



TMS Supervisor Guide for eIDP Creation



U.S. Department
of Veterans Affairs

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TMS Access

TMS may be accessed via this URL: <https://www.tms.va.gov>

TMS users should perform a software check to ensure their workstation meets the minimum system requirements for TMS usage. A link to the TMS software checker is provided in the following locations:

- The TMS log-in page—located below the Sign In button



- The TMS home page—located in the upper right corner



Additionally, TMS users can run the [SkillSoft Browser Capabilities Check](#) to ensure their workstation is properly equipped to execute SkillSoft courses that are available in the TMS.

TMS Log-in

How Do I Log In to the TMS?

Step 1: Navigate to the [TMS](#).

Step 2: Type in the TMS user ID and password that were assigned to you. (You should have received these in an email message from your TMS Administrator.)



The screenshot shows the TMS login interface. On the left is the TMS logo (a blue circle with 'TMS' in white) and the text 'Talent Management System'. To the right are two input fields: 'USER ID' with the value 'DOE.JANE0515' and 'PASSWORD' with a masked password of ten dots. A blue 'SIGN IN' button is located at the bottom right of the form.

Note: If you did not receive a TMS user ID and password, please contact the [VA TMS Help Desk](#).

Step 3: Select the **SIGN IN** button.

How Do I View My Employee's Competency Self Assessment?

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

Step 2: Select the **My Employees** tab.



Step 3: Select an employee's name to access the employee's TMS record.



Step 4: Select the **Competencies** pod from the employee's TMS record.

The Competency Assignments and Ratings page loads, which displays the results of the employee's competency self assessment.

JOHN Q DOE
IT SPECIALIST (INFOSEC)
CCS DEMO

Competency Assignments and Ratings

View Competencies

The following details the status of the competencies assigned to you, grouped by competency profile. Competencies without associated competency profiles are listed under **Free-Floating Competencies**. The icon to the right of each competency profile, indicates whether or not it is complete. Use the **Action** column to assign yourself an item that will allow you to meet your required rating. Competency results will not be used to assess or evaluate individual performance.

There are no Free-Floating Competencies assigned to you.

Cumulative Relative Competency Gap (%): -15.00

Competency Profile		Assigned Date	
OIT Core Competency Profile		12/27/2011	
Type	Competency	Gap	Action
Knowledge	Planning and Evaluation Organizes work, sets priorities, and determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organizations or parts of the organization to accomplish goals; monitors progress and evaluates outcomes.	0.0 / 5.0 Actual: 2.00 Req: 2	
Knowledge	Vision Understands where the organization is headed and how to make a contribution; takes a long-term view and recognizes opportunities to help the organization accomplish its objectives or move toward the vision.	0.0 / 5.0 Actual: 5.00 Req: 1	
Knowledge	Integrity/Honesty Contributes to maintaining the integrity of the organization; displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self, and others; is trustworthy.	0.0 / 5.0 Actual: 1.00 Req: 3	Assign Related Items

How Do I Complete a Supervisor Assessment of My Employee's Competencies?

