VA LEARNING UNIVERSITY

VA TMS Electronic Individual Development Plan (eIDP)

CAREER PLANNING | VA TMS eIDP

Completed eIDP Example

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VA LEARNING UNIVERSITY

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eIDP Completed Example Overview

The Completed eIDP Example document includes screen captures to show you a completed version of the VA TMS eIDP. This document presents screen shots with field descriptions and examples and is not designed as a step-by-step guide in creating an eIDP. You should use this document in conjunction with the eIDP Job Aids to provide examples of what type of data you should populate in your eIDP.

Here is a screenshot of the main eIDP screen, titled My eIDP Workspace, showing an eIDP in draft status (i.e., the eIDP has not been submitted to the supervisor for approval).

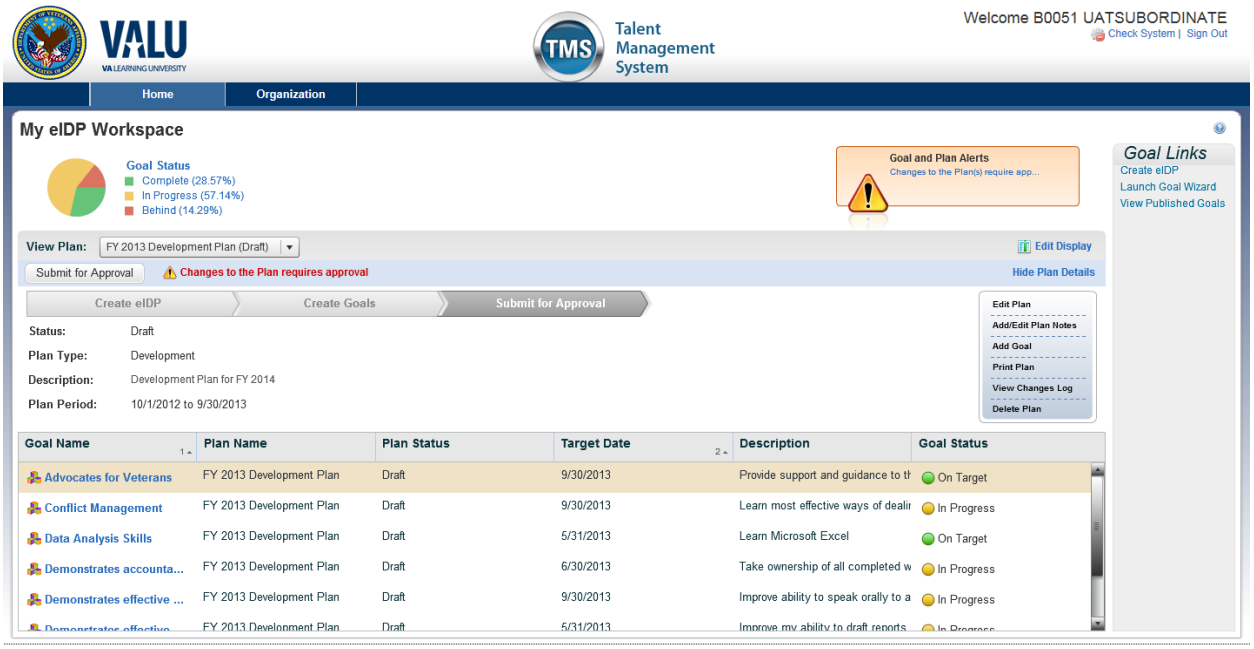

Figure 1: Image of VA TMS My eIDP Workspace screen showing an eIDP in draft staus, the Goal Status Pie Chart, and developmental goals. The Goal Status field for two of the developmental goals are in an “On Target” status and four of the goals indicate an “In Progress” status.

Creating Goals in Goal Wizard

The Goal Wizard is a tool for you to create a goal and enter basic information about the goal. This page of the job aid provides overviews and descriptions for each field on the Goal Wizard screen. The pages following provide screen shots showing examples of the completed fields for both competency-based goals and non-competency-based goals.

Description of Goal Wizard Screen fields:

Goal Name: The Goal Name is a free-text field. You define a brief goal name to summarize the goal (e.g., "Demonstrates Empathy").

Goal Description: The Goal Description field allows you to enter additional details to describe the goal (e.g., "Demonstrates Empathy").

Start Date and Target Date: You select the dates for each of these fields using the Calendar icon to the right of the fields. These dates indicate start date for the goal and the target date for completing the goal.

