

Working with the PDP: Administrator

In the previous article we have learned what is a PDP, how to work with the PDP from an employee/managers's perspective.

In this article we will learn how to work with a PDP from an administrator's perspective. A PDP administrator has to support employees completing their PDPs. One functionality available to a PDP administrator is to open the PDPs of such employees. This is done via the **Manage Employees** module

How did I get here?

- *From the portal, click - **Manage Employees***
- Search for and locate the applicable employee.
- Click to expand the **Employee Development** section from the side menu.
- Click on **PDP** to open the Personal Development Plan for the applicable employee.

What can I expect in this section?

- How to access PDP records as an administrator.
- How to view a list of employee's PDP's.
- How to approve an employee's PDP.

What configuration and Master library Data should be in place?

- All the master data components listed in the PDP Configuration and Administration section in this manual.

Accessing PDP Records as an Administrator

[Accessing PDP Records as an Administrator](#)

Employee PDP List

A list of personal development plans for the employee is located at the bottom of the screen.

Select the Personal development plan that you wish to view / edit and click the **Edit** icon to open the Personal development plan screen.

[Employee PDP List](#)

How an Administrator Approves an Employee's PDP

The PDP can be approved in its entirety by the Administrator or an employee's PDP/Talent manager. The sections displayed on this screen depend on a company's preferences.

Click on the **Approve PDP** link/button to approve an employee's PDP.

[How an Administrator Approves an Employee's PDP](#)

Employee PDP List - Approved by Administrator

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The list of PDP's will show who approved the employee's PDP as indicated above.

Revision #1

Created 2021-03-28 17:02:28 UTC

Updated 2021-03-28 17:02:56 UTC