



DEVELOPMENT ITEMS AND PLANS

Development items are like goals. You can view and update them ad hoc within a worker's goal plan. You can link each development item to a competency, job profile, or work experience. Additionally, you can assign each item a status such as In Progress, Complete, or Not Applicable.

An individual development plan (IDP) can assist you and your team members in planning their careers.

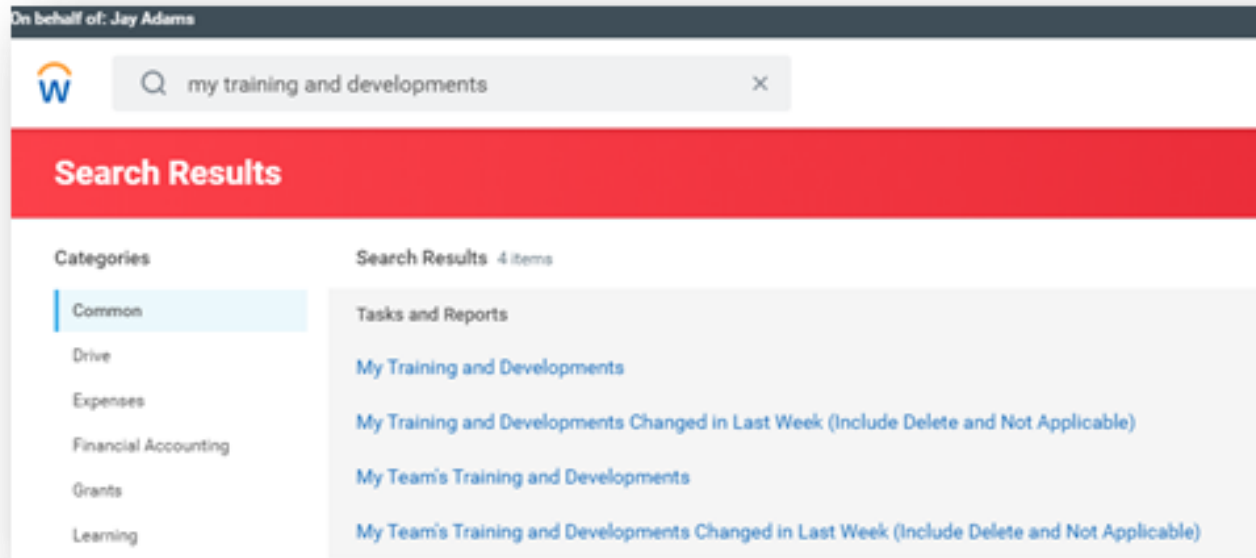
Access development items for you or your team using one of these methods:

- In the search bar, type **My Training and Developments** or **My Team's Training and Developments**
- You can edit or remove ad hoc development items at any time. Track changes to development items with these reports:
 - ◆ **My Development Items Changed in Last Week** (Include Delete and Not Applicable) report
 - ◆ **My Team's Development Items Changed in Last Week** (Include Delete and Not Applicable) report



Note: Development items appear in reviews, reports, and tasks per the order value of their status, beginning with **In Progress**.

Click the **Go to Guided Editor** button for a guided walkthrough of the process, or click **Go to Summary Editor** for a summarized process.



CAREER DEVELOPMENT PLANS

The purpose of the development plan process is to stimulate useful introspection and focus your planning. The IDP offers a voluntary means to analyze professional development needs, set specific short- and long-term goals and decide which opportunities best support those needs and goals. Learning is one of Collin College's core values, and the IDP supports this continued professional growth.