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

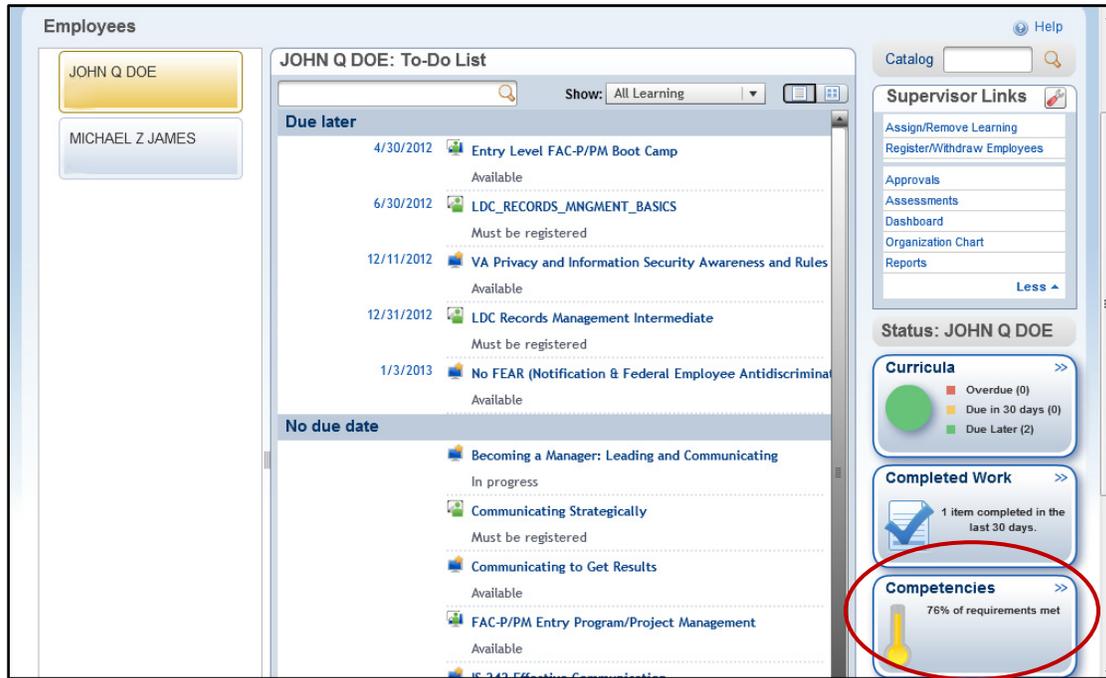
Step 2: Select the **My Employees** tab.



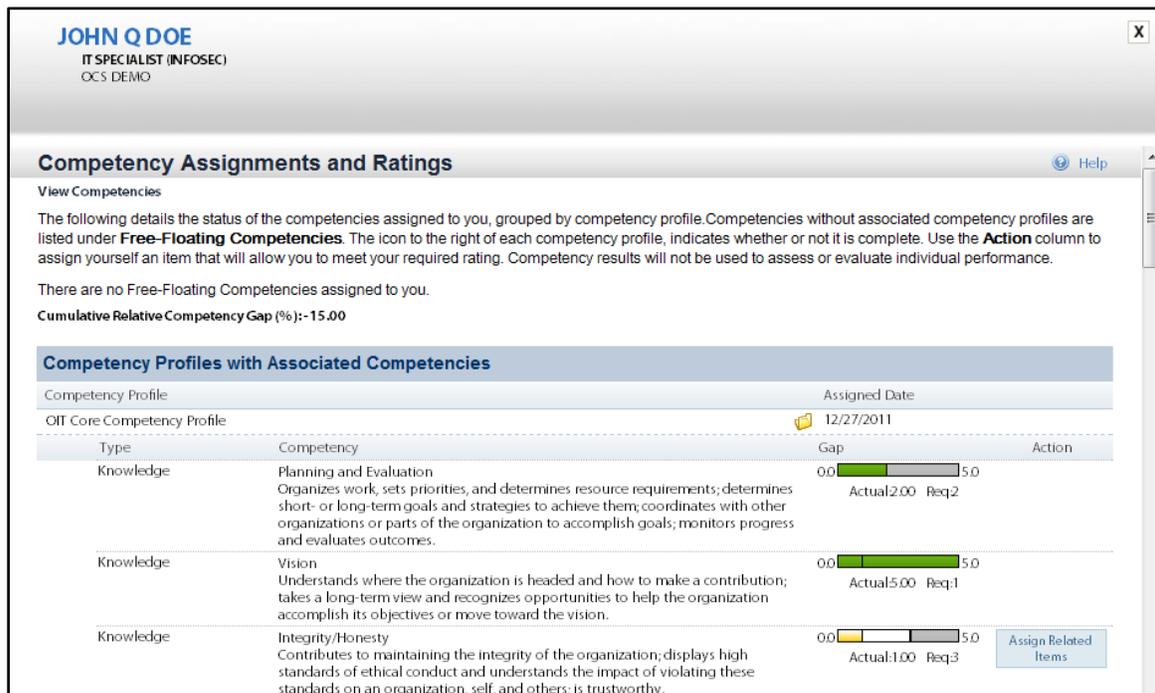
Step 3: Select an employee's name to access the employee's TMS record.



