



WHO DOES WHAT?



Employee Responsibilities

- Identify career interests, values and goals
- Complete the development plan
- Schedule meeting with supervisor
- Clarify your career aspirations
- Be clear about support needed from supervisor and Human Resources representative
- Identify and take advantage of available opportunities
- Stay on track with your development
- Update the development plan when accomplishment has occurred
- Schedule check-ins with supervisor
- Update supervisor on progress
- Celebrate successes (small and big ones)
- Continue development efforts when necessary

Supervisor Responsibilities

- Meet with employees to discuss their career and development goals
- Attentively listen to employees in meetings
- Support employees in their development goals
- Identify development opportunities to support employees
- Approve employees development activities (whenever possible)
- Participate in status update meetings
- Check in periodically with employees who opt out of completing a development plan
- Conduct final assessment meetings
- Provide ongoing coaching, support and feedback
- Provide the names of employees who are working on development plans

Human Resources Responsibilities

- Provide clarity on the steps in the employee development process
- Help employees and supervisors find the right resources and tools
- Define role and expectations to supervisors; respond to questions
- Maintain a record of employees who are working on a development plan
- Create development plan status to Central HR

Senior Leadership Responsibilities

- Cascading goals throughout the entire organization
- Assisting in building a culture of accountability and mutual respect
- Providing cross-departmental / cross-functional perspective