

VA TMS Competency and Electronic Individual Development Plan (eIDP) Reference Guide

Employee Job Aid: Creating an eIDP with Competency Based Goals and Non-Competency Based Developmental Goals

September 3, 2015

Table of Contents

Table of Contents.....	2
Purpose.....	4
Task 1: Completing Your Competency Self-Assessment.....	5
Step 1 – Access Your TMS Home Page.....	5
Step 2 – Access the Competency Self-Assessment Link	6
Step 3 – The Competency Self-Assessment	6
Step 4 – Rate Each Competency on Your Assessment.....	7
Step 5 – Confirm Your Self-Assessment Results	8
Task 2: Create Your eIDP	11
Step 1 – Access the eIDP Pod	11
My eIDP Workspace Page	11
Step 2 – Create eIDP.....	12
Step 3 – Using the Goal Wizard	15
Step 4 – Add a Competency Related Goal to Your eIDP.....	16
Step 5 – Add Learning Activities to My Competency-Related Goals	19
Step 5A – Create Activity using Learning Items	21
Step 5B – Create External Activity	24
Step 5C – Save and Close the Updated Goal.....	25
Step 6 – Add a Non-Competency Goal and Learning Activity	26
Step 6A – Adding a Learning Goal Type to the Non-Competency Goal.....	29
Step 6B – Adding an External Goal Type to the Non-Competency Goal	30
Step 6C – Save Your Non-Competency Goal and Return to the My eIDP Workspace	31
Step 6D – Save and Add More Non-Competency Goals	31
Step 7 – Submit Your eIDP for Approval	32
Task 3 – Editing Your eIDP	35
Category 1 – Modifying the Display of My eIDP Workspace.....	35
Category 2 – Editing the Overall Basic eIDP Information	38
Edit Your Basic eIDP Plan Information.....	38
Add/Edit Plan Notes.....	39

Category 3 – Editing Your eIDP Goals	40
Update Your Goal Status	41
Edit Your Goal.....	42
Add/Delete Goal Notes	43
Category 4 – Editing Activities Associated with Your Goals	44
Edit/Update	44
Add/Delete Activity Notes.....	46
View Item Details	47
Task 4 – Printing Your eIDP.....	50
Task 5 – Creating the eIDP from a Previous Plan.....	53
Appendix A: Updating Your TMS Profile	56
The Edit Profile Button.....	57
Edit Contact Information Pop-Up Window	58
Edit Employee Information Pop-Up Window.....	59
Edit Preferences Pop-Up Window	61
Add Preferred Accreditation Pop-Up Window.....	61
Add Occupational Category Pop-Up Window	62
Add Language Skills	62
Add Groups and Associations	63
Add External Work History.....	64
Add Professional Licenses/Certifications.....	65
Add Education	65
Curricula, Learning History, and Competencies	66

Purpose

The purpose of this Job Aid is to guide you through the steps to complete a competency assessment, create your eIDP, submit your eIDP to your Supervisor for approval, and update your eIDP as you work on your competencies and goals.

This Job Aid is organized according to the major tasks for creating your eIDP.

Task 1 guides you through completion of a competency self-assessment. You are familiarized with the content of the Complete Assessment page so that you understand how to complete this assessment. Importantly, the results of this assessment will identify your competency gaps. These gaps will be used to help you build your eIDP.

Task 2 consists of several subtasks to create your eIDP. Each subtask provides step-by-step instructions for:

- Establishing your overall eIDP
- Adding competency related and non-competency related goals.
- Assigning learning activities to these goals
- Submitting your eIDP for approval

Task 3 provides step-by-step guidance for updating your eIDP as you work through your goals and activities.

Task 4 addresses the step-by-step procedures for generating a printout of your eIDP as well as other useful reports based on your progress with your goals and learning activities.

In Appendix A of this Job Aid, step-by-step instructions for viewing and/or updating your TMS Profile are provided.

Task 1: Completing Your Competency Self-Assessment

Step 1 – Access Your TMS Home Page

After logging in to the TMS, your TMS Home Page displays.

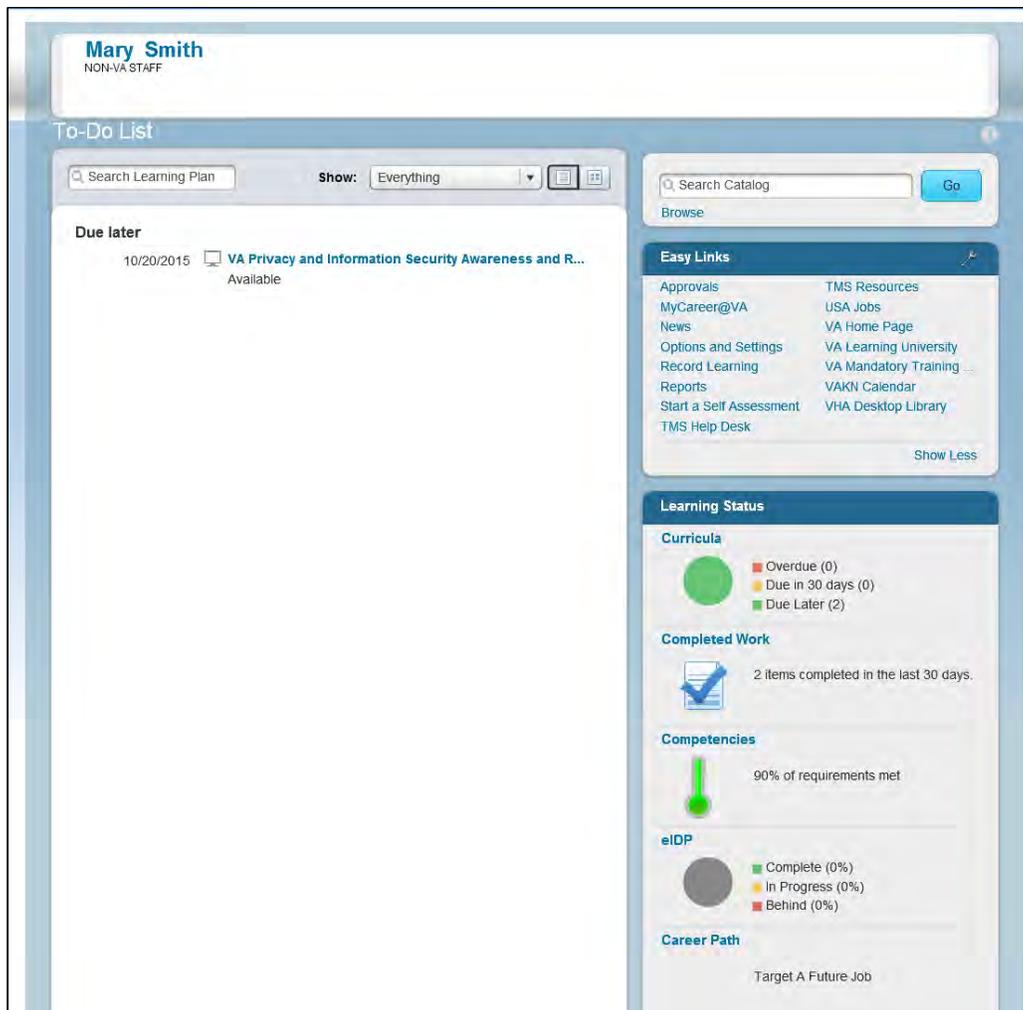


Figure 1: TMS Home Page

The TMS Home Page is composed of four primary areas:

- To-Do List – displays all items that have been assigned by you and your Supervisor.
- Browse Catalog – allows you to search for courses, learning and professional development activities accessible through the TMS

- Easy Links – provides quick access to the most commonly used functions of the TMS
- Learning Status – provides a dashboard display of your Curricula, Work Completed, Competencies, eIDP, Career Path, and Communities to which you belong.

Step 2 – Access the Competency Self-Assessment Link

Select the **START A SELF ASSESSMENT** link listed in the Easy Links area.

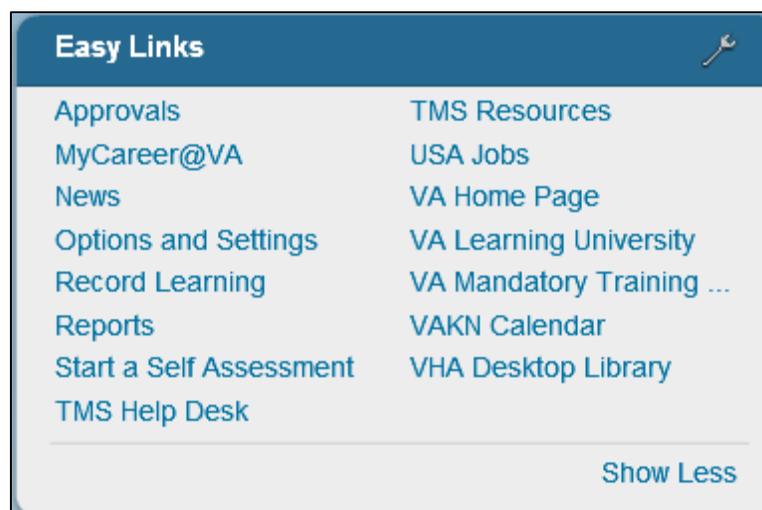
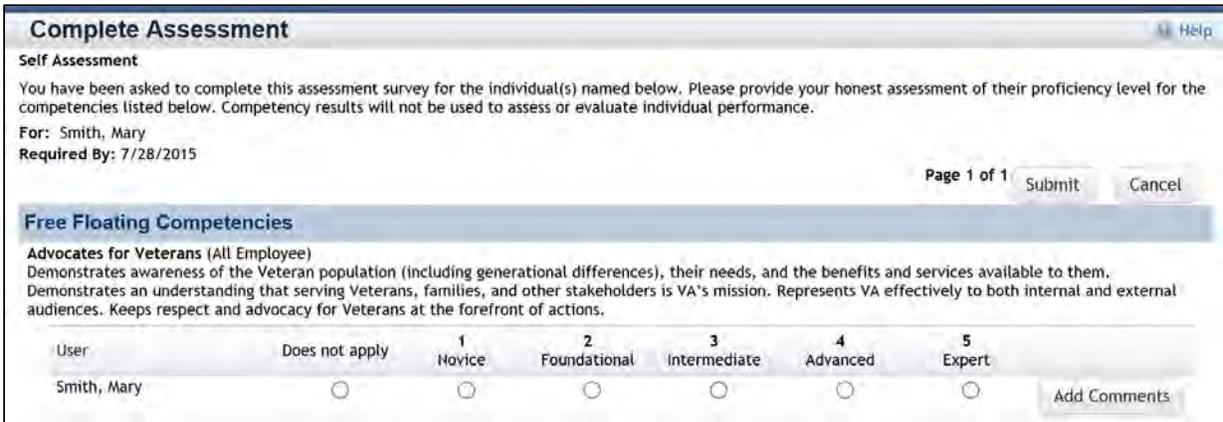


Figure 2: Easy Links Area of the TMS Home Page

Step 3 – The Competency Self-Assessment

After selecting the link, the Complete Assessment page displays.



Complete Assessment Help

Self Assessment

You have been asked to complete this assessment survey for the individual(s) named below. Please provide your honest assessment of their proficiency level for the competencies listed below. Competency results will not be used to assess or evaluate individual performance.

For: Smith, Mary
Required By: 7/28/2015

Page 1 of 1

Free Floating Competencies

Advocates for Veterans (All Employee)
Demonstrates awareness of the Veteran population (including generational differences), their needs, and the benefits and services available to them. Demonstrates an understanding that serving Veterans, families, and other stakeholders is VA's mission. Represents VA effectively to both internal and external audiences. Keeps respect and advocacy for Veterans at the forefront of actions.

User	Does not apply	1 Novice	2 Foundational	3 Intermediate	4 Advanced	5 Expert	
Smith, Mary	<input type="radio"/>	<input type="button" value="Add Comments"/>					

Figure 3: Snapshot of a Portion of the Complete Assessment Page

General instructions are provided at the beginning of this page.

Immediately following these instructions are the competencies that have been assigned to you. If the profile assigned is incorrect based on your current role and responsibilities contact the VA HR Competency Modeling team at vahracompetencymodel@va.gov to have your profile updated before you proceed to complete the following actions.

As shown in Figure 3, the following information is provided for each competency:

- Name of the competency
- Description of the competency
- Proficiency rating scale
- Add Comments button.

The proficiency rating scale provides six options:

Does not apply	1 Novice	2 Foundational	3 Intermediate	4 Advanced	5 Expert
<input type="radio"/>					

Figure 4: Competency Proficiency Rating Scale

Hover the cursor over a proficiency rating option to view the behaviors associated with the proficiency level.

<p>Rating: 1 - Novice</p> <p>Rating Description: • Acts respectfully and courteously to all Veterans and their families. • Maintains Veterans' privacy. • Describes VA's basic mission and goals and the needs of the Veteran population.</p>					
Does not apply	1 Novice	2 Foundational	3 Intermediate	4 Advanced	5 Expert
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Figure 5: Definition for the Novice Proficiency Rating

This information can be used to help you determine the best rating for the competency.

Step 4 – Rate Each Competency on Your Assessment

Carefully read each competency definition. Then select the radio button that best describes your level of proficiency for that competency.

If you wish, you may add comments by selecting on the **ADD COMMENTS** button.

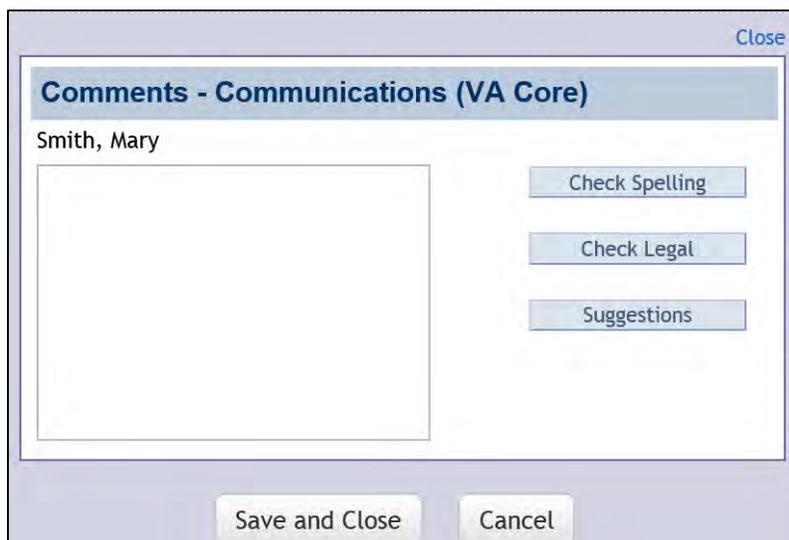


Figure 6: Comments Pop-up Window

Depending on the specific competency, you may select:

- Check Legal – to determine if a legal dictionary accompanies the competency
- Suggestions – to determine if any further guidance is associated with the rating you selected
- Check Spelling – finds any spelling errors in the text you entered

After typing your comments, select the **SAVE AND CLOSE** button to return to the Assessment. Note that the button label has changed to **EDIT COMMENTS**.

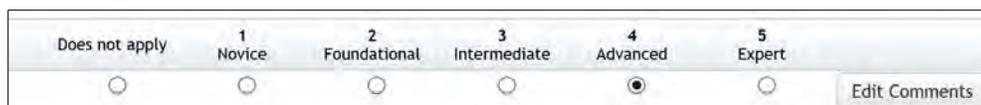


Figure 7: Change from Add to Edit Comments Button

Continue rating each competency in the assessment.

When you have rated all of the competencies, select the **SUBMIT** button located at the top or bottom of the Complete Assessment page.

Step 5 – Confirm Your Self-Assessment Results

After completing and submitting your self-assessment, you are asked to confirm the assessment.

Complete Assessment Help

Self Assessment

You have been asked to complete this assessment survey for the individual(s) named below. Please provide your honest assessment of their proficiency level for the competencies listed below. Competency results will not be used to assess or evaluate individual performance.

For: Smith, Mary
Required By: 7/28/2015

You are about to submit your assessments for the individual(s) listed below. Please review this information before proceeding.

Assessment Confirmation

User Name	Status	Notes
Smith, Mary	7 out of 7 competencies assessed 1 comments entered	

Figure 8: Assessment Confirmation Screen

This screen provides status information regarding the number of competencies rated as well as the number of comments that were entered.

If you are satisfied with the status information, select the **CONFIRM** button. If you wish to go back to the assessment, select the **RETURN TO SURVEY** button.

After confirming the assessment, the Status page displays stating the assessment was successfully submitted.



Figure 9: Complete Assessment Status Page

Select the **RETURN** button to go back to your TMS Home Page.

Task 2: Create Your eIDP

Step 1 – Access the eIDP Pod

In the Learning Status area of the TMS Home Page, select the **eIDP pod**.



Figure 10: Learning Status Area of the TMS Home Page with the eIDP Pod Selected

My eIDP Workspace Page

After selecting on the eIDP pod, the My eIDP Workspace page displays.

