



## How to.....authorise an employee’s Personal Development Plan

### Purpose:

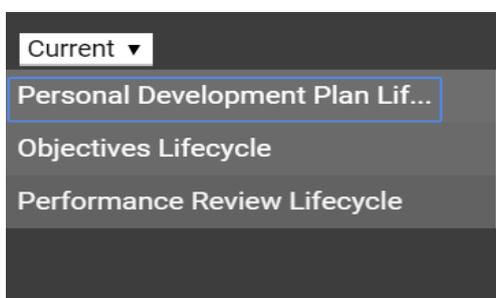
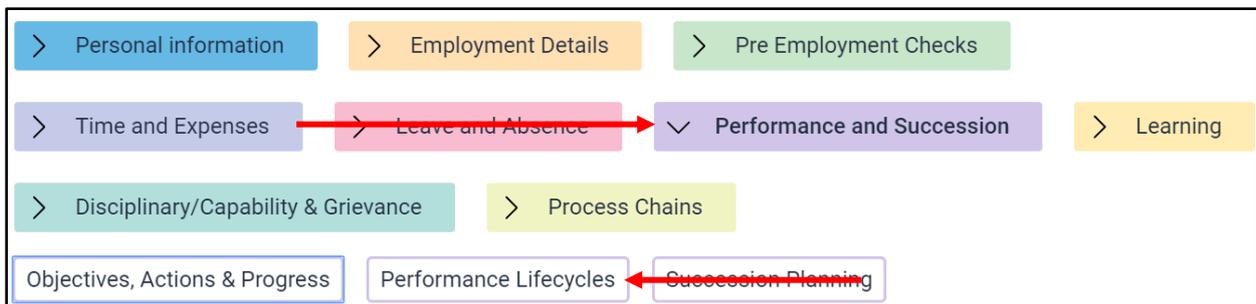
This guide will show you how to authorise an employee’s Personal Development Plan through **People Manager**

### Logging in to Your HR:

To log into Your HR, please refer to the **How to...Log in to Your HR Guide (ESS 1)**. After login you will be presented with the **Employee Self Service Homepage**. Select the **People Manager** option, then select role as **People Manager**.

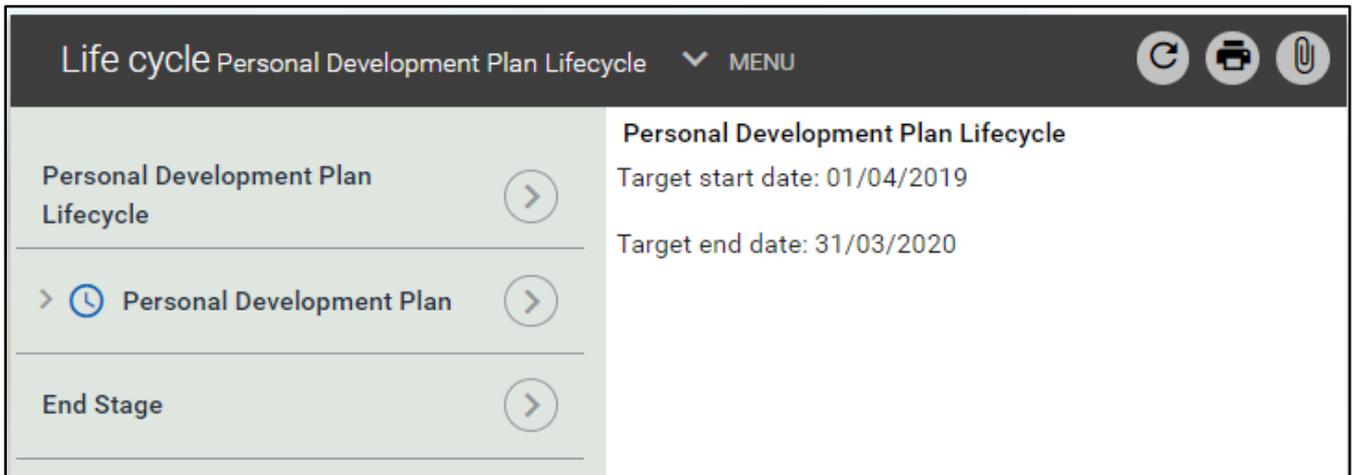
### Accessing the Personal Development Plan:

