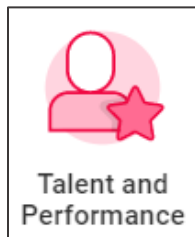


Use this job aid to navigate and complete annual Career Development Journeys in Workday. Refer to the guidance provided in the template in Workday.

## Start Career Development Journey

From your home screen:

1. Navigate to the **Talent and Performance** application.




2. In the **Talent and Performance** section, click **More** then select **Start Career Development Journey**.
3. In the **Review Template** field, select the **Career Development Journey Plan**.
4. In the **Period Start Date** field, enter the start date of the Career Development Journey Plan.
5. In the **Period End Date** field, enter the date you plan to complete the Career Development Journey Plan. Click **Submit**.
6. Click **Open > Get Started**.

## Career Development Questions

1. In the **Career Development Questions** section, answer the following questions:
  - **What experiences will provide you the skills you need?**
  - **Who and what do you need exposure to?**
  - **What types of educational training do you need?**
2. Click **Next**.

## Development Experiences

1. In the **Development Experiences** section, Click **Add** to add goals to support your Career Development Journey Plan. You can select from goals which are already in the system in the **Add Existing** field or type a new goal in the **Goal** field.
  - In the **Description** field, describe the goal.
  - In the **Due Date** field, assign a due date to accomplish the goal.
  - In the **Category** field, select either Development Experience or Performance Goal from the dropdown menu.
  - In the **Relates To** field, select a Capability from the dropdown menu.
  - In the **Status** field, select a status from the dropdown menu.
  - In the **Track** field, select a unit from the dropdown menu.
2. In the **Milestones** section, add a milestone that will represent progress in achieving the Development Experience or Performance Goal by clicking the plus icon.  Include a **Due Date** and **Status**.
3. In the **Employee** section, enter a comment.
4. Click **Add** to add another Development Experience or Performance Goal.
5. Click **Next**.
6. Review entries and click **Submit** to add it or **Save for Later** to save your work.

## Development Experiences (continued)

7. Click **Done**.

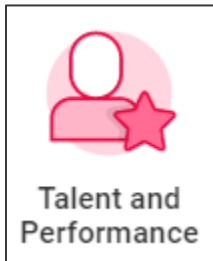


NOTE: Team Members should plan to share Career Development Journey Plans with their managers.

## Update Career Development Journey

From your home screen:

1. Navigate to the **Talent and Performance** application.



2. In the **Talent and Performance** section, click **More** then select **My Individual Goals**.
3. Development Experiences and Performance Goals previously entered will be listed on the left. Select the one you want to update.
4. Edit as needed. If the goal has been reached, update the **Status** to **Completed**.
5. Click **Submit**.