Development Item Setting and Progress for Managers

workday.

When to Use This Guide

Use this document to guide you through adding, viewing and tracking progress on Development Items for your TSMs.

Adding Development Items

1. Click on **Team Performance** under **"**Applications**"** from your Workday homepage
2. Click the **My Team's Development Items** task under **Development Items** to the right
3. Click the **Development Items** button
4. Click **Add**
5. Enter the **Development Item** (Required)
6. Enter **Additional Information** about the Development Item
7. Enter a **Status** (Required)
8. Click the **Checkmark** in the upper right ✓
9. If you would like to enter another Development Item, repeat steps 3 through 7

Viewing and Tracking Progress on Your Development Items

1. Click on **Team Performance** under **"**Applications**"** from your Workday homepage
2. Click the **My Team's Development Items** task under **Development Items** to the right
3. Click the **Development Items** button
4. Click the **Pencil** in the upper right of the Development Item you want to track progress comments for ✎
5. Click on **Details**
6. Enter progress comments in the **Status Note**
7. Click the **Checkmark** in the upper right ✓
8. If you would like to enter additional progress comments on another Development Item, repeat steps 3 through 6

*Please note: Development items are not available on the Workday Mobile App

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