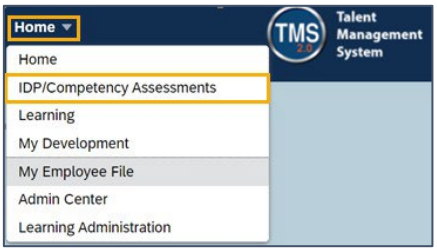
Individual Development Plan (IDP) Assessment Job Aid

Follow the steps below to complete a competency assessment and document development goals to create your Individual Development Plan (IDP) in the VA Talent Management System (TMS).

Step 1: Log in to the VA **TMS**.

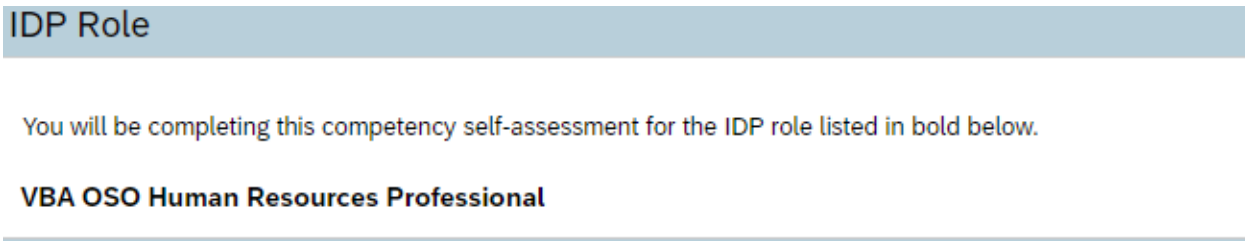
Step 2: Select **IDP/Competency Assessments** from the *Home* drop-down list. [If this option is unavailable, an IDP Role has not been assigned to your account. Please contact the *HCSC My IDP Team*, Development Team, **vacohcscmydevelopment@va.gov** for assistance.]



Step 3: Select the **FY24—VBA HR Individual Development Plan for** *Your Name Here* link from the *My Forms* page.

[**Note for Managers:** Please verify the correct form is selected as your personal form and employee forms pending will appear in this list.]

Step 4: Verify your IDP Role. This role should align with your current responsibilities, if you require an update to this assignment contact *VACO HCSC My Development Team*, vacohcscmydevelopment@va.gov.



Step 5: Complete the competency assessment for each included competency by selecting the proficiency level that best describes your current abilities.

Competencies included in this assessment are categorized as follows:

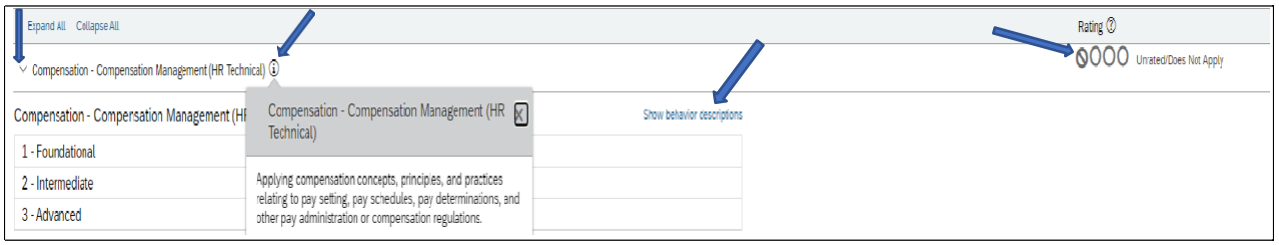
- OSO Core Competencies: Competencies that apply to all OSO employees and exist in every OSO role.
- OSO Business Acumen Competencies: Competencies that apply to all OSO employees involved in projects, finances, or contracts.
- OSO Fundamental Competencies: Competencies that are integral to the other competencies.
- OSO Leadership Competencies: Competencies apply to anyone responsible for managing others or who may be developing toward a management role.
- OSO Technical Competencies: Competencies that are role-specific and have been identified as important for that role.

