

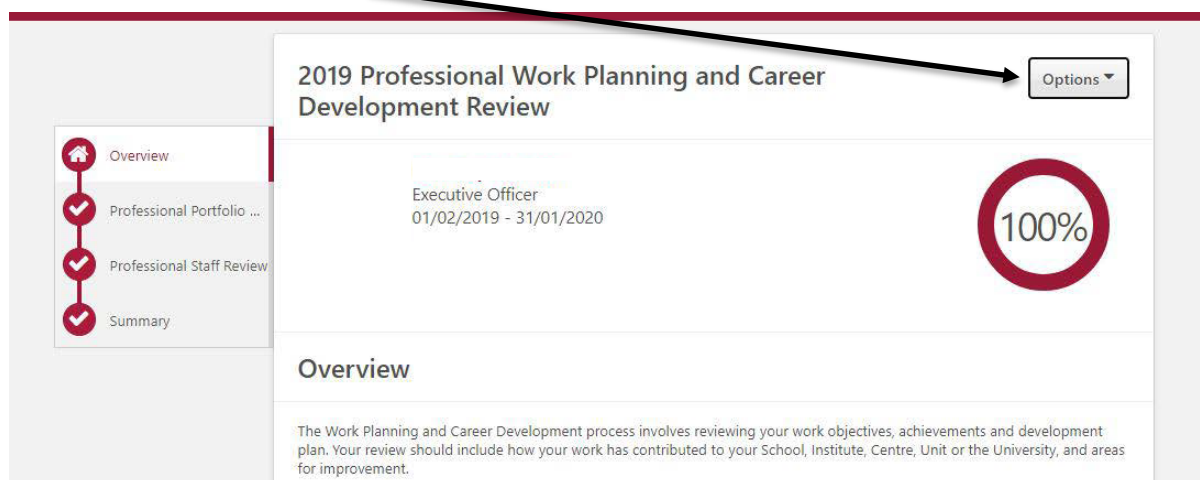
# How to access your Work Planning and Career Development Review & Development Plan

## Work Planning and Career Development Review:

1. Log into MyCareer online via Staff Online
2. Click the Reviews logo.



3. If you have multiple tabs, click on the 'My personal reviews' tab
4. Select your current Work Planning and Career Development Review
5. Click on the 'Option' button and select 'print review'.



6. In the print screen that opens, select 'save as PDF' as the destination and hit print.
7. The plan will open as a PDF for you to save.

## 2019 Professional Work Planning and Career Development Review

Review Period 01/02/2019 - 31/01/2020

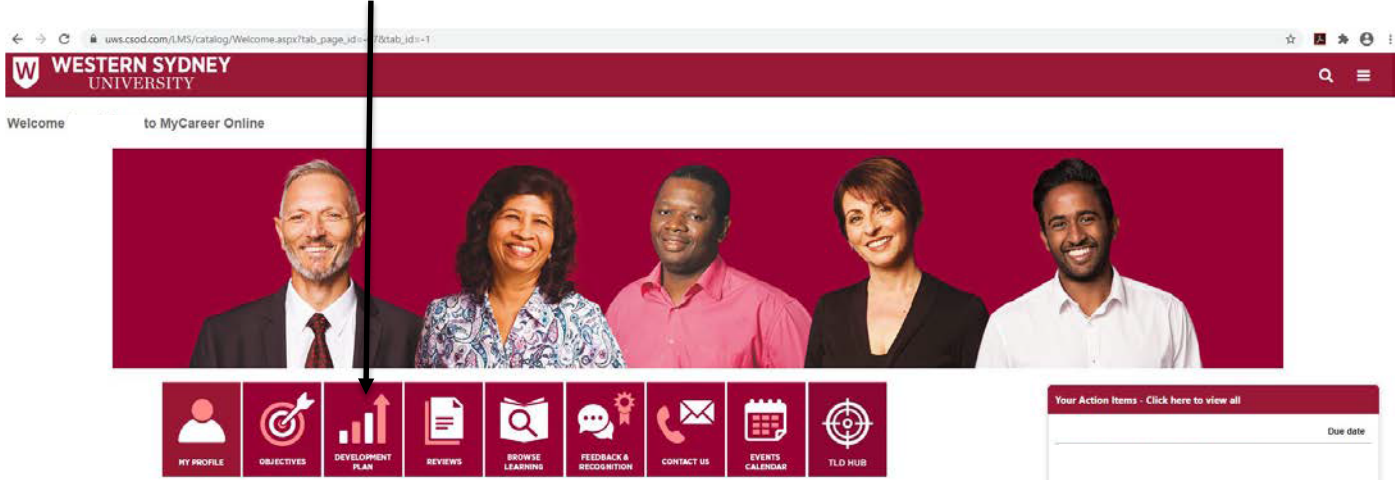


REVIEWER

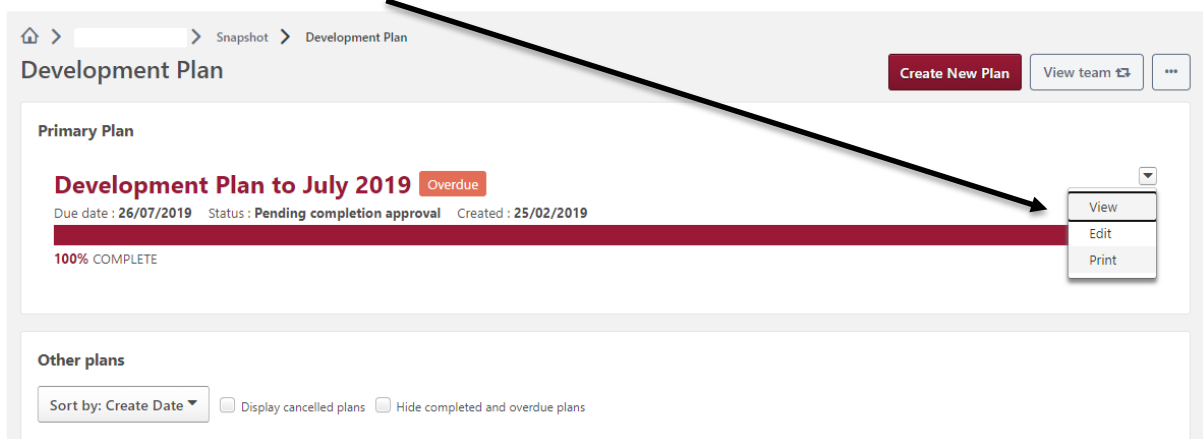
(Manager)

## Development plan:

1. Log into MyCareer online via Staff Online
2. Click on the Development Plan icon



3. Click on the down arrow next to your current development plan and select print



4. In the print screen that opens, select 'save as PDF' as the destination and hit print.
5. The plan will open as a PDF, save to a relevant folder.

8/20/2020

Achieve your potential: Western Sydney University

# Development Plan to July 2019

Overdue

Due date  
**26/07/2019**

Plan category

Assignee