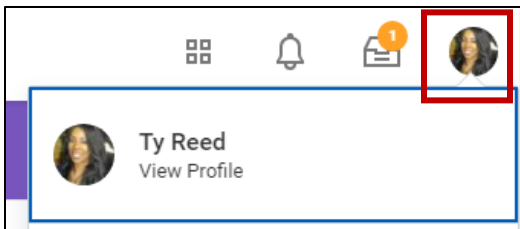


## Overview

Use this job aid as a resource to start a development plan. The steps can also be followed to create and edit your profile. Your Profile highlights your current professional development items, development plan, and individual goals

## Professional Development Goals

1. From the Workday Homepage, click your profile picture or the cloud if a picture has not been uploaded.



2. Click **Performance** on the left menu. If your window is not maximized, you may have to click **More** to see Performance.
3. At the top center of the page, click **Professional Development Goals**.
4. Click **Add**.
5. Enter the **Professional Development Goal**.
6. Enter any **Additional Information** (optional).
7. Select the **Status** (Not Started, In Progress, Complete, and Not Applicable).

8. Click the arrow next to **Details**.

**Note:** Items found under Details are optional to complete.

9. Select the **Category**.
10. Enter the **Start** and **Completion Date**.
11. Enter a **Status Note**, if applicable.

**Note:** A Status Note includes details of your progress towards the development item. For example, tasks you have completed or plan to complete in relation to the development item.

12. Click the **checkmark** at the top of the field to save the entry or click the **arrow** to return to the previous page.



13. Repeat steps 4-12 to add additional professional development items.

## Start a Development Plan

### Workday Job Aid for Contingent Workers and Employees

#### Start a Development Plan (Optional)

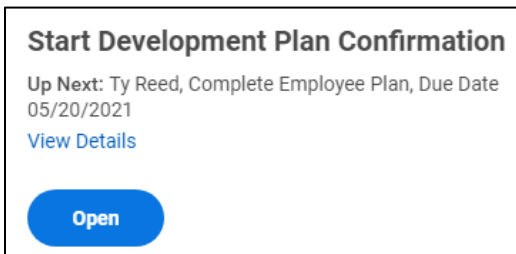
To create a Development Plan, you will complete two tasks. The first task is to **Start the Development Plan** by entering basic information. The second task is to **Complete the Employee Plan**. Steps for both tasks are included below.

##### Start a Development Plan

1. In the Workday search bar, type “Start my development plan” and click the task.
2. Click in the **Review Template** field to select the Individual Development Plan and Development Plan.
3. Enter the **Period Start** and **End Date**.

**Note:** The date range selected is the length of time that you are targeting for the Development Plan.

4. Click **Submit** for submission or **Cancel** to discard your changes.
5. A **Start Development Plan Confirmation** will appear. You can view the details or click **Open** to see the next steps.

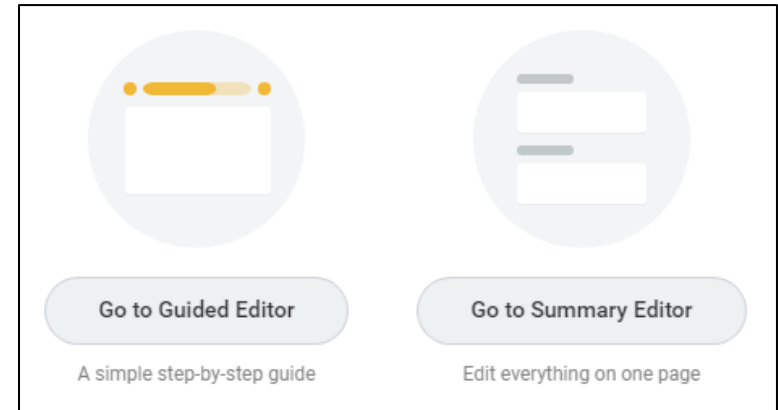




**Note:** The **Complete Employee Plan** task appears in your Workday inbox.

##### Complete Employee Plan

Follow these steps when you are ready to complete and submit the development plan.


1. Locate and select the **Development Plan** task from your Workday inbox.
2. Click **Go to Guided Editor**.



3. Click the  under **Career Interests** to edit your Career Preferences.
4. Click **Career Preferences** to search **By Type** or **All**. Select your career preference.
5. Enter your **Career Interests**.
6. Click the **checkmark** at the top of the field to save the entry or click the **arrow** to return to the previous page.
7. Click the  under **Job Interests**.

## Start a Development Plan

### Workday Job Aid for Contingent Workers and Employees

8. Click **Job Profiles** to search by **Job Profiles** or **By Job Family Group**.
9. Select your job interests. Click the **checkmark** at the top of the field to save the entry or click the **arrow** to return to the previous page.
10. Click **Next**.
11. The **Professional Development Goals** auto-populate based on the details entered when the Development Plan was started. Update the details as needed.
12. Click **Next**.
13. Under **Self-Reflection** click the  to answer the **Employee Evaluation** questions.
14. Click **Next**.
15. Under **Supporting Documents** and **Employee**, click **Add**.
16. To attach supporting document, click **Attach**.
17. Enter a **Comment**, if applicable.
18. Click the **checkmark** at the top of the field to save the entry or click the **arrow** to return to the previous page.
19. Click **Next**.
20. Review all of the entries.
21. Click **Submit**.

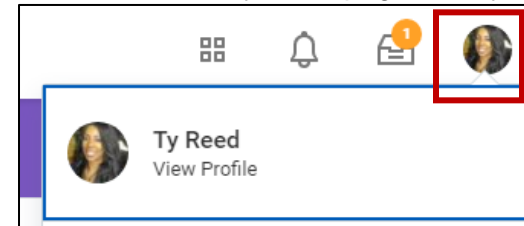
**Note:** The Development Plan routes to your manager for review.

## Individual Goals

Organizational goals automatically cascade to your individual goals and display on your Performance profile. Follow the steps below to add additional individual goals.

**Note:** Individual Goal(s) require manager approval.

1. From the Workday Homepage, click your profile.



2. Click **Performance** on the left menu. If your window is not maximized, you may have to click **More** to see Performance.
3. At the top center of the page, click **Individual Goals**.
4. Click **Edit**.
5. Click **Add** (towards the top of the page).
6. Enter the **Goal**.
7. Enter the **Description**.
8. Select the applicable **Category**.
9. Select the **Status**.

## Start a Development Plan

### *Workday Job Aid for Contingent Workers and Employees*

10. If the Status is Completed, enter the **Completed On** date.
11. Click **Supports**, if applicable to search **My Organization Goals, All Organization Goals**, or to **Search for Organization Goal**.
12. Enter the **Due Date**.
13. Click **Submit** or **Save for Later** to save without submitting.

**Note:** The Individual Goal routes to your manager to review and approve. Once approved, the goal displays on your Performance Profile.