Goal Type: Using the Goal Type field drop-down list, you determine the type of activity to help support the achievement of the goal (e.g., "Learning" to indicate an internal TMS item or "External" to indicate an external activity).

External Activity Name: If you select "External" as the goal type, you then enter a description of the external activity describing what you plan to complete in order to help support the achievement of the goal.

Select Item: If you select "Learning" as the goal type, you then click the Select Item link to start a search for a Learning Item in the TMS. From that search, you can then add the TMS Learning Item to the goal as part of your eIDP.

Screenshots of a Completed Goal Wizard screen

Example 1: Competency-based Goal

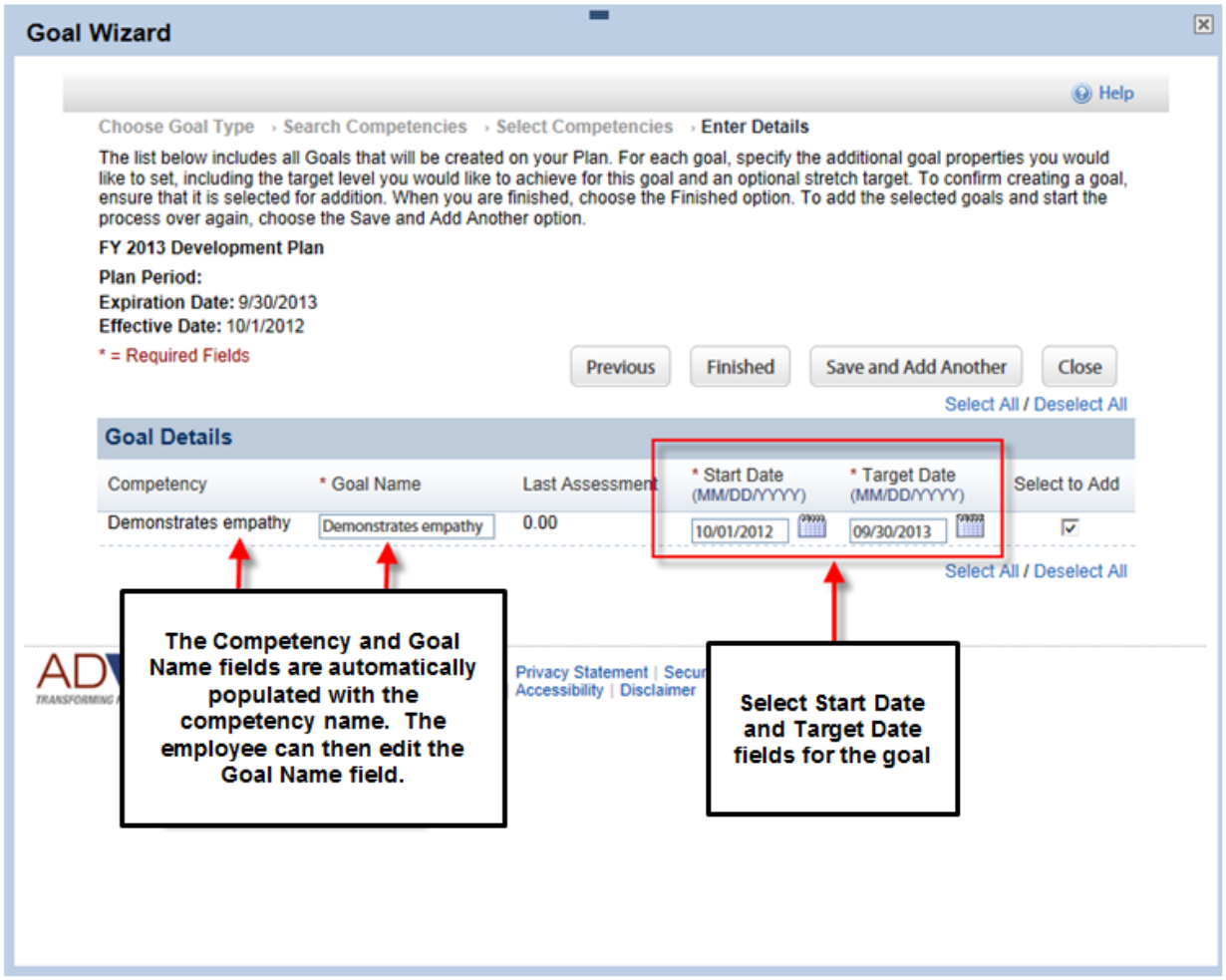

Figure 2: Image of VA TMS eIDP Goal Wizard screen highlighting Competency, Goal Name, State Date, and Target Date fields. The Competency and Goal Name fields are automatically populated with the competency name. You can then edit the Goal Name field and select the Start Date and Target Date for the goal.