- You will get an email when one of your direct reports submits their **Personal Development Plan (PDP)** for authorisation.
- After you have logged in to **People Manager**, select the name of the relevant direct report (displayed on the left hand side of the screen)
- Scroll down to **Performance and Succession**, click on this heading and select **Performance Lifecycles**

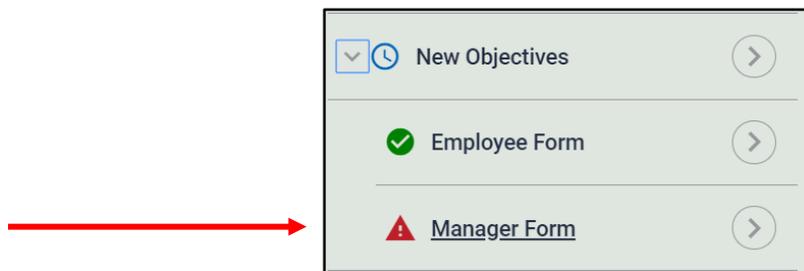


From the left hand side, select **Personal Development Plan Lifecycle**

- The first time you access this for a direct report you will see this screen:

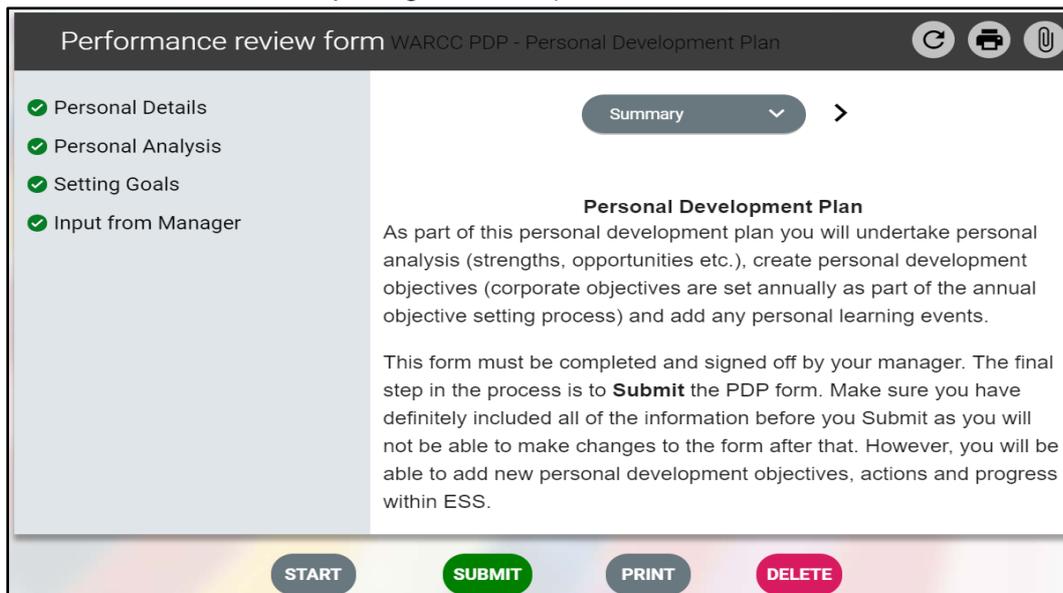


- Click on the grey arrow to the left of Personal Development Plan and click on **Manager Form**



### Completing the authorisation:

- The following screen will appear (ignore the summary text as this is a copy of what the direct report will have seen when completing their PDP)



- At the bottom of the screen, click **start** and you will see this page;

This screenshot shows the 'Personal Details' section of a performance review form. At the top, a message states: 'This review form is now complete and cannot be modified.' The form title is 'Performance review form Personal Details (1 of 3)'. Below the title are navigation icons for refresh, print, and attachment. A central dropdown menu is set to 'Personal Details'. The form contains the following fields:

Employee Name	Miss Sian Owen
Job title	OD Consultant
Managers Name	Mrs Joanne Panther
End of Year Review Date	31/03/2020

At the bottom, there are three buttons: 'PREVIOUS', 'SUMMARY', and 'NEXT'.

