

# Performance Development Plan

## Create a Performance Development Plan

- Anytime Document allows the line/talent manager to provide **constructive feedback** about the employee's performance, and to focus on progress toward goals
- Employees acknowledge receipt of the Anytime Document
- CV360 records the date of the Anytime Document completion

# The Performance Management Process

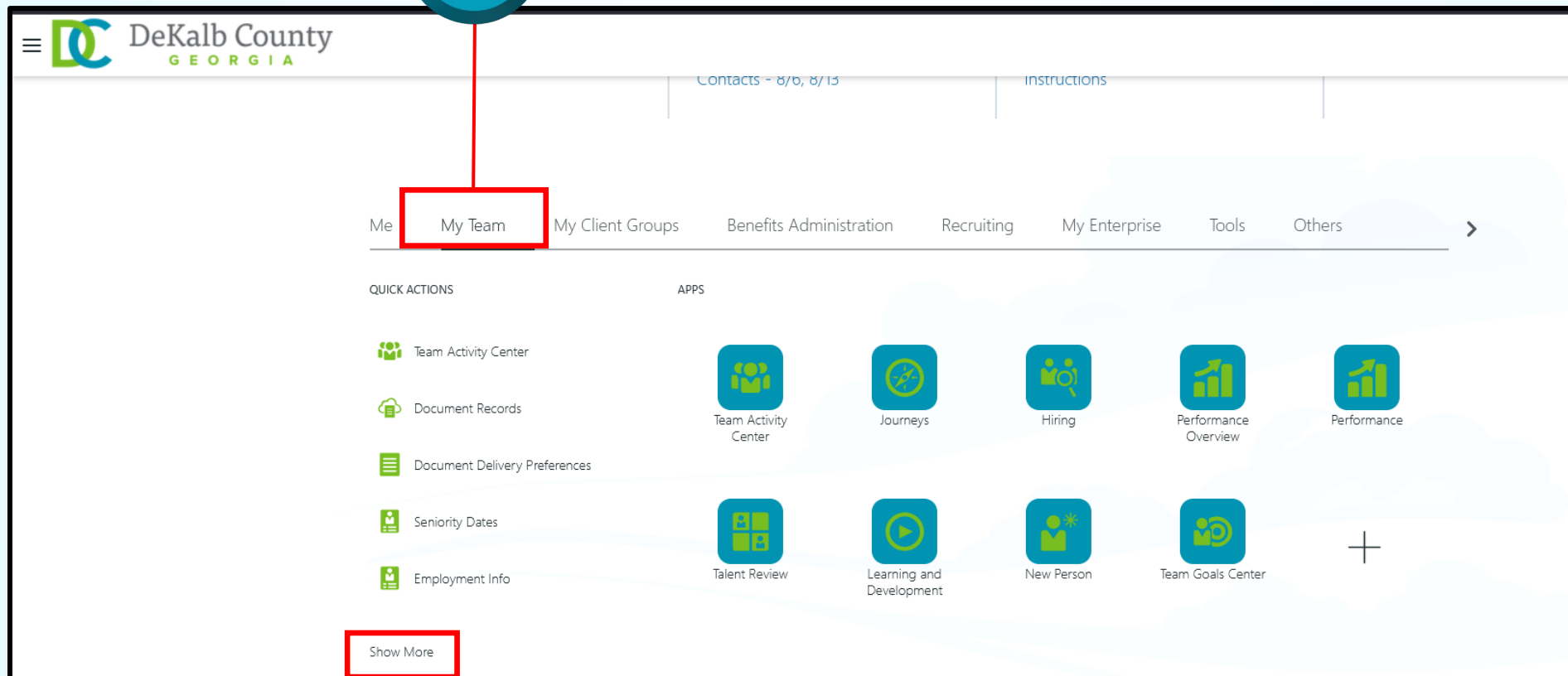
- Manager creates *Performance Development Plan* for employee
- Manager completes *Manager Questionnaire* to establish goals and comments on employee progress towards goals
- Manager completes all relevant sections in consultation with Talent Approver and submits *Performance Development Plan*
- Employee completes the *Employee Questionnaire* acknowledging receipt of *Performance Development Plan* and submits



