Employee Initiates a Career Development Plan

Revised: 7/16/2018
Employee Initiates a Career Development Plan

A Career Development Plan (CDP) is used to identify career enhancement goals, personal learning goals, developmental objectives, and developmental training assignments that aid in preparing you (the employee) for possible future career advancement. You may initiate a CDP any time during the Performance Management process. The CDP has an evaluation period (start and end date) based on what is agreed upon between you and your supervisor (i.e., the Manager (Rater)).

Creating a Career Development Plan

Creating a CDP is a two (2) part process: Part I – Creating the Document, and Part II – Adding Development Criteria.

Part I – Creating the CDP Document

Navigate to: myOhio > My Workspace > Self Service Quick Access > myPerformance > myDevelopment Documents > Create Development Documents.

1. Type the Period Begin Date and Period End Date in the Date fields.
2. Select the Document Type (Career Development Plan_EE) from the drop down menu.
3. Select No from the Clone from Prior Document drop down menu.
4. Select the Template (Career Development Plan_EE) from the drop down menu.
5. Click the Create Documents button.

**NOTE:** The “Period Begin and End Date” is the timeframe within which you will complete the career development items identified on the CDP document.
Part II – Adding Development Criteria

The Document Details page will automatically display after the CDP document is created. At this point, you can enter the development criteria.

1. Click the Start hyperlink next to the Establish Evaluation Criteria step.

**NOTE:** If you leave the ePerformance tool before completing the CDP, you can access your CDP document by navigating to myOhio > My Workspace > Self Service Quick Access > myPerformance > myDevelopment Documents > Current Development Documents and clicking on the document name in the list of current development documents.
Career Development Plans contain four sections, defined below. At least one section must contain information.

<table>
<thead>
<tr>
<th>Career Development Plan Sections</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Section Name</strong></td>
</tr>
<tr>
<td>Career Enhancement Goals</td>
</tr>
<tr>
<td>Personal Learning Goals</td>
</tr>
<tr>
<td>Developmental Objectives</td>
</tr>
<tr>
<td>Developmental Training Assignments</td>
</tr>
</tbody>
</table>

2. Add a Career Enhancement Goal by clicking the *Add Career Enhancement Goals* hyperlink in **Section 1 – Career Enhancement Goals**.

3. Type the applicable information into the *Title* and *Description* fields.

4. Click the *Update* button.

**NOTE:** You can spell check any text box that has the book with a checkmark icon next to it: 
. Clicking this icon will display a new screen with suggested spelling corrections.
5. Update the Personal Learning Goals by clicking the Add Personal Learning Goals hyperlink in Section 2 – Personal Learning Goals.

6. Type the applicable information into the Title and Description fields.

7. Click the Update button.

8. Update the Developmental Objectives by clicking the Add Developmental Objectives hyperlink in Section 3 – Developmental Objectives.

9. Type the applicable information into the Title and Description fields.
10. Click the **Update** button.

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

12. Type the applicable information into the **Title** and **Description** fields.

13. Click the **Update** button.

14. Click the **Save** button. You will receive confirmation that the changes have been saved.
15. If you wish to print the document, you can click the **Print** icon. It will open an Adobe Acrobat PDF version of the development document that you can either print or save to your computer.

![Image](https://example.com)

16. Click the **Complete** button. A new screen will appear with a message to click complete again because you will not be able to edit the document after you complete it. This second complete screen is your chance to return to the document if you are not actually finished with it. If you do wish to return to the document, select the **Cancel** button instead of the **Complete** button.

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Development Document - PERFORMANCE IMPROVEMENT PLAN

Complete Development Criteria

You have almost finalized your development criteria document. If you have no further entries, select the Complete button at the bottom of this page to complete this document.
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17. The **Document Details Page** will automatically display. The “Status” for the Establish Evaluation Criteria step will change to “Completed” as illustrated in the screen shot below. You will also receive a confirmation that the Establish Evaluation Criteria step has been completed. From this page, you can choose to complete the self evaluation portion of the career development plan by clicking the **Start** hyperlink or return to your list of current development documents by clicking the **Return to Select Documents** hyperlink.

![Screen Shot](https://example.com)