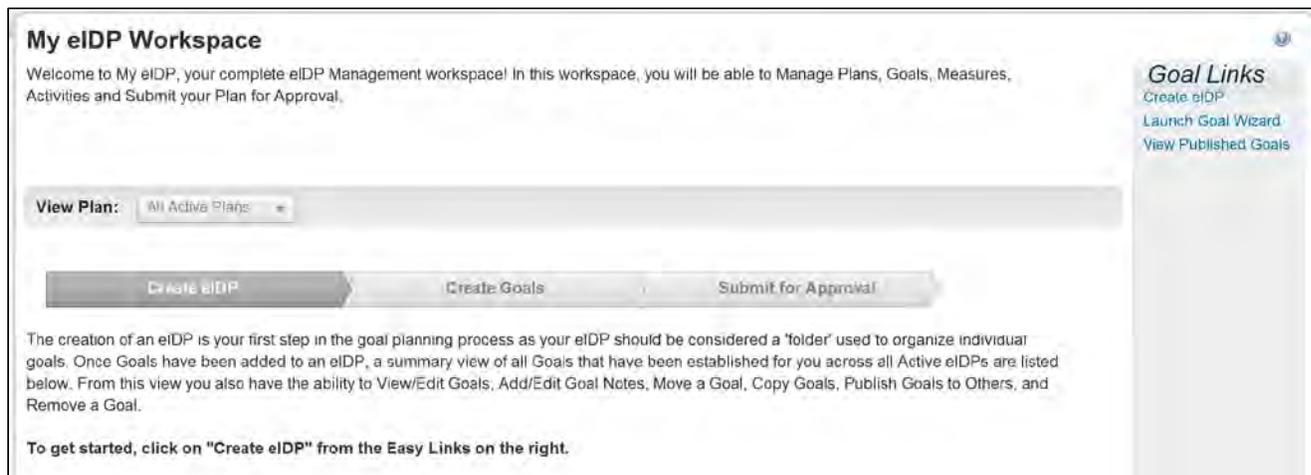


Figure 11: My eIDP Workspace Page

Information about creating the eIDP is provided. As shown in Figure 11, creating your eIDP involves three core activities – Create eIDP, Create Goals, and Submit for Approval.

As you build your eIDP, all of the contents will display on this page.

Step 2 – Create eIDP

In the Goal Links area of the My eIDP Workspace page, select the **CREATE eIDP** link.



Figure 12: Create eIDP Link in the Goal Links Area of the My eIDP Workspace Page

The Create eIDP pop-up window displays.

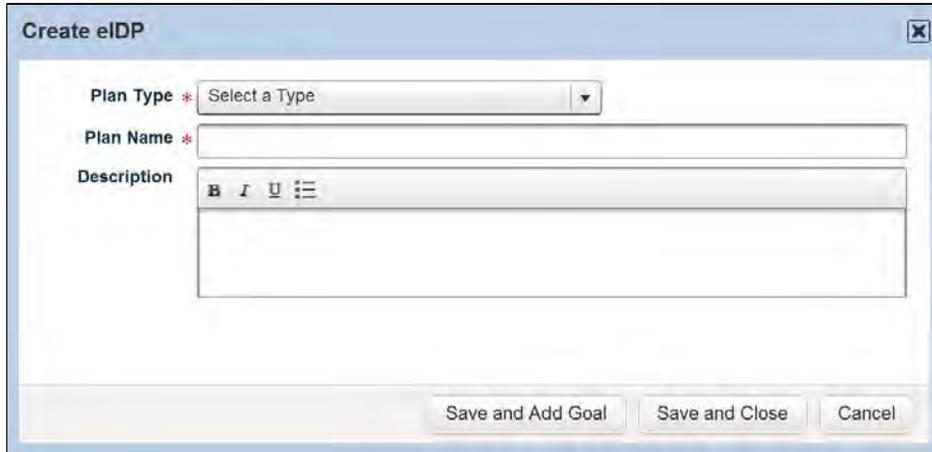


Figure 13: Create IDP Pop-Up Window

Click the Plan Type drop-down arrow to display the options. Select **DEVELOPMENT**.

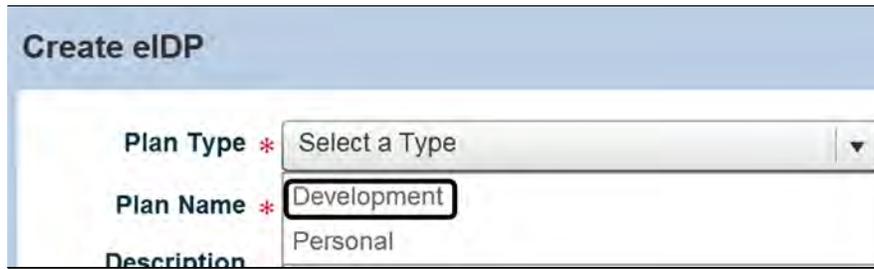


Figure 14: Create eIDP Pop-Up Window with the Plan Type Drop-Down List Displayed and Development Selected

The pop-up window now displays three additional fields – Plan Period, Effective Date, and Expiration Date.

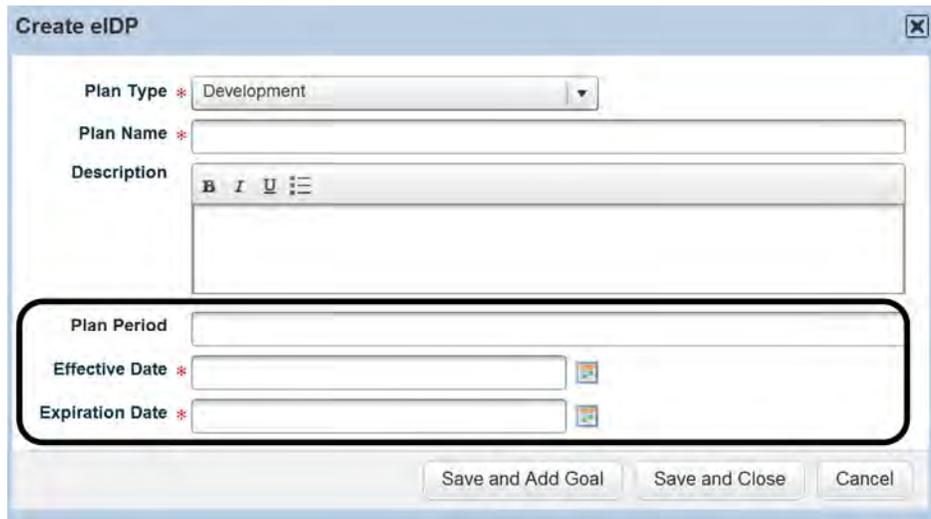


Figure 15: Expanded Create eIDP Pop-Up Window

You must enter a/an

- Plan Name
- Brief description of the plan
- Effective Date (typically, the start date of the fiscal year)
- Expiration Date (typically, this date will be the end date of the fiscal year).

Do not enter anything in Plan Period.

Figure 16 shows an example of a completed Create eIDP pop-up window.

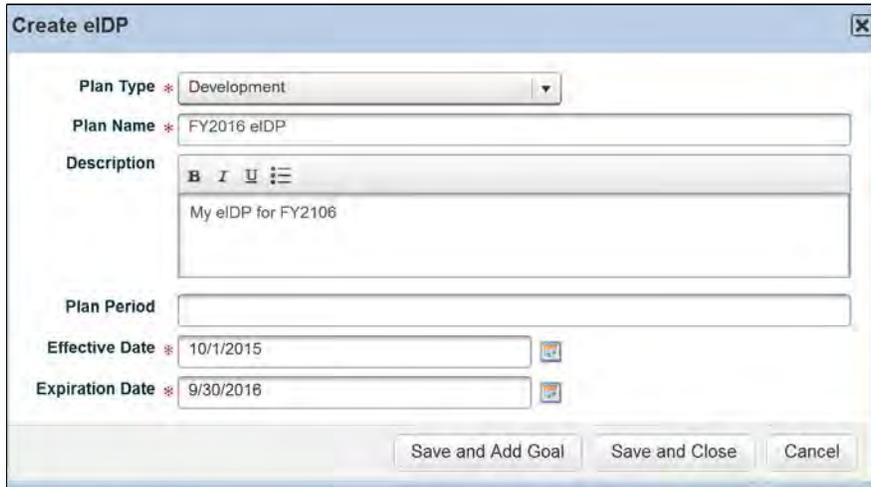


Figure 16: Example of a Completed Create eIDP Pop-Up Window

Select the **SAVE AND ADD GOAL** button to continue.

Step 3 – Using the Goal Wizard

The Goal Wizard pop-up window displays. As shown in Figure 17, you may choose four different types of goals:

- Competency Related Goal
- Non-Competency Related Goal
- Goal from a previous eIDP
- Goal from another person's eIDP.

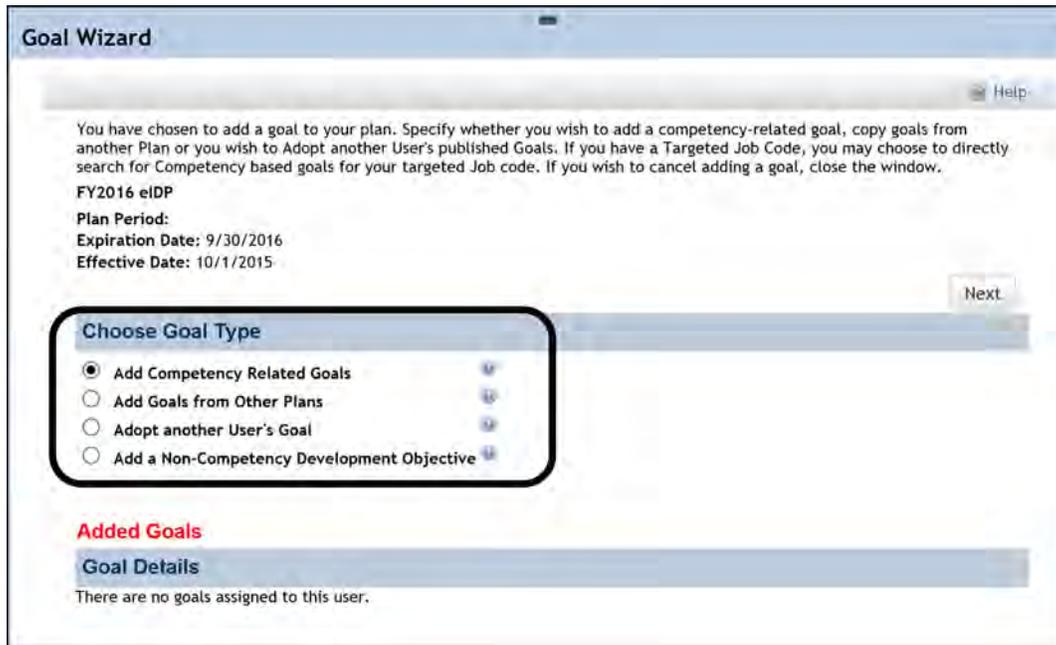


Figure 17: Goal Wizard Pop-Up Window

Step 4 – Add a Competency Related Goal to Your eIDP

Select the **ADD COMPETENCY RELATED GOALS** radio button and then select the **NEXT** button. The Search Competencies pop-up window displays.

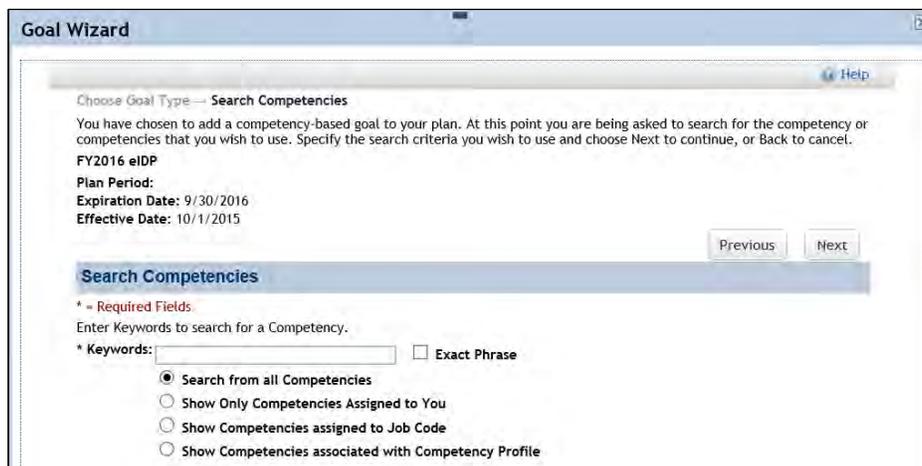
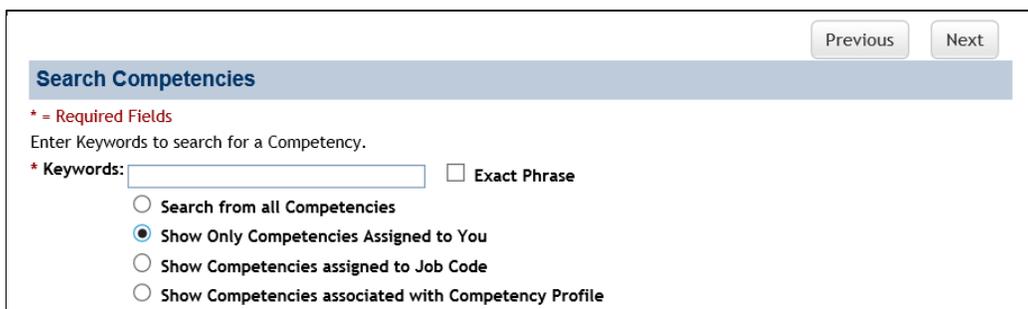


Figure 18: Search Competencies Pop-up Window

You will use the competencies that were assigned to you. These are the ones for which you just completed the Competency Self-Assessment.

Select the **SHOW ONLY COMPETENCIES ASSIGNED TO YOU** radio button. Then select the **NEXT** button.



Search Competencies

* = Required Fields

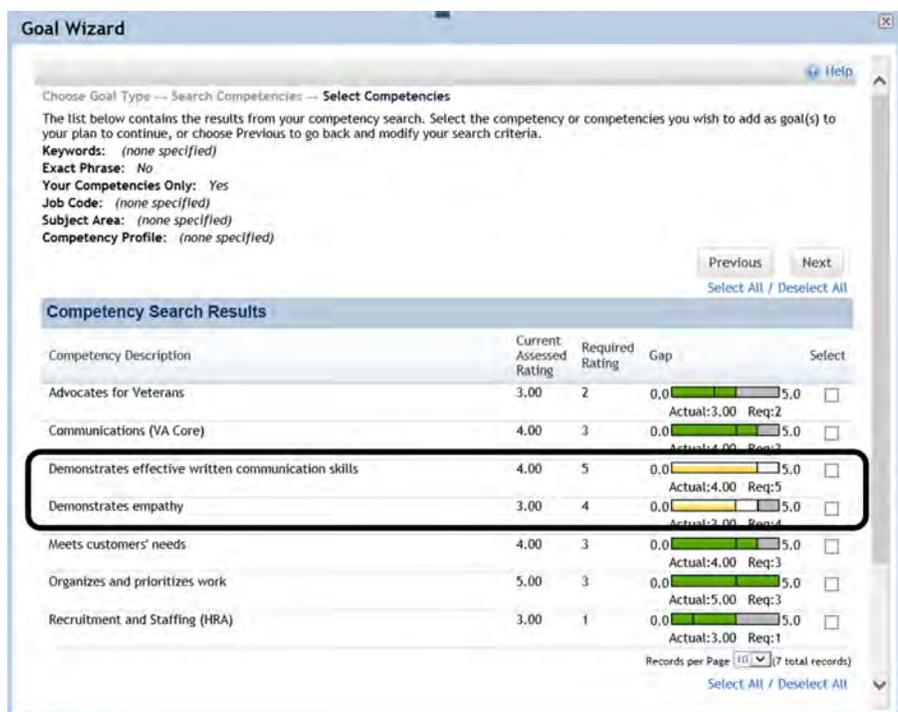
Enter Keywords to search for a Competency.

* Keywords: Exact Phrase

Search from all Competencies
 Show Only Competencies Assigned to You
 Show Competencies assigned to Job Code
 Show Competencies associated with Competency Profile

Figure 19: Search Competencies Area Showing the Show Only Competencies Assigned to You Radio Button Selected

The results of the search display.



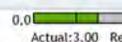
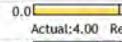
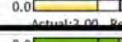
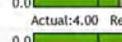
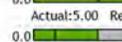
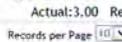
Competency Description	Current Assessed Rating	Required Rating	Gap	Select
Advocates for Veterans	3.00	2	0.0  5.0	<input type="checkbox"/>
Communications (VA Core)	4.00	3	0.0  5.0	<input type="checkbox"/>
Demonstrates effective written communication skills	4.00	5	0.0  5.0	<input type="checkbox"/>
Demonstrates empathy	3.00	4	0.0  5.0	<input type="checkbox"/>
Meets customers' needs	4.00	3	0.0  5.0	<input type="checkbox"/>
Organizes and prioritizes work	5.00	3	0.0  5.0	<input type="checkbox"/>
Recruitment and Staffing (HRA)	3.00	1	0.0  5.0	<input type="checkbox"/>

Figure 20: Competency Search Results Showing Two Competencies Identified as Gaps

For each of the competencies included in the search results, the following information is provided:

- Competency Name
- Your assessed proficiency rating

- Required proficiency rating for the competency
- Gap, if one exists, between your rating and the required rating.

For any competency where the gap bar is green, you meet or exceed the expected proficiency rating.

For any competencies where the gap bar is either yellow or red, you are below the expected proficiency rating. These competencies are ones on which you may want to address in your eIDP.