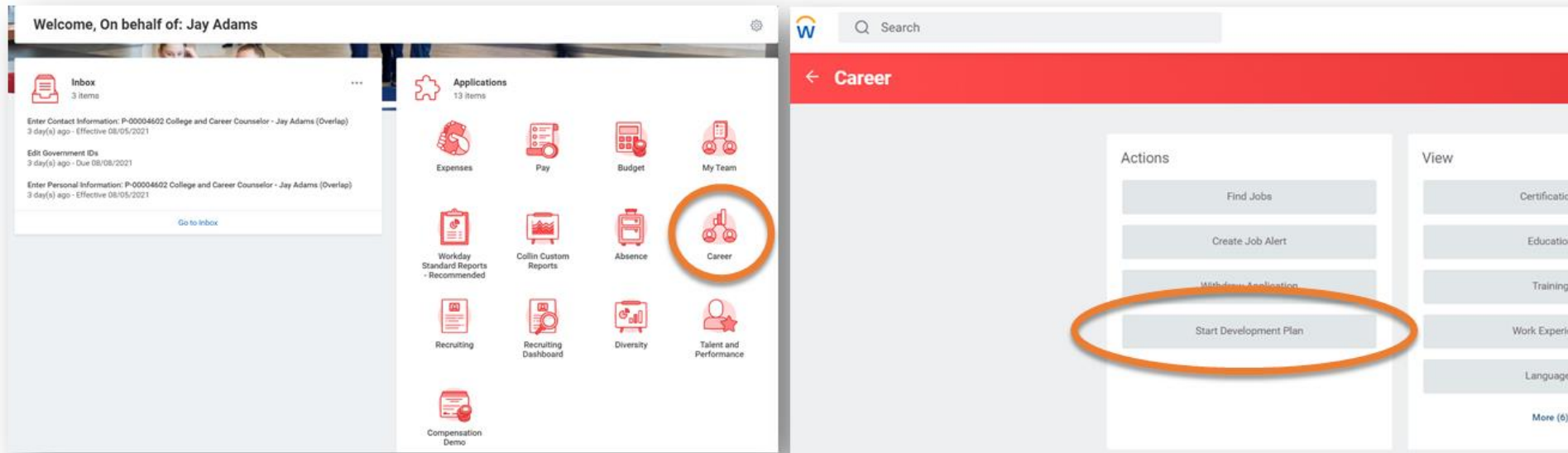
Workday offers different ways to track and measure development items or plans:

- You can use a focused development plan template for more complex processes. Either managers or employees can create these templates.
- You can combine a development plan or development items with ad hoc updates in the employee's goal plan throughout the year, outside of a formal review process.

TEAM MEMBER: START YOUR CAREER DEVELOPMENT PLAN

From the Home page:

1. Click the **Career** application > **Start Development Plan**.



2. Select the **Establish Career Development Plan By Employee** review template and **Period Start** and **End Dates**, and then click **Submit**.



The screenshots illustrate the process of selecting a review template. The first screenshot shows the 'Review Template' dropdown menu with 'Career Development Plan' selected. The second screenshot shows the dropdown menu with 'Establish Career Development Plan by Employee' circled in orange. The third screenshot shows the 'Review Template' set to 'Establish Career Development Plan by Employee' and the 'Period Start Date' and 'Period End Date' set to 01/01/2022 and 12/31/2022, respectively.

3. To add content, click **Open**.



The screenshot shows the Workday interface for Career Development Plans. At the top, there is a search bar and a 'Career' header. A modal window titled 'Start Development Plan Confirmation' is displayed, containing the text 'Up Next: Jay Adams, Complete Employee Plan, Due Date 08/17/2021' and a 'View Details' link. A blue 'Open' button is highlighted with an orange circle. The background shows a list of actions including 'Create Job Alert', 'Withdraw Application', and 'Start Development Plan'. On the right side, there are sections for 'Education', 'Training', 'Work Experience', and 'Languages', with a 'More (6)' link at the bottom.



4. Enter responses to the three questions. Click **Next**.

Complete Employee Plan Establish Career Development Plan by Employee: Jay Adams - Employee Plan

2 minute(s) ago - Due 08/17/2021; Effective 12/31/2022

Review Period
01/01/2022 - 12/31/2022

Career Discussion Items



Please provide responses to each discussion item, which may help identify future career placement opportunities.

Question

Does your current field of work keep you challenged?

Employee Evaluation

Answer

Rich text editor with toolbar (Normal, Bold, Italic, Underline, Text Color, Bulleted List, Link) and text area containing "Answer here".

Question

Do you wish to continue developing your career in your current field of work?

Employee Evaluation

Answer

Rich text editor with toolbar (Format, Bold, Italic, Underline, Text Color, Bulleted List, Link) and empty text area.

Question

Do you have interest in managing people in current and future roles?

Employee Evaluation

Answer

Rich text editor with toolbar (Format, Bold, Italic, Underline, Text Color, Bulleted List, Link) and empty text area.

Means and processes may vary from this document.



5. Add your **Career Preferences** and **Career Interests**. You may select more than one **Career Preference**. When finished, click **Next**.