# Create a Performance Development Plan

1

On the home page, navigate to My Team



2

Select Show More

# Create a Performance Development Plan

## Career and Performance



Add Anytime Document



Add Check-In Document



Add to Succession Plan



Add to Talent Pool



All-in-One Evaluations



Career Development



Create Succession Plan



Evaluate Performance



Feedback Center



Goals Center



Performance



Request Feedback



Skills and Qualifications



Succession Organization Chart



Talent Ratings

3

Select the Performance Quick Action from the Career and Performance section

# Create a Performance Development Plan



4

Select employee's name

DeKalb County  
GEORGIA

TD

**Performance**

Search by name, person number, or assignment number

Reports **Direct reports**

Assignment Status

Manager Type

Show primary assignment only

Worker Type

Filters

Clear (1)

Sort By Relevance

| Name                 | Business Title                         | Person Number | Assignment Number | Assignment Status         | Worker Type | Work Email                         |
|----------------------|----------------------------------------|---------------|-------------------|---------------------------|-------------|------------------------------------|
| Keair EN Carr        | 15050 - Employee Development Trainer   | 108329        | E108329           | Active - Payroll Eligible | Employee    | TEST_30795sendmail-test-discard@o  |
| Tracie Gram Malone   | 15070 - Human Resources Specialist     | 055659        | E055659           | Active - Payroll Eligible | Employee    | TEST_23877sendmail-test-discard@o  |
| Maria Ashae Reed     | 15055 - Employee Engagement Specialist | 122795        | E122795           | Active - Payroll Eligible | Employee    | TEST_8475sendmail-test-discard@ora |
| Janille franklyn Paz | 15050 - Employee Development Trainer   | 105981        | E105981           | Active - Payroll Eligible | Employee    | TEST_5978sendmail-test-discard@ora |

# Troubleshooting



If an employee name does not appear

-or-

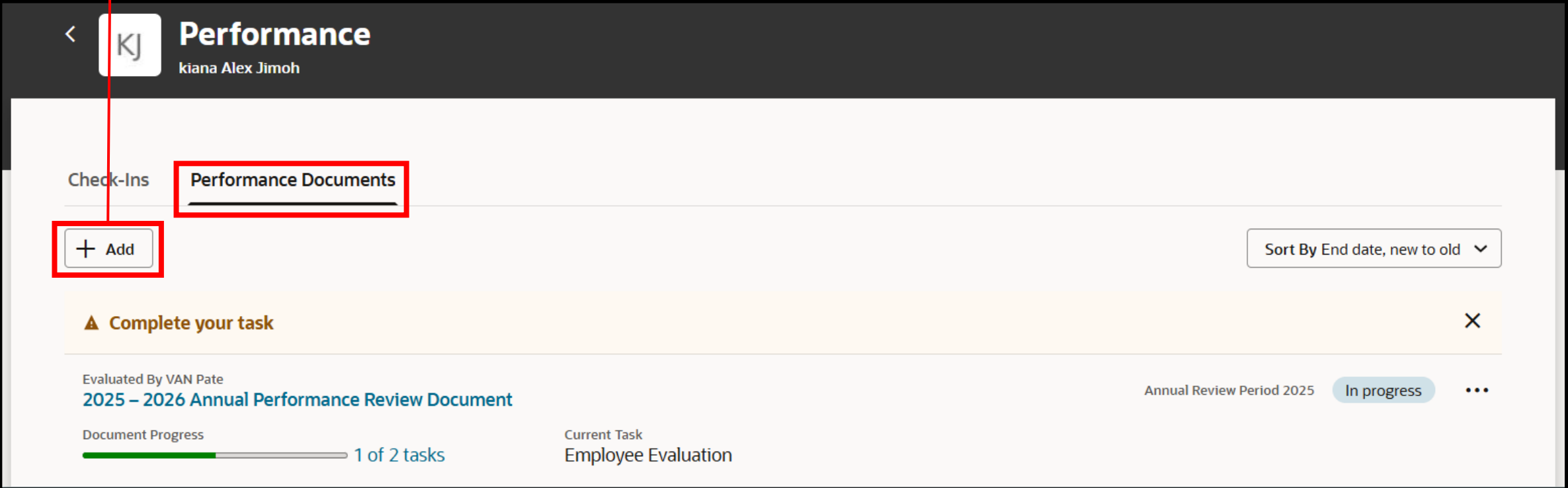
If a former employee's name is included in the current list