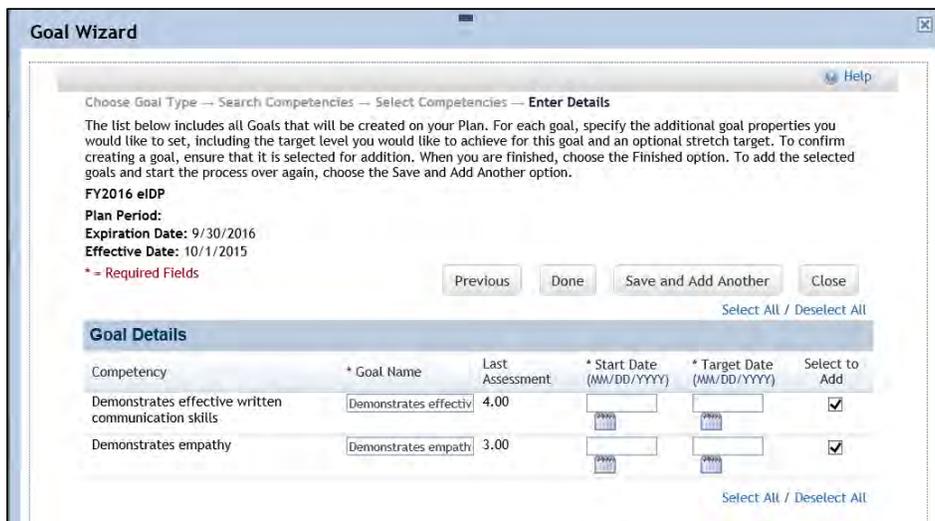
Use the full list displayed to prioritize which competencies you will use to develop your eIDP. Most employees will select from the identified gaps; but you may choose to continue your development for competencies that were identified as non-gap areas based on your current role and responsibilities.

Select the check box at the end of the competency to select it as a goal for your eIDP.

Competency	Current Rating	Required Rating	Actual	Req	Gap Bar Color	Select
Demonstrates effective written communication skills	4.00	5	0.0	5.0	Yellow	<input checked="" type="checkbox"/>
Demonstrates empathy	3.00	4	0.0	5.0	Yellow	<input checked="" type="checkbox"/>

Figure 21: Screen Showing the Check Boxes for Competencies with Yellow Gap Bars Checked

Select the **NEXT** button to continue. The Goal Details pop-up window displays showing the goals selected on the previous window.



Goal Wizard

Choose Goal Type — Search Competencies — Select Competencies — **Enter Details**

The list below includes all Goals that will be created on your Plan. For each goal, specify the additional goal properties you would like to set, including the target level you would like to achieve for this goal and an optional stretch target. To confirm creating a goal, ensure that it is selected for addition. When you are finished, choose the Finished option. To add the selected goals and start the process over again, choose the Save and Add Another option.

FY2016 eIDP
Plan Period:
Expiration Date: 9/30/2016
Effective Date: 10/1/2015

* - Required Fields

Previous Done Save and Add Another Close

Select All / Deselect All

Competency	* Goal Name	Last Assessment	* Start Date (MM/DD/YYYY)	* Target Date (MM/DD/YYYY)	Select to Add
Demonstrates effective written communication skills	Demonstrates effectiv	4.00			<input checked="" type="checkbox"/>
Demonstrates empathy	Demonstrates empath	3.00			<input checked="" type="checkbox"/>

Select All / Deselect All

Figure 22: Goal Details Pop-Up Window

You must enter Start and Target dates representing when you plan to start working on the goal and when you plan on completing the goal.

* = Required Fields

Previous Done Save and Add Another Close

Select All / Deselect All

Goal Details					
Competency	* Goal Name	Last Assessment	* Start Date (MM/DD/YYYY)	* Target Date (MM/DD/YYYY)	Select to Add
Demonstrates effective written communication skills	Demonstrates effectiv	4.00	10/01/2015	12/31/2015	<input checked="" type="checkbox"/>
Demonstrates empathy	Demonstrates empath	3.00	10/01/2015	09/30/2016	<input checked="" type="checkbox"/>

Figure 23: Goal Details Showing Start Date and Target Date Entered for the Goals

After entering the respective dates, select the **DONE** button.

You return to the My eIDP Workspace page. It lists all of the goals you have added to your eIDP.

My eIDP Workspace

Goal Status: Complete (0.00%) In Progress (0.00%) Retired (100.00%)

View Plan: FY2016 eIDP (Draft)

Submit for Approval **Changes to the Plan requires approval**

Create eIDP Create Goals Submit for Approval

Status: Draft
Plan Type: Development
Description: My eIDP for FY2100
Plan Period: 10/1/2015 to 9/30/2016

Goal Name	Plan Name	Plan Status	Target Date	Goal Status
Demonstrates effective written communic...	FY2016 eIDP	Draft	12/30/2015	No Value
Demonstrates empathy	FY2016 eIDP	Draft	9/30/2016	No Value

Figure 24: My eIDP Workspace Page Updated with Added Competency-Related Goals

Step 5 – Add Learning Activities to My Competency-Related Goals

You now need to add learning activities to the competency-related goals you have added to your eIDP.

Select a goal name listed in the bottom section of the My eIDP Workspace page. The Edit Goal pop-up window displays.

Figure 25: Edit Goal Pop-Up Window

Select the **CREATE A NEW ACTIVITY** drop-down arrow.

Figure 26: Create New Activity Drop-Down Options

You must select the type of activity to add to your goal. There are two options:

- Create Activity using Learning Items – allows you to select an activity that is available in the TMS
- Create External Activity – allows you to add an activity from a source outside of the TMS (e.g., attend a conference, job shadowing, read a book)

Step 5A – Create Activity using Learning Items

Select the **CREATE ACTIVITY USING LEARNING ITEMS** option.

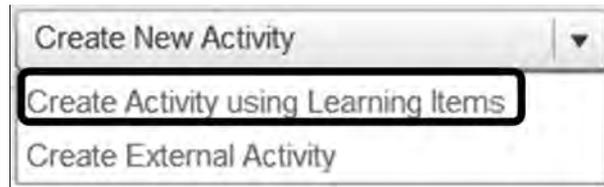


Figure 27: Create New Activity Drop-Down with Create Activity Using Learning Items Selected

The Learning Item Activity Search pop-up window displays. Since this is a competency-related goal, learning activity items in the TMS that are associated with this competency display in the Item Search Results area. Note that the search criteria for the **Competency** and **Rating** fields are pre-filled.

It assumes that only learning items that are an **exact match for the competency** that are **at or above the proficiency rating** at which you are expected to perform are to be located.

However, you may choose to search for learning items that are tied to other proficiency ratings for this competency. This will be especially relevant for all competencies for which you do not have identified gaps since the Rating field will remain blank.

As shown in Figure 28, the Item Search Results learning items listed are those that are associated with the “Demonstrates effective written communication skills” that are at or above proficiency rating “4”.

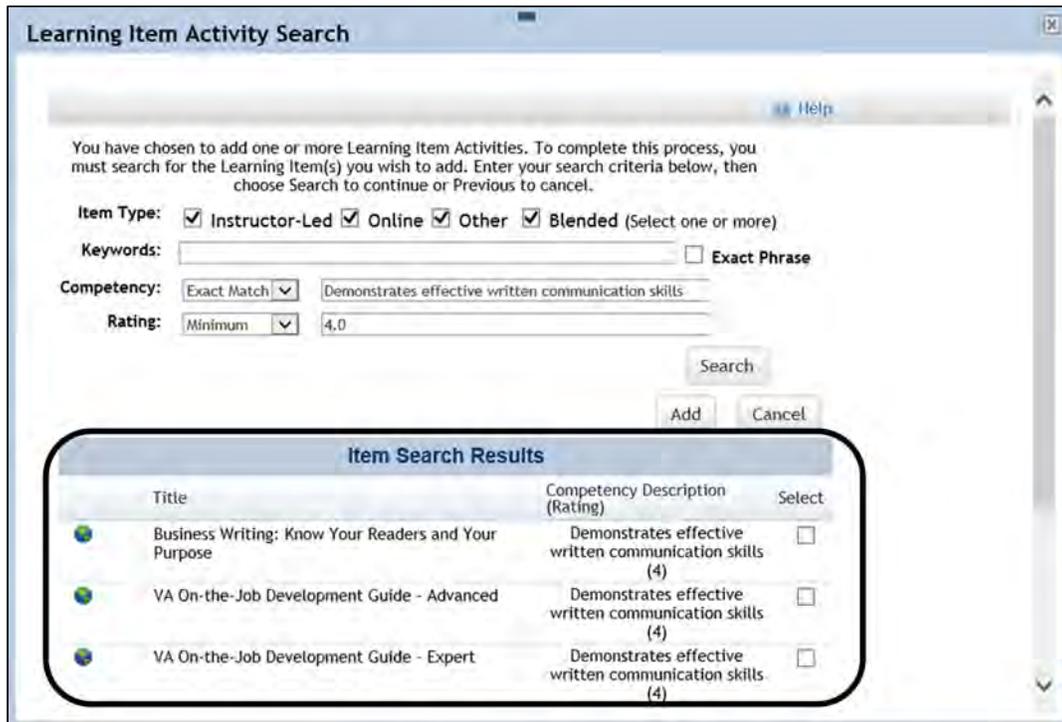


Figure 28: Learning Item Activity Search Pop-Up Window with the Item Search Results Highlighted

Select the check box(es) for all of the learning items you want included in your eIDP. Then select the **ADD** button.

You will now see the selected learning items for the goal displayed in the Activities area of the Edit Goal pop-up window.

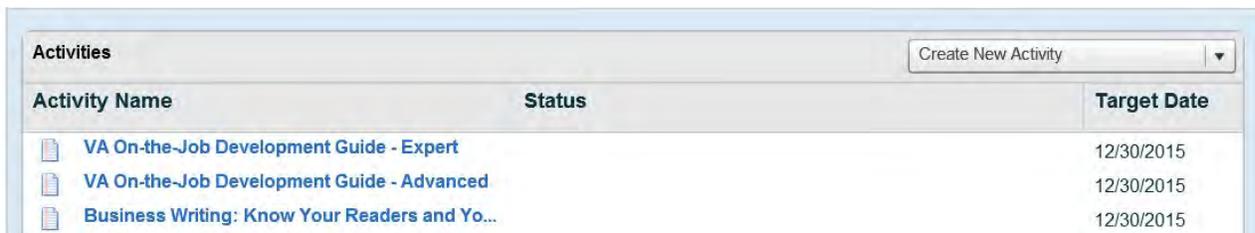


Figure 29: Snapshot of the Activities Area of the Edit Goal Pop-Up Window

Note that the Target Dates all default to the target date set for the overall goal. If you want to change the date for the activity, select the Activity Name. The Edit Activity pop-up window displays. Enter a new date and then select the **SAVE** button

Figure 30: Edit Activity Pop-Up Window

The Activities area now displays an updated Target Date for the activity.

Activity Name	Status	Target Date
VA On-the-Job Development Guide - Expert		10/23/2015
VA On-the-Job Development Guide - Advanced		12/30/2015
Business Writing: Know Your Readers and Yo...		12/30/2015

Figure 31: Activities Area of the Edit Goal Pop-Up Window Showing the Update to the Target Date

Step 5B – Create External Activity

You can also add an activity that is not a learning item in the TMS. Select the **CREATE EXTERNAL ACTIVITY** option from the Create New Activity drop-down list.

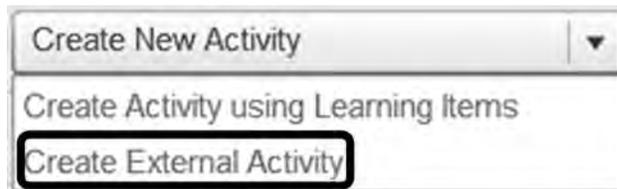


Figure 32: Create New Activity Drop-Down with Create External Activity Selected

The Create New Activity pop-up window displays.

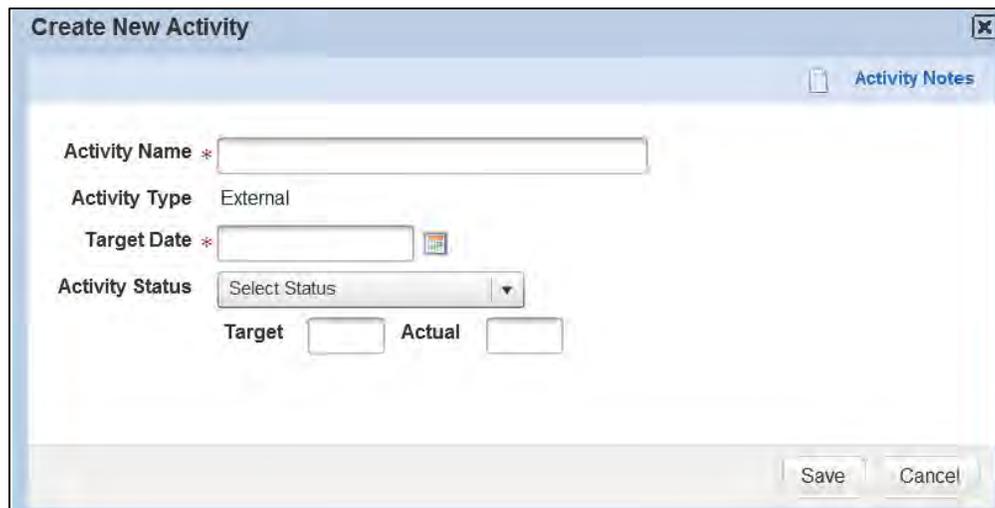


Figure 33: Create New Activity Pop-Up Window

You must enter the Activity Name and the Target Date for its completion. An example is shown in Figure 34.

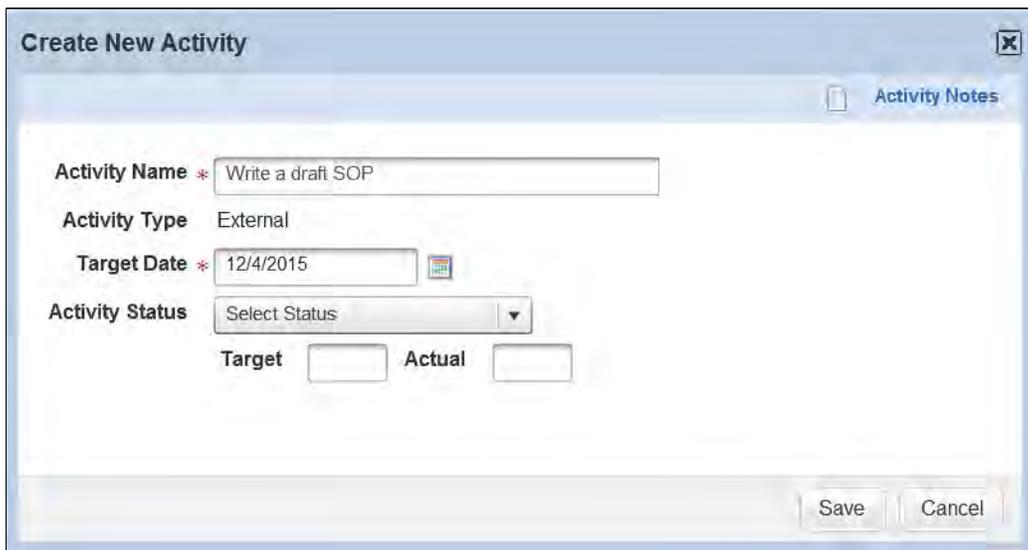


Figure 34: Example of a Completed Create New Activity

Select the **SAVE** button once the required information has been entered,

The Activities area of the Edit Goal pop-up window now displays all of the activities (i.e., those in the TMS and those external to it) added for the goal.

Activities			Create New Activity
Activity Name	Status	Target Date	
 Write a draft SOP		12/4/2015	
 Business Writing: Know Your Readers and Yo...	Available	12/30/2015	
 VA On-the-Job Development Guide - Advanced	Available	12/30/2015	
 VA On-the-Job Development Guide - Expert	Available	10/23/2015	

Figure 35: Updated Activities Area of the Edit Goal Pop-Up Window

Step 5C – Save and Close the Updated Goal

Once all activities have been added to the competency-related goal, there is one more action to perform in order to save the updated goal-related information and return to the eIDP.

Edit Goal ✕

FY2016 eIDP (Development) Goal Notes

Goal Name * **Goal Type** Competency

Description

Estimated ... **Start Date** **Target Date ***

Actual Cost **Section**

Related Competency Demonstrates effective written communication skills

Status No Value **Manually override status**

Activities Create New Activity

Activity Name	Status	Target Date
Business Writing: Know Your Readers and ...	In progress	12/30/2015
VA On-the-Job Development Guide - Advan...	Available	12/30/2015
VA On-the-Job Development Guide - Expert	In progress	10/23/2015
Write a draft SOP	In Progress	12/4/2015

Save Save and Close Close

Figure 36: Edit Goal Window With Description Area Circled.

If not already completed, you **MUST** enter a description for the goal in the **DESCRIPTION** text box area of the pop-up window. Without this information, you will not be able to save and return to the eIDP.

Once you have entered a description, select the **SAVE AND CLOSE** button to save all of the edits to the goal and return to the My eIDP Workspace pop-up window.

Step 6 – Add a Non-Competency Goal and Learning Activity

You may choose to add non-competency goals and learning activities to your eIDP.

In the Goal Links area of the My eIDP Workspace page, select the **LAUNCH GOAL WIZARD** link.