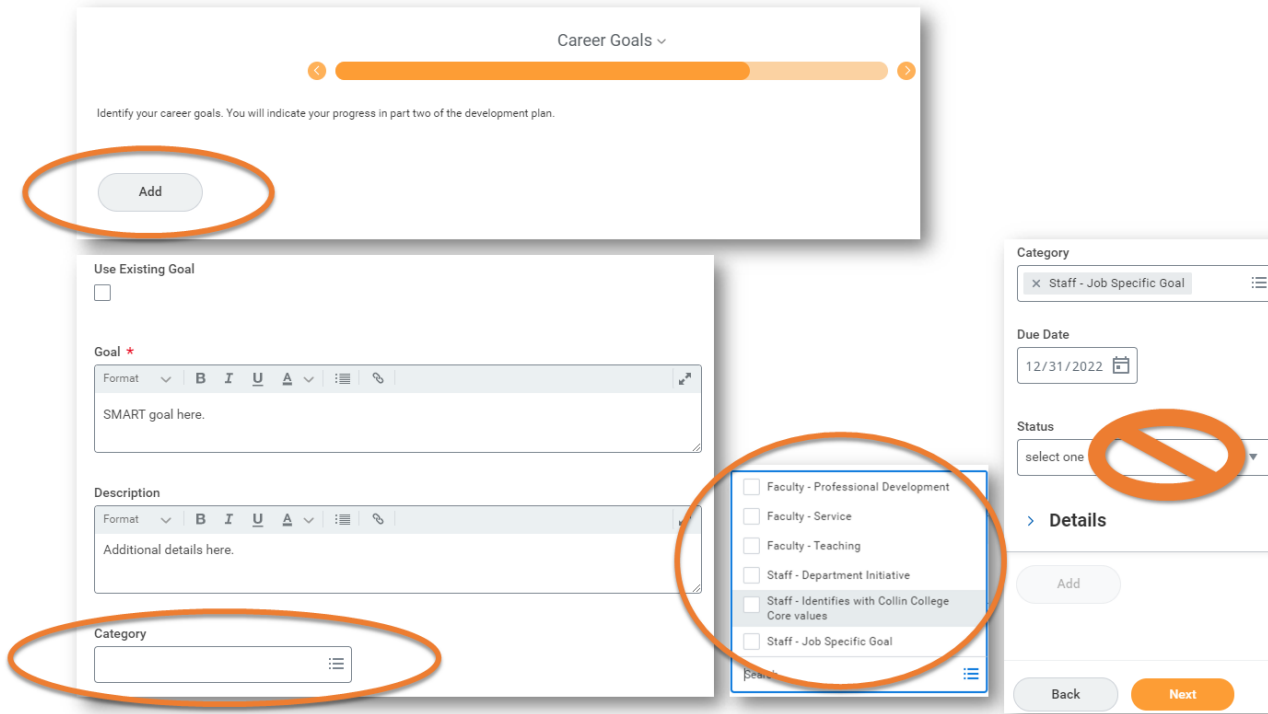


The image shows two overlapping screenshots of the 'Career Interests' interface. The left screenshot displays the main form with a sidebar on the left containing 'Career Discussion Items', 'Career Interests' (highlighted), 'Career Goals', and 'Summary'. The main content area has a 'Career Interests' header, a 'Career Preferences' section with a search bar, and a rich text editor for 'Career Interests'. The right screenshot is a zoomed-in view of a dropdown menu with the following options: 'All', 'Further Develop In Current Role', 'Broaden Responsibilities Beyond Current Role', 'Mentor Others', 'Prepare For Possible Leadership Role', and 'Immersion Program'. There are also search and list icons at the bottom of the dropdown.

This screenshot shows the 'Career Interests' interface with the 'Broaden Responsibilities Beyond Current Role' option selected in the 'Career Preferences' section. The 'Career Interests' rich text editor contains the placeholder text 'Enter details here.'. A 'Next' button is visible at the bottom left of the form.



6. Add **Career Goals**. You can import goals you've already created by clicking **Use Existing Goal** or add new goals. At this time, you do not need to select a **Status**. When finished adding the **Goal**, **Description**, **Category**, and **Due Date**, click **Next**.

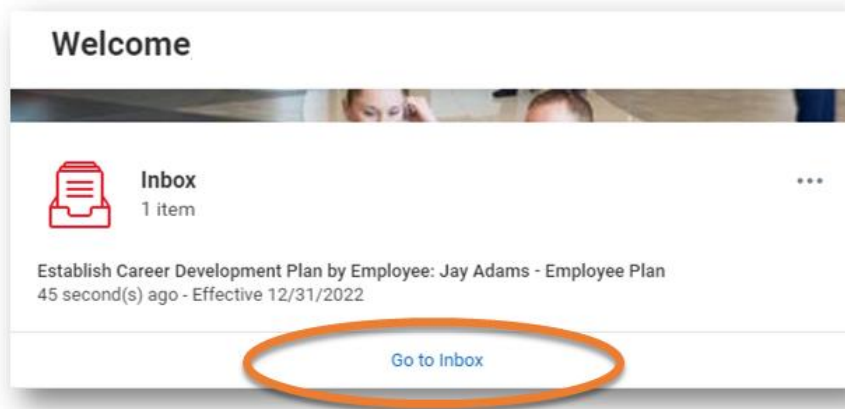


- 7. Review your development plan. If you would like to return to it later, click **Save for Later**. When you are ready to submit to your manager, click **Submit**.
- 8. Next, your manager will review and approve the process.

