

# 2016

## Supervisor Creates Employee Career Development Plan

MANAGER (Rater)



## Supervisor Creates Employee Development Plan

A Career Development Plan (CDP) is used when a Supervisor or employee identifies Education, Experience, Licensure, and/or Certification suggested for Career Enhancement, along with personal learning goals and developmental objectives. A CDP may be initiated any time during the Performance Management process. The CDP has an evaluation period start and end date based upon what is agreed upon between the Supervisor and Employee. In the ePerformance system, the Supervisor is referenced as the Manager (Rater). There are two Document Types available for career development plans:

**CAREER DEVELOPMENT\_MGR** – Use for employees in classifications *other than* those in the Information Technology (IT) field; and

**IT CAREER DEVELOPMENT PLAN** – Use *only* for employees in Information Technology (IT) classifications (this Document Type can only be created by the Manager (Rater) and not the Employee).

## Manager (Rater) Creates an Employee Development Plan

A Career Development Plan must be *created* for the identified Employee before the criteria can be entered.

1. Manager (Rater) Navigates to: [myOhio > Career Resources > Manager Tasks > ePerformance Development Documents > Create Documents](#).
2. Click the **checkbox** next to the Identified Employee to create the Career Development Plan Document.

**Create Development Documents**

**Employee Selection Criteria**  
 Select the employees you are creating new development documents for.

Employee Reporting as of

CAROL Nelson 's employees					
Select	Name	Empl ID	HR Status	Job Title	Department
<input type="checkbox"/>	DIEDRE Ferris		Active	Account Clerk 3	Copy Centers
<input type="checkbox"/>	MARY McDowell		Active	Account Clerk 3	Commercial Printing

[Select All](#) [Deselect All](#)

3. Click the **Continue** button.

4. Type the **Period Begin Date**, **Period End Date**, **Document Type** (CAREER DEVELOPMENT\_MGR or IT CAREER DEVELOPMENT PLAN), **Clone From Prior Document** (No), and **Template** (CAREER DEVELOPMENT PLAN\_MGR or IT CAREER DEVELOPMENT PLAN).

**NOTE:** The **Period** is the time during which the Employee has been allotted to reach the goals outlined within the Development Document.

### Create Development Documents

Below is a list of employees that you selected for Development Document Creation. Complete the information in the *Document Creation Details* section below, then select the **Create Documents** pushbutton to generate documents for these employees.

**Document Creation Details**

Period Begin Date:      Period End Date:

Document Type:  ▼

Clone from Prior Document:  ▼

Template:  ▼

Create Documents

**Selected Employees**

Employee ID	Last Name	First Name
	DIEDRE	Ferris

[Return to Select Employees](#)

5. Click the **Create Documents** button.
6. A confirmation message appears indicating that the document was created successfully.

### Create Development Documents - Results

Below is a list of employees you selected for Development Document Creation and the results of the process. Employees with errors will need to be re-run after correcting the source of the error.

The "Current Documents" hyperlink at the bottom of the page can be used to access individual development documents.

**Selected Employees**

Employee ID	Name	Template	Successful Creation?	Status
	DIEDRE Ferris	CAREER DEVELOPMENT PLAN_MGR	Yes	Document created successfully

## Manager (Rater) Establishes Criteria for Development Plan

Once the Development Document is created, a Manager (Rater) can enter the criteria.

1. Navigate to the employee's CDP: [myOhio > Career Resources > Manager Tasks > ePerformance Development Documents > Current Documents](#).
2. Click the applicable *Document Type* hyperlink for the listed employee.

**Current Development Documents**

Listed below are the current development documents for which you are the Manager.