The standard proficiency rating descriptions used in this assessment are as follows:

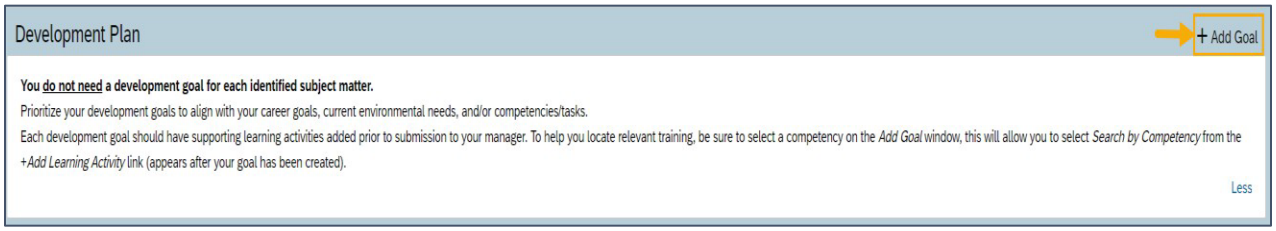
1. Unrated/Does Not Apply: Competency or subject matter does not apply to your unique role
2. Foundational: Knowledge and Understanding of Subject Matter
3. Intermediate: Independent Application of Subject Matter
4. Advanced: Analysis of Subject Matter

Each competency has an associated definition and example behavior statements included for consideration during your assessment.

- Select the “i” icon next to the competency name to review the competency definition.
- Select the arrow icon in front of the competency name to access proficiency or rating level descriptions.
- Select the Show behavior descriptions link to review example behavior statements.
- Input your assessed proficiency level in the Rating column.



Step 6: *Select the +Add Goal link from the* Development Plan *section.*



Step 7: Input Development Goal details and then select the Save & Close button.

A. Category
Short Term or Long Term

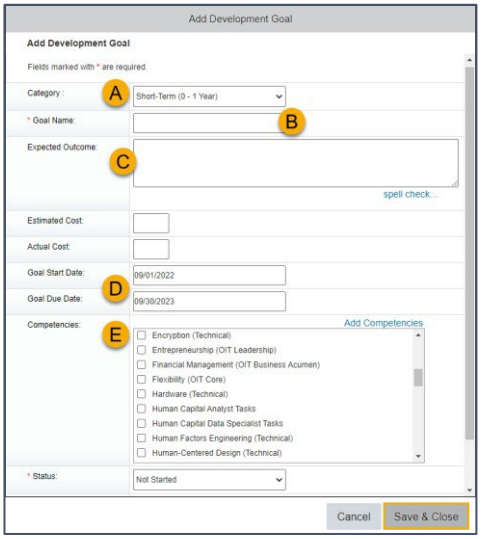
B. Goal Name
open text; short description

C. Expected Outcome
open text; describes impact or objectives

D. Goal Start and Due Date
defaults to fiscal year; can be edited

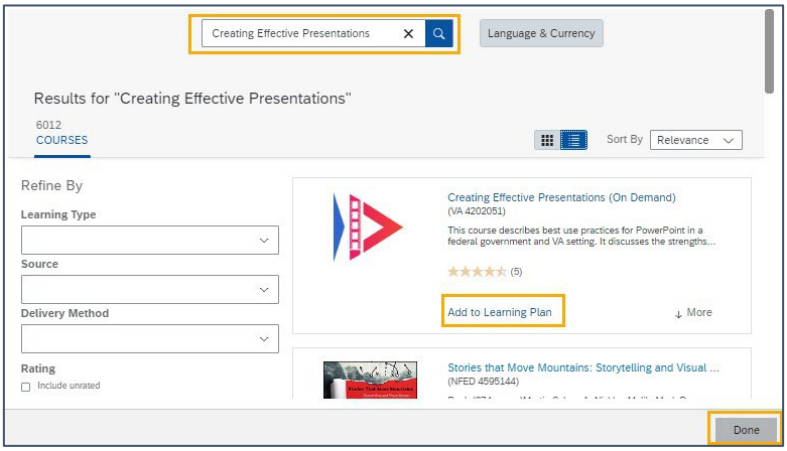
E. Competencies
Select one* competency related to your goal; this allows you to select targeted learning activities in the next step.