Figure 37: Snapshot of the Goal Links Area with Launch Goal Wizard Selected
The Goal Wizard pop-up window displays. Select the **ADD A NON-COMPETENCY DEVELOPMENT OBJECTIVE** radio button.

The 'Goal Wizard' window displays instructions and options for adding a goal. The 'Add a Non-Competency Development Objective' radio button is selected and highlighted with a black box. Below the options is a table of 'Added Goals'.

Goal Wizard

You have chosen to add a goal to your plan. Specify whether you wish to add a competency-related goal, copy goals from another Plan or you wish to Adopt another User's published Goals. If you have a Targeted Job Code, you may choose to directly search for Competency based goals for your targeted Job code. If you wish to cancel adding a goal, close the window.

FY2016 eIDP
Plan Period:
Expiration Date: 9/30/2016
Effective Date: 10/1/2015

Next

Choose Goal Type

- Add Competency Related Goals
- Add Goals from Other Plans
- Adopt another User's Goal
- Add a Non-Competency Development Objective

Added Goals

Goal Details					
Competency	Goal Name	Last Assessment	Target Rating (1000.001.01)	Start Date (MM/DD/YYYY)	Target Date (MM/DD/YYYY)
DVA-ALLEMP-001	Demonstrates effective written communication skills	4.0		10/1/2015	12/30/2015
DVA-ALLEMP-003	Demonstrates empathy	3.0		10/1/2015	9/30/2016

Figure 38: Goal Wizard Pop-Up Window with Add a Non-Competency Development Objective Radio Button Selected

Select the **NEXT** button. The Goal Details pop-up window displays.

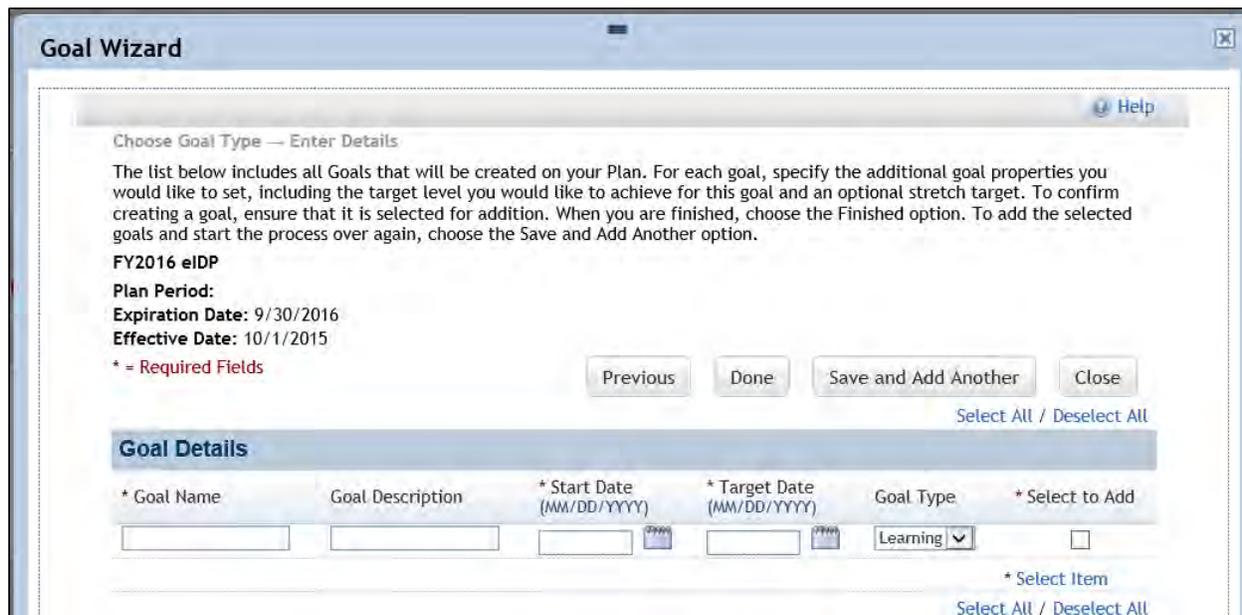


Figure 39: Goal Details Pop-Up Window

Note: You will create non-competency based goals individually. These goals should reflect areas you wish to identify for developmental growth. These goals can be either short-term goals (one year or less) or long-term goals (two to three years). The primary focus of these goals may be to develop new skills in your current position or they may focus on something completely different.

You must enter a:

- Goal Name
- Start Date
- Target Date

Figure 40 shows an example.

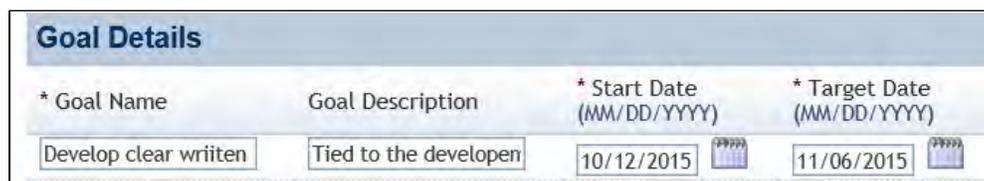


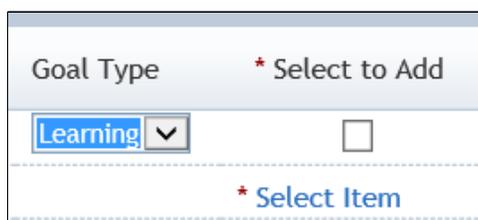
Figure 40: Example of a Non-Competency Goal

Now you must link an activity to this goal. This is tied to the options listed in the Goal Type drop-down list – Learning or External. Each of these options is associated with the type of learning activity you will use to support accomplishment of the goal. As seen

previously, LEARNING is tied to activities that are in the TMS. EXTERNAL are those activities that are outside of the TMS.

Step 6A – Adding a Learning Goal Type to the Non-Competency Goal

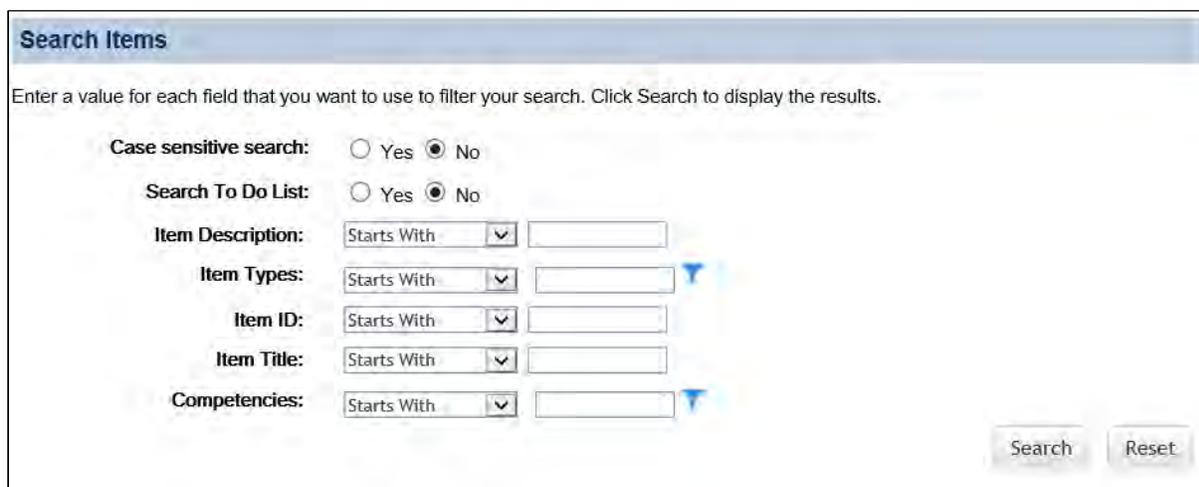
From the Goal Type drop-down list, select the **LEARNING** option. Then select the **SELECT ITEM** link.



The image shows a close-up of a web form. At the top, it says "Goal Type" followed by a red asterisk and the text "Select to Add". Below this is a dropdown menu with "Learning" selected and a small square checkbox to its right. A dashed horizontal line separates this section from the one below, which contains a red asterisk and the text "Select Item".

Figure 41: Close-up of the Goal Type Drop-Down and Select to Add Checkbox of the Goal Details Area of the Goal Wizard

The Search Items pop-up window displays.



The image shows a "Search Items" pop-up window. At the top, it says "Search Items" in a blue header. Below the header, it says "Enter a value for each field that you want to use to filter your search. Click Search to display the results." There are several search criteria fields, each with a "Starts With" dropdown menu and a text input box:

- Case sensitive search: Radio buttons for Yes and No (No is selected).
- Search To Do List: Radio buttons for Yes and No (No is selected).
- Item Description: Starts With dropdown and text input.
- Item Types: Starts With dropdown and text input.
- Item ID: Starts With dropdown and text input.
- Item Title: Starts With dropdown and text input.
- Competencies: Starts With dropdown and text input.

 At the bottom right, there are "Search" and "Reset" buttons.

Figure 42: Search Items Pop-Up Window

You enter your search criteria in any/all of the fields and then select the **SEARCH** button to locate the activity within the TMS catalog.

Since the non-competency related goal is tied to clear writing, a search was done entering the term "WRITING" in the Item Description field. The following results display.

View Item Results			
Item ID		Title	
NFED 3938933 (Rev 5/6/2015 03:48 PM America/New York)		MySQL: Advanced Routines, Optimization, and DCL	Select
VA 3937920 (Rev 5/1/2015 04:34 PM America/New York)		Writing SOPs with Work Instructions Pilot Course	Select

Figure 43: Results of Searching for Learning Items in the TMS Based on the Item Description 'Writing'

To add the learning item to the goal, select the **SELECT** link next to the item.

You return to the Goal Details pop-up window.

Goal Details					
* Goal Name	Goal Description	* Start Date (MM/DD/YYYY)	* Target Date (MM/DD/YYYY)	Goal Type	* Select to Add
Develop clear written	Tied to the developen	10/12/2015	11/15/2015	Learning	<input checked="" type="checkbox"/>

Figure 44: Completed Goal Details with a Learning Goal Type

Make sure to check the **SELECT TO ADD** box so the non-competency goal is added to the eIDP.

Step 6B – Adding an External Goal Type to the Non-Competency Goal

From the Goal Type drop-down list, select EXTERNAL. A field displays requiring you to enter a description for the external activity.

Goal Details					
* Goal Name	Goal Description	* Start Date (MM/DD/YYYY)	* Target Date (MM/DD/YYYY)	Goal Type	* Select to Add
Develop clear written	Tied to development c	10/12/2015	11/06/2015	External	<input checked="" type="checkbox"/>
				* External Activity Name	Cousera course

Figure 45: Completed Goal Details with an External Goal Type

Make sure to the **SELECT TO ADD** box is checked for the non-competency goal so that it will be added to the eIDP.

Step 6C – Save Your Non-Competency Goal and Return to the My eIDP Workspace

If you have entered all of the non-competency goals, then select the **DONE** button.

The screenshot shows a 'Goal Details' form with the following fields and values:

* Goal Name	Goal Description	* Start Date (MM/DD/YYYY)	* Target Date (MM/DD/YYYY)	Goal Type	* Select to Add
Develop clear written	Tied to development c	10/12/2015	11/06/2015	External	<input checked="" type="checkbox"/>
* External Activity Name					Cousera course

Buttons at the top: Previous, **Done**, Save and Add Another, Close. A 'Select All / Deselect All' link is also present.

Figure 46: Completed Goal Details with the Done Button Selected

This returns you to the My eIDP Workspace page.

Step 6D – Save and Add More Non-Competency Goals

If you wish to add more non-competency goals to your eIDP, select the **SAVE AND ADD ANOTHER** button on the Goal Details pop-up window.

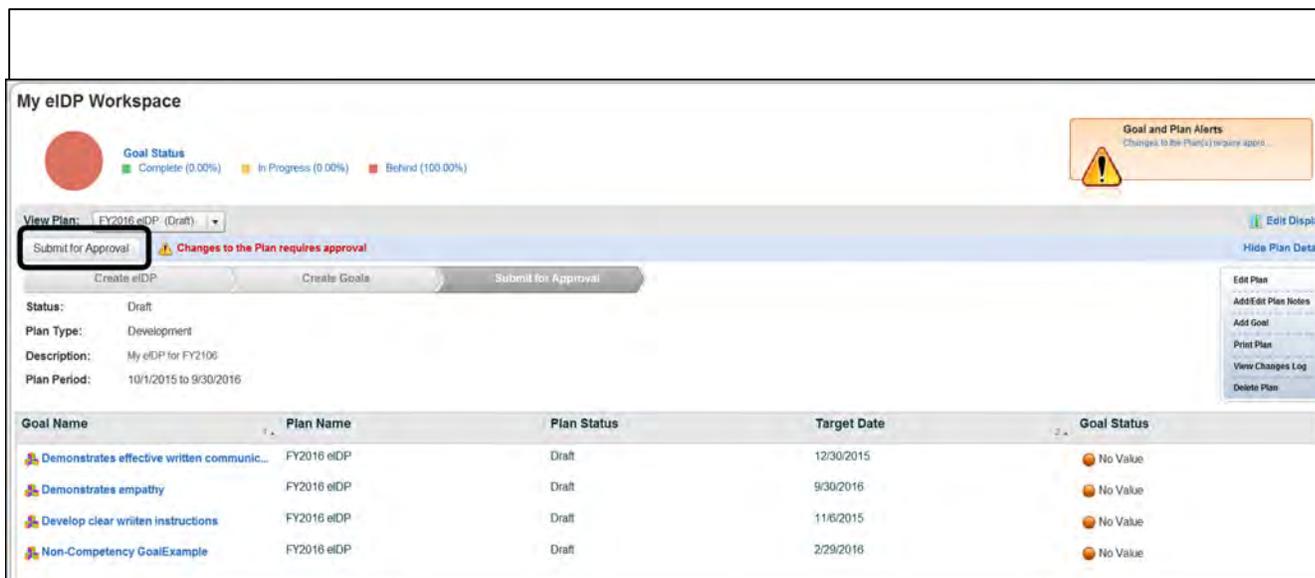
The screenshot shows the same 'Goal Details' form as in Figure 46, but with the 'Save and Add Another' button highlighted. The form content is identical to the previous figure.

Figure 47: Completed Goal Details with the Save and Add Another Button Selected

This returns you to the Goal Wizard pop-up window. You repeat the above steps until you have entered the last non-competency goal. At that point, you select the **DONE** button to exit out of the Goal Wizard.

Step 7 – Submit Your eIDP for Approval

After you have added your goals (and their associated learning activities), they will be listed on the My eIDP Workspace page. At this point, you are ready to submit your eIDP.



My eIDP Workspace

Goal Status: Complete (0.00%) In Progress (0.00%) Behind (100.00%)

View Plan: FY2016 eIDP (Draft) Submit for Approval Changes to the Plan requires approval

Status: Draft
Plan Type: Development
Description: My eIDP for FY2106
Plan Period: 10/1/2015 to 9/30/2016

Goal Name	Plan Name	Plan Status	Target Date	Goal Status
Demonstrates effective written communic...	FY2016 eIDP	Draft	12/30/2015	No Value
Demonstrates empathy	FY2016 eIDP	Draft	9/30/2016	No Value
Develop clear written instructions	FY2016 eIDP	Draft	11/6/2015	No Value
Non-Competency GoalExample	FY2016 eIDP	Draft	2/29/2016	No Value

Figure 48: My eIDP Workspace Page Listing All of Your Goals with Submit for Approval Button Selected

Select the **SUBMIT FOR APPROAVL** button. The Submit for Approval prompt displays.



Figure 49: Submit for Approval Prompt

If you are ready to submit, select the **YES** button. Your Supervisor will receive a notification to review and approve your eIDP.

Once it has been submitted, the **View Plan** drop-down box displays a “Pending Approval” message.



Figure 50: Pending Approval Message

Note that immediately under the View Plan drop-box is the **RECALL PLAN** button.

This allows you to pull back your eIDP if you determine that additional updates are needed before your Supervisor reviews and approves it.

Once your Supervisor/Manager has approved your eIDP, note the changes in the Due Later area of your TMS Home Page:

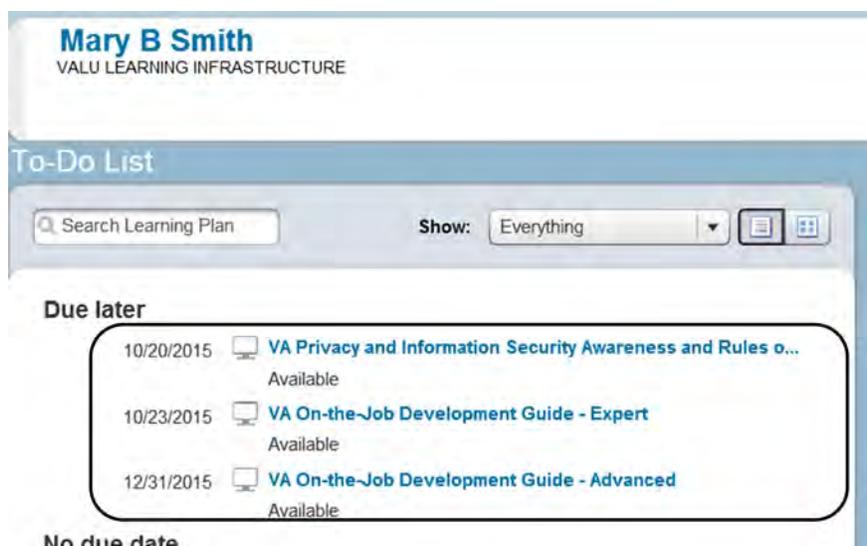


Figure 51: Updated TMS Home Page

These learning activities were added to your goals during the eIDP creation process. Once approved, all of the learning activities assigned to all of your goals display on this page. This is a quick reminder that you have items you need to complete.