Example 2: Non-competency Based Goal with an External Activity

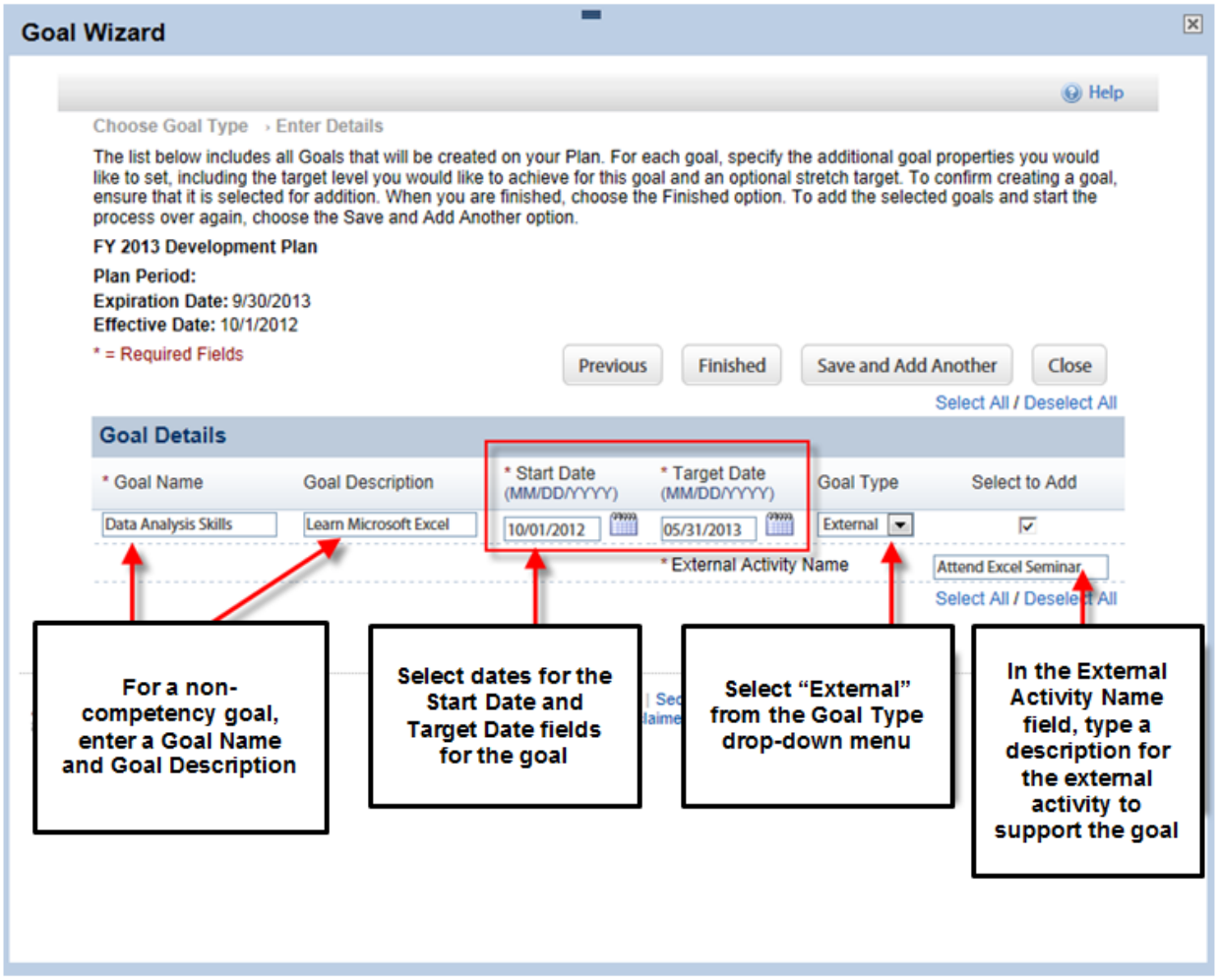

Figure 3: Image of VA TMS eIDP Goal Wizard screen highlighting Goal Name, Goal Description, State Date, Target Date, Goal Type, External Activity Name fields. For a non-competency based goal, enter a Goal Name and Goal Description. Select dates for the Start Date and Target Date fields for the goal. Select "External" from the Goal Type drop-down menu. In the External Activity Name field, type a description for the external activity to support the goal.