MANAGERS: REVIEW AND APPROVE A TEAM MEMBER'S CAREER DEVELOPMENT PLAN

From the **Home** page:

1. Click the action item in your **Inbox**.



2. After reviewing and conducting a meeting with the team member to discuss the plan, click **Approve** to approve the plan or **Send Back** to the team member to make changes. route the development plan.

Review Establish Career Development Plan by Employee: Jay Adams - Employee Plan ☆ PDF ⚙

Evaluated By
Jay Adams

Review Period
01/01/2022 - 12/31/2022

2 minute(s) ago - Effective 12/31/2022

During the Career Development Plan process, provide updated comments on each of the Career Goals and Interests, as well your response to each of the Career Discussion Items which will be taken into consideration for future placement opportunities.

Career Discussion Items

Question
Does your current field of work keep you challenged?

Employee Evaluation

Answer
Answer here

Question
Do you wish to continue develop your career in your current field of work?

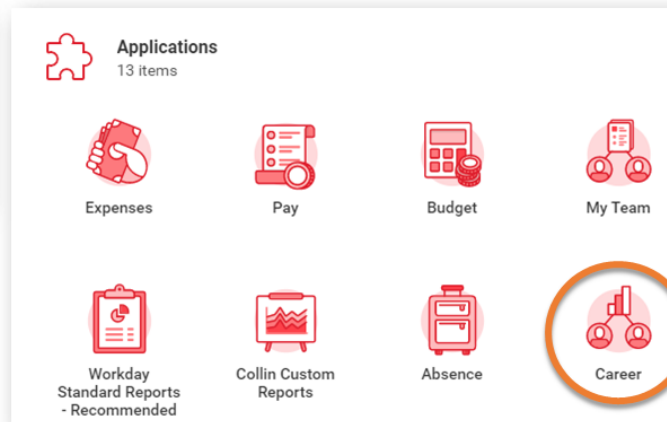
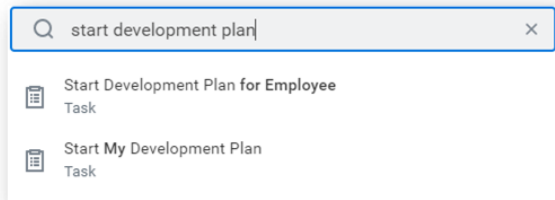
Approve Send Back Close

3. Once approved, the development plan will go to the appropriate HR partner to review and approve.

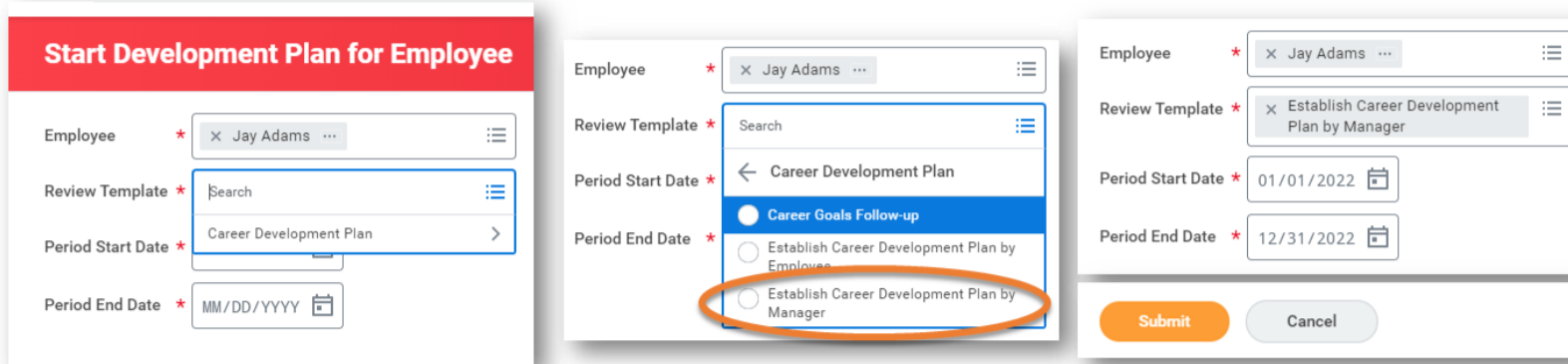
MANAGERS: START A CAREER DEVELOPMENT PLAN FOR A TEAM MEMBER

From the **Home** page:

