


When to Use This Guide

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

Adding Development Items

1. Click on **Talent and Performance** under “Applications” from your Workday homepage
2. Click the **Development Items** task under **Talent and Performance** to the right
3. Click **Add**
4. Enter the **Development Item** (Required)
5. Enter **Additional Information** about the Development Item
6. Enter a **Status** (Required)
7. Click the **Checkmark** in the upper right
8. 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 **Talent and Performance** under “Applications” from your Workday homepage
2. Click the **Development Items** task under **Talent and Performance** to the right
3. Click the **Pencil** in the upper right of the Development Item you want to track progress comments for 
4. Click on **Details**
5. Enter progress comments in the **Status Note**
6. Click the **Checkmark** in the upper right
7. 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