



Career Development Plan Quick Reference

Creating your plan

All documents referenced in this document may be found in two places:

1. In Talent@VCU under the Career Development Tab.
2. On the VCU Inside HR website linked here: <https://insidehr.vcu.edu/guidelines/career-development/>.

Step 1: Learn

- Review the Working@VCU Policy Overview: Career Development eLearning course in Talent@VCU.
- Read this Quick Reference.
- Review the resources.

Step 2: Reflect

- Take time to think about your career goals, your strengths, interests and development needs. What might be your long-term goal? What intermediate steps you need to take to meet your career goals?
- Consider using the **individual self-assessment** to determine your values, strengths and interests.
- Share the individual self-assessment with your manager.
- Managers: Consider completing the **manager assessment** prior to discussing career development with the individuals on your team.

Step 3: Prepare and Discuss

- Set a meeting date and be sure to come prepared (meaning you've learned and reflected, and both manager and employee have shared relevant information with each other in advance).
- Allow enough time for a meaningful conversation during the meeting.
- Ask questions and engage each other as partners.
- Plan conversations with enough time in advance of the career plan due date in case you need a second meeting or more time to think and write your plan.



Step 4. Write the plan

- Review the new career development template and the information required for a complete and coherent plan.
- Utilize the table below to complete the required plan fields.

Section of career development plan	Directions
Description	Write in a primary, overall purpose or broad goal for your career development i.e., To grow myself as a leader
Development Objectives	Complete the prompt with a specific, short-term, measurable outcome related to your goal. Example: “By the end of my career development plan, I will understand situational leadership and apply the model with my direct reports”. Other measures include action verbs such as “I will know, I will acquire, I will have experienced, I will be able to, I will have learned, I will demonstrate, I will change”, etc. You may have multiple objectives.
Learning and Development	Under this tab, you can search for and select learning that is available in Talent@VCU to take or register for; or you can describe a development action that supports your objective. See the two rows below for more information.
Search for Learning	The Learning button under the Learning and Development tab takes you to the LMS to access available training opportunities
Add Development Action	The Development Action button allow you to define on and off-site activities to support the objective. Common examples are participating in a career community, attending a conference, joining a professional association, shadowing a subject matter expert, engaging with a coach/mentor, taking on a project or joining a committee.

Once the goals have been confirmed by the employee and manager, it’s time to enter the info into the Career Development Plan located in Talent@VCU.

Steps to accessing system

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 “Career Development Plan”



- This page will provide instructions and materials on what a career development plan is and how to create one. Click “Create a Career Development Plan from a Template” to continue.
- Using the table above enter the Career Development Plan Details on the template.
- The title and category can be left alone and enter the description of the Career Development Plan. Click the Pencil button in the Development Objectives to edit the first Development Object.

General Information

Plan Title*

Category

Description

B I S U | *Text* | **H1 H2 H3 H4 H5 H6** |

Primary purpose - please list the why for this career development plan?

Development Objectives

[Add Objective](#)

By the end of my career development plan, I will: (INSERT goal measure) ✎ ✕

Category: **Skill building**

- In the Objective title, enter the specific, short-term, measurable outcome related to your goal. Click “Search for Learning” or “Add Development Action” to add activities, tasks or learning opportunities and experiences that support the stated objective(s).

Objective Title

Category

Learning and Development

[Search For Learning](#)
Find learning opportunities to help you achieve your objective.

[Add Development Action](#)
Create your own actions to make your objective happen.



- a. Search for Learning - You can use the search bar to filter the list or use the options on the left side to filter the Learnings displayed.

Add Learning to New Objective

Search For Learning

176 Results

TYPE ▾

SUBJECT ▾

DURATION ▾

Material

Material

Material

- b. Add Development Action - Enter the description and select whether the action is On-Site or Off-site.

Development Action

Description*

Activity Type

On-site ▾

Due Date*

1/8/2020

Progress

0

- 8. Once Development Objective has been updated, you can add another or click Save and Return to the plan.

Save and Add Another Save and Return to Plan



9. Review the details of your Career Development Plan and you can save it as a draft or you can submit the review for approval by your manager.