1. In the search bar, type **Start Development Plan** and select **Start Development Plan for Employee**.



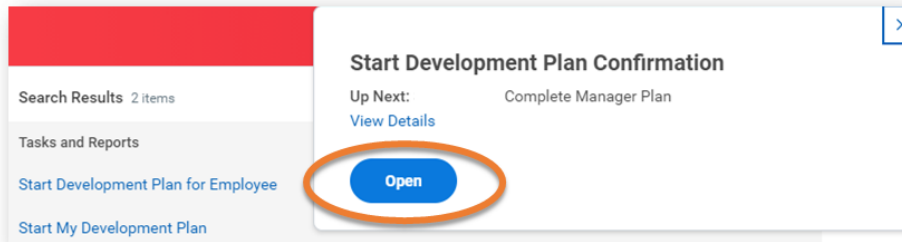
2. Enter the team member's name and select. Under **Review Template**, select **Establish Career Development Plan by Manager**. Enter **Period Start** and **End Dates**, and then click **Submit**.



The first screenshot shows the 'Start Development Plan for Employee' form with the following fields: Employee (Jay Adams), Review Template (Search), Period Start Date (01/01/2022), and Period End Date (12/31/2022). The second screenshot shows the Review Template dropdown menu with 'Career Development Plan' selected. The third screenshot shows the 'Establish Career Development Plan by Manager' option selected in the Review Template dropdown menu.

3. To add content, click **Open**.

4. Comment on the **Career Discussion Items**. Click **Next**.



The screenshot shows the 'Start Development Plan Confirmation' dialog box. The dialog box has a red header and a blue 'Open' button circled in orange. The dialog box also contains the text 'Up Next: Complete Manager Plan' and a 'View Details' link.




Career Discussion Items

Career Interests

Career Goals


Summary

Question 

Does your current field of work keep you challenged?

Manager Evaluation


Answer

Question 

Do you wish to continue developing your career in your current field of work?

Manager Evaluation

Answer

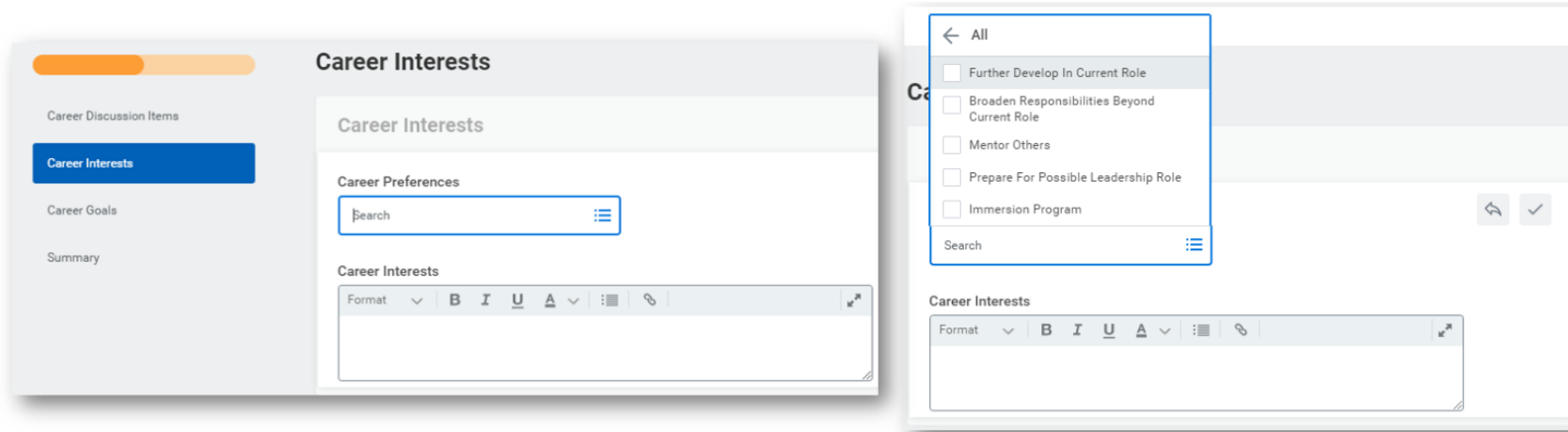
Question 

Do you have interest in managing people in current and future roles?

