

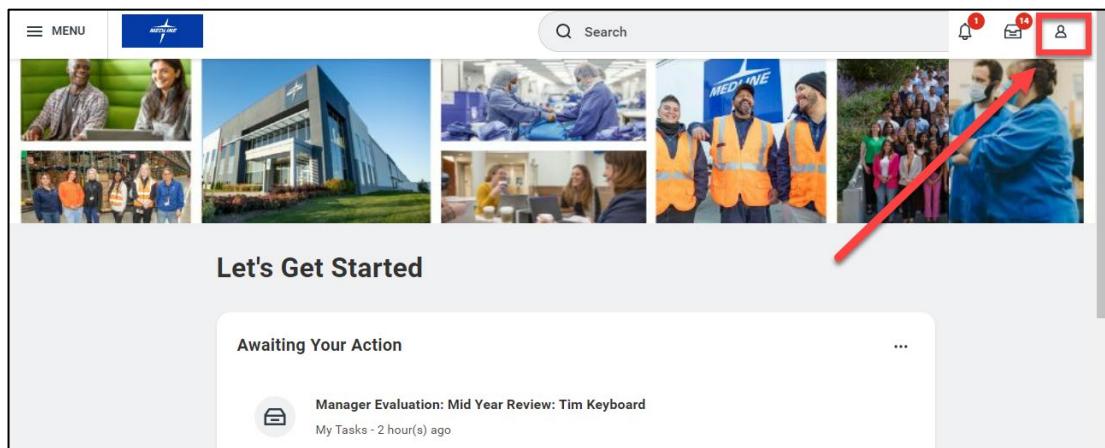
Creating Development Items

Employees

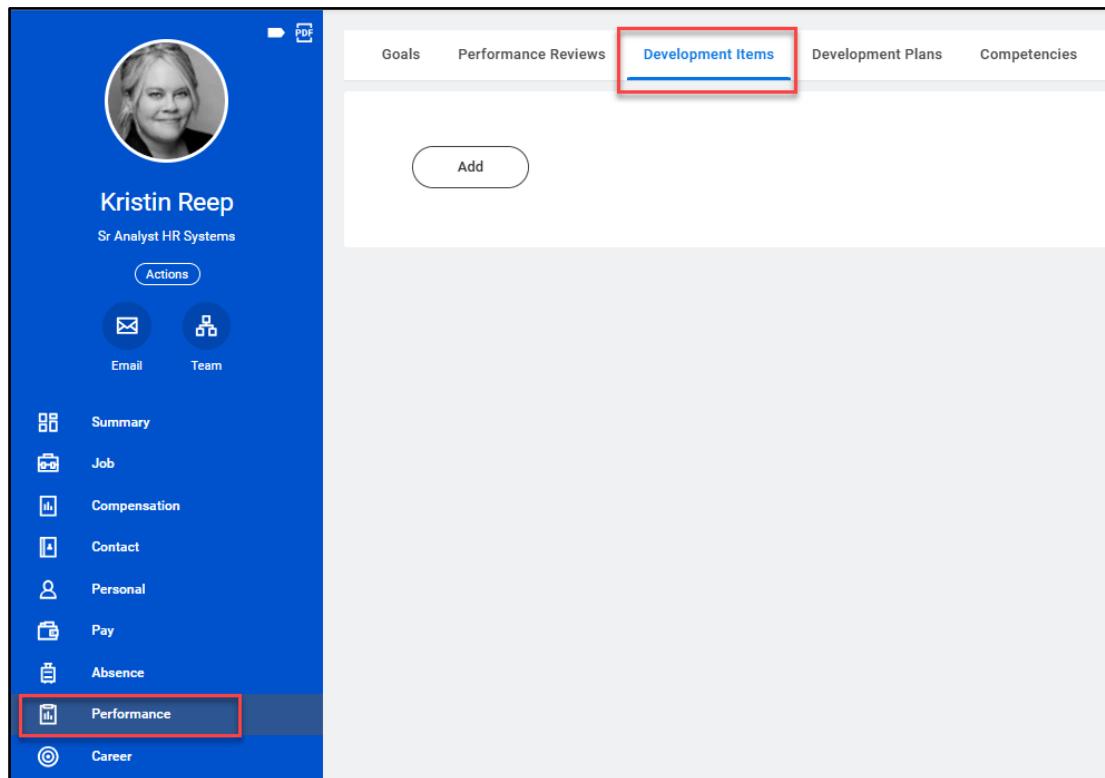
Creating and Viewing Development Items

Employees can add Development Items at any time. Items may also be added by a manager. Development Items may be used in Development Plans.

