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.

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