To view the approved eIDP, select the eIDP pod on the TMS Home Page.



Figure 52: eIDP Pod on the TMS Home Page

Notice that all of the goals of your FY2016 eIDP have changed status. They are all now APPROVED.

Goal Name	Plan Name	Plan Status
FY2016 eIDP		
 Develop clear written instr...	FY2016 eIDP	Approved
 Demonstrates empathy	FY2016 eIDP	Approved
 Demonstrates effective wri...	FY2016 eIDP	Approved
 Non-Competency GoalExa...	FY2016 eIDP	Approved

Figure 53: Updated Goal Status on the My eIDP Workspace Page

In addition, the **View Plan** drop-down list now shows the FY2016 eIDP as approved.

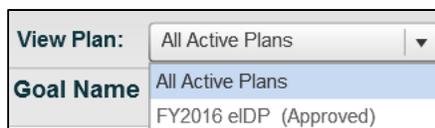


Figure 54: View Plan Drop-Down List with FY2016 eIDP (Approved)

Ways in which you may edit your eIDP are described in Task 3 of this job aid.

Task 3 – Editing Your eIDP

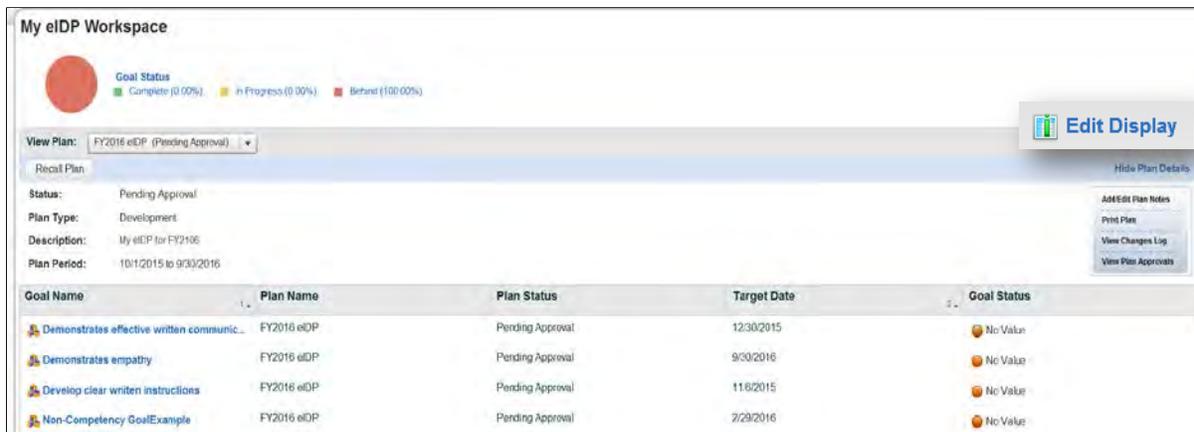
As you work on fulfilling the goals and activities of your eIDP, you will want to reflect your progress in your eIDP. These edit capabilities may be grouped into four overall categories of modifications.

- Category 1 – Edits that impact the display of information on the My eIDP Workspace page
- Category 2 – Edits to the overall basic information of the eIDP
- Category 3 – Edits to the goals of your eIDP
- Category 4 – Edits to the specific activities associated with the goals of your eIDP

In the remainder of the task, step-by-step instructions are provided for each of the edit capabilities. It is important to note that any/all of these edits may occur in any sequence. Importantly, multiple ways to edit information within your eIDP are available. Those included in the remainder of Task 3 represent one way of performing these edits. Finally, depending on the nature of the edit, your eIDP may need to be re-submitted to your Supervisor for approval.

Category 1 – Modifying the Display of My eIDP Workspace

You may change both how and what information displays on the My eIDP Workspace page. To do this, select the **EDIT DISPLAY** button.



My eIDP Workspace

Goal Status
■ Complete (0.00%) ■ In Progress (0.00%) ■ Behind (100.00%)

View Plan: FY2016 eIDP (Pending Approval) **Edit Display**

Recall Plan Hide Plan Details

Status: Pending Approval
 Plan Type: Development
 Description: My eIDP for FY2106
 Plan Period: 10/1/2015 to 9/30/2016

Add/Edit Plan Notes
 Print Plan
 View Changes Log
 View Plan Approvals

Goal Name	Plan Name	Plan Status	Target Date	Goal Status
Demonstrates effective written communic...	FY2016 eIDP	Pending Approval	12/30/2015	No Value
Demonstrates empathy	FY2016 eIDP	Pending Approval	9/30/2016	No Value
Develop clear written instructions	FY2016 eIDP	Pending Approval	11/6/2015	No Value
Non-Competency GoalExample	FY2016 eIDP	Pending Approval	2/29/2016	No Value

Figure 55: My eIDP Workspace Page with the Edit Display Button Emphasized

The Edit Display pop-up window displays.

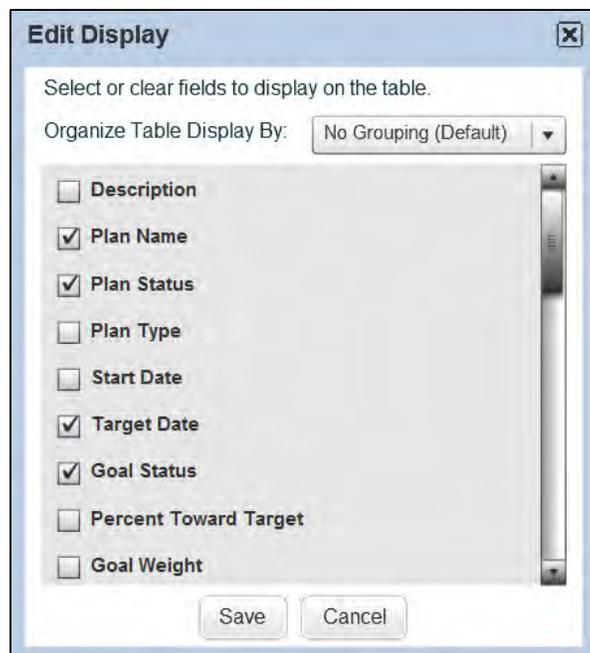


Figure 56: Edit Display Pop-Up Window

The options on the window allow you to determine how you want the information to be sorted/organized as well as the specific information you want to display about the details of your eIDP.

You have a number of ways to sort/organize your eIDP. This is done by selecting the **Organize Table Display By** drop-down arrow.

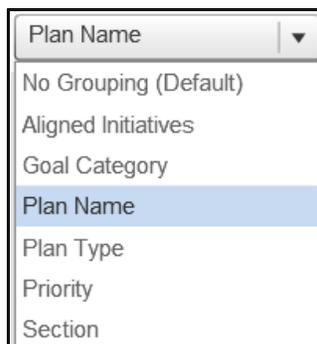


Figure 57: Organize Table Display By Drop-Down List Options with Plan Name Selected

Select one of the options in order to sort your information. In Figure 57, **Plan Name** is selected.

In terms of the information that can display, select the checkboxes for the information you want to display about your eIDP on the My eIDP Workspace page.

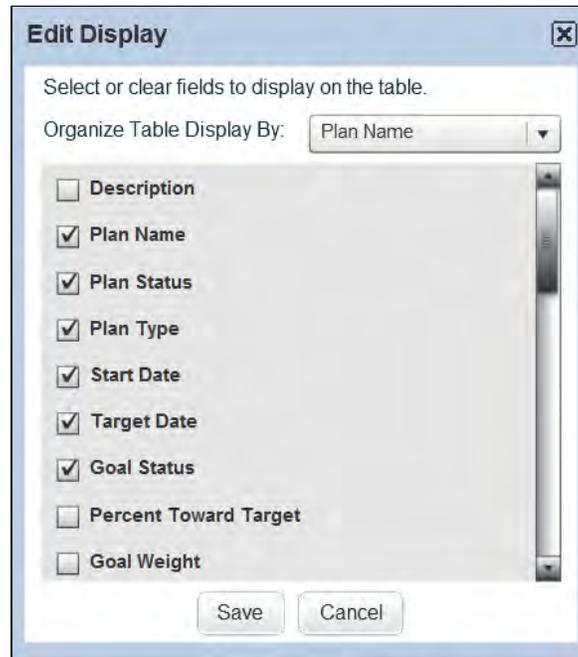


Figure 58: Edit Display Pop-Up Window Options – Organize Table Display by PLAN NAME and Display Plan Name, Plan Status, Plan Type, Start Date, Target Date, and Goal Status Boxes Checked

Once you have made all of your selections, select the **SAVE** button.

Notice the display changes are now reflected on the My eIDP Workspace page.

Goal Name	Plan Name	Plan Status	Target Date	Goal Status	Plan Type	Start Date
FY2016 eIDP						
Develop clear written instr...	FY2016 eIDP	Pending Approval	11/6/2015	No Value	Development	10/12/2015
Demonstrates empathy	FY2016 eIDP	Pending Approval	9/30/2016	No Value	Development	10/1/2015
Demonstrates effective wri...	FY2016 eIDP	Pending Approval	12/30/2015	No Value	Development	10/1/2015
Non-Competency GoalExa...	FY2016 eIDP	Pending Approval	2/29/2016	No Value	Development	11/12/2015

Figure 59: My eIDP Workspace Page with the Information Organized by the FY2016 eIDP Plan Name and the Plan Type and Start Date for Each Goal Displayed

Category 2 – Editing the Overall Basic eIDP Information

The general information of your eIDP may be edited using one of two links located in the plan details section of the My eIDP Workspace.



Figure 60: My eIDP Workspace Page with the Edit Option Links as a Call Out

Edit Your Basic eIDP Plan Information

Select the **Edit Plan** link. The Edit Plan pop-up window

The 'Edit Plan' pop-up window contains the following fields and controls:

- Plan Type:** Development
- Plan Name:** FY2016 eIDP
- Description:** My eIDP for FY2016 (with rich text formatting options)
- Plan Period:** (empty text field)
- Effective Date:** 10/1/2015
- Expiration Date:** 9/30/2016
- Buttons:** Save and Add Goal, Save and Close, Cancel

Figure 61: Edit Plan Pop-Up Window

You may edit any of the information shown on the Edit Plan pop-up window. Once you have made the changes, select the **SAVE AND CLOSE** button to update the information.

NOTE: editing any of this information requires that you re-submit your eIDP to your Supervisor for approval.

Add/Edit Plan Notes

Select the **Add/Edit Plan Notes** link to update any notes you have applied to your eIDP. The Plan Notes pop-up window displays.

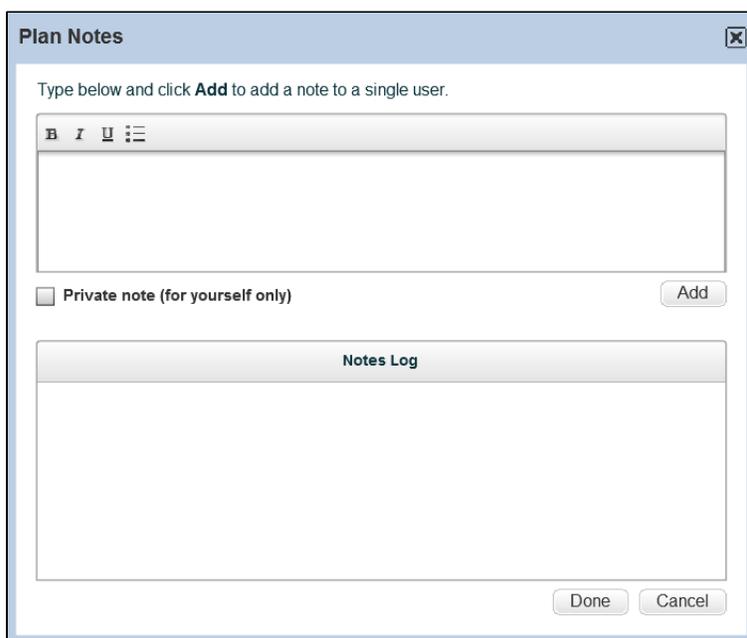


Figure 62: Plan Notes Pop-Up Window

To add notes:

1. Type your notes in the area located in the upper portion of this pop-up window.
2. If you do not want others to see your notes, select the checkbox tied to Private note (for yourself only). Otherwise, leave this box unchecked.
3. Select the **ADD** button.
4. The notes display in the Notes Log.

Figure 63 is an example of two notes added to the Notes Log – one note can be read by all while the second note may only be read by yourself.

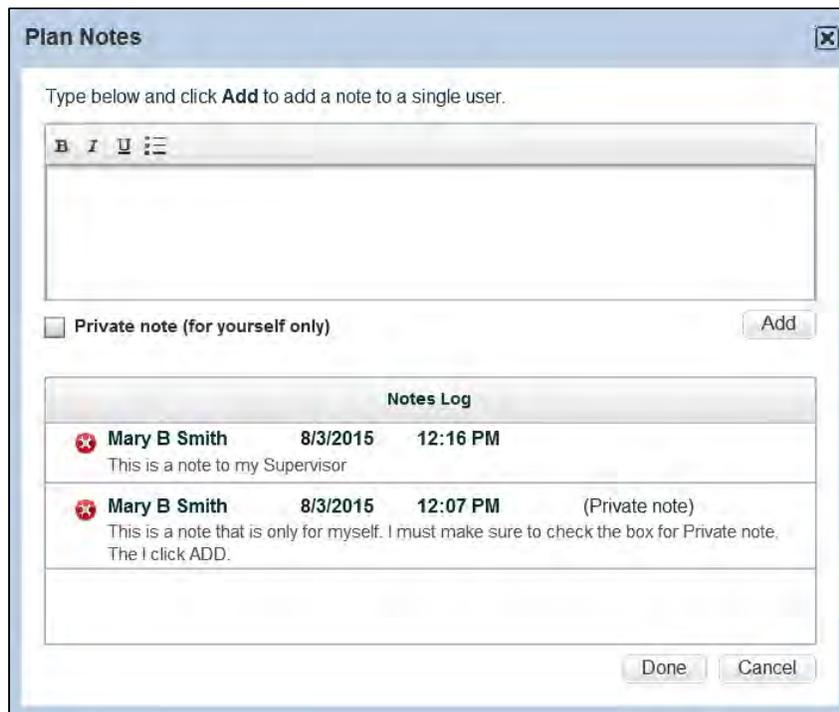


Figure 63: Plan Notes Pop-Up Window Displaying Two Notes in the Notes Log Area

Once all of the notes have been added, select the **DONE** button to add these notes to your eIDP.

Category 3 – Editing Your eIDP Goals

In order to make edits to your eIDP goals, hover over one of the goals shown on your eIDP. The Goal-Specific Edit pop-up window displays.

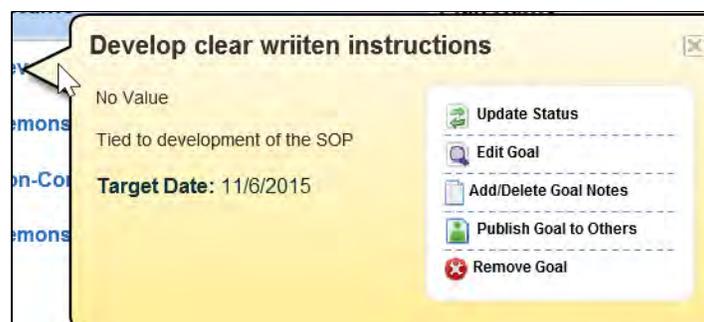
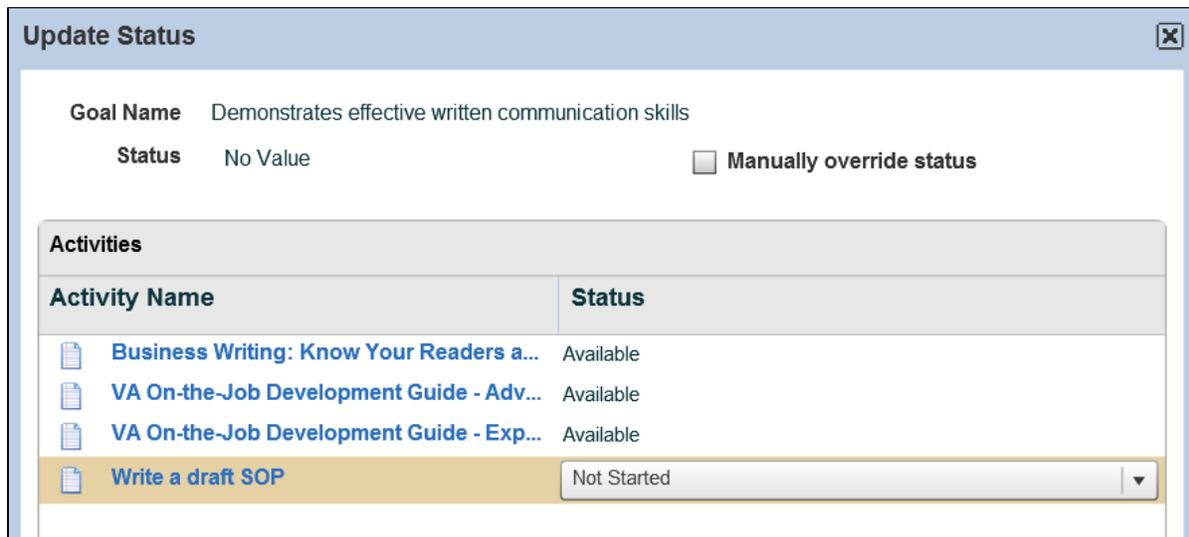


Figure 64: Goal-Specific Edit Pop-Up Window

Update Your Goal Status

Select the **UPDATE STATUS** link. The Update Status pop-up window provides access to the list of activities you associated with the goal.