Manager Evaluation

Answer

5. Select **Career Preferences** and enter **Career Interests**. Click **Next**.



6. Add **Career Goals** or **Use Existing Goals**. Do not enter a **Status** for any goals. Click **Next**.



Career Goals ▾

< >

Identify your career goals. You will indicate your progress in part two of the development plan.

Add

Use Existing Goal ↶ ✓

Goal *

Normal ▾ **B** *I* U A ▾ | ☰ | 🔗

Description

Format ▾ **B** *I* U A ▾ | ☰ | 🔗

Category

Due Date

MM/DD/YYYY 📅

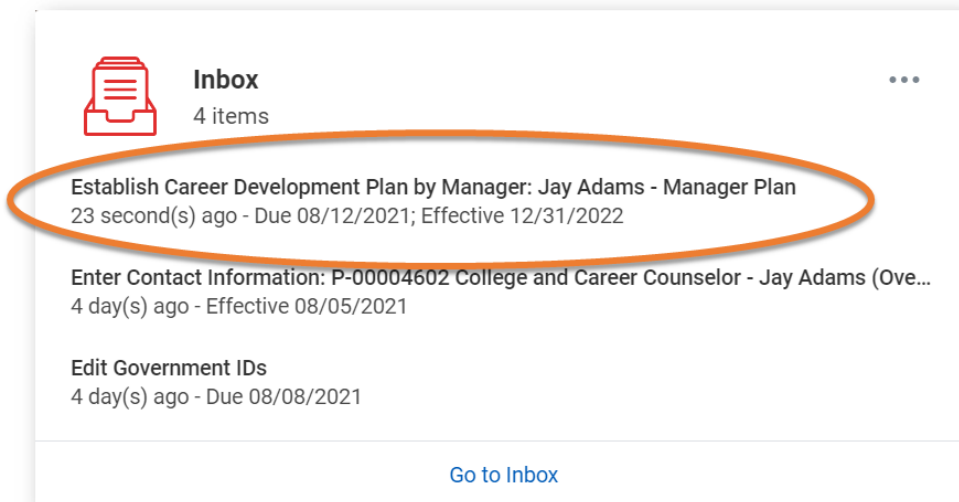
Status

select one / ▾

- 7. Review your development plan. If you would like to return to it later, click **Save for Later**. When you are ready to submit to HR for review, click **Submit**.

TEAM MEMBER AND MANAGER: REVIEW AND ACKNOWLEDGE A CAREER DEVELOPMENT PLAN CREATED BY MANAGER

1. **Team Member:** Once reviewed by HR, the plan will appear as an action item in your **Inbox**. **Note:** At this time, the team member and manager should have a meeting to discuss the plan.



2. **Team Member:** Use the drop-down menu to *acknowledge that you and your manager have met to discuss the plan*. When finished, click **Submit**.

Provide Employee Review Comments
Establish Career Development Plan by Manager: Jay Adams - Manager Plan ...

Review Period
02/01/2022 - 12/31/2022

16 minute(s) ago - Due 08/12/2021, Effective 12/31/2022

I acknowledge that my manager and I have reviewed and discussed the content and evaluations of my career development plan.

Acknowledgement

Employee Acknowledgement

Status *

Comment

Format | B | I | U | A | | | |

Submit | Save for Later | Close

Acknowledgement

Employee Acknowledgement

Status *

I have reviewed and discussed this development plan with my supervisor.

Comment

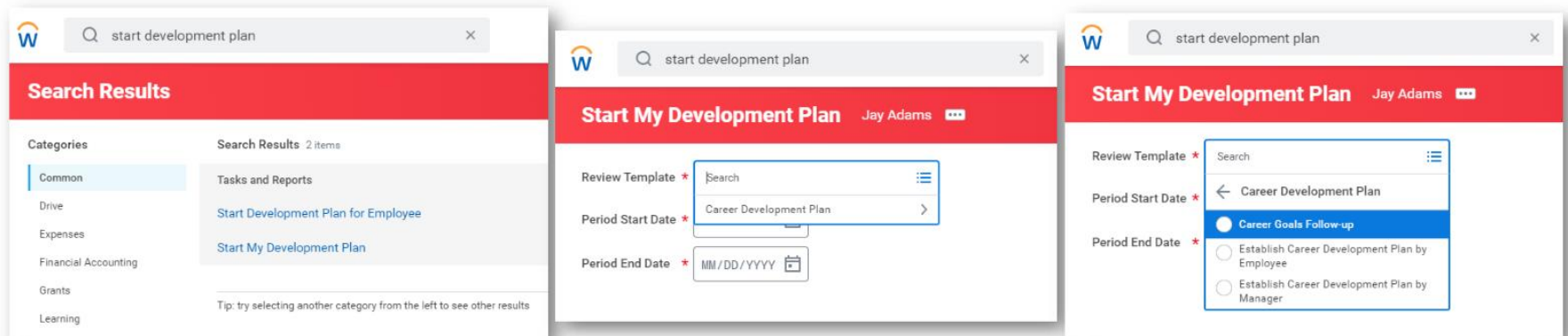
3. **Manager:** Once approved by HR, the plan will go to the manager to *acknowledge that the team member and manager have met to discuss the plan*. From your **Inbox**, select the status under **Acknowledgement**, add a **Comment** if you choose, and click **Submit**. **Note:** The team member must acknowledge and submit before the review will appear in the manager's **Inbox**.