Contact Department Admin/Payroll Coordinator for assistance to update Talent Manager designation.

# Create a Performance Development Plan

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In the Performance Documents section, select the +Add button



< KJ Performance  
kiana Alex Jimoh

Check-Ins Performance Documents

+ Add Sort By End date, new to old ▼

⚠ Complete your task ✕

Evaluated By VAN Pate  
2025 – 2026 Annual Performance Review Document

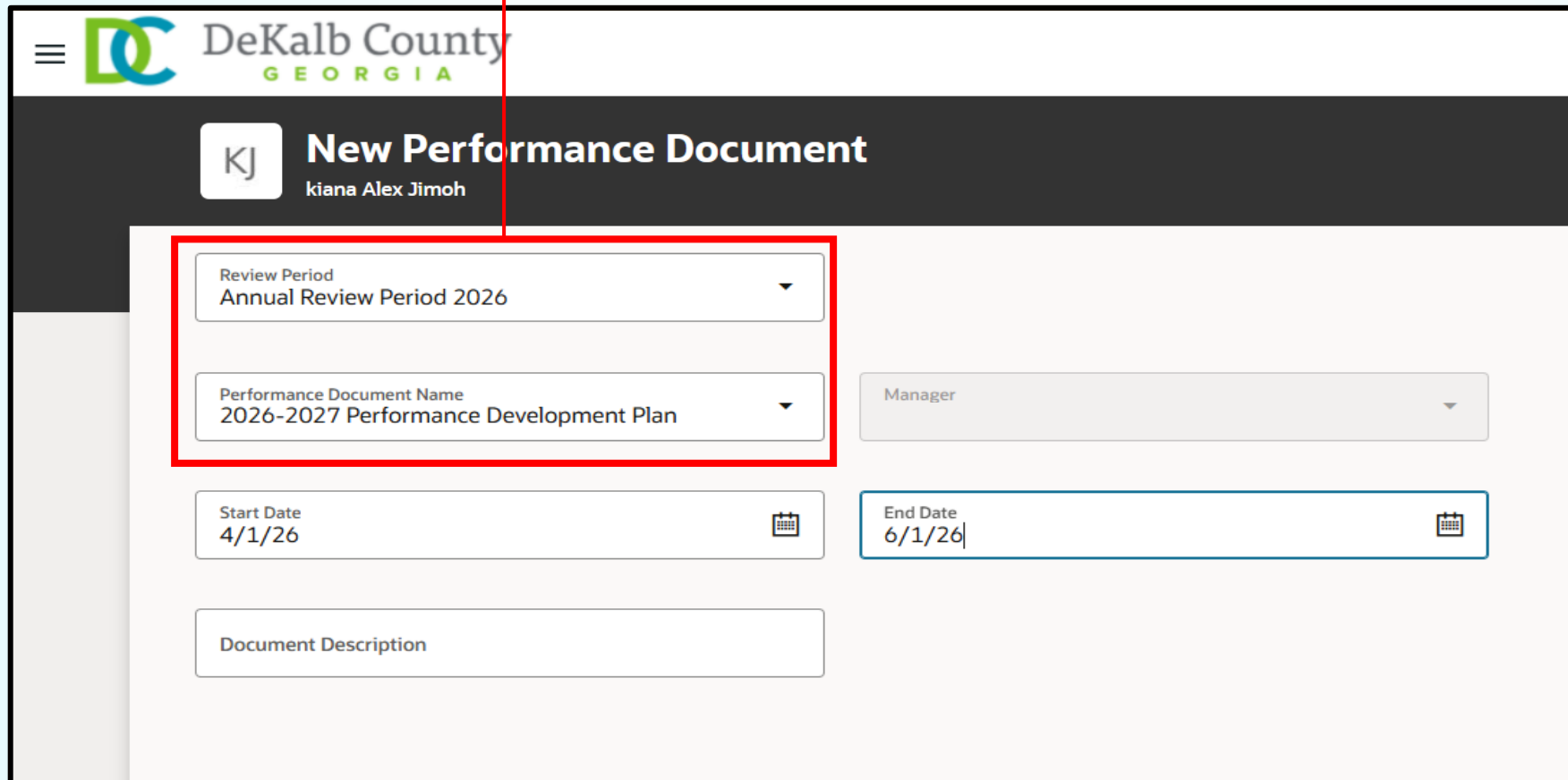
Annual Review Period 2025 In progress ⋮

Document Progress 1 of 2 tasks Current Task  
Employee Evaluation

# Create a Performance Development Plan

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Choose the Review Period and select appropriate Performance Development Plan document name