Activities	
Activity Name	Status
 Business Writing: Know Your Readers a...	Available
 VA On-the-Job Development Guide - Adv...	Available
 VA On-the-Job Development Guide - Exp...	Available
 Write a draft SOP	Not Started

Figure 65: Update Status Pop-Up Window

In Figure 65, there are four activities listed for the goal. Three of these activities have a status of AVAILABLE. Note that there is no way to edit the status of these three activities. These activities are tied to courses accessed via the TMS. As such, the only way the status changes is when you either begin or complete the course within the TMS. Once that occurs, the status is automatically updated.

Unlike the previous three, the fourth activity has a drop-down list associated with it. This is an external activity (i.e., one that you added that is not accessed through the TMS). This activity requires that you update its status. This is done by selecting on the drop-down arrow. This displays the external activity status options.

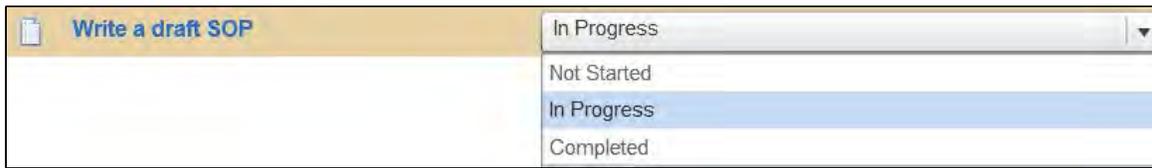


Figure 66: Snapshot of the Activity Status Drop-Down List

Select the desired option and then select the **SAVE** button.

Edit Your Goal

Select the **EDIT GOAL** link to open the Edit Goal pop-up window.

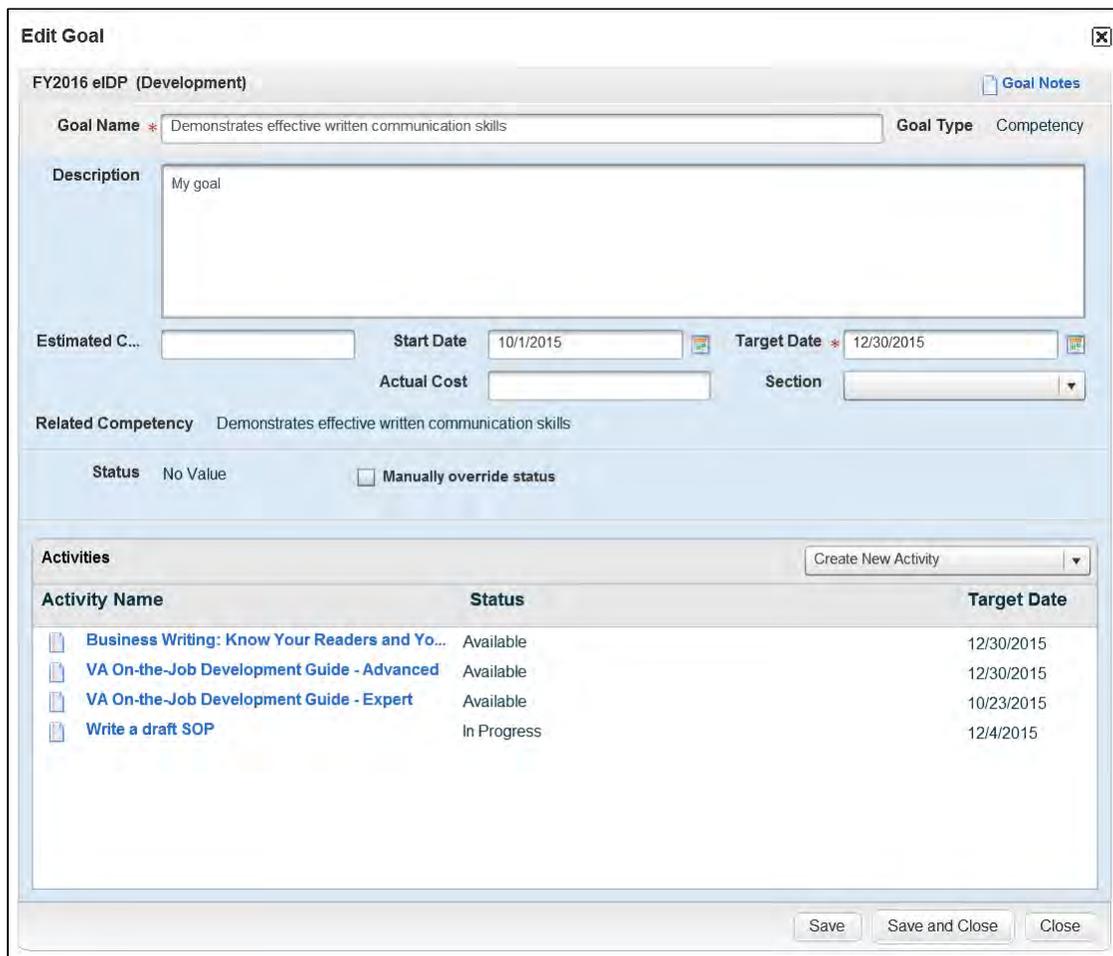


Figure 67: Edit Goal Pop-Up Window

This is the same window used to add activities addressed under Task 2. To add activities refer to Task 2, Step 5 – Add Learning Activities to My Competency-Related Goals or Step 6 – Add Learning Activities to My Non-Competency-Related Goals.

Add/Delete Goal Notes

Select the **ADD/DELETE GOAL NOTES** link. The Goal Notes pop-up window displays.

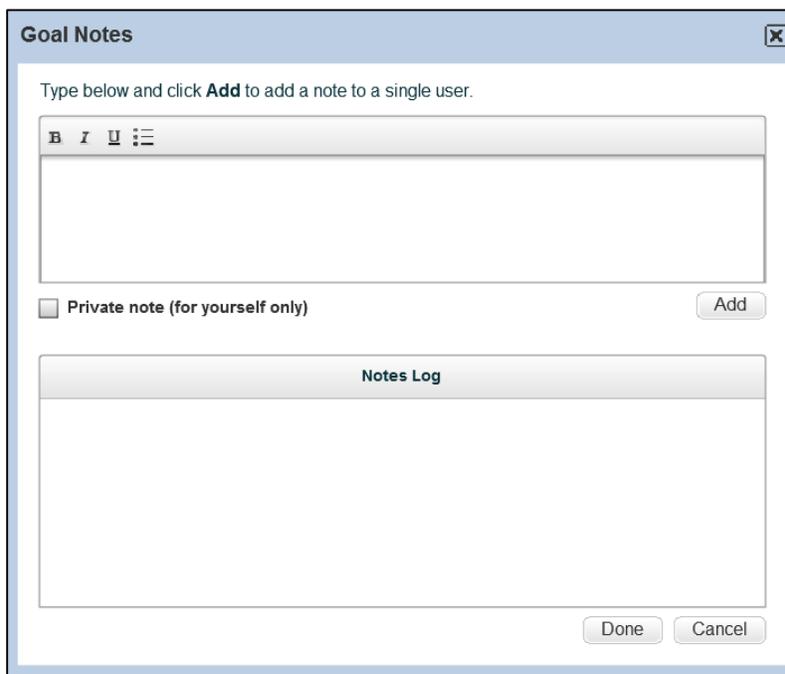


Figure 68: Goal Notes Pop-Up Window

The steps for completing this screen are identical to those used to complete Plan Notes window presented earlier. To:

-
- Add a note that both yourself and others can read, hover in the blank space located at the top of the window. Type the note. Make sure the **Private Note** box is unchecked. Select the **ADD** button.

All of the notes will display in the Notes Log area of the pop-up window.

When you have completed all of your notes, select the **DONE** button.

Category 4 – Editing Activities Associated with Your Goals

At a minimum, you will need to edit all of the EXTERNAL activities in order to ensure your eIDP reflects your progress.

Similar to the goal-specific pop-up window, there is an activity-specific pop-up window.

From the Edit Goal pop-up window, hover over an activity to display the activity-specific links pop-up window.



Figure 69: Activity-Specific Edit Links

Edit/Update

Select the **EDIT/UPDATE** link. The Edit Activity pop-up window displays. The extent to which you may edit the activity information varies based on the activity type being EXTERNAL or one that was selected from the TMS catalog. In this later instance, the activity type is designated as ITEM.

For EXTERNAL activities, the pop-up window in Figure 70 displays.

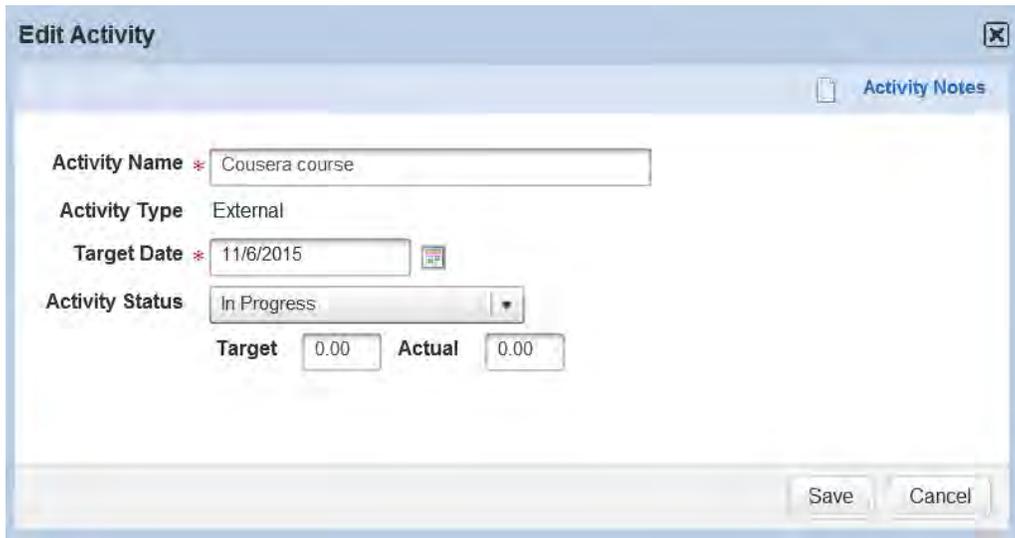


Figure 70: Edit Activity Pop-Up Window for an External Activity

You may edit the NAME, change the TARGET DATE, and/or change the ACTIVITY STATUS.

For ITEM activities, the following pop-up window displays:

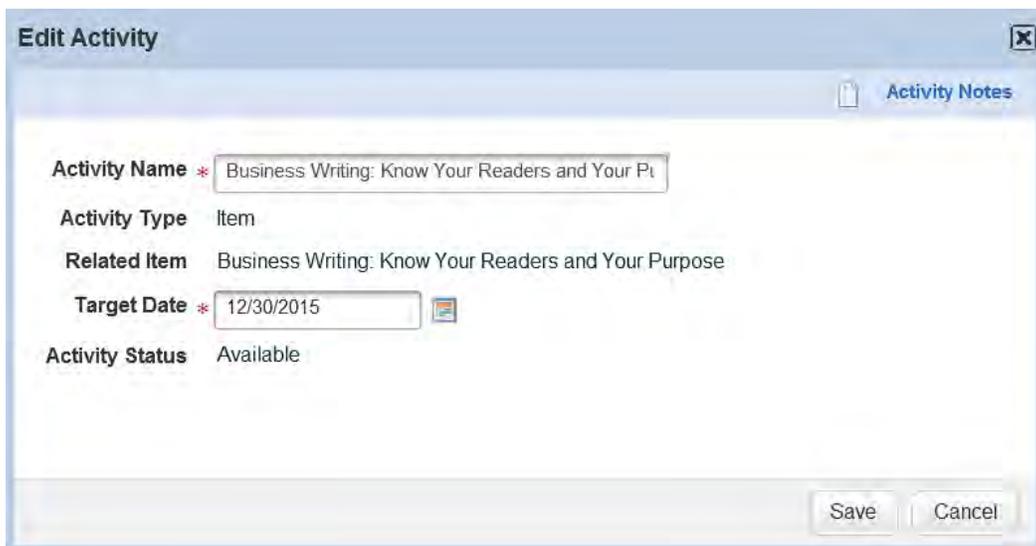


Figure 71: Edit Activity Pop-Up Window for Item Activities

Notice that you can only edit the NAME and/or TARGET DATE. As indicated earlier, the status is controlled by the TMS.

Add/Delete Activity Notes

Select the **ADD/DELETE ACTIVITY NOTES** link access the Activity Notes pop-up window.

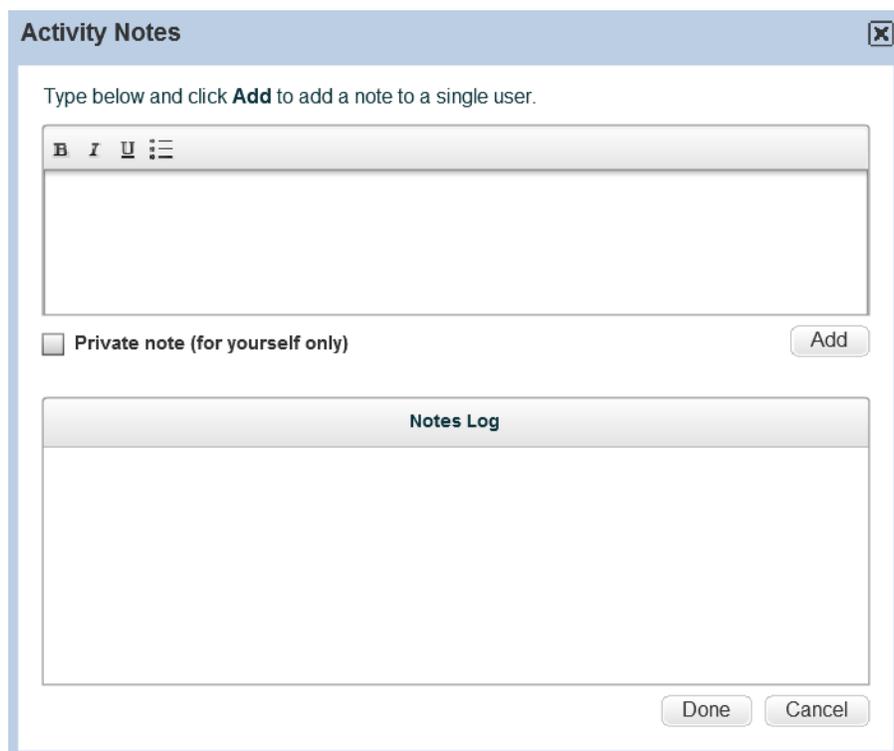


Figure 72: Activity Notes Pop-Up Window

The steps for completing this screen are identical to those used to complete Plan Notes window presented earlier. To:

- Add a private note, hover in the blank space located at the top of the window. Type the note. Check the **Private Note** box. Select the **ADD** button.
- Add a note that both yourself and others can read, hover in the blank space located at the top of the window. Type the note. Make sure the **Private Note** box is unchecked. Select the **ADD** button.

All of the notes will display in the Notes Log area of the pop-up window.

When you have completed all of your notes, select the **DONE** button.

View Item Details

This option is ONLY applicable for ITEM Activities.

Select the **VIEW ITEM DETAILS** link. The Confirm dialog box displays:

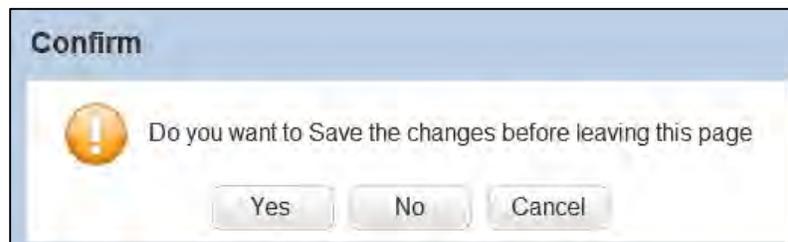


Figure 73: Confirm Dialog Box

As a standard practice, you should always select the **YES** button in order to ensure any changes you have made are saved.

Importantly, responding YES or NO, exits you from the eIDP pod. If you do not wish to exit, you must CANCEL.

Responding “Yes” or “No” takes you to the Items Detail page (Figure 74) for the selected activity.

← Back

Item Details

 Business Writing: Know Your Readers and Your Purpose

 **Item Summary**

Non-Federal
1278126

Revision: 1 - 2/8/2010 01:32 PM America/New York

Description: To write effective and appropriate business messages, you need to know your readers. Are you addressing multiple readers or a single reader? How much knowledge do your readers have of your subject, and what issues concern them most? These are just some of the questions to consider before you start writing your message. Closely tied with knowing your readers is knowing your purpose for writing. Do you need to inform customers about a new policy, or do you need to persuade employees to adopt a new business practice? Knowing your purpose will focus your message, making it clear to readers why it is important to them.

