Update and Editing Career Development Plan

Career Development Plan progress may be updated at any time. Updating the plan progress does not require manager approval, but an edit to the plan will require manager approval.

Updating Plan

1. Go to Talent@VCU – **go.vcu.edu/talentatvcu** to access the plan.

2. Login using your VCU eID and password.

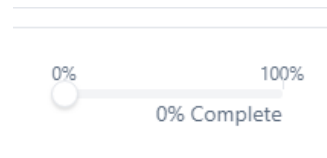3. At the Talent@VCU Home Page > Click the icon Career Development Plan.

4. Select View Career Development Plan(s).

Create and View Plan

- **Create a Career Development Plan using a template**
- **View Career Development Plan(s)**

5. Click the title of the plan:

6. Under the Development Objectives. Move the slider percentage to update the progress of the development plan.

7. Comments and attachments may also be added to the Career Development Plan.

Editing Plan

1. Go to Talent@VCU – **go.vcu.edu/talentatvcu** to access the plan.

2. Login using your VCU eID and password.

3. At the Talent@VCU Home Page > Click the icon Career Development Plan.

   Career Development

4. Select View Career Development Plan(s).

   Create and View Plan

   - **Create a Career Development Plan using a template**
   - **View Career Development Plan(s)**

5. Click the options button on the right side of the plan and select edit.

   Primary Plan

   2020 Career Development Plan
   Due Date : **2/22/2020**   Status : **Not Started**   Created : **11/22/2019**

   0% COMPLETE

   View
   Edit
   Print

6. Edit the details of the plan and click Submit Plan for manager approval.