Step 4: Select the **Competencies** pod from the employee's TMS record.



The Competency Assignments and Ratings page loads.



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

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Knowledge	Veteran Service Motivation Shows a commitment to serve Veterans. Ensures that actions meet customer needs; aligns organizational objectives and practices with Veteran and public interest.	0.0 5.0 Actual:4.00 Req:1
Knowledge	Self-Esteem Believes in own self-worth; maintains a positive view of staff and displays a professional image.	0.0 5.0 Actual:4.00 Req:1
Knowledge	Standards Knowledge of standards that either are compliant with or derived from established standards or guidelines.	0.0 5.0 Actual:2.00 Req:2
Knowledge	Learning Uses efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development.	0.0 5.0 Actual:2.00 Req:2
Knowledge	Administration and Management Knowledge of planning, coordination, and execution of business functions, resource allocation, and production.	0.0 5.0 Actual:2.00 Req:2
Knowledge	Flexibility Is open to change and new information; adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles; effectively deals with ambiguity.	0.0 5.0 Actual:1.00 Req:2 Assign Related Items
Knowledge	Arithmetic Performs computations such as addition, subtraction, multiplication, and division correctly using whole numbers, fractions, decimals, and percentages.	0.0 5.0 Actual:5.00 Req:2

Assess My Competencies

The Supervisor Assessment page loads.

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Complete Assessment Help

Supervisor 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: DOE, JOHN Q
Required By: 12/27/2011

Page 1 of 1 Submit Cancel

OIT Core Competency Profile Competencies

Administration and Management (Knowledge)
Knowledge of planning, coordination, and execution of business functions, resource allocation, and production.

User	Does not apply	1	2	3	4	5	
DOE, JOHN Q	<input type="radio"/>	Add Comments					

Arithmetic (Knowledge)
Performs computations such as addition, subtraction, multiplication, and division correctly using whole numbers, fractions, decimals, and percentages.

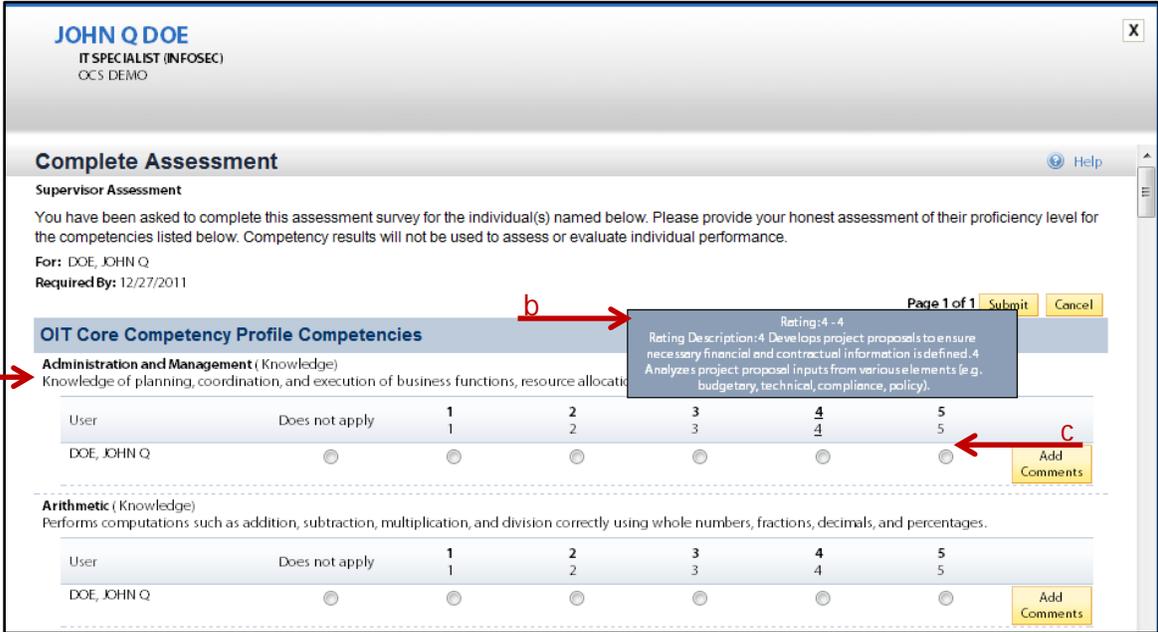
User	Does not apply	1	2	3	4	5	
DOE, JOHN Q	<input type="radio"/>	Add Comments					

