



# Career Planning

## User Guide

Version 5.5

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# B

## usiness Process: Planning

### CAREER PLANNING

■ Scenario 1: Career Planning Setup

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
1.	User Sets up Career Path	HRUser	Career Planning Setup	Set Career Path	Set Career Path	<ul style="list-style-type: none"> <li>▶ User selects the Career Planning Unit (if more than 1 are available, else the value is defaulted)</li> <li>▶ If more than one value is available then select is defaulted and the user selects a value.</li> <li>▶ On selecting the Career Planning Unit the Unit Structure Set Up Combo is loaded with select.</li> <li>▶ User selects a value from the Unit Structure set up Unit and the respective Job Titles are displayed in the Jobs for Career Planning multiline.</li> <li>▶ User selects a Job Title and gets the Career Tracks which is already</li> </ul>

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
						<p>defined Else selects the Job title for which the Career Track has to be defined and presses Get Career Tracks and on press of the same New Track is loaded in the Career Track Combo</p> <ul style="list-style-type: none"> <li>▶ User selects the Unit Structure Set Up and defines possible Jobs for the same and saves the information. Upon save the value Career Track 1 is loaded in the Career Track Combo, the sequence No. is auto generated in ascending order and so as the Bench Mark Job Level Code which is associated with the job code selected in the multiline.</li> </ul>
2	User modifies Career Path	HRUser	Career Planning Setup	Set Career Path	Set Career Path	<ul style="list-style-type: none"> <li>▶ User selects the Career Planning Unit (if more than 1 are available, else the value is defaulted)</li> <li>▶ If more than one value is available then select is defaulted and the user selects a value.</li> <li>▶ On selecting the Career Planning Unit the Unit Structure Set Up Combo is loaded with select.</li> </ul>

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
						<ul style="list-style-type: none"> <li>▶ User selects a value from the Unit Structure set up Unit and the respective Job Titles are displayed in the Jobs for Career Planning multiline.</li> <li>▶ User selects a Job Title and gets the Career Tracks which is already defined and presses Get Career Tracks and on press of the same Career Track 1 is loaded in the Career Track Combo</li> <li>▶ User modifies the records and saves the information. Upon save the sequence No. is auto generated in ascending order and so as the Bench Mark Job Level Code which is associated with the job code selected in the multiline.</li> <li>▶ User also deletes specific record in the multiline with the multiline delete option.</li> </ul>
3	User deletes the Career Path defined	HRUser	Career Planning Setup	Set Career Path	Set Career Path	<ul style="list-style-type: none"> <li>▶ User selects the Career Planning Unit (if more than 1 are available, else the value is defaulted)</li> <li>▶ If more than one value is available then select is defaulted and the</li> </ul>

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
						<p>user selects a value.</p> <ul style="list-style-type: none"> <li>▶ On selecting the Career Planning Unit the Unit Structure Set Up Combo is loaded with select.</li> <li>▶ User selects a value from the Unit Structure set up Unit and the respective Job Titles are displayed in the Jobs for Career Planning multiline.</li> <li>▶ User selects a Job Title and gets the Career Tracks which is already defined and presses Get Career Tracks and on press of the same Career Track 1 is loaded in the Career Track Combo</li> <li>▶ User deletes the entire Career Track with the delete button.</li> <li>▶ User also deletes specific record in the multiline with the multiline delete option.</li> </ul>

■ Scenario 2: Performing Career Plan for Employee

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
	User performs Career Planning for an Employee	HR User	Career Planning	Career Plan for Employee	Select Employee for Career Plan	<ul style="list-style-type: none"> <li>▶ User selects the Career Planning Unit (if more than 1 are available, else the value is defaulted)</li> <li>▶ User Selects a Planning Criteria and defaults it, or leaves the same blank</li> <li>▶ User selects and enters one or more of the Career Criteria</li> <li>▶ User may save the criteria in a new name using the "Save Criteria"</li> <li>▶ User performs a search using the given criteria</li> <li>▶ User provides a Planned Career Date for the employee records</li> <li>▶ User directly enters the Employee Code and takes the 'Career Plan' link OR</li> <li>▶ User conducts a search using the filter "Planned as on Date" or "Actual as on Date" and clicks on the multi-line hyperlink to perform Career Planning for the employee.</li> </ul>

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
					Career Plan for Employee	<ul style="list-style-type: none"> <li>▶ User records Career Plan for the selected Employee in the multiline with Employment Unit, Job, Position and selects Work Location, enters Planned From and To Date, Potential Assessment, Remarks, Employee specific details like Strengths, Development Areas, Comments.</li> <li>▶ User saves the above information</li> <li>▶ User may visit one of the links, Monitor Career Fitment, Request for Training, View Appraisal Records , View Employee Work Experience, View Employee at a Glance.</li> <li>▶ User selects the record in the multiline and thru Monitor Career fitment page, for a given Progress Monitor Date by pressing Get Details the User scrutinizes the Career Planning along with Competency Gaps and Qualification details.</li> <li>▶ User also can visit the View Training Requests page for the selected employee for effective scrutinizing of the Career Fitment.</li> </ul>