In addition, identifying who your audience is and what your purpose is will guide you in selecting an appropriate tone for your business message. Tone is a significant element in writing - one that affects how the reader will respond to your message. Tone refers to the writer's attitude toward the reader and subject matter as expressed in the way the message is written. Have you ever received a memo that annoyed you by its tone? For example, it might have been patronizing or too familiar. The key to controlling the tone of your writing is to put yourself in the place of your reader. And you need to carefully choose the words that will create the right tone for your message. When you know who your readers are and what your purpose is, you can tailor your tone to suit them. This will help you create more effective business messages.

This course addresses ways to identify your readers and to create messages that convey the appropriate tone for different reader roles. It also outlines how to write effectively for the three most common reasons for writing a business document - to inform, respond, or persuade.

 513 ratings

Length:	Source: SkillSoft On-Line Learning	Contact:
Training Non Duty Hours:	Credit Hours: 0.00	Learning Hours: 1.00
Delivery Method: Web Based Training	Audience: Individuals, at any level in an organization, who want to refresh or refine their basic business wri	

 **Assignment Information**

Required Date: Days Remaining: Assignment Type: Optional

Figure 74: Snapshot of the Item Details Page

The Item Detail page for all activities within the TMS provides information about that activity in eight information areas to include:

- Item summary
- Assignment
- Subject Areas
- Prerequisites
- Substitutes
- Competencies

- Related Documents
- Accreditation

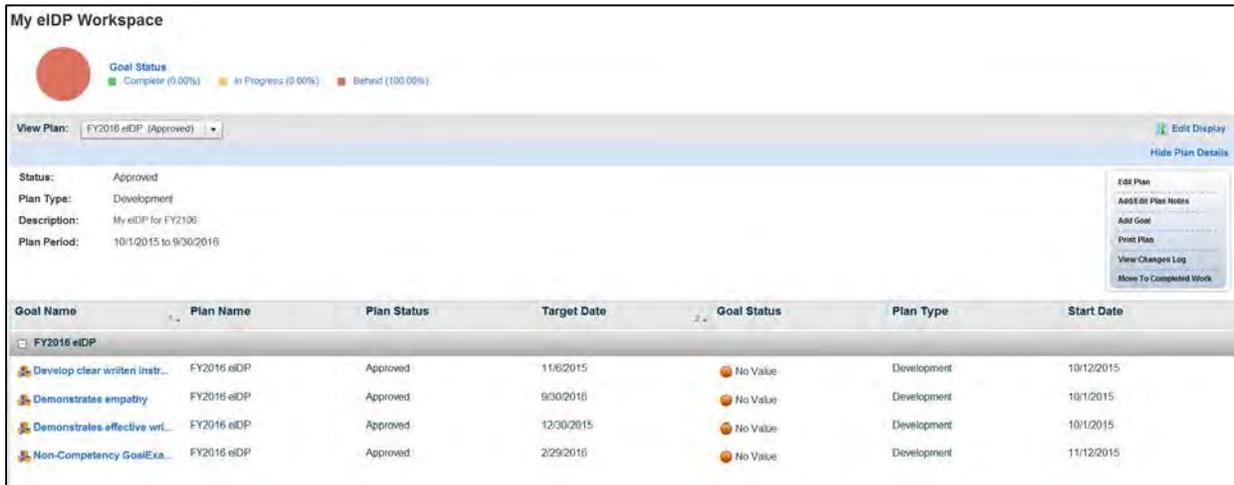
To return to your TMS Home Page, select the **HOME** button.



Figure 75: Snapshot of TMS Item Detail Page with Home Button Callout

Task 4 – Printing Your eIDP

Access the My eIDP Workspace page and select the View Plan drop-down list. Select the eIDP you want to print.



My eIDP Workspace

Goal Status: Complete (0.00%) | In Progress (0.00%) | Behind (100.00%)

View Plan: FY2016 eIDP (Approved) Edit Display

Status: Approved
Plan Type: Development
Description: My eIDP for FY2106
Plan Period: 10/1/2015 to 9/30/2016

Goal Name	Plan Name	Plan Status	Target Date	Goal Status	Plan Type	Start Date
FY2016 eIDP						
Develop clear written instr...	FY2016 eIDP	Approved	11/6/2015	No Value	Development	10/12/2015
Demonstrates empathy	FY2016 eIDP	Approved	9/30/2016	No Value	Development	10/1/2015
Demonstrates effective wrt...	FY2016 eIDP	Approved	12/30/2015	No Value	Development	10/1/2015
Non-Competency GoalExa...	FY2016 eIDP	Approved	2/29/2016	No Value	Development	11/12/2015

Hide Plan Details

- Edit Plan
- Add/Edit Plan Notes
- Add Goal
- Print Plan**
- View Changes Log
- Move To Completed Work

Figure 76: Your eIDP Plan

From the links list, select **PRINT PLAN**.

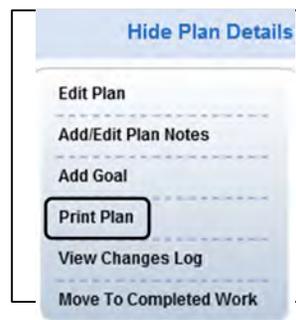


Figure 77: My eIDP Workspace Page Edit Links with Print Plan Circled

The Report Format dialog box displays.

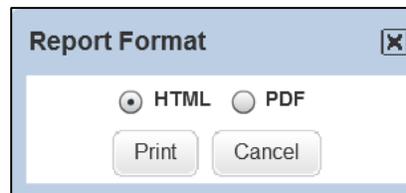


Figure 78: Report Format Dialog Box

Select the radio button for the format you want and then select the **PRINT** button. Selecting the PDF radio button is the preferred report format option.

Another browser window opens and displays the Please wait..... page.

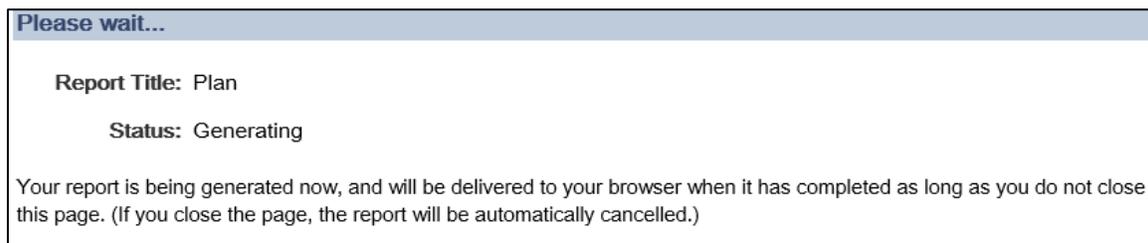


Figure 79: Please Wait Page

Once the report information has been captured, your eIDP displays in the format you requested. The report is identical to the VA Form 4692.



Department of Veterans Affairs		INDIVIDUAL DEVELOPMENT PLAN					
In order to complete this form, you should obtain a copy of VA Pamphlet 05-67, Individual Development Planning in the VA . These pamphlets are stocked at your local facility and at the VA Forms and Publication Depot.							
1. NAME OF EMPLOYEE Smith, Mary	2. PRESENT POSITION OR TITLE	3. GRADE AND SERIES null / nullen	4. DATE ASSIGNED Oct 1, 2015 12:00 AM	5. ORGANIZATION AND LOCATION VALU LEARNING INFRASTRUCTUREen / null	6. TELEPHONE NO.		
7. SHORT-TERM CAREER GOALS (1 Year)			8. LONG-TERM CAREER GOALS (2 - 3 Year)				
11. Developmental Objective	10. Developmental Activities <i>(Include length, source, and location of activities)</i>	11. Date Completed		12. Cost		13. Action A=APPROVED B=DISAPPROVED C=DEFERRED	14. Assessment <i>(* Supervisor refer to key below)</i>
		ESTIMATED	ACTUAL	ESTIMATED	ACTUAL		
Demonstrates empathy	Engage with colleague to help address problem Interpersonal Communication: Being Approachable	9/30/16	11/8/15				
Demonstrates empathy		9/30/16	10/1/15				

* Assessment Key
 A Development objective was accomplished
 B Development objective was accomplished although employee did not complete designated activities.
 C Progress has been made in accomplishing the developmental objective but further development is required.
 D Development objective not accomplished.
 E Development objective no longer applies.

VA FORM 4692
 MAY 1992(R)

Figure 80: eIDP Report

Task 5 – Creating the eIDP from a Previous Plan

When creating subsequent eIDPs, you do not need to start from scratch. If goals are to be carried over to another eIDP, you may create it by using a previous plan.

To do this, access the My eIDP Workspace page and select the **CREATE eIDP** link. Complete the pop-up window for the new eIDP and select the **SAVE AND ADD GOAL** button.

Figure 81: Completed Create eIDP Pop-Up Window

On the Goal Wizard pop-up window, select the **ADD GOALS FROM OTHER PLANS** radio button.

Figure 82: Goal Wizard Pop-Up Window with the Add Goals from Other Plans Radio Button Selected

After selecting on the **NEXT** button, the next Goal Wizard pop-up window displays allowing you to select the plan/plans from which goals are to be added to the new eIDP.

Select Plan					
Plan Name	Plan Period	Plan Status	Effective Date	Expiration Date ▼	Select
FY2016 eIDP		Approved	10/1/2015 12:00 AM America/New York	9/30/2016 12:00 AM America/New York	<input type="radio"/>

Figure 83: Select Plan Area of the Goal Wizard Pop-Up Window

Select the radio button/buttons of the previous plans from which goals will be selected. Then select the **NEXT** button.

Select Plan					
Plan Name	Plan Period	Plan Status	Effective Date	Expiration Date ▼	Select
FY2016 eIDP		Approved	10/1/2015 12:00 AM America/New York	9/30/2016 12:00 AM America/New York	<input checked="" type="radio"/>

Previous **Next**

Figure 84: Radio Button Selected and Next Button Circled

The next Goal Wizard pop-up window displays listing the goals from all of the plans selected on the previous window (Figure 85).

Select Goals		
Goal Name	Target Date	Select
Demonstrates effective written communication skills		<input type="checkbox"/>
Demonstrates empathy		<input type="checkbox"/>
Develop clear written instructions		<input type="checkbox"/>
Non-Competency GoalExample		<input type="checkbox"/>

[Select All / Deselect All](#)

[Select All / Deselect All](#)

Figure 85: Select Goals Area of the Goal Wizard Pop-Up Window

You check the boxes for the goals you want to include in the new eIDP. Once that is done, select the **NEXT** button.

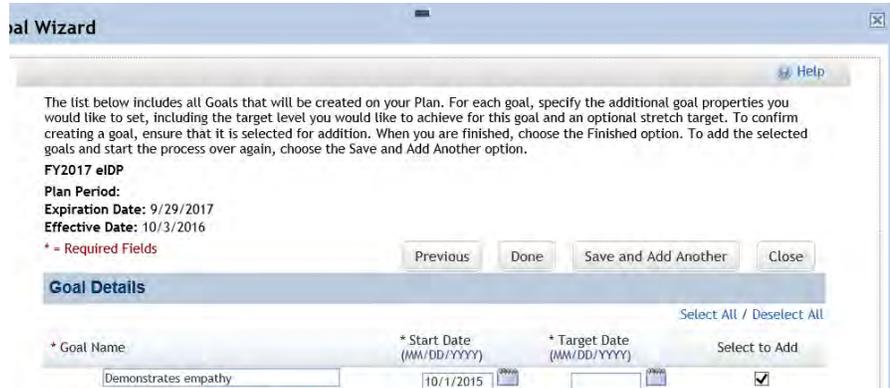


Figure 86: Goal Details Area of the Goal Wizard Pop-Up Window

From this point, you complete Task 2, Steps 5 through 7.

Appendix A: Updating Your TMS Profile

Your TMS Profile can include information about you across 15 different areas to include such information from general contact information to your educational background to your various skill sets and more.

You may update your Profile at any time.

After accessing the TMS, select your **Name** on the TMS Home Page.

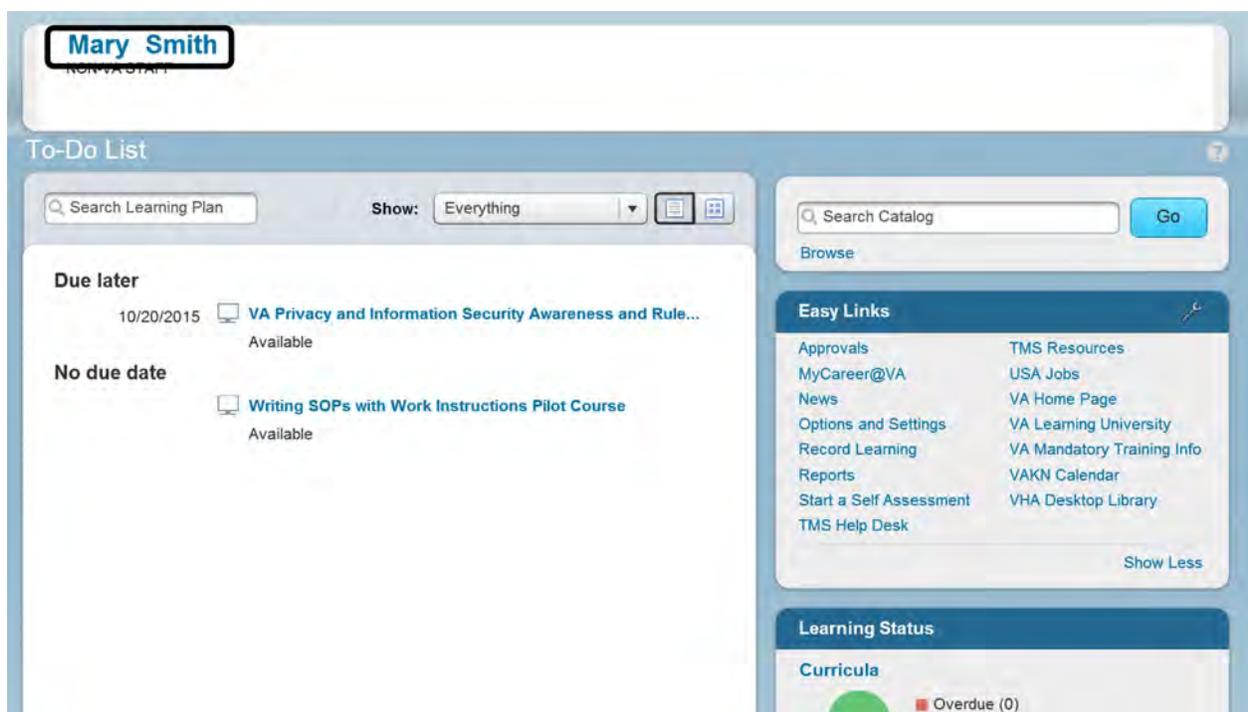


Figure 87: TMS Home Page Showing Your Name Selected

Your Profile page displays.

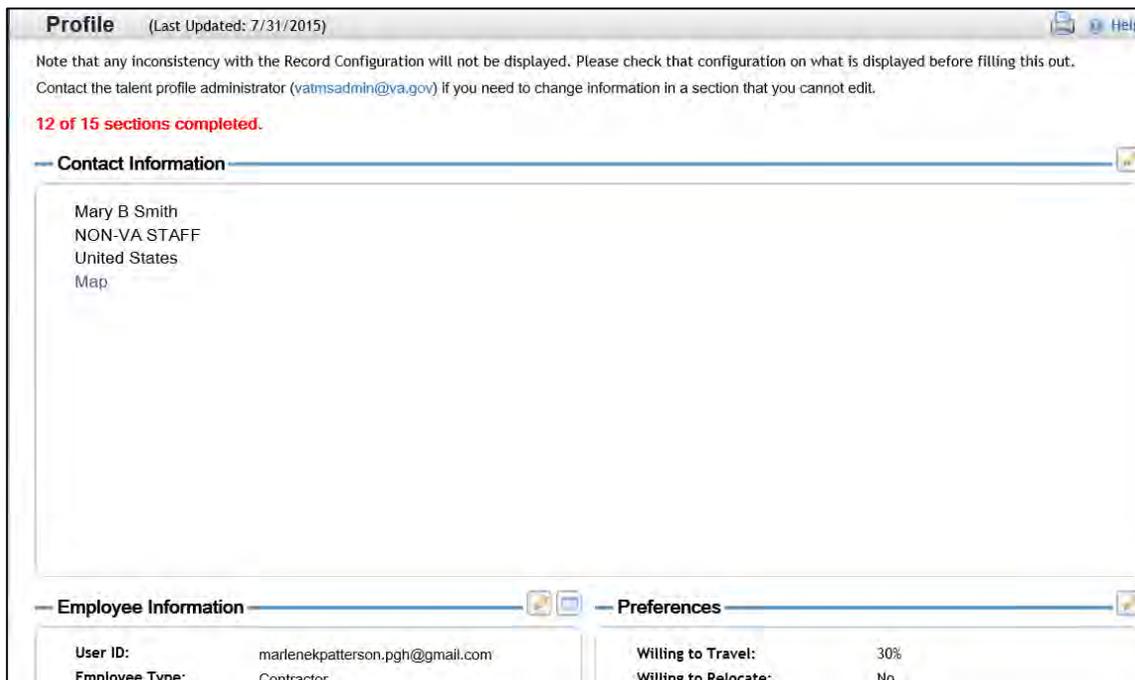


Figure 88: Snapshot of a Portion of the Profile Page

As stated, there are 15 different types of profile information that can be entered or captured about you.