Development Documents						
Employee	Document Type	Begin Date	End Date	Job Title	Status	
DIEDRE Ferris	<a href="#">CAREER DEVELOPMENT_MGR</a>		11/05/2012	01/02/2013	Customer Service Assistant 1	In Progress

3. Click the [Start](#) hyperlink next to the *Establish Evaluation Criteria* step.

**Current Development Documents**

**Document Details**

DIEDRE Ferris, Customer Service Assistant 1  
CAREER DEVELOPMENT\_MGR: 11/05/2012 - 01/02/2013

Development Document Details			
<b>Employee:</b>	DIEDRE Ferris	<b>Job Title:</b>	Customer Service Assistant 1
<b>Document Type:</b>	CAREER DEVELOPMENT_MGR	<b>Period:</b>	11/05/2012 - 01/02/2013
<b>Template:</b>	CAREER DEVELOPMENT PLAN_MGR	<b>Document ID:</b>	725
<b>Manager:</b>	LISA Baker	<b>Status:</b>	In Progress

Document Progress				
Step	Status	Due Date	Action	Next Action
Establish Evaluation Criteria	<input type="radio"/> Not Started	03/03/2012		<a href="#">Start</a>
Review Self Evaluation	<input type="radio"/> Not Started	02/16/2013		
Complete Manager Evaluation	<input type="radio"/> Not Started	03/03/2013		

Career Development Plans contain four sections, defined below. At least one section must contain information.

Career Development Plan Sections	
Section Name	Definition
Career Enhancement Goals	Goals that augment an employee’s job-related skills.
Personal Learning Goals	Goals that contribute to an employee’s knowledge related to his or her current role, desired future role, the agency, or the State.
Developmental Objectives	Future accomplishments that support growth in an employee’s current role or prepare an employee for a higher level role.
Developmental Training Assignments	Tasks which, once completed, support achievement of the above Developmental Objectives.

4. Add a Career Enhancement Goal by clicking the [Add Career Enhancement Goals](#) hyperlink in *Section 1 – Career Enhancement Goals*.



5. Enter the appropriate information in the *Title* and *Description* fields.



6. Click the **Update** button.

- Update the Personal Learning Goals by clicking the [Add Personal Learning Goals](#) hyperlink in *Section 2 – Personal Learning Goals*.

Section 2 - PERSONAL LEARNING GOALS

PERSONAL LEARNING GOALS will be evaluated by: Employee, Manager

+ Add PERSONAL LEARNING GOALS

- Enter the appropriate information in the *Title* and *Description* fields.

Add PERSONAL LEARNING GOALS

\*Title:

Description:

Update [Return to Development Criteria](#)

- Click the **Update** button.
- Update the Developmental Objectives by clicking the [Add Developmental Objectives](#) hyperlink in *Section 3 – Developmental Objectives*.

Section 3 - DEVELOPMENTAL OBJECTIVES

DEVELOPMENTAL OBJECTIVES will be evaluated by: Employee, Manager

+ Add DEVELOPMENTAL OBJECTIVES

- Enter the appropriate information in the *Title* and *Description* fields.

Add DEVELOPMENTAL OBJECTIVES

\*Title:

Description:

Update [Return to Development Criteria](#)

- Click the **Update** button.

13. Update the Developmental Training Assignments by clicking the **Add Developmental Training Assignments** hyperlink in *Section 4 – Developmental Training Assignments*.

Section 4 - DEVELOPMENTAL TRAINING ASSIGNMENTS

DEVELOPMENTAL TRAINING ASSIGNMENTS will be evaluated by: Employee, Manager

[+ Add DEVELOPMENTAL TRAINING ASSIGNMENTS](#)

14. Enter the appropriate information in the *Title* and *Description* fields.

**Add DEVELOPMENTAL TRAINING ASSIGNMENTS**

\*Title:

Description:

[Return to Development Criteria](#)

15. Click the **Update** button.
16. Click the **Save** button.
17. Review the *Document Details* page.

**Current Development Documents**

**Document Details**

DIEDRE Ferris, Account Clerk 3  
CAREER DEVELOPMENT\_MGR: 05/06/2014 - 11/06/2014

Development Document Details				
Employee:	DIEDRE Ferris	Job Title:	Account Clerk 3	
Document Type:	CAREER DEVELOPMENT_MGR	Period:	05/06/2014 - 11/06/2014	
Template:	CAREER DEVELOPMENT PLAN_MGR	Document ID:	24250	
Manager:	LISA Baker	Status:	In Progress	

Document Progress				
Step	Status	Due Date	Action	Next Action
Establish Evaluation Criteria	🟢 In Progress	01/05/2014	<a href="#">Edit</a>	
Review Self Evaluation	🟡 Not Started	12/21/2014		
Complete Manager Evaluation	🔴 Not Started	01/05/2015		

[Return to Select Documents](#)