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
2.	User modifies the Career Plan for Employee	HR User	Planning	Career Plan for Employee	Select Employee for Career Plan	<ul style="list-style-type: none"> <li>▶ User selects the Career Planning Unit (if more than 1 are available, else the value is defaulted)</li> <li>▶ User Selects a Planning Criteria and defaults it, or leaves the same blank</li> <li>▶ User selects and enters one or more of the Career Criteria</li> <li>▶ User may save the criteria in a new name using the "Save Criteria"</li> <li>▶ User performs a search using the given criteria</li> <li>▶ User selects the record by selecting the Employee thru the multiline hyperlink.</li> <li>▶ User directly enters the Employee Code and takes the 'Career Plan' link OR</li> <li>▶ User conducts a search using the filter "Planned as on Date" or "Actual as on Date" and clicks on the multiline hyperlink to perform Career Planning for the employee.</li> </ul>

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
					Career Plan for Employee	<ul style="list-style-type: none"> <li>▶ User selects the Basis of Career Plan combo as Career Plan and presses Get Details</li> <li>▶ User modifies the multiline details.</li> <li>▶ User saves the above information</li> <li>▶ User may visit one of the links, Monitor Career Fitment, Request for Training, View Appraisal Records , View Employee Work Experience, View Employee at a Glance.</li> </ul>
3.	User deletes the Career Plan for Employee	HR User	Planning	Career Plan for Employee	Select Employee for Career Plan	<ul style="list-style-type: none"> <li>▶ User selects the Career Planning Unit (if more than 1 are available, else the value is defaulted)</li> <li>▶ User directly enters the Employee Code and takes the 'Career Plan' link OR</li> <li>▶ User conducts a search using the filter "Planned as on Date" or "Actual as on Date" and clicks on the multi-line hyperlink to delete Career Planning for the employee.</li> </ul>

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
					Career Plan for Employee	<ul style="list-style-type: none"> <li>▶ User selects the Basis of Career Plan combo as Career Plan and presses Get Details</li> <li>▶ User deletes the Plan by using the "Delete" button</li> </ul>

■ Scenario 3: Request for Training

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
1.	User makes a Request for Training for the selected Employee	HR User	Record Employee Career Plan	Request for Training	Request for Training	<ul style="list-style-type: none"> <li>▶ User enters the Training Needs, Training Area, and enters the Recommended Course Code, By Date and saves the record.</li> <li>▶ Upon save the Status Column is displayed with Recommended.</li> </ul>

■ Scenario 4: View Career Plan

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
1.	User Views Career Planning record for the Employee	HR User	Employee Career Plan	View Career Plan	View Career Plan	<ul style="list-style-type: none"> <li>▶ User selects the Career Planning Unit (if more than 1 are available, else the value is defaulted)</li> <li>▶ User directly enters the Employee Code and takes the 'View Career Plan' link OR</li> <li>▶ User conducts a search using the filter Department, Job Title, Position Title, Grade Set, Grade, Work Location</li> <li>▶ The respective record for which Career Pan is defined is displayed in the multiline.</li> <li>▶ User can visit any of the links Monitor Career Fitment, View Work Experience, View Appraisal Records, View Employee at a Glance, View Training requests</li> </ul>

■ Scenario 5: Career plan Employee Self Service

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
1.	Employee records Career Aspirations	Employee	Career plan Employee Self Service	Record Career Aspirations	Record Career Aspirations	<ul style="list-style-type: none"> <li>▶ Login user details are displayed for the self service employee as per the primary assignment information</li> <li>▶ Employee records the Career aspiration by selecting the Unit Structure Unit, enters the Job Code, Department, Position and selects Work Location and Desired from and To Date</li> <li>▶ Employee saves the information and the same is available for the administrator to record and view and modify the same.</li> <li>▶ The link View Career Path is available for the employee to select the job, which is defined, and View the respective Career Path defined for the Job thru the Set up component for the respective OU's by selecting the same in the Career Track Combo.</li> </ul>

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
2	Employee modifies the Career Aspirations	Employee	Career plan Employee Self Service	Record Career Aspirations	Record Career Aspirations	<ul style="list-style-type: none"> <li>▶ Login user details are displayed for the self service employee as per the primary assignment information</li> <li>▶ If Career Aspiration details already exist the same is also displayed.</li> <li>▶ Employee modifies the record and saves the information</li> <li>▶ The link View Career Path is available for the employee to select the job, which is defined, and View the respective Career Path defined for the Job thru the Set up component for the respective OU's by selecting the same in the Career Track Combo.</li> </ul>
3	Employee deletes the Career Aspirations	Employee	Career plan Employee Self Service	Record Career Aspirations	Record Career Aspirations	<ul style="list-style-type: none"> <li>▶ Login user details are displayed for the self service employee as per the primary assignment information</li> <li>▶ If Career Aspiration details already exist the same is also displayed.</li> <li>▶ Employee deletes the record</li> </ul>

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
						by pressing the delete button.
4	Employee Views his Career Plan	Employee	Career plan Employee Self Service	View Employee Career Plan	View Employee Career Plan	<ul style="list-style-type: none"> <li>▶ Login user details are displayed for the self service employee as per the primary assignment information</li> <li>▶ If Career Aspiration details already exist the same is also displayed.</li> <li>▶ The record saved by the employee in Record Career Aspirations is modified by the administrator thru the Record Career Plan activity and saved and by checking the Show Plan to Employee.</li> <li>▶ The record which is modified by the administrator is available for the respective employee's view thru his self service login</li> </ul>

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