

Quick Reference Guide

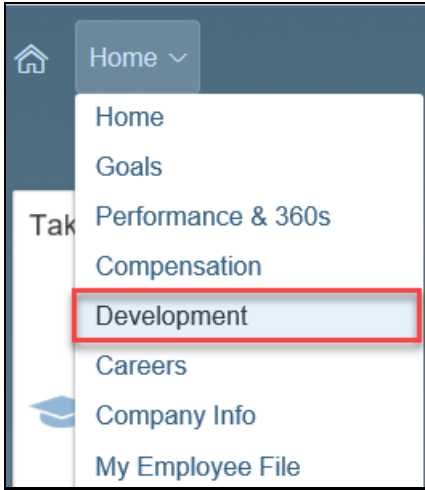

Individual Development Plan for Staff and Supervisors – Last updated 1/31/19

Use this QRG to create an Individual Development Plan (IDP) for the current plan year. This plan is for your developmental use only. It is not routed to your manager for review or linked to your annual performance assessment. Managers can access the IDP of their direct reports to facilitate discussion.

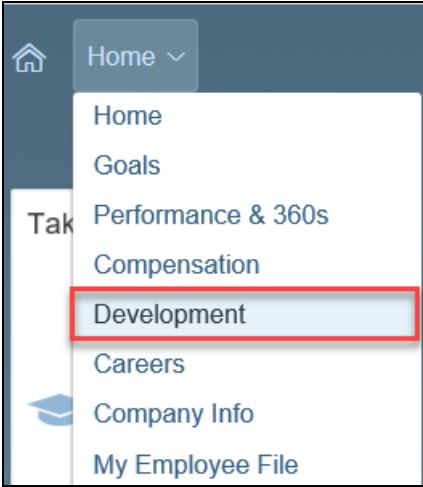
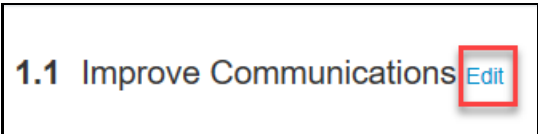

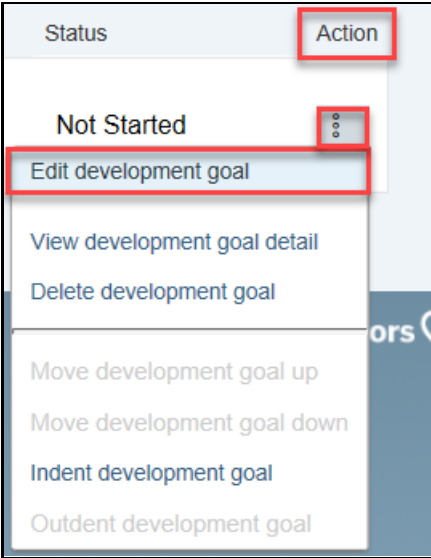
Hyperlinks:

[Intro to Accessing SuccessFactors](#)

[Intro to Creating a Development Plan](#)

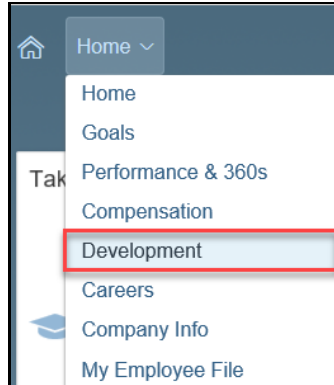
Access SuccessFactors	
Visit OneCampus (https://one.purdue.edu/) and select SuccessFactors . Log in using your Purdue User ID and Boiler Key passphrase.	
Add a Goal to Plan	
<p>Click on Home Menu at top of screen and select Development</p>	
<p>The Development dashboard displays.</p> <p>Click Add goal in the upper right corner.</p>	

<p>Enter a Goal Name (required) and Description (required).</p> <p>Select one or more Competencies (optional).</p> <p>Spell check and legal scan are available.</p>	
<p>Scroll down.</p> <p>Enter the Start Date (required) and End Date (required).</p> <p>Enter the Status (required).</p> <p>Click Save & Close.</p>	

Edit a Goal	
<p>After a development goal is added, you can maintain the goal throughout the performance plan year. Click on Home Menu at top of screen and select Development</p>	
<p>To edit a goal there are two options from the Development dashboard.</p> <p>Option 1 – Click Edit next to the name of the desired Development Goal.</p>	
<p>Option 2 – Click  below Actions and select Edit development goal.</p> <p>(Note: Changes and additions are saved automatically.)</p>	

View an Individual Development Plan for Direct Reports – For Managers Only

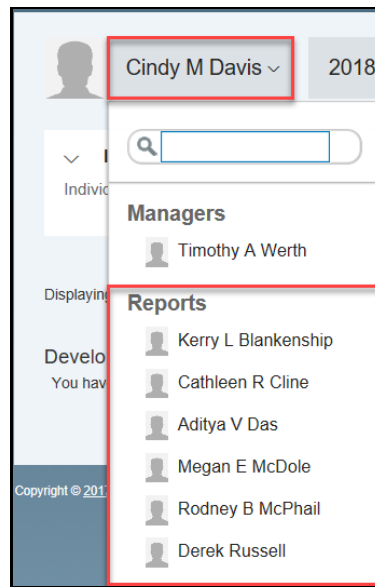
Navigate to **Development**.



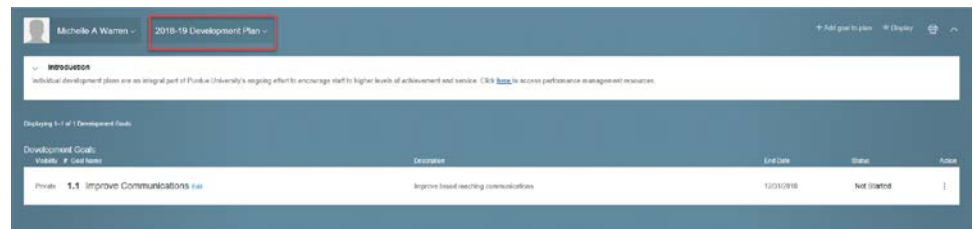
Click on your name.

The names of your direct reports will appear on the screen.

Click on an employee's name to view their development plan dashboard.



The selected employee's **Development Plan** dashboard displays.



Helpful Hint. To access development plans for other direct reports, click the name of the active direct report; a search field displays.

Enter the name of another direct report.

Click the name below the search box.