1. On your profile page, navigate to the **Performance** section on the left and select **Development Items** to **Add**, **Edit**, or **View** your development items.

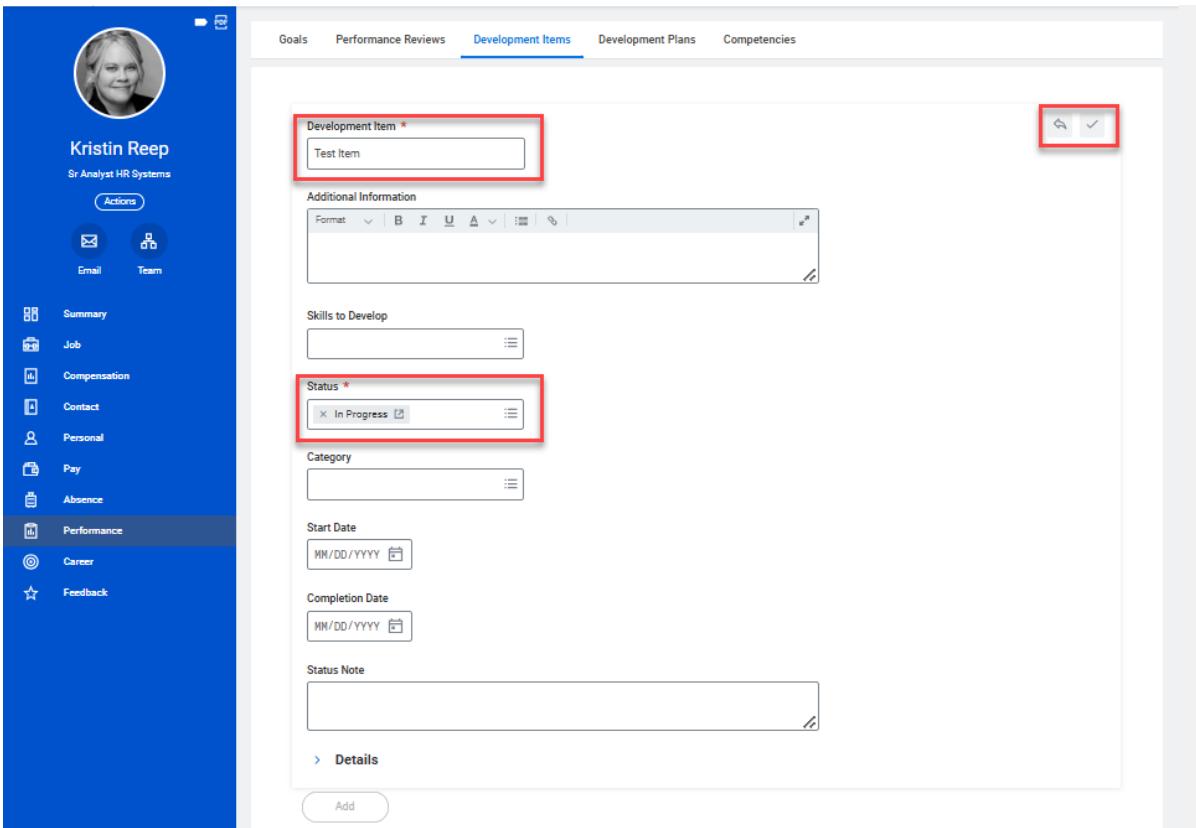


A screenshot of an employee's profile page. At the top, there is a navigation bar with 'MENU', a 'MEDLINE' logo, a search bar, and notification icons for messages and tasks. Below the navigation bar is a grid of images representing various company activities. On the right side of the grid, there is a red arrow pointing to a user icon. Below the grid, the text 'Let's Get Started' is displayed. Underneath this, a box shows 'Awaiting Your Action' with a message from 'Manager Evaluation: Mid Year Review: Tim Keyboard' and a note about tasks. At the bottom of the page, there is a sidebar with various links and a main content area.



