Supervisor Creates Employee Career Development Plan

MANAGER (Rater)

Revised: 7/16/2018
Supervisor Creates Career 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).

Manager (Rater) Creates a Career 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 > My Workspace > Self Service Plus > Manager Tasks > ePerformance Development > Create Development Documents.

2. Click the checkbox next to the Identified Employee to create the Career Development Plan Document.

3. Click the Continue button.
4. Type the **Period Begin Date, Period End Date, Document Type** (CAREER DEVELOPMENT_MGR), **Clone From Prior Document** (No), and **Template** (CAREER DEVELOPMENT PLAN_MGR).

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

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.

<table>
<thead>
<tr>
<th>Employee ID</th>
<th>Name</th>
<th>Template</th>
<th>Successful Creation?</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIEDRE</td>
<td>Ferris</td>
<td>CAREER DEVELOPMENT PLAN_MGR</td>
<td>Yes</td>
<td>Document created successfully</td>
</tr>
</tbody>
</table>
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 > My Workspace > Self Service Plus > Manager Tasks > ePerformance Development > Current Development Documents.

2. Click the applicable Document Type hyperlink for the listed employee.

3. Click the Start hyperlink next to the Establish Evaluation Criteria step.
Career Development Plans contain four sections, defined below. At least one section must contain information.

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

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.
7. Update the Personal Learning Goals by clicking the Add Personal Learning Goals hyperlink in Section 2 – Personal Learning Goals.

8. Enter the appropriate information in the Title and Description fields.

9. Click the Update button.

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

11. Enter the appropriate information in the Title and Description fields.

12. Click the Update button.
13. Update the Developmental Training Assignments by clicking the Add Developmental Training Assignments hyperlink in Section 4 – Developmental Training Assignments.

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

15. Click the Update button.

16. Click the Save button.

17. Review the Document Details page.