

WHO DOES WHAT?

Individual's Responsibilities

- Identify career interests, values and goals
- Complete a development plan
- Schedule meeting with supervisor
- Clarify your career aspirations
- Be clear about support needed from supervisor and Human Resources representative
- Identify and take advantage of available opportunities
- Stay on track with your development
- Update the development plan when an accomplishment has occurred
- Schedule check-ins with supervisor
- Update supervisor on progress
- Celebrate successes (small and large)
- Continue development efforts, when necessary and/or available

Supervisor's Responsibilities

- Meet with employees to discuss their career and development goals
- Attentively listen to employees in meetings
- Support employees in their development goals
- Work together with employees to identify development activities (whenever possible)
- Identify development opportunities to support employees
- Participate in status update meetings
- Provide honest feedback, on-going coaching, and support
- Track the names of employees who are working on development plans (if requested by your department's HR)

Human Resources' Responsibilities

- Provide clarity/information on employee development process
- Help employees and supervisors find the right resources and tools
- Define roles and expectations for supervisors; respond to questions
- Maintain a record of employees who are working on a development plan (as requested)
- Create development plan status reports to Central HR (as requested)

Senior Leadership's Responsibilities

- Promote the County's goals throughout the entire organization
- Build a supportive culture of accountability, mutual respect, trust, and open communication
- Provide cross-departmental / cross-functional opportunities