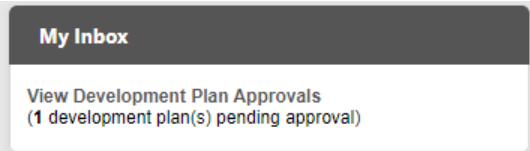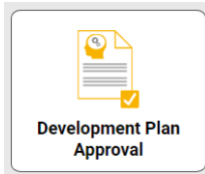# Manager Approval of Career Development Plan

After the employee enters or modifies the plan, you will receive an email for approving the Career Development 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 > Under the My Inbox, click View Development Plan Approvals

   a. Select the Development Plan Approval will also take you to the approval page.

4. The name of the employee and plan details will be listed. Click the title of the plan to view the plan that the employee has submitted.

Plan Title	Status	Date Submitted	Due Date	Progress
2020 Career Development Plan	Pending Acceptance Approval	11/21/2019	2/21/2020	0%

5. Review the plan and select Approve at the top of the page.