Employee Development Plan (EDP) FAQ

What is this Employee Development Plan?

The Employee Development Plan is a method created to encourage and foster employee advancement in pursuing career goals. This Program is designed to allow the employee to document their own personal career goals as well as steps the employee wants to take to move toward achieving these goals. The Program provides a place to document the goals and progress that is separate from the employee’s annual Performance Appraisal. Ultimately, the goal is to allow employees who wish to do so the opportunity to prepare themselves for career advancement.

Is the EDP mandatory?

No, the EDP is voluntary; although, you must meet two requirements before starting. You must have completed one (1) year of employment with in your current position. You must have received a minimum of “Meets standards” rating in your last performance appraisal.

How is this different from the annual Performance Appraisal?

The EDP is employee-driven. This means when you are ready you will be able to request the EDP from your Supervisor. Additionally, you will not be evaluated by your Supervisor as to whether you’ve met your personal action plan (though your Supervisor will work with you to suggest ways in which you can meet your personal goals). Unlike failing to meet the goals set on your annual performance appraisal; failure to meet the EDP action plans you outline will not negatively impact your performance appraisal. Any review of your action plans with your supervisor will take place separate from your yearly appraisal.

How will I document my EDP goals?

This document is available on a smart.pdf form and housed in Halogen. EDP form will have areas to document your personal strengths and personal growth areas, functional skills and functional skills growth areas, short term professional goals (6-12 months), intermediate/long term professional goals (3-5 years) and action plan steps. The form will also come with detailed instructions as to how to complete it, and will include examples of each item listed above.

What is the process for completing an EDP?

If you choose to participate, you will need to reach out to your Supervisor and they will be able to get the form uploaded in Halogen. Once uploaded, you will need to fill out and save the form in Halogen. After you have completed the form, you will schedule a meeting with your Supervisor to discuss your action plans. At that meeting, your Supervisor will assist you by providing comments and suggestions regarding the information you have provided. Your Supervisor will also discuss available opportunities and training options with you.

How often will my progress be monitored?
EDP is employee-driven, you should monitor your EDP action plans as often as you see fit, and track your own progress using the Journal Notes tool in Halogen. Your Supervisor will assist with progress tracking by meeting with you in the quarterly basis discuss your relevant activities and help you reevaluate and adjust your action plans as necessary.

Is the EDP limited only to the Finance & Treasury division?
Yes, initially EDP will start with Finance & Treasury and will eventually extend campus-wide.

Where can I find additional information about EDP program?
Information can be found on the Finance & Treasury web site.
http://www.miami.edu/finance/index.php/treasurer/career_development/

What are the limitations or restrictions with regards to participating in program?
The University resources are offered at no cost. It will be at the departments’ discretion to pay for any costs associated with seminars or certifications. Time out of the office and/or mentoring will be arranged through your supervisor.

Where can I find examples of competencies, skills and abilities to better assist in my career development plan choices?
Finance & Treasury leadership has identified and compiled the core competencies and behaviors needed to perform in a role and help achieve the organization’s goals. F&T Competency Model can be found on the Finance and Treasury web site
http://www.miami.edu/finance/index.php/treasurer/career_development/

Am I guaranteed a promotion when I complete an EDP?
You are not guaranteed a promotion when you complete an EDP. When properly completed, you will have acquired additional skills, knowledge, and tools to better position yourself for advancement within the University.