Getting Started

You can use the Development Wizard to help you determine which competencies you need to improve in and assign activities to help you improve in those areas.

- From your "My Development Plan", select the Plan Period whose details you want to update.
- Click "Development Wizard" and choose from the following options:
  - o Develop for a current position: Develop for a position you currently hold.
    - o Select the position for which you want to develop from the menu.
  - o Pick from all competencies: Develop for competencies you select.
  - o Develop for an aspirational job: Develop for a specific job.
    - o You will enter the job classification in the Search bar, once you see the classification you wish to develop towards you will click ok to get it added.
- Complete an on-demand assessment of the competencies in the selected position or job competency model. If you had selected to pick from all competencies, the assessment includes all competencies in the system. Please note: if your employee does not have a completed evaluation you will need to assess your employees current proficiency level from 0-5 with 5 being highly proficient.
- A "Reviewing Strengths and Weaknesses" screen appears. Use this screen to analyze your performance against competencies and select which to include in the development action plan.
- Select each competency to include in the development action plan. Click "Next."
- Select tasks to assign. Below each competency is a list of development activities that are applicable to the competency, including suggested learning activities, goals, readings, and more. There is improved formatting on this page as competencies you selected in Step 3 are organized in Step 4 as clickable headings. You can now select the heading to see activities related to that specific competency, rather than having one long list of all the activities. If a competency was selected that is associated with a learning activity, a learning activity link is suggested under "Suggested Learning Activities." Clicking on the learning activity link displays a course summary.
- Click "Finish."

Read more about the Development Plan Smart Wizard by accessing the Performance Management guidebook.

Still have questions? Reach out to the Performance Management Team at PerformanceMgmt@rivco.org.