*For optimal learning activity searches, the best practice is to create one goal per competency.



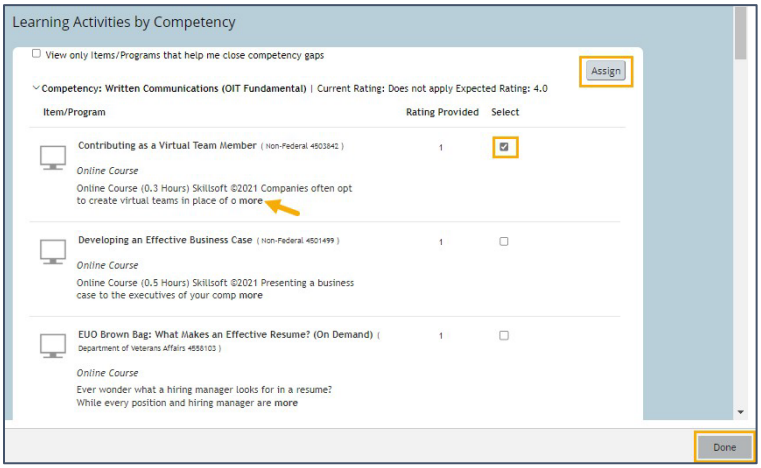
Step 8: Your development goals should include learning activities. Select the + Add New Learning Activity link, then select one of the available options.

- Find in Library: This option allows for a full TMS Library Search. Select this option if you know the Name or ID of the learning activity in the TMS that will help you achieve your objectives.
  - Input search criteria, then select the Add to Learning Plan link associated with the desired item(s), then select the Done button.

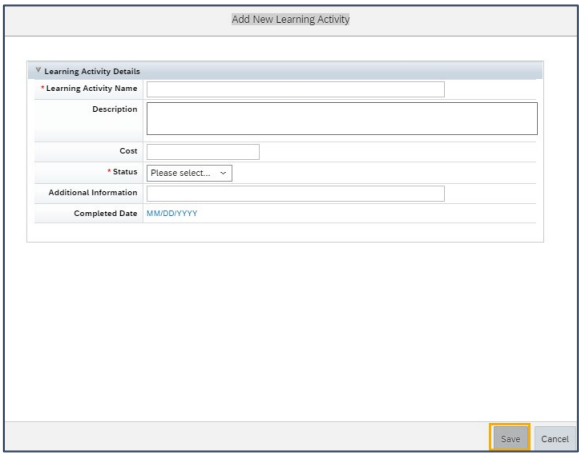


- Search By Competency: This option showcases the available training options mapped to the identified competency.
  [If you do not see this option, a competency is not attached to your goal, you can add a competency by selecting the pencil icon next to your goal name to edit and add a competency]

  - Review the list of available learning activities.
  - Select the link to view the full description of the activity.
  - Select the checkbox associated with the activities you want to add to your goal.
  - Select the Assign button (located at the top and bottom of the list).
  - Select the Done button.



- Custom Learning Activity: This option allows you to input a custom learning activity. Utilize this option to input a learning activity that is not currently listed in the TMS. Populate the required fields, then select the Save button.



Step 9: Repeat Steps 6-8 to document the development goals you want to prioritize this fiscal year (the average is two or three goals; you must have at least one to proceed).

Step 10: Select the Send to Manager for Approval button.

Step 11: Verify the Manager Name listed on the Send to Manager for Approval confirmation page.

A. If incorrect, select the Cancel & Return to Form button. Use the Validate Manager pod on the TMS homepage to correct your manager; allow an overnight synchronization to occur before attempting to send your form to your manager again. If you continue to experience issues, reach out to the *HCSC My Development Team*, vacohcscmydevelopment@va.gov for assistance.

B. If your manager is correct, select Send to Manager for Approval.