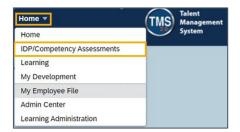


Individual Development Plan (IDP) Assessment Job Aid

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, <u>vacohcscmydevelopment@va.gov</u> 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.

IDP Role

You will be completing this competency self-assessment for the IDP role listed in bold below.

VBA OSO Human Resources Professional







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.

Expand All Collapse All Compensation - Compensation Management (HR Tech	nical) 🗓		Rating ®
Compensation - Compensation Management (H	Compensation - Compensation Management (HR 🕅	Show behavior descriptions	
1 - Foundational	roumoury		
2 - Intermediate	Applying compensation concepts, principles, and practices		
3 - Advanced	relating to pay setting, pay schedules, pay determinations, and other pay administration or compensation regulations.		



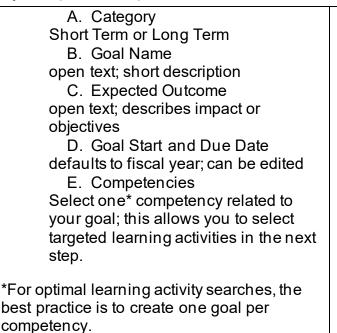




Step 6: Select the +Add Goal link from the Development Plan section.



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



Add Development G	oal		
Fields marked with * are	required.		
Category :	Short-Term (0 - 1 Year)		
* Goal Name:	В		
Expected Outcome:	C		
	-		spell check
Estimated Cost:			
Actual Cost.			
Goal Start Date:	09/01/2022		
Goal Due Date:	09/30/2023		
Competencies:	Encryston (Technical) Encryston (Technical) Francial Management (OT Dusiness Acumen) Francial Management (OT Dusiness Acumen) Horance Carbonacial Human Capital Data Special Tasis Human Capital Data Special Tasis	Add Com	vetencies *
* Status:	Not Started 👻		
		Cancel	Save & Close

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

Short-Term (0 - 1 Year) 1.1 Communications \mathscr{P}	Not Started
Learning Activities Goal Details Other Details	
You have no Learning Activities for development goal.	+ Add New Learning Activity Find in Library Search By Competency Custom Learning Activity

- 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.





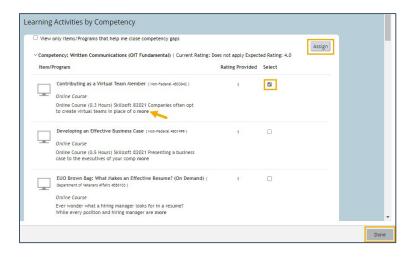


l	Creating Effective Presentations	X Q Language & Currency	
Results for "Creating E	ffective Presentations"		
6012 COURSES			oort By Relevance 🗸
Refine By earning Type		Creating Effective Presentations ((VA 4202051) This course describes best use practic	es for PowerPoint in a
ource		federal government and VA setting. It i	fiscusses the strengths
elivery Method		Add to Learning Plan	↓ More
tating] Include unrated	Title Table Table	Stories that Move Mountains: Sto (NFED 4595144)	rytelling and Visual

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.
- o 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.
- o 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.







V Learning Activity Details		
* Learning Activity Name		
Description		
Cost		
* Status	Please select ~	
Additional Information		
Completed Date	MM/DD/YYYY	

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; <u>you must have at least one to proceed</u>).

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

Comments				
Comments between the employee and supervisor.				
Employee Comments	$B \mid I \; \sqcup \; \mid i i i i i E \; \blacksquare \; \mid \mathscr{S} \mid \mathscr{O} \; \mid Size \; {\longrightarrow} \; \mid Ae \; \mid$			
Supervisor Comments				
		Cancel	Save and Close	Send to Manager for Approval

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*, <u>vacohcscmydevelopment@va.gov</u> for assistance.

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

Send to Manager for Approval		
You're about to send this form to the next person(s) specified in the workflow. Forward Form to Manager Name		B
	Cancel & Return to Form	Send to Manager for Approval