DeKalb County  
GEORGIA

KJ **New Performance Document**  
kiana Alex Jimoh

Review Period  
Annual Review Period 2026

Performance Document Name  
2026-2027 Performance Development Plan

Manager

Start Date  
4/1/26

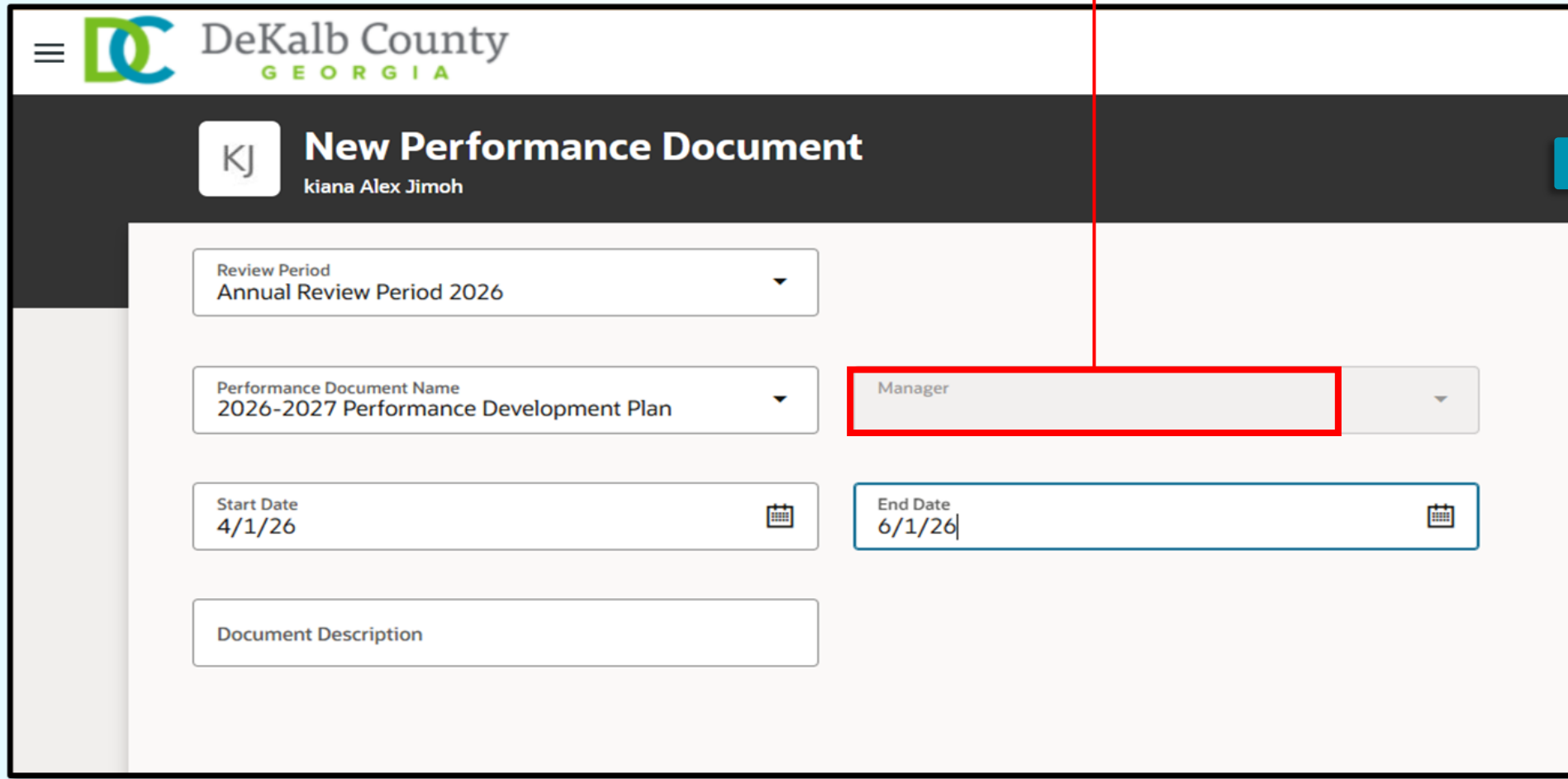
End Date  
6/1/26

Document Description

# Create a Performance Development Plan

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Ensure the correct name appears in the **Manager** field



