

# Creating Development Items

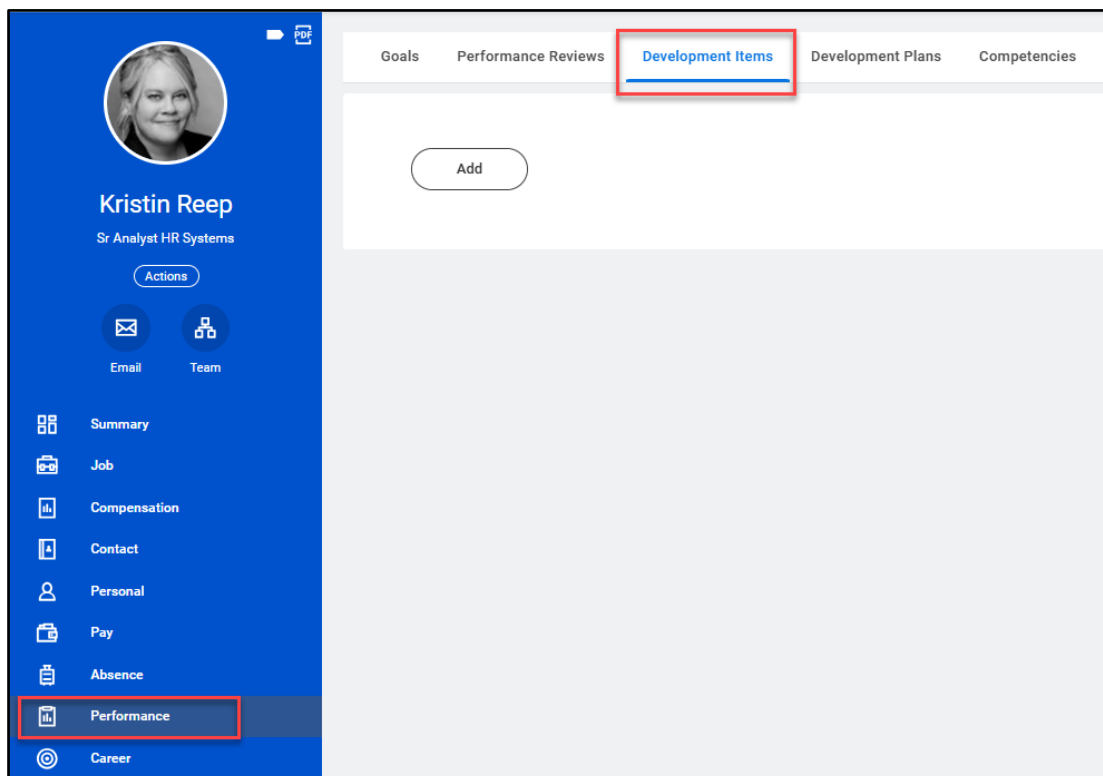
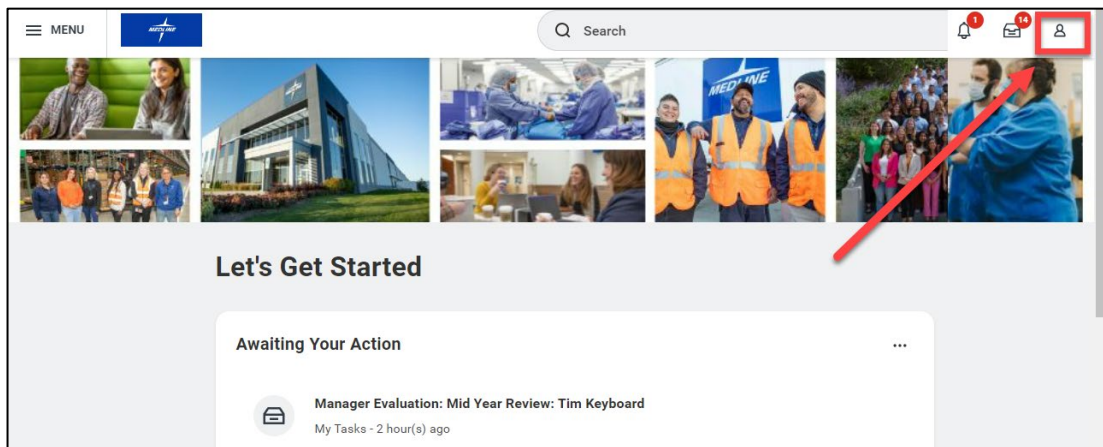
## Employees



### 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.



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.

Kristin Reep  
Sr Analyst HR Systems

Goals Performance Reviews **Development Items** Development Plans Competencies

Development Item \*

Test Item

Additional Information

Skills to Develop

Status \*

In Progress

Category

Start Date

Completion Date

Status Note

> Details

Add

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

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Add