

## How Do I Review an Employee's Competency Self Assessment?

- Step 1:** From your [TMS](#) home page, select the **My Employees** tab.
- Step 2:** Select the employee's name to access the employee's TMS record.
- Step 3:** From the employee's record, select the **Competencies** pod.
- Step 4:** Review the ratings entered for the employee's competencies.

*Note: A competency assessment is based on the employee's knowledge, skills, and abilities in his or her current role and is not part of or related to the performance appraisal process.*

## How Do I Submit a Supervisor Assessment of Employee Competencies?

- Step 5:** **Scroll to the bottom of the screen and select the Assess My Competencies button.**

If you agree with the employee's ratings, skip to Step 7.

- Step 6:** Assess the employee's competencies.  
*Note: You can rate each of the employee's competencies or you can rate only the competencies that required a proficiency level adjustment.*
  - Read the competency definition.
  - Hover over each rating (1–5) and read the behavioral indicators provided.  
*(For additional examples, see the VA HRA Competency Model Reference Guide)*
  - Select the radio button that corresponds with the appropriate rating.
- Step 7:** Select the **Submit** button.
- Step 8:** Select the **Confirm** button.
- Step 9:** Select the **Return** button.
- Step 10:** Have a development discussion with the employee to review competency assessment(s) and development needs.

## How Do I Add Training Courses to an Employee's eIDP?

- Step 1:** From your [TMS](#) home page, select the **My Employees** tab.
- Step 2:** Select the employee's name to access the employee's TMS record.
- Step 3:** From the employee's record, select the **Competencies** pod.
- Step 4:** Select the **Assign Related Items** button next to a competency.
- Step 5:** Select the courses you want to add to the employee's eIDP.
- Step 6:** Select the **Assign Selected Item** button.