the pencil icon to open the *Acknowledgement* section. Click **Acknowledged** and add a **Comment** if you would like to.






Acknowledgement

Employee Acknowledgement

Acknowledged

search 

Comment

Normal  **B** *I* U A    

Thank you for working with me on my Development Plan!

Step 7: **Submit** your *Acknowledgement*.

Submit  Save for Later Close