Step 6: Assess the employee's competencies.

Read the competency definition provided.

Hover over each rating/proficiency level (1–5) and read the rating descriptions/behavioral indicators provided for the competency.

Select the radio button that corresponds with the appropriate rating/proficiency level.



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Complete Assessment

Supervisor 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: DOE, JOHN Q
Required By: 12/27/2011

Page 1 of 1

OIT Core Competency Profile Competencies

Administration and Management (Knowledge)
Knowledge of planning, coordination, and execution of business functions, resource allocation, and budgeting.

Rating: 4 - 4
Rating Description: 4 Develops project proposals to ensure necessary financial and contractual information is defined. 4 Analyzes project proposal inputs from various elements (e.g. budgetary, technical, compliance, policy).

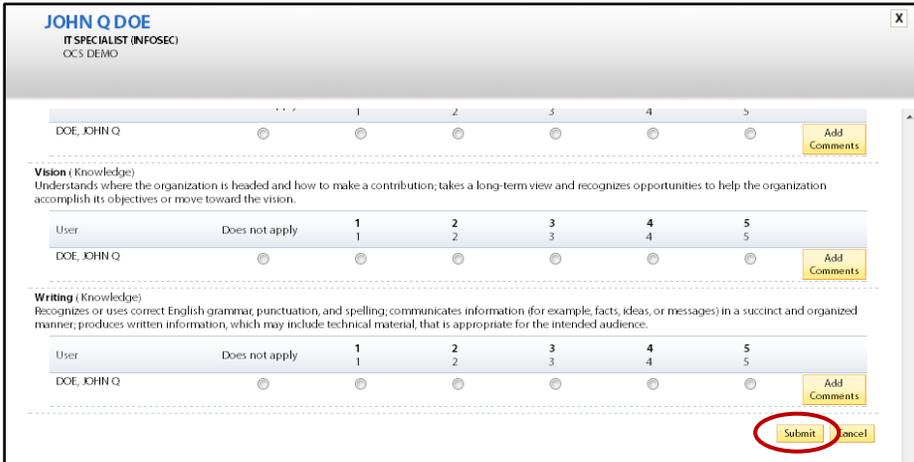
User	Does not apply	1	2	3	4	5
DOE, JOHN Q	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Arithmetic (Knowledge)
Performs computations such as addition, subtraction, multiplication, and division correctly using whole numbers, fractions, decimals, and percentages.

User	Does not apply	1	2	3	4	5
DOE, JOHN Q	<input type="radio"/>					

Note: You can complete an entire Supervisor Assessment and rate each of the employee's competencies, or you can rate only the competencies that you noted required a proficiency level adjustment.

Step 7: Select the **Submit** button at the bottom of the page.



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User	Does not apply	1	2	3	4	5
DOE, JOHN Q	<input type="radio"/>					

Vision (Knowledge)
Understands where the organization is headed and how to make a contribution; takes a long-term view and recognizes opportunities to help the organization accomplish its objectives or move toward the vision.

User	Does not apply	1	2	3	4	5
DOE, JOHN Q	<input type="radio"/>					

Writing (Knowledge)
Recognizes or uses correct English grammar, punctuation, and spelling; communicates information (for example, facts, ideas, or messages) in a succinct and organized manner; produces written information, which may include technical material, that is appropriate for the intended audience.