- Click **next** and the following screen will appear

This screenshot shows the 'Personal Analysis' section of a performance review form. The title is 'Performance review form Personal Analysis (2 of 4)'. Below the title are navigation icons for refresh, print, and attachment. A central dropdown menu is set to 'Personal Analysis'. The section is titled 'Personal Analysis' and contains the following text:

Before setting your short and long term personal objectives, you should conduct a personal analysis: e.g - what are my strengths and weaknesses? What external opportunities and threats might affect any plans I might make?

Below the text, the word 'Strengths' is visible, indicating the start of a list of strengths, areas for development, opportunities, and threats.

- This will list the individual's strengths, areas for development, opportunities and threats. You cannot amend these.
- Click **next** and their **Strategic and Personal objectives** will be displayed. The **Strategic** ones are those added at the beginning of the year, as part of the Annual Objectives. The objectives with a **Personal** "type" are the ones that have been added as **personal development objectives**.

Performance review form Setting Goals (3 of 4)

< **Setting Goals** >

Current Strategic and Personal Objectives

**Current Strategic and Personal Objectives**

Review your current objectives and add any additional personal development objectives below.

Objectives - [Add new objective](#)

**Objective title - C01 Develop Council Plan for 2025 that delivers our vision & outcomes** ▲

Type	Start date	Completion date	Rating	Linked to
Customer strategic	01/04/2019(Target)	31/03/2020(Target)		

**Description**

C01 Develop a Council Plan for 2025 which delivers our vision and outcomes to improve residents lives within Warwickshire (CEO mandatory target)

+ Objective progress - [Add new objective progress](#)

+ **Actions - Add new action**

**Objective title - C02 Ensure corporate balanced scorecard framework is robust, accurate**

Type	Start date	Completion date	Rating	Linked to
Customer strategic	22/04/2019(Target)	31/03/2020(Target)		

**Description**

C02 Ensure our corporate balanced scorecard framework of reporting is robust, accurate to ensure continuous monitoring and reporting

- From this screen, you can add new personal objectives if required, although it is more likely that your direct report will do this on ESS.  
**N.B.** If you do add a new objective, you must tick the box saying **Personal objective** and choose **“Type”** as **Personal** - when you have completed this, click **Return to performance review form**
- Click on **Next**. The **‘Input from Manager’** screen is shown below;

< **Input from Manager** >

This page is to be completed by your manager and indicates sign off on the plan and commitment to a review date. Please include any additional comments on the plan and a review date.

Manager Comments:

Review Date:

- Add any **Comments** you may have and the **Review Date** and click on **Save**
- To **Submit**, return to the **summary** screen, by clicking **summary** at the bottom of the screen. You will then see this page:

Performance review form WARCC PDP - Personal Development Plan

Personal Details  
 Personal Analysis  
 Setting Goals  
 Input from Manager

Summary >

### Personal Development Plan

As part of this personal development plan you will undertake personal analysis (strengths, opportunities etc.), create personal development objectives (corporate objectives are set annually as part of the annual objective setting process) and add any personal learning events.

This form must be completed and signed off by your manager. The final step in the process is to **Submit** the PDP form. Make sure you have definitely included all of the information before you Submit as you will not be able to make changes to the form after that. However, you will be able to add new personal development objectives, actions and progress within ESS.

START SUBMIT PRINT DELETE

**Ensure that you are satisfied with the PDP before you click Submit.** Once you have submitted, the form will be locked and you will not be able to go back to it to add or amend objectives but your direct report will be able to update it in ESS

- Click on **Submit** at the bottom of this screen
- The employee will then receive an email notification that you have authorised their **PDP**

Creation Date	May 2019
Author	SO