



Talent Advancement Roadmap and General Professional Development

Frequently Asked Questions

1. What is the Talent Advancement Roadmap (TAR)?

The Talent Advancement Roadmap is an individualized professional development plan. The TAR is designed to gauge the talents, strengths, development opportunities, goals, and action plan for each employee's professional development.

2. Who needs to complete a Talent Advancement Roadmap in Workday?

All Executive/Administrative, Managerial/Professional and Classified Staff employees are **expected** to complete a TAR, an individualized professional development plan in Workday. Employees funded through Sponsored Programs **may** participate but it is not required. Faculty, OPS, Adjunct, Work Study, PSC and PSAV Adjunct employees are excluded from this process.

3. What is the first step in creating an individual development plan in Workday?

Unlike performance evaluations, each employee will initiate their TAR in Workday. Once employees submit the TAR, it will route to their supervisor and then 2nd level supervisor for review, comment, and approval.

4. What if I do not know what professional development to list on the TAR?

The TAR was designed with prompting questions to help each employee be thoughtful and reflective on their individual professional development goals. Also, your supervisor will be a great resource during this process and will be able to assist you with development opportunities, goals, and an action plan.

Employees will objectively assess their knowledge, skills and abilities and make sure their goals and objectives are realistically obtainable. Employees can adjust their plans in the future to include more goals.

5. What is the review period for the TARs?

The review period for the 2023 – 2024 fiscal year will be September 1st – June 30th. Starting in 2024, the TAR review period will be July 1st – June 30th, 2024. The TAR does not have a due date, but employees should strive to have the TAR completed prior to December 31, 2023, to provide adequate time to complete training and professional development goals.

6. What happens if my professional development goals change after I have submitted my individual plan?

The TAR is a living document and may be amended at any time during the year. Employees can also create a new TAR at any time.

7. How often should I review my TAR?

It is recommended that supervisors and employees meet at least quarterly or on an as needed basis to discuss your progress.

8. When is the TAR considered complete in Workday?

A TAR is considered completed after it is submitted and approved in Workday, and you have met with your supervisor.

9. Who is responsible for developing the TAR?

Employees will collaborate with their supervisor to develop a plan for their professional growth and development.

10. Once the TAR is created, does it become a part of the employee's file for future reference? Yes.

This document will be in Workday and is a roadmap to your professional development at TSC.

11. Does this show up in my performance evaluation?

The TAR is not a performance review. Performance evaluations focus on your achievements and performance in your current position, while the TAR focuses on your professional development plans. Although these are two separate documents they may be connected through discussions with your supervisor.

12. Does the TAR have to be related to my current job?

No, the TAR does not have to be related to your current job, however, the knowledge and skills gained through professional development should enhance your abilities in your current role or future role with the College.

13. What if an employee is currently on a Performance Improvement Plan (PIP)?

Employees on a PIP will continue to work on their plans while completing their TAR. Please remember, a PIP focuses on meeting the required expectations of the job, while TAR focuses on professional/personal development.

14. Should I develop a new TAR if I switch supervisors?

Not necessarily. First, you want to share your current TAR with your new manager. Discuss your professional development goals and your progress towards the goals. Your new supervisor will advise which, if any, items need to be changed.

15. What if I do not meet my professional development goals as described on the TAR?

The TAR is a personalized tool designed for you to track and manage your goals. Employees who do not meet their professional development goals will not be penalized. Employees are strongly encouraged to have regular scheduled conversations with their supervisor regarding changes to the plan and due dates.

16. What is professional development at TSC?

Professional development at TSC is the continuous process of gaining new skills and knowledge through continuing education and specific on-the-job training. Professional development is not optional, and every employee should engage in professional development.

17. How will my professional development be tracked?

Each employee will have a training transcript located in Workday. Training can be entered into Workday by employees, supervisors, and Human Resources. As a convenience, Human Resources will enter all in-house training into Workday. All training will be approved in Workday by the supervisor before it becomes final in the employee record.

18. Is there a certain number of professional development hours I should attain during each fiscal year?

No. Employees will collaborate with their supervisor to determine the type of professional development that would work for them based on the goals, hours of operation and structure of the department.

19. What if my supervisor does not allow me to take time away from my regular duties to complete professional development?

The completion of the TAR is important because it is a planning tool. Employees and supervisors should work together to determine the best times and types of professional development to pursue. Keep in mind, it is important that offices are properly staffed, therefore, supervisors have discretion to make decisions regarding office coverage.

20. What is a digital badge?

The College now offers digital badging for all employees. A digital badge is an electronic icon that serves as a form of recognition for attaining knowledge and skills. All badges at TCC are stored in Workday.

Digital badges at TSC are aligned with the College's values: ***Commitment, Collaboration, Creativity, Integrity, and Results***. Additionally, employees can earn a digital badge in ***Leadership and Technology***.

21. How do I earn a digital badge?

Badges are earned by attending training courses offered by the College. Outside professional development cannot be used for the purposes of badging. Each internal TSC professional development course has a digital badge assigned to it and badges are earned by taking five courses with the same badge. For example, you need to take 5 courses related to Commitment to earn a Commitment badge.

22. Does each employee have a specific amount to spend on professional development?

No. As an investment in the professional development of employees, the College offers each employee a paid subscription through LinkedIn Learning. Additionally, each Vice President has a professional development budget for their department and can use these funds at their discretion to benefit the department. Employees are also eligible to receive assistance for courses taken at the College and outside of TSC.