User	Does not apply	1	2	3	4	5
DOE, JOHN Q	<input type="radio"/>					

Step 8: Select the **Confirm** button.

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X

Complete Assessment

Supervisor 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: DOE, JOHN Q
Required By: 12/27/2011

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

[Help](#)

Assessment Confirmation

User Name	Status	Notes
DOE, JOHN Q	5 out of 33 competencies assessed 0 comments entered	Not all competencies assessed

Confirm

Return To Survey

Step 9: Select the **Return** button.

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X

Complete Assessment

Supervisor Assessment

For: DOE, JOHN Q
Required By: 12/27/2011

[Help](#)

Status

Status:

Your assessment has been successfully submitted. Thank you very much for your input.

Return

Note:

- *The Supervisor Assessment is recorded in the employee's Completed Work area.*
- *The most recent competency assessment ratings (either from the supervisor assessment or the employee's self assessment) write over any previously submitted competency assessment ratings.*

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

Add Training Courses Suggested by the TMS

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

Step 2: Select the **My Employees** tab.



Step 3: Select an employee's name to access the employee's TMS record.



Step 4: Select the **Competencies** pod from the employee's TMS record.

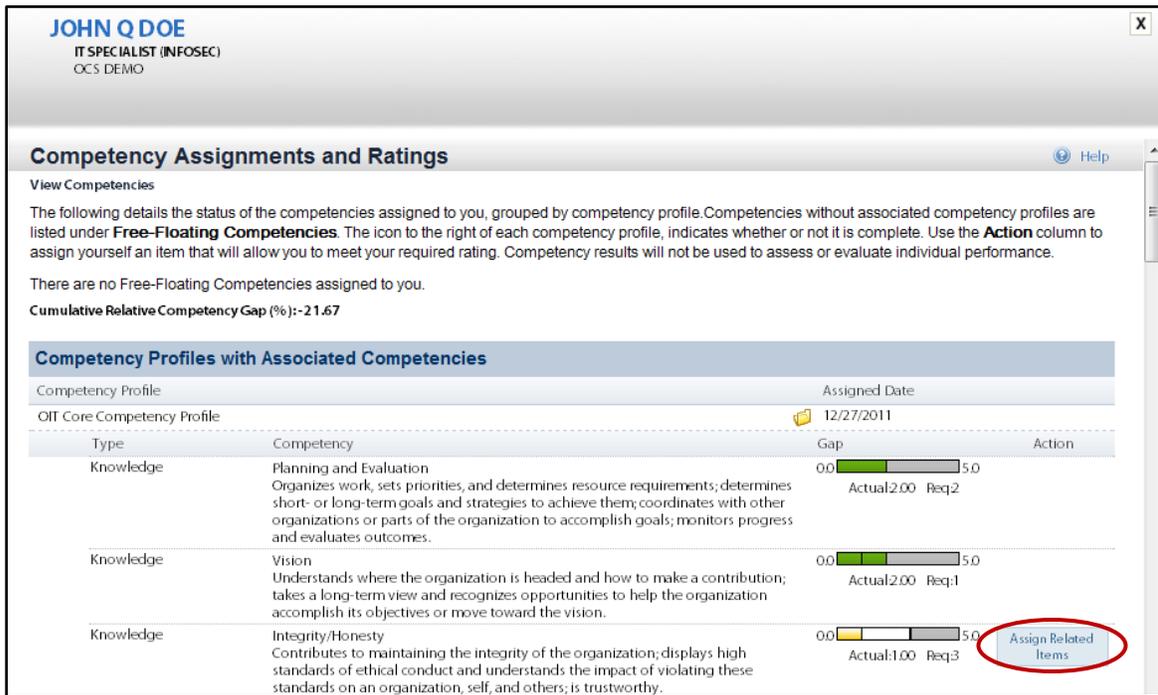
The screenshot shows the 'Employees' interface. On the left, a list of employees includes 'JOHN Q. DOE' and 'MICHAEL Z. JAMES'. The main area displays 'JOHN Q. DOE: To-Do List' with a search bar and a 'Show: All Learning' dropdown. The list is divided into 'Due later' and 'No due date' sections. The 'Due later' section includes items like 'Entry Level FAC-P/PM Boot Camp' (Available), 'LDC_RECORDS_MNGMENT_BASICs' (Must be registered), 'VA Privacy and Information Security Awareness and Rules' (Available), 'LDC Records Management Intermediate' (Must be registered), and 'No FEAR (Notification & Federal Employee Antidiscriminat' (Available). The 'No due date' section includes 'Becoming a Manager: Leading and Communicating' (In progress), 'Communicating Strategically' (Must be registered), 'Communicating to Get Results' (Available), and 'FAC-P/PM Entry Program/Project Management' (Available). On the right, there are 'Supervisor Links' (Assign/Remove Learning, Register/Withdraw Employees, Approvals, Assessments, Dashboard, Organization Chart, Reports), a 'Status: JOHN Q. DOE' section, and three performance pods: 'Curricula' (Overdue 0, Due in 30 days 0, Due Later 2), 'Completed Work' (1 item completed in the last 30 days), and 'Competencies' (76% of requirements met, circled in red).

