

Career Development

There are two areas in the Worker Profile that assist with their career development. These items are mainly employee driven. Managers can view an employee's entry and can also enter information in Development Items.

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Job Interests – Employee Entering

Employees can identify their “next move” career interests in Workday and view open positions as they are posted.

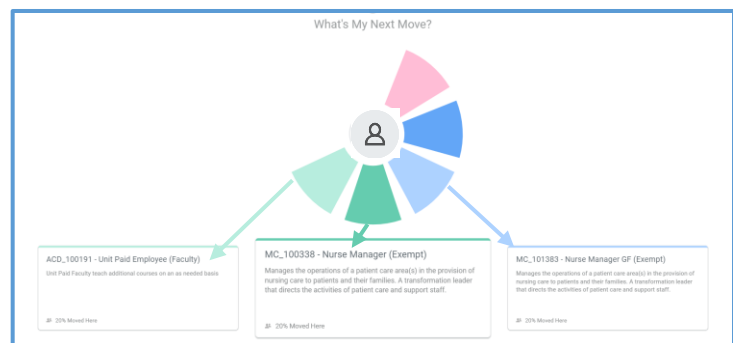
The employee's manager can view identified interests and incorporate this into their succession planning discussions. Hiring managers can view employees who have identified their open positions as a career interest.

These instructions are from the employee's perspective of navigating job interests. Managers cannot enter job interests for the employee, but they can view what has been entered.

1. Click on your **Workday photo** and select **View Profile**.
2. Scroll down in the blue profile menu and select **More** then **Career**.
3. In the white tabs, select **Job Interests** (may need to select More to find it).
4. If jobs of interest are already know, click **Edit** and search for the job title in **Job Profiles**.

Opportunity Graph – This area displays where other people who were in your current job profile in the past have moved to at UVA.

1. Click Opportunity Graph.



2. Click on each job profile card or wheel segments. The percent number displayed shows how many people who were in the employee's current position and moved to that role.

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3. Double click the card to view the qualifications needed for the role or any current job postings for the role. Click **Add to Job Interests** to add the role to Job Interests on the previous page.
4. The employee's manager and hiring managers for listed positions are able to view your job interests.

This screenshot is of the Job Interests page and identified job profiles identified by the employee as the next possible career move, Open jobs are listed along with the job profile and are updated in real time as jobs open or are filled. Employees can come to this page to find open jobs vs. searching Find Jobs in Workday.



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|-------------|---|
| Job Profile | ACD_102578 - Clinical Research Coordinator 3, Licensed |
| Open Jobs | Internal: Clinical Research Coordinator Level 3/4 |
| Job Profile | MC_100338 - Nurse Manager (Exempt) |
| Open Jobs | Internal: Nurse Manager (RN) - CVOR Main OR Internal: Nurse Manager (RN) - Emergency Department Internal: Nurse Manager (RN) - Main Operating Room (OR) Internal: Nurse Manager (RN) - Neuroscience Internal: Nurse Manager (RN) - Newborn ICU (NICU) More (7) |
| Job Profile | MC_100658 - Assistant Nurse Manager (Exempt) |
| Open Jobs | Internal: Assistant Nurse Manager (RN) - Acute Care Pediatrics Internal: Assistant Nurse Manager (RN) - Inpatient Oncology & Stem Cell Transplant Internal: Assistant Nurse Manager (RN) - Mother Baby Antepartum Internal: Assistant Nurse Manager (RN) - NICU, Neonatal Intensive Care Unit (ICU) Internal: Assistant Nurse Manager (RN) - NNICU and 6 North NIMU (ICU) |

Development Items – Editable by Employee & Manager

Employees can enter steps they plan to take for their career development. Managers can view the entries or enter development items for the employee. Development items can include conferences, job shadowing, professional development courses, etc.

Considerations:

- **For MC RNs only** - Developments Items do not take the place of formal Development Goals in the performance review.
- Development Items do not appear on the performance review.
- Employee entries are approved by the manager.
- Managers can view individual employee entries or run a report that include entire teams.

The employee's manager can view identified interests and incorporate this into their succession planning discussions. Hiring managers can view employees who have identified their open positions as a career interest.

1. Click on your **Workday photo** and select **View Profile**.
2. Scroll down in the blue profile menu and select **More** then **Career**.
3. In the white tabs, select **Development Items** (may need to select More to find it).
4. Click **Add**
5. Enter a name for the item. Notes can be entered or updated as the development items evolves.
6. A status must be entered.

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7. Click on the word **Details** if you wish to add start/end dates or add status notes.
8. To save, scroll up and click on the **check mark** at the top of the Development item.

Development Items Reports

Managers can view an employee's development item by navigating to this area of the worker profile.

My Team's Development Items

Allows the manager to see all Development Items entered or begin an entry of a Development Item for any employee.