The Edit Profile Button

For 12 of the Profile areas, you may update, modify, and delete the information.

To do this, select the EDIT icon located within the area you wish to modify.



Figure 89: Edit Icon

After selecting on this icon, a pop-up window displays. This pop-up varies based on the type of information that can be entered in the area. For some of the edit windows, depending on your TMS role, you may not be able to update and/or add information to all of the items.

Once you have made all of your modifications and updates, select the **SAVE** button to update that areas information. If you entered the pop-up window accidentally or decide not to save the information, select the **CANCEL** button.

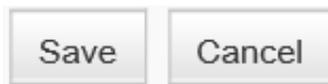


Figure 90: Save and Cancel Buttons

After selecting on the **SAVE** button, notice this information now displayed in the area reflects the modifications you made on the data entry pop-up window.

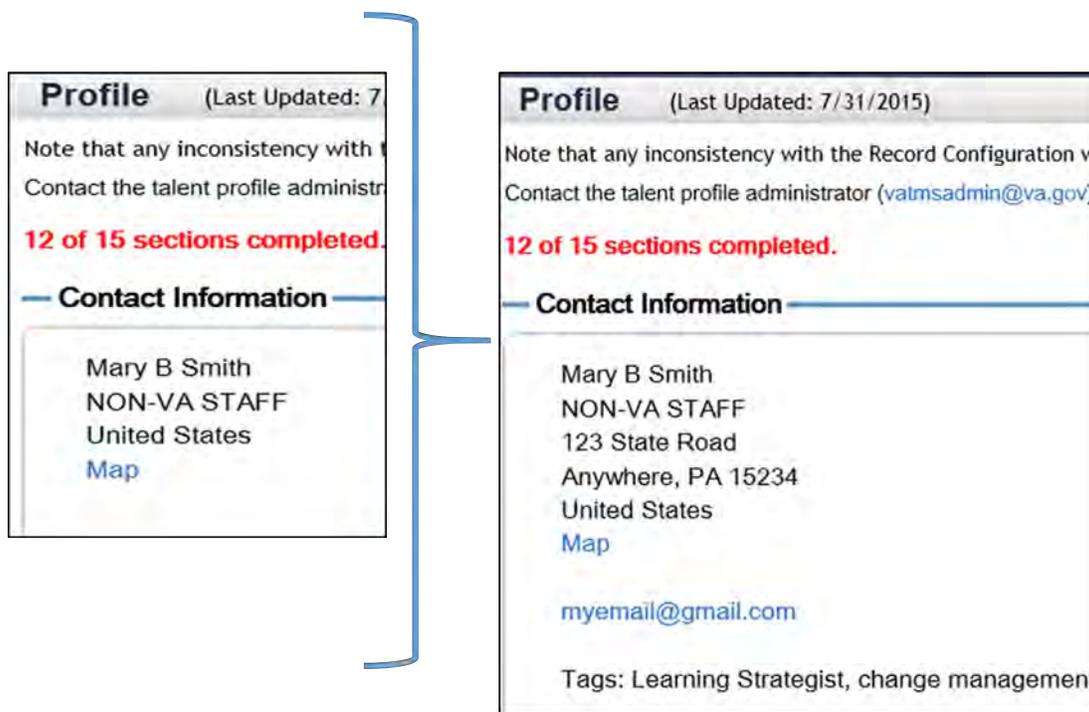


Figure 91: Example Showing Contact Information Before and After Editing

The remainder of this Appendix provides information about each of the 15 Profile areas.

Edit Contact Information Pop-Up Window

The Contact Information pop-up window allows you to provide information regarding the various ways in which others may contact you.

Edit Contact Information

* Required Field(s)

User First Name

User Middle Initial

User Last Name

Email Address

Address-Street

Address-City

Address-State/Province

Address-Postal Code

Address-Country

Tags

3990 characters remaining

Yahoo Messenger

AIM Screen Name

MSN Messenger

LinkedIn Public Profile

Facebook Profile

Personal Website

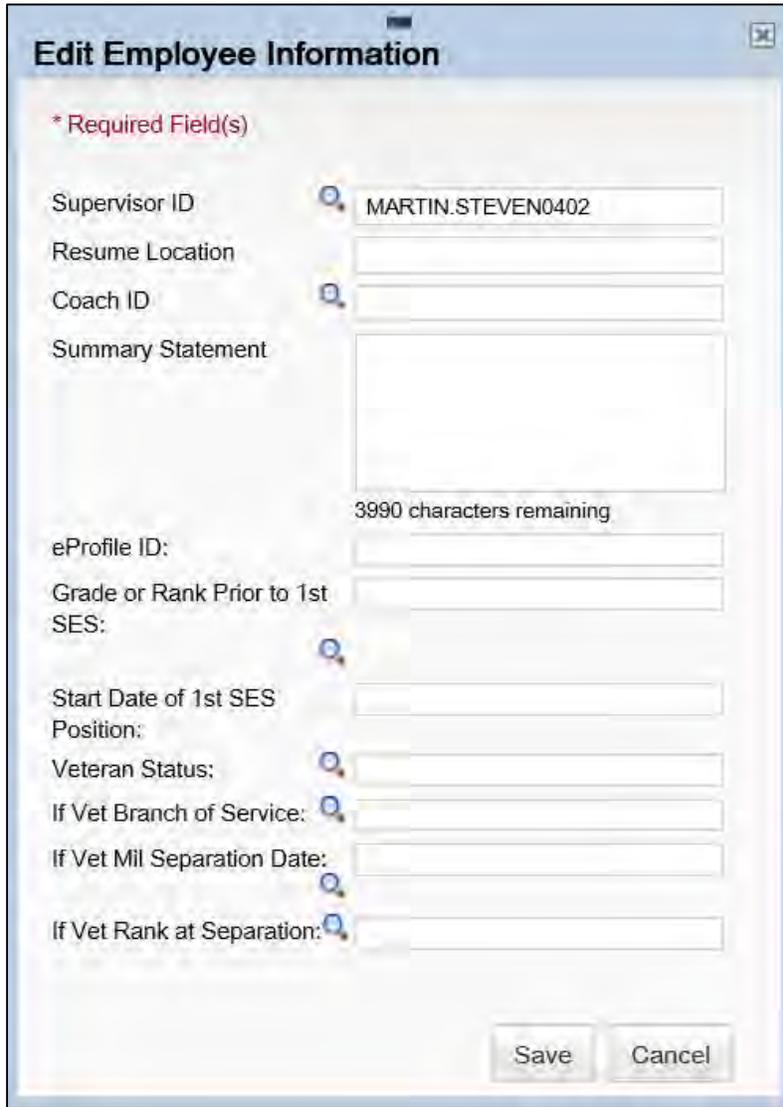
Save Cancel

Figure 92: Edit Contact Information Pop-Up Data Entry Window

You may add and/or edit all of the information displayed in this area. You may also change your name to reflect how you want to be referred.

Edit Employee Information Pop-Up Window

This pop-up window provides information about your current employment. Those items with a MAGNIFYING GLASS next to them allow you to search relevant lists for the information.



Edit Employee Information

* Required Field(s)

Supervisor ID

Resume Location

Coach ID

Summary Statement

3990 characters remaining

eProfile ID:

Grade or Rank Prior to 1st SES:

Start Date of 1st SES

Position:

Veteran Status:

If Vet Branch of Service:

If Vet Mil Separation Date:

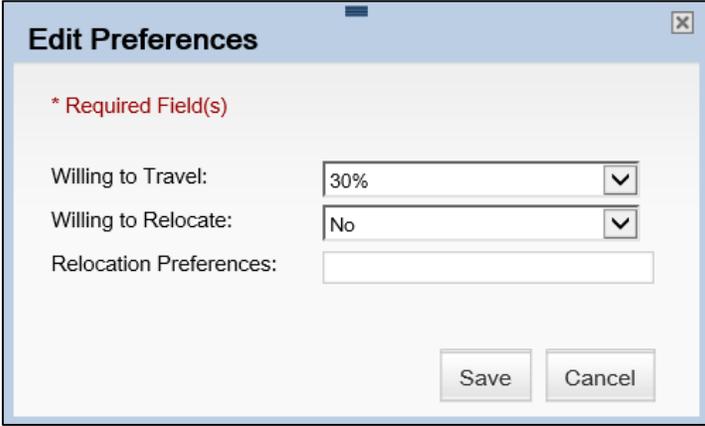
If Vet Rank at Separation:

Save Cancel

Figure 93: Edit Employee Information Pop-Up Window

Edit Preferences Pop-Up Window

This area is used to indicate your work-related travel and work location preferences



The screenshot shows a pop-up window titled "Edit Preferences" with a close button in the top right corner. Below the title, there is a red asterisk followed by the text "* Required Field(s)". The form contains three fields: "Willing to Travel:" with a dropdown menu showing "30%", "Willing to Relocate:" with a dropdown menu showing "No", and "Relocation Preferences:" with an empty text input field. At the bottom right, there are two buttons: "Save" and "Cancel".

Figure 94: Edit Preferences Pop-Up Window

Add Preferred Accreditation Pop-Up Window

A list of accreditations are provided from which you can make a selection.



The screenshot shows a pop-up window titled "Add Preferred Accreditation" with a close button in the top right corner. Below the title, there is a red asterisk followed by the text "* Required Field(s)". The form contains one field: "Preferred Accreditation" with a search icon (magnifying glass) to its left and an empty text input field. At the bottom right, there are two buttons: "Save" and "Cancel".

Figure 95: Add Preferred Accreditation Pop-Up Window

Add Occupational Category Pop-Up Window

A selection is made from the list of Occupational Categories.



Figure 96: Add Occupational Category Pop-Up Window

Add Language Skills

You may indicate your proficiencies in reading, writing and speaking a language using the drop-down lists.

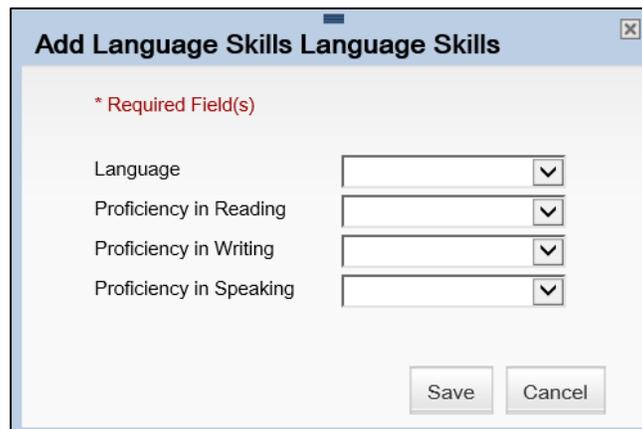
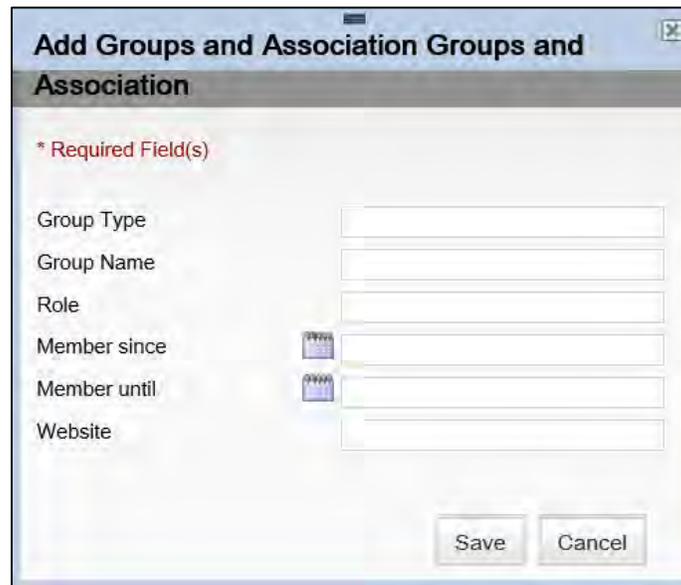


Figure 97: Add Language Skills Pop-Up Window

Add Groups and Associations

You may add any/all of your memberships to associations and other groups using the Add Groups and Associations link.



Add Groups and Association Groups and Association

* Required Field(s)

Group Type

Group Name

Role

Member since

Member until

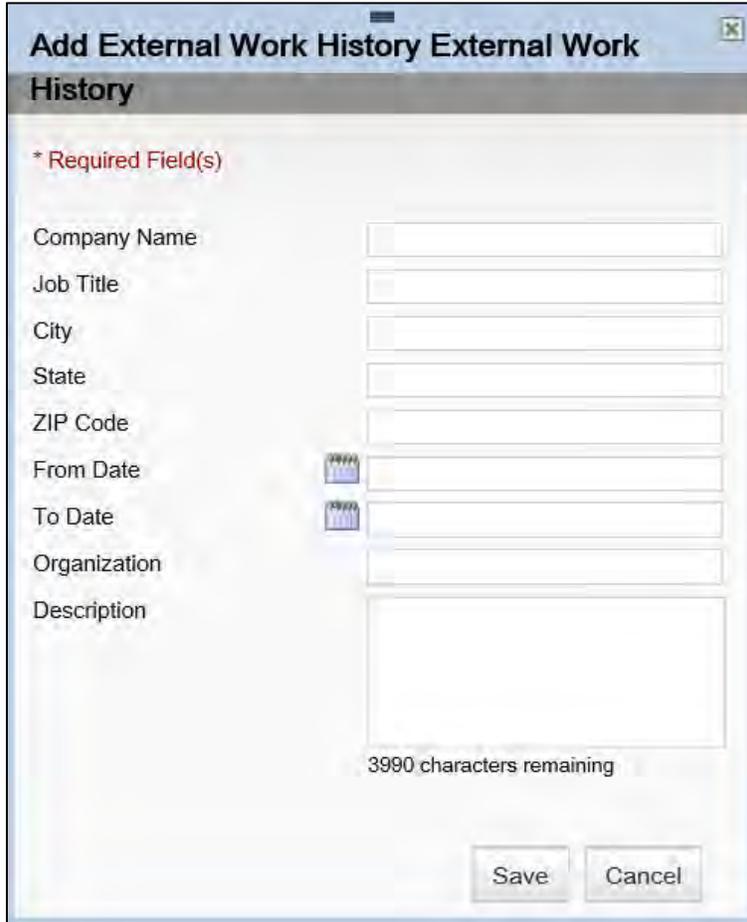
Website

Save Cancel

Figure 98: Add Groups and Associations Pop-Up Window

Add External Work History

This area allows you to add other work experiences.



Add External Work History External Work History

* Required Field(s)

Company Name

Job Title

City

State

ZIP Code

From Date

To Date

Organization

Description

3990 characters remaining

Save Cancel

Figure 99: Add External Work History Pop-Up Window

Add Professional Licenses/Certifications

This area supports entry of all licenses and/or certifications that you hold. The Effective and Expiration Dates for license/certificate may be entered.

Figure 100: Add Professional Licenses/Certifications

Add Education

You may add your various degrees to your profile in this area.

Figure 101: Add Education Pop-Up Window

Curricula, Learning History, and Competencies

The Curricula, Learning History and Competencies areas of your profile are not editable here.

The Curricula area displays all courses for which completions have been entered into the TMS.

Curricula	
FISMA Reporting Curriculum	Complete
VA Staff Mandatory Training	Complete

Figure 102: Curricula Area of the Profile Page

The Learning History area displays all learning items you have completed, their completion dates and status

Learning History			
Title	Type	Completion Date	Status
VA Privacy and Information Security Awareness and Rules of Behavior	VA	10/21/2014	VA-Complete

Figure 103: Learning History Area of the Profile Page

The Competencies area display the results of your competency assessment.

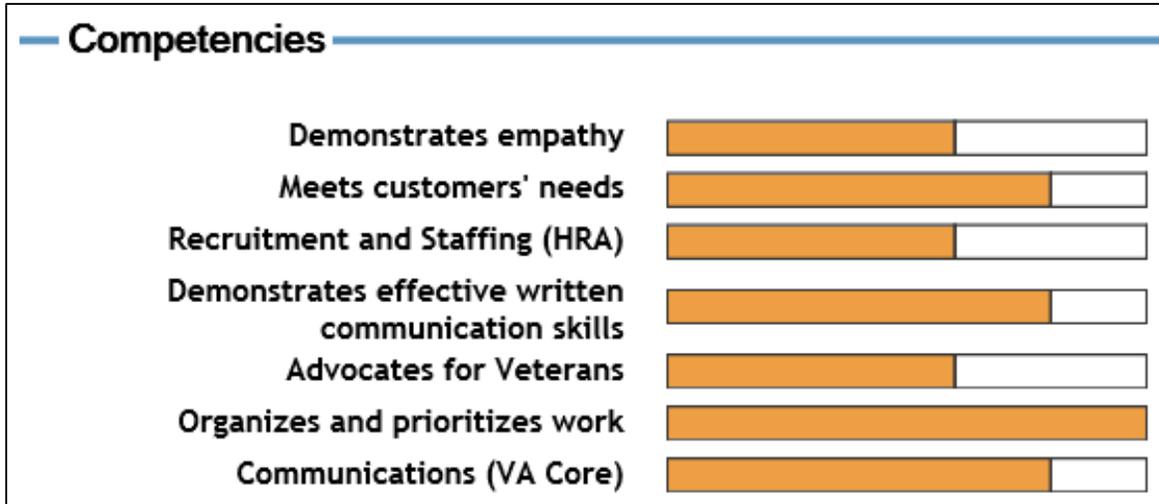


Figure 104: Competencies Area of the Profile Page