DeKalb County  
GEORGIA

KJ **New Performance Document**  
kiana Alex Jimoh

Review Period  
Annual Review Period 2026

Performance Document Name  
2026-2027 Performance Development Plan

Start Date  
4/1/26

End Date  
6/1/26

Document Description

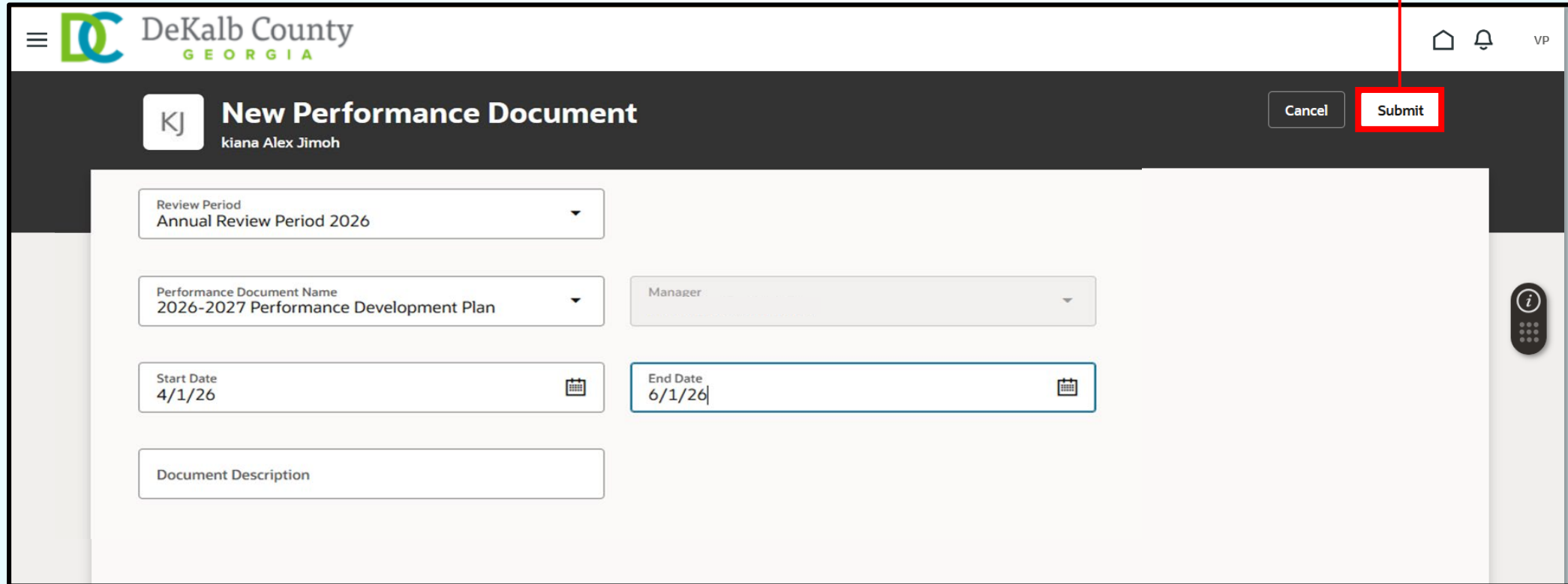
Manager

Note: The Start Date and End Date fields must correspond to the appropriate PDP timeframe

# Create a Performance Development Plan

Select the  
Submit button

8



**DeKalb County**  
GEORGIA

**New Performance Document**  
kiana Alex Jimoh

Cancel Submit

Review Period  
Annual Review Period 2026

Performance Document Name  
2026-2027 Performance Development Plan

Manager

Start Date  
4/1/26

End Date  
6/1/26

Document Description

# Performance Development Plan

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Enter Purpose, Start Date the End Date of PDP



**Note:** The Start Date and End Date must correspond to the term of the PDP. The term can be extended, if necessary.

## Purpose

A Performance Development Plan (PDP) is a formal, structured document that can be used for any of the following purposes:

- Address performance gaps or skill deficiencies.
- Clarify performance expectations and identify specific improvement areas.
- Provide a guided roadmap to support professional development toward a targeted position or role.

Required

## Start Date

Required

## End Date

Required

# Performance Development Plan

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Manually enter  
(free text or  
copy/paste)

Performance Goal  
information in the text  
box and select the  
appropriate Targeted  
Competencies

**Performance Goal 1**

Performance Goal 1

Required

Targeted Competencies

Required



Note: There are five identical Performance Goals sections. Only Performance Goal 1 is required.

# Performance Development Plan

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Document the applicable actions or workplace behaviors the employee must approve and include any relevant attachments



Repeat for each  
Performance Goal  
(allowed a maximum of 5)

Manager documents the actions or workplace behaviors the employee must improve.

Required

**Drag and Drop**  
Select or drop files here.

URL

Add URL