TEAM MEMBERS AND MANAGERS: FINALIZE THE COMPLETED CAREER DEVELOPMENT PLAN

At the end of your career development plan’s time frame, you will need to log in and evaluate the completion of your goals. **Note:** At this time, the team member and manager should meet to discuss the outcome of the development plan.

From the **Home** page:

1. **Team Member:** In the search bar, type **Start My Development Plan** and select **Career Development Plan > Career Goals Follow-Up**.



2. **Team Member:** Enter the last day of the development plan for the **Period Start Date** and **Period End Date**. Click **Submit**.



Start My Development Plan Jay Adams

Review Template *

Period Start Date *

Period End Date *

3. **Team Member:** To add content, click **Open**.



Start Development Plan Confirmation

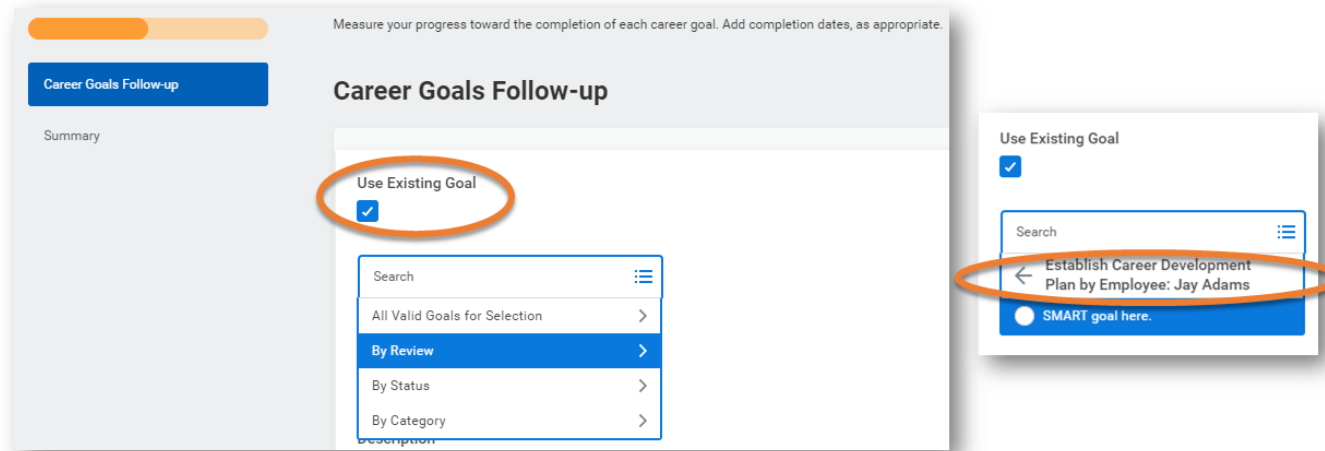
Up Next: Jay Adams, Complete Employee Plan, Due Date 08/18/2021

[View Details](#)

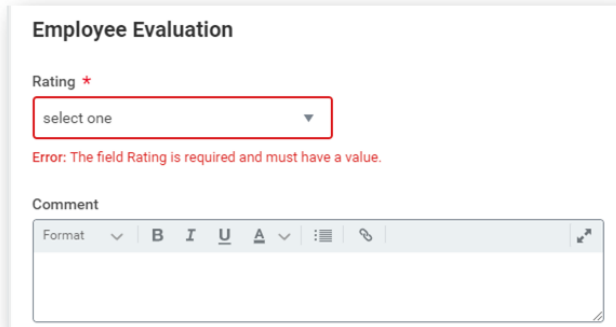
Open

Tip: try selecting another category from the left to see other results

4. **Team Member:** Click **Use Existing Goal** to access your **Career Development Plan** goals. Select **By Review** and select **Establish Career Development Plan** to access the goals tied to your **Career Development Plan**, not goals related to performance reviews or other documents.