Example 3: Non-competency Based Goal with a TMS Learning Item

Note: The TMS Learning Item will not appear on the Goal Wizard screen after you select it. The Learning Item will be shown later on the Edit Goal screen.

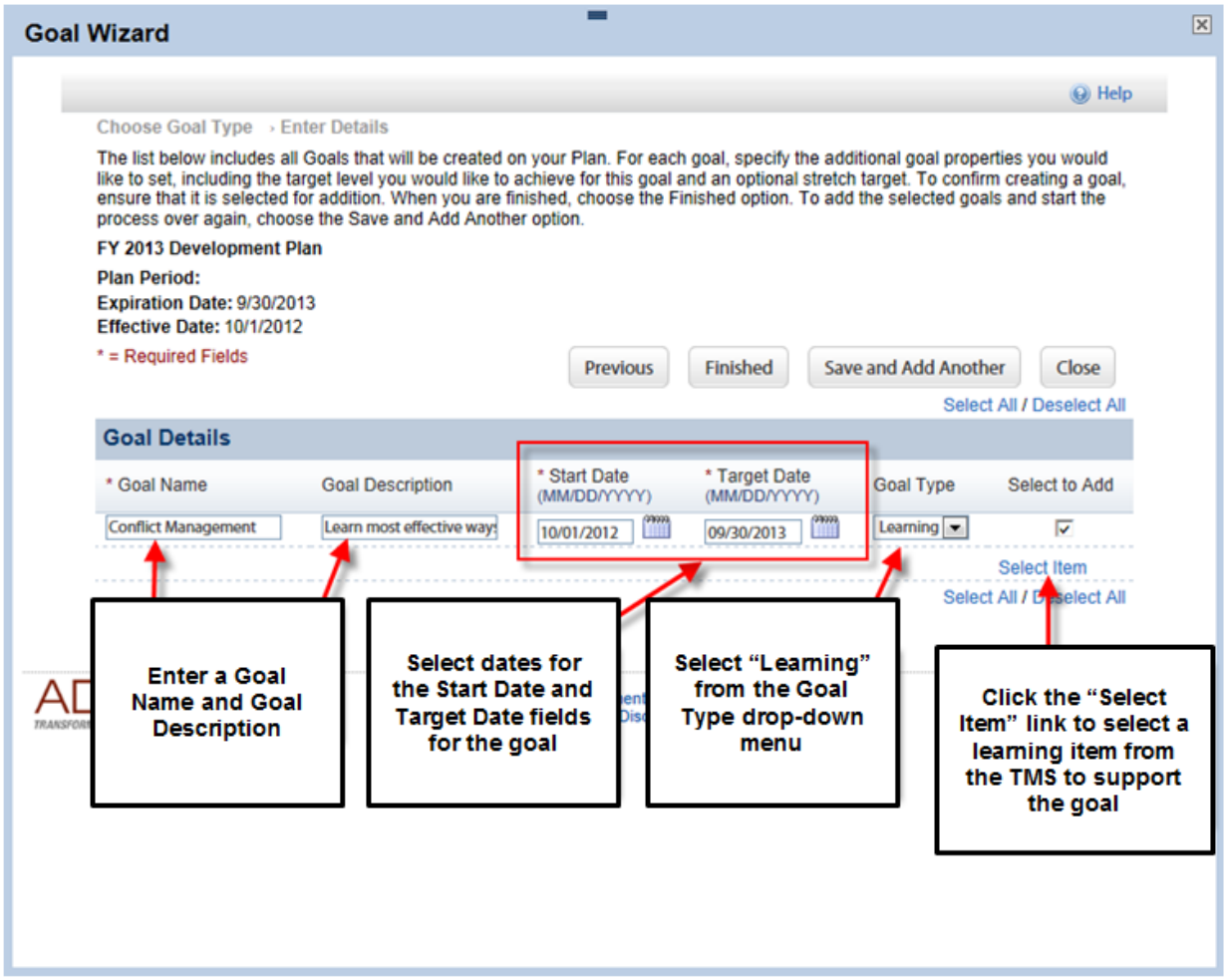

Figure 4: Image of VA TMS eIDP Goal Wizard screen highlighting Goal Name, Goal Description, Start Date, Target Date, Goal Type, Select Items checkbox fields. Enter a Goal Name and Goal Description. Select dates for the Start Date and Target Date fields for the goal. Select "Learning" from the Goal Type drop-down menu. Click the Select Item link to select a learning item from the TMS to support the goal.

