DEVELOPMENT TRACKER EXPORT INSTRUCTIONS
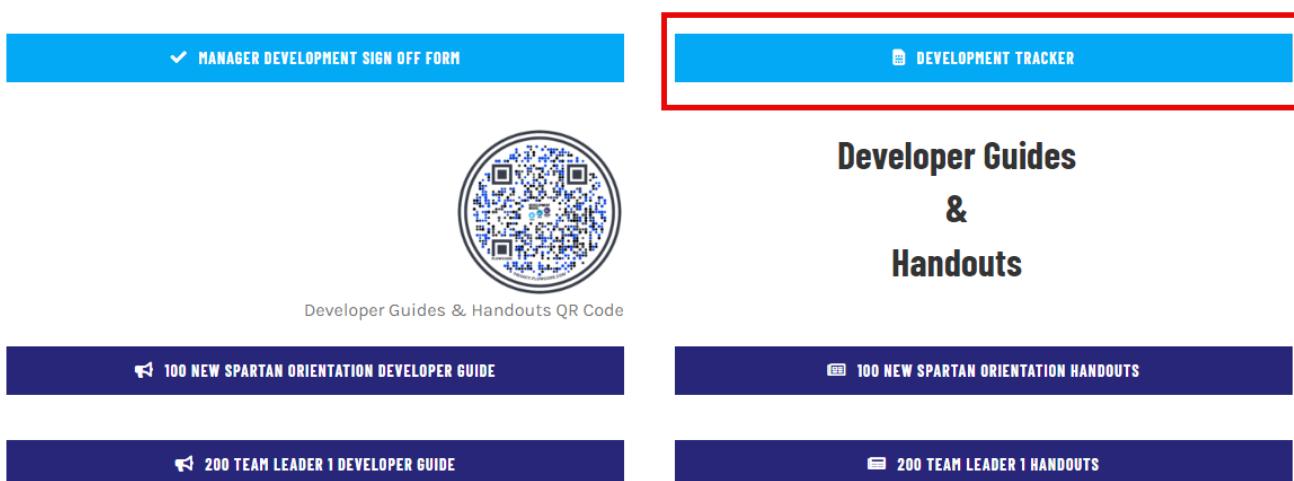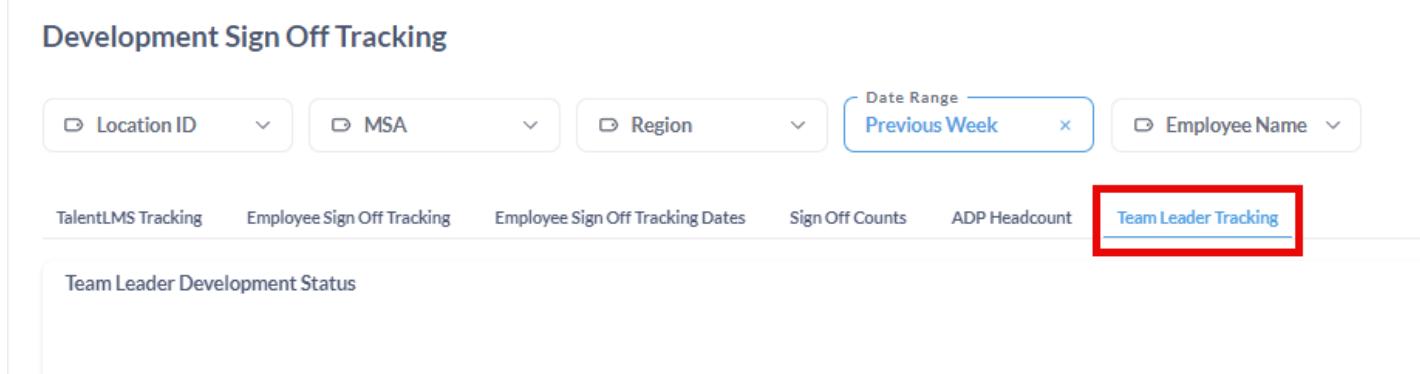
1. Click on the Development Tracker link on the Development page on the Intranet
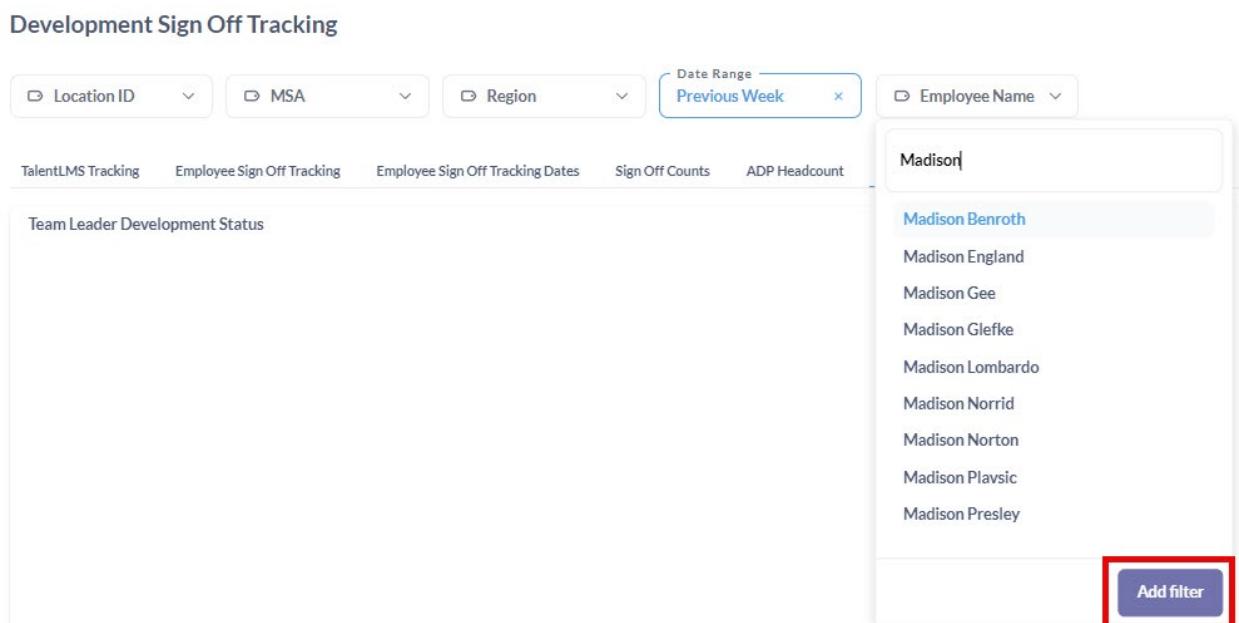

2. Go to the Team Leader Tracking tab

3. Type their name into the Employee Name field and select them from the list.
4. Click the "Add filter" button

5. Click on the three dots in the upper right corner of the results

6. Click on "Download results"

7. Select "xlsx" or "csv" and the report will download

   NOTE: Only "xlsx" and "csv" file types will be accepted.

8. Upload the report to the Promotion Request Form
   NOTE: Only "xlsx" and "csv" file types will be accepted.

Promotion Request Form

Manager Name *

| Test | Manager |

Location *

000 - Demo

Date *

3/1/2024

Employee Name *

| Test | Employee |

Employee Email *

testemployee@test.com

Employee Number *

99999

Employee Hire Date *

2/6/2024

Current Position *

Team Leader 1

New Position *

Team Leader 2

Has Test Employee completed all Development Modules and obtained Development Sign Off on all Team Leader 1 modules and workshops as designated in the WhiteWater Career Path? *

● Yes   ○ No

Upload the Development Tracker Report for Test Employee *

Upload or drag files here.

team_leader_development_status_2024-03-01T10_35_25.8646455-06_00.xlsx
4.6 KB

Click here to access the Development Tracker