- 5. **Team Member:** Once the goal is selected, it will appear for you to review. Under **Employee Evaluation**, select the appropriate **Rating**. Add any comments and click **Next**.



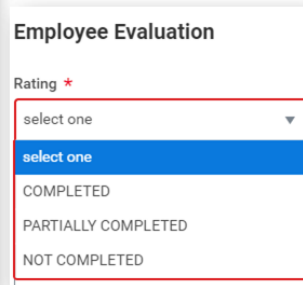
Employee Evaluation

Rating *
select one

Error: The field Rating is required and must have a value.

Comment

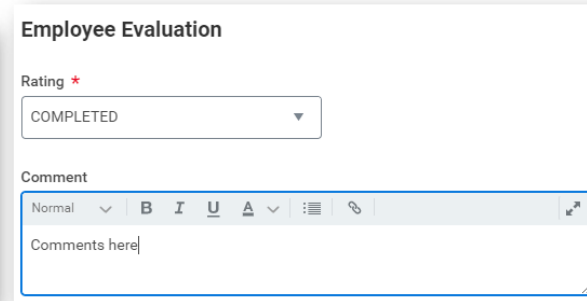
Format | B | I | U | A | | | |



Employee Evaluation

Rating *
select one

- select one
- COMPLETED
- PARTIALLY COMPLETED
- NOT COMPLETED



Employee Evaluation

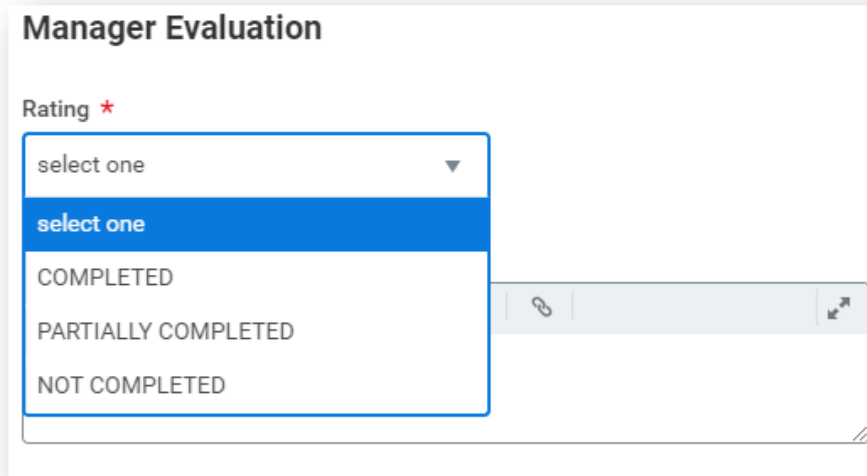
Rating *
COMPLETED

Comment

Normal | B | I | U | A | | | |

Comments here|

- 6. **Team Member:** Review your plan. If you would like to return to it later, click **Save for Later**. When you are ready to submit to your manager for review, click **Submit**.
- 7. **Manager:** Once the team member has finalized the career development plan by evaluating goal completion, the plan will appear as an action item in your **Inbox**.
- 8. **Manager:** Once the plan is launched, scroll to the bottom and click **Manager Evaluation**. Indicate a **Rating** for the goals. When finished, click **Next**.



Manager Evaluation

Rating *

select one ▼

select one

COMPLETED

PARTIALLY COMPLETED

NOT COMPLETED

9. **Manager:** Review the plan. If you would like to return to it later, click **Save for Later**. If you need to send it back to the team member to make changes, click **Send Back**. When you are ready to submit to your manager for review, click **Submit**. This will route the plan to HR for approval.
10. **Team Member and Manager:** Once approved by HR, the evaluated plan will go to the team member and manager to *acknowledge that the team member and manager have met to discuss the results of the plan*. From your **Inbox**, select the status under **Acknowledgement**, add a **Comment** if you choose, and click **Submit**. **Note: The team member must acknowledge and submit before the plan will appear in the manager's Inbox.**

Provide Employee Review Comments [Career Goals Follow-up: Jay Adams - Manager Plan](#)

Evaluated By

Review Period
12/29/2022 - 12/29/2022

44 second(s) ago - Due 08/13/2021; Effective 12/29/2022

I acknowledge that my manager and I have reviewed and discussed the contents and evaluations of my career development plan.



Acknowledgement

Employee Acknowledgement

I have reviewed and discussed this development plan with my supervisor.

Search

Comment

Format **B** *I* U **A**  



Acknowledgement

Manager Acknowledgement

I have reviewed and discussed this development plan with my employee.

Search

Comment

Format **B** *I* U **A**