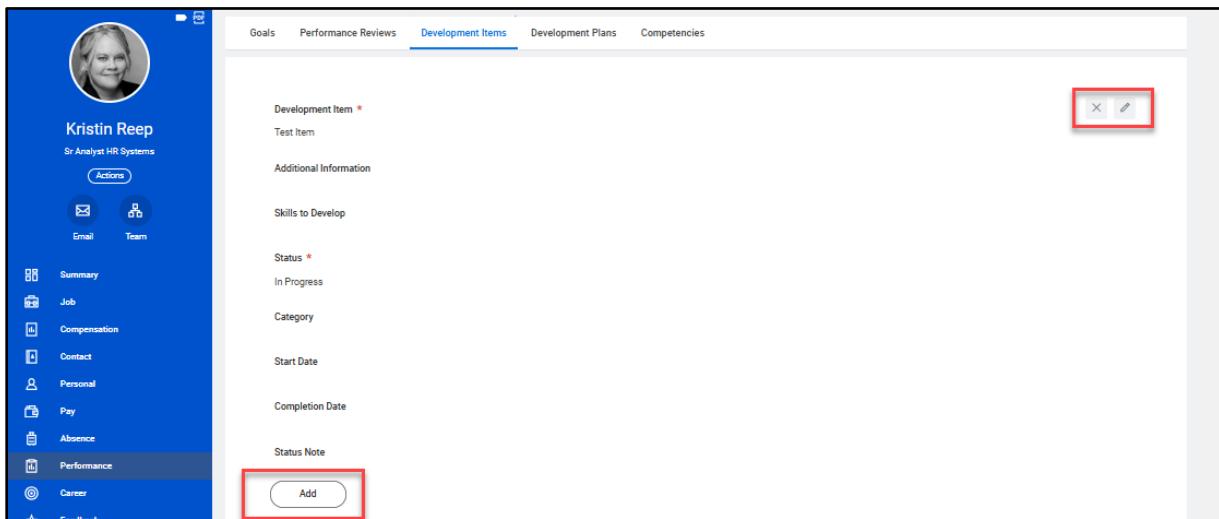
A screenshot of an employee's profile page. On the left, there is a sidebar with a profile picture of Kristin Reep, her title 'Sr Analyst HR Systems', and a 'Actions' button. Below this are buttons for 'Email' and 'Team'. A list of links includes 'Summary', 'Job', 'Compensation', 'Contact', 'Personal', 'Pay', 'Absence', 'Performance' (which is highlighted with a red box), and 'Career'. On the right, there is a navigation bar with 'Goals', 'Performance Reviews', 'Development Items' (which is highlighted with a red box), 'Development Plans', and 'Competencies'. Below the navigation bar is a button labeled 'Add'.

2. To add an item, click **Add**. The item name and status are required. Click the check mark in the upper right corner to save the item.



The screenshot shows the 'Development Items' tab selected in the top navigation bar. On the left, a sidebar for 'Kristin Reep' displays various HR-related sections like Summary, Job, Compensation, Contact, Personal, Pay, Absence, and Performance. The 'Performance' section is currently selected. The main content area contains a form for adding a development item. The 'Development Item' field (containing 'Test Item') and the 'Status' field (containing 'In Progress') are both highlighted with red boxes. In the top right corner of the form area, there are two buttons: a red 'X' and a green checkmark. At the bottom of the form, there is a 'Details' section and a 'Add' button.

3. The item can be edited using the pencil icon on the upper right. Additional items can be added here.



The screenshot shows the 'Development Items' tab selected in the top navigation bar. The left sidebar for 'Kristin Reep' is identical to the previous screenshot. The main content area shows the same form for adding a development item. The 'Development Item' field (containing 'Test Item') and the 'Status' field (containing 'In Progress') are visible. In the top right corner of the form area, there are two buttons: a red 'X' and a red pencil icon. At the bottom of the form, there is a 'Details' section and a red-bordered 'Add' button.