

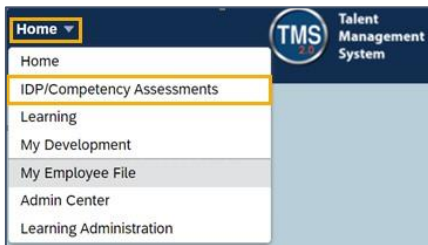


Supervisor Individual Development Plan (IDP) Assessment Job Aid

Supervisors receive email notifications from the Talent Management System (TMS) when an employee submits an Individual Development Plan (IDP) for approval

Step 1: Log in to the VA [TMS](#).

Step 2: Select the drop-down arrow next to **Home** at the top of the page, then select the **IDP/Competency Assessments** option.

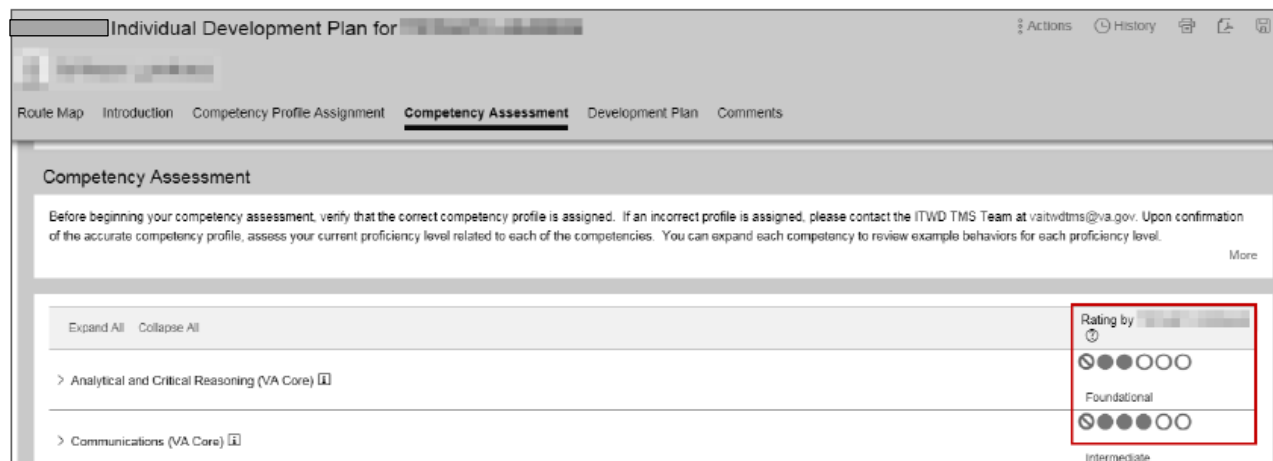


Step 3: Select the **FY24 VBA Individual Development Plan** link for your employee from the My Forms Page.

[Note for Managers: This list contains IDPs of employees who have submitted for supervisor approval.

| FY24 VBA HR Individual Development Plan for | Employee Name | Supervisor Approval |
|---|---------------|---------------------|
| [Redacted] | [Redacted] | [Redacted] |

Step 4: Review the employee's competency assessment. Supervisors can adjust ratings for individual competencies or send them back to the employee to update [Step 6].





Step 5: Review the employee’s development goals. Supervisors can update goals and associated learning activities or send them back to the employee.

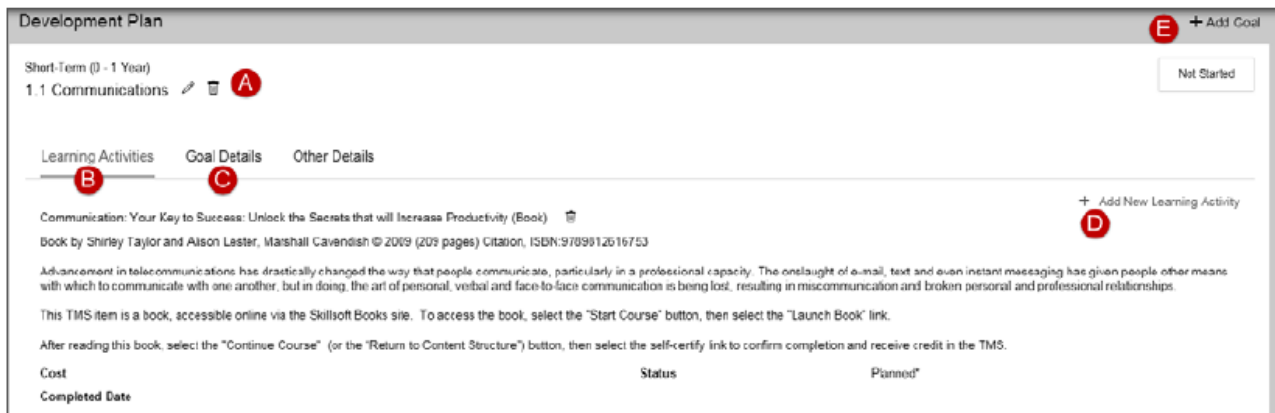
A. Goal Title: edit or delete the development goal using the icons next to the goal title.

B. Learning Activities Tab: List and describe planned TMS items and employee input activities associated with the development goal.

C. Goal Details Tab: Provides details related to the development goal.

D. Add New Learning Activity: Select the drop-down options associated with this link for an additional learning activity to the development goal.

E. Add Goal: Select this link to add a new development goal to the employee’s IDP.



Step 6: Select either the **Return to Employee** button or the **Approve** button.

- **Return to Employee** releases the process back to the employee, allowing the employee to update the assessment and/or goals and re-submit for approval.
- **Approve** locks the competency assessment (making it unable to be further edited) and moves the IDP from “draft” to “maintenance” status.



Step 7: Confirm your submission on the next screen and again select either the **Return to Employee** button or the **Approve** button.