Editing Goals

On the Edit Goal screen, you can add additional information about a goal. Some of the fields on this screen are pre-populated with the basic goal information from the Goal Wizard. You must complete the other fields on the Edit Goal screen itself. Here are the descriptions of the fields, followed by a screen shot of a completed Edit Goal screen.

Description of the Edit Goal screen fields:

Goal Name: This field is populated by the Goal Wizard. For of a competency-based goal, the goal name is the same as the title of the competency. For a non-competency development objective, the goal name is the name you entered in the Goal Wizard.

Description: You complete this free-text field to further describe the goal.

Priority: You should complete this free-text field to indicate the prioiry of the goal (e.g., “High, Medium, or Low”).

Start Date and Target Date: These fields are populated by the Goal Wizard. You can modify them from this screen.

Section: You should select either “Short-Term Goal (1 year)” or “Long-Term Goal (2-3 years)” from the drop-down list.

Status: The goal status field indicates how far along the employee is in completing the goal. The employee selects a goal status option from the Status field drop-down list.

Activities: This field is populated by the Goal Wizard. If applicable, you can create additional developmental activities from this screen using the Create New Activity field drop-down list.

Example 4: Screenshot of a Completed Edit Goal Screen

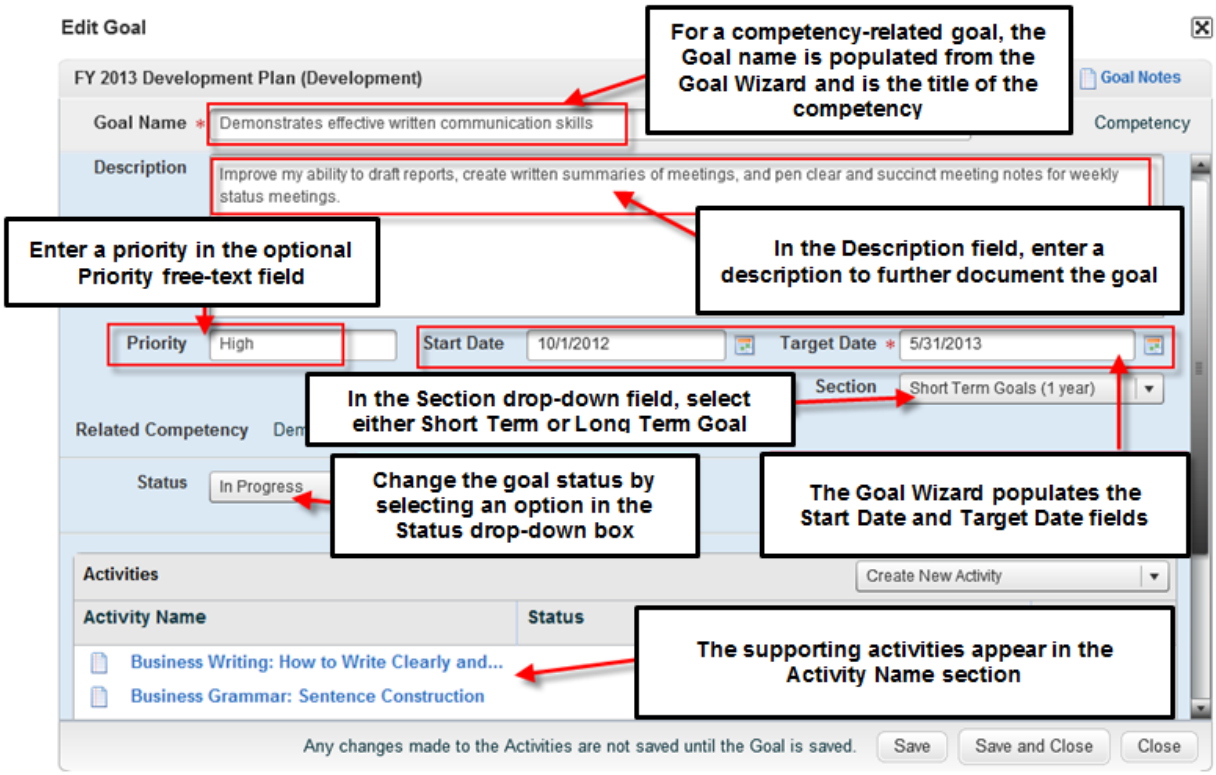

Figure 5: Image of VA TMS eIDP Edit Goal screen highlighting Goal Name, Goal Description, Priority, State Date, Target Date, Status, and Activities fields. For a competency-based goal, the Goal Name field is populated from the Goal Wizard and is the title of the competency. In the description field, you enter a description to further document the goal. Enter a priority in the optional Priority free-text field. In the Section drop-down field, select either "Short Term Goasl" or "Long Term Goals". Change the goal status by selecting an option in the Status drop-down list. The Goal Wizard populates the Start Date and Target Date fields. The supporting activities appear in the Activity Name section.

Completed Approved Plan

Here is an example of a completed and approved eIDP. Note the Plan Status, Goal Status, and Goal Details summary.

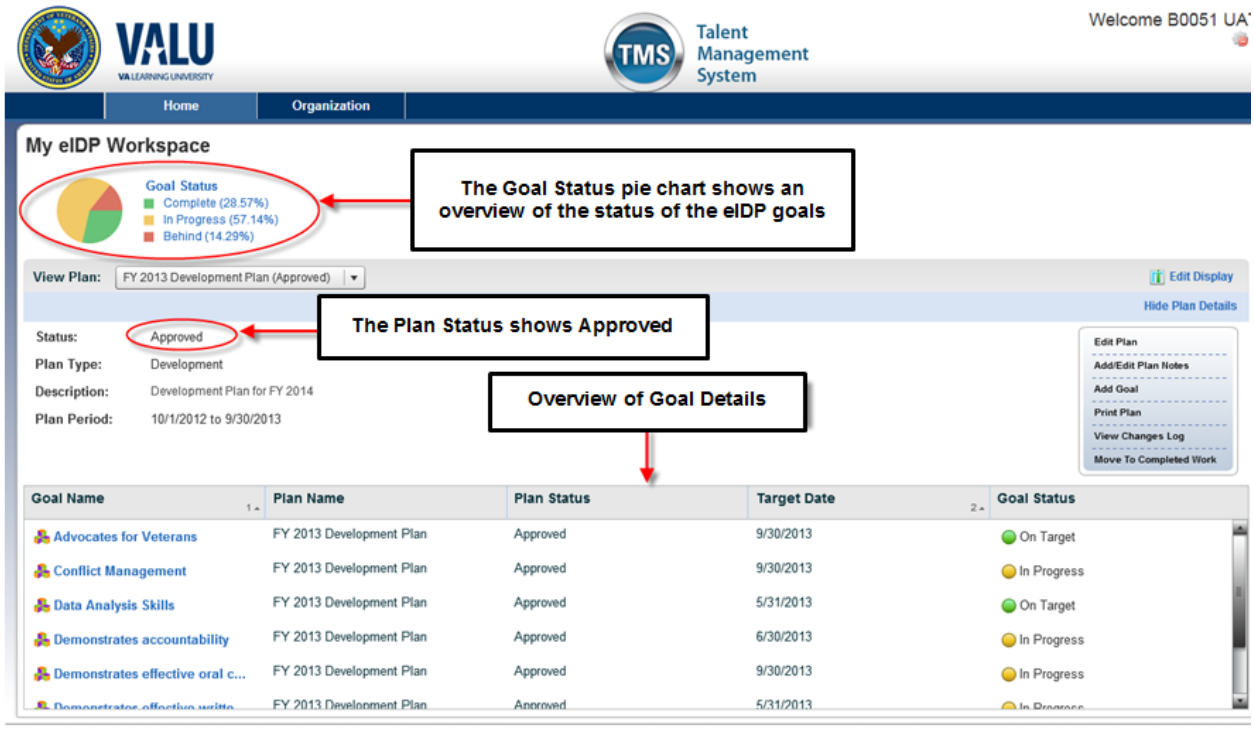

Figure 6: Image of VA TMS eIDP Workspace screen highlighting Goal Status Pie Chart, eIDP Plan Status, and Goal Details Summary fields. The Goal Status Pie chart shows an overview of the status of the eIDP goals. The plan status shows approved. The overview of goal details shows the Goal Name, Plan Name, Plan Status, Target Date, and Goal Status.