# Performance Development Plan

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Document the applicable support and resources to be provided to the employee and include any relevant attachments



Repeat for each  
Performance Goal  
(allowed a maximum of 5)

Manager documents support and resources to be provided to the employee.

Include employee comments regarding required support and resources by obtaining them via email from the employee. Convert the email to a PDF document before attaching it using the drag-and-drop process.

Required

## Drag and Drop

Select or drop files here.

URL

Add URL

# Performance Development Plan

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Document the activities and progress completed by the employee and include any relevant attachments

**Performance Activities and Progress Observed**

Required

**Drag and Drop**  
Select or drop files here.

URL

Add URL



Repeat for each  
Performance Goal  
(allowed a maximum of 5)

# Performance Development Plan

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Select the **Final Status** for the Performance Goal.

Final Status of Performance Goal 1

- Not Started
- Incomplete
- Completed
- Extended Until



Repeat for each  
Performance Goal  
(allowed a maximum of 5)

# Performance Development Plan

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At the bottom of the section,  
select **Save and Close**

**Save and Close**

**Cancel**



## Note:

Selecting **Save and Close** saves the document for ongoing editing until it is submitted.  
Selecting **Cancel** does not auto save any changes.

# Performance Development Plan

## Adding Attachments

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In the Attachments section,  
upload any supporting  
documentation  
then select **Save**

**Additional info** 

**Attachments**

**Drag and Drop**  
Select or drop files here.



Examples: previously completed manual evaluations, etc.

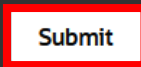
# Performance Development Plan

Submitting the completed Performance Development Plan





## Manager Evaluation of Workers



Performance Document 26-27 Performance Development Plan Description TEST Evaluated By

17

At the top of the page select **Submit**



**Note:** Once the Performance Development Plan has been submitted, it can no longer be edited!