The Competency Assignments and Ratings page loads.

The screenshot shows the 'Competency Assignments and Ratings' page for 'JOHN Q. DOE', an IT Specialist (Infosec) in the OCS Demo system. The page title is 'Competency Assignments and Ratings'. Below the title, there is a 'View Competencies' section with an explanatory paragraph and a note that there are no Free-Floating Competencies assigned. A 'Cumulative Relative Competency Gap (%)' of -21.67 is displayed. The main section is 'Competency Profiles with Associated Competencies', which contains a table with columns for 'Competency Profile', 'Assigned Date', 'Type', 'Competency', 'Gap', and 'Action'.

Competency Profile	Assigned Date	Type	Competency	Gap	Action
OIT Core Competency Profile	12/27/2011	Knowledge	Planning and Evaluation Organizes work, sets priorities, and determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organizations or parts of the organization to accomplish goals; monitors progress and evaluates outcomes.	0.0 / 5.0 Actual: 2.00 Req: 2	
		Knowledge	Vision Understands where the organization is headed and how to make a contribution; takes a long-term view and recognizes opportunities to help the organization accomplish its objectives or move toward the vision.	0.0 / 5.0 Actual: 2.00 Req: 1	
		Knowledge	Integrity/Honesty Contributes to maintaining the integrity of the organization; displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self, and others; is trustworthy.	0.0 / 5.0 Actual: 1.00 Req: 3	Assign Related Items

Step 5: Select the **Assign Related Items** button next to a competency.



JOHN Q DOE
IT SPECIALIST (INFOSEC)
OCS DEMO

Competency Assignments and Ratings

View Competencies

The following details the status of the competencies assigned to you, grouped by competency profile. Competencies without associated competency profiles are listed under **Free-Floating Competencies**. The icon to the right of each competency profile, indicates whether or not it is complete. Use the **Action** column to assign yourself an item that will allow you to meet your required rating. Competency results will not be used to assess or evaluate individual performance.

There are no Free-Floating Competencies assigned to you.

Cumulative Relative Competency Gap (%): -21.67

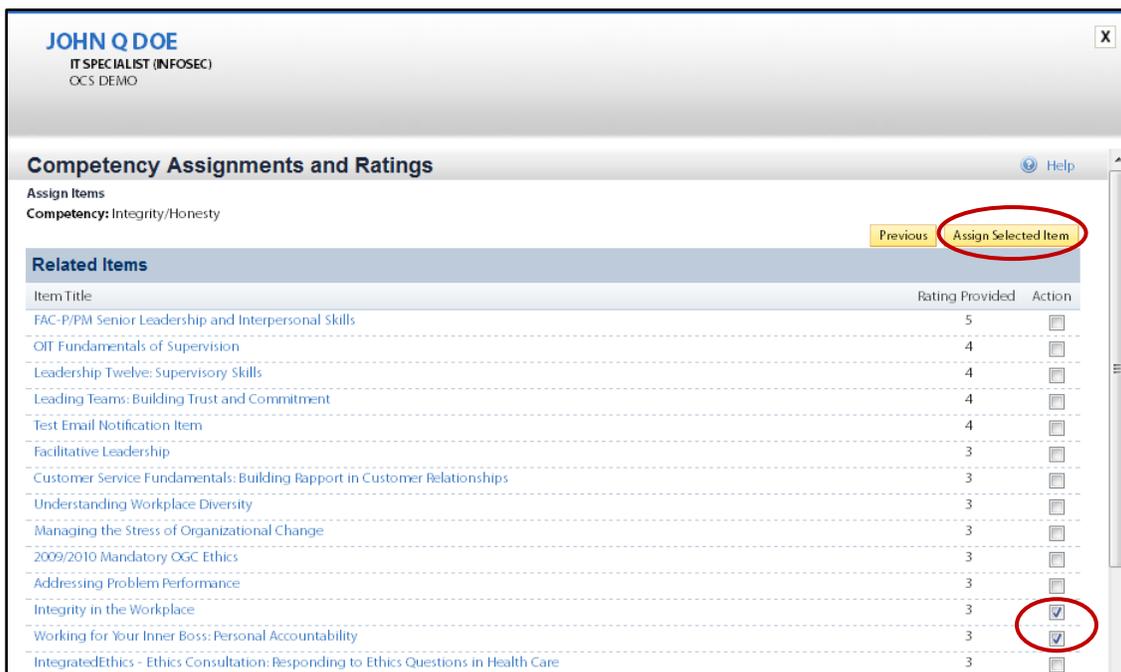
Competency Profiles with Associated Competencies

Competency Profile	Assigned Date
OIT Core Competency Profile	12/27/2011

Type	Competency	Gap	Action
Knowledge	Planning and Evaluation Organizes work, sets priorities, and determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organizations or parts of the organization to accomplish goals; monitors progress and evaluates outcomes.	0.0 / 5.0 Actual: 2.00 Req: 2	
Knowledge	Vision Understands where the organization is headed and how to make a contribution; takes a long-term view and recognizes opportunities to help the organization accomplish its objectives or move toward the vision.	0.0 / 5.0 Actual: 2.00 Req: 1	
Knowledge	Integrity/Honesty Contributes to maintaining the integrity of the organization; displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self, and others; is trustworthy.	0.0 / 5.0 Actual: 1.00 Req: 3	Assign Related Items

Step 6: Select the checkbox(es) next to the course title(s) you want to add to the employee's eIDP.

Step 7: Select the **Assign Selected Item** button.



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Competency Assignments and Ratings

Assign Items
Competency: Integrity/Honesty

Previous **Assign Selected Item**

Related Items

Item Title	Rating Provided	Action
FAC-P/PM Senior Leadership and Interpersonal Skills	5	<input type="checkbox"/>
OIT Fundamentals of Supervision	4	<input type="checkbox"/>
Leadership Twelve: Supervisory Skills	4	<input type="checkbox"/>
Leading Teams: Building Trust and Commitment	4	<input type="checkbox"/>
Test Email Notification Item	4	<input type="checkbox"/>
Facilitative Leadership	3	<input type="checkbox"/>
Customer Service Fundamentals: Building Rapport in Customer Relationships	3	<input type="checkbox"/>
Understanding Workplace Diversity	3	<input type="checkbox"/>
Managing the Stress of Organizational Change	3	<input type="checkbox"/>
2009/2010 Mandatory OGC Ethics	3	<input type="checkbox"/>
Addressing Problem Performance	3	<input type="checkbox"/>
Integrity in the Workplace	3	<input checked="" type="checkbox"/>
Working for Your Inner Boss: Personal Accountability	3	<input checked="" type="checkbox"/>
Integrated Ethics - Ethics Consultation: Responding to Ethics Questions in Health Care	3	<input type="checkbox"/>

The selected course(s) will be added to the employee's eIDP, meaning the course(s) will appear on his or her To-Do List.

Add Training Courses from a Keyword Search

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

Step 2: Select the **My Employees** tab.



Step 3: Select the **Assign/Remove Learning** link from the Supervisor Links section.



Step 4: Select the **Add Items and Curricula** radio button and select the **Next** button.



Step 5: Select the employee.

- a. Select the checkbox that corresponds to the employee's name and select the **Add Checked** button.



Manage Learning Activities Help

Select Management Action → Select Users

Previous Next
Add Checked

Select All / Deselect All

Select Users

User Name	Select User	Include Subordinates
DOE, JOHN Q	<input checked="" type="checkbox"/>	<input type="checkbox"/>
JAMES, MICHAEL Z	<input type="checkbox"/>	<input type="checkbox"/>

- b. Review the list of Selected Users, and select the **Next** button if the list is correct.



Manage Learning Activities Help

Select Management Action → Select Users

Previous Next
Add Checked

Select All / Deselect All

Select Users

User Name	Select User	Include Subordinates
DOE, JOHN Q	<input type="checkbox"/>	<input type="checkbox"/>
JAMES, MICHAEL Z	<input type="checkbox"/>	<input type="checkbox"/>

Select All / Deselect All

List of Selected Users

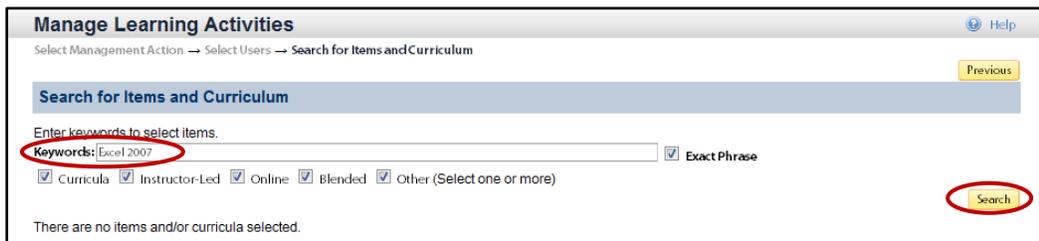
User Name	Remove
DOE, JOHN Q	<input type="checkbox"/>

Select All / Deselect All

Remove Checked

Step 6: Search for the course.

Enter search criteria in the Keywords field and select the **Search** button.



Manage Learning Activities Help

Select Management Action → Select Users → Search for Items and Curriculum

Previous

Search for Items and Curriculum

Enter keywords to select items.

Keywords: Excel 2007 Exact Phrase

Curricula Instructor-Led Online Blended Other (Select one or more)

Search

There are no items and/or curricula selected.

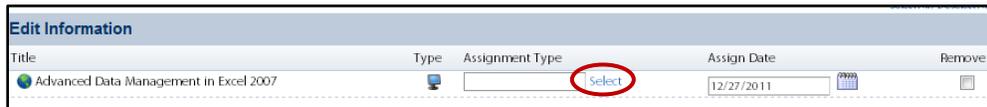
Step 7: Assign the course.

Select the checkbox associated with the desired course and select the **Add Checked** button.

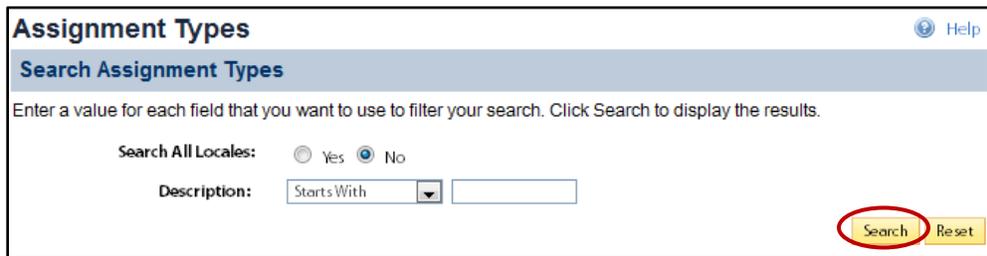


Step 8: Set the course parameters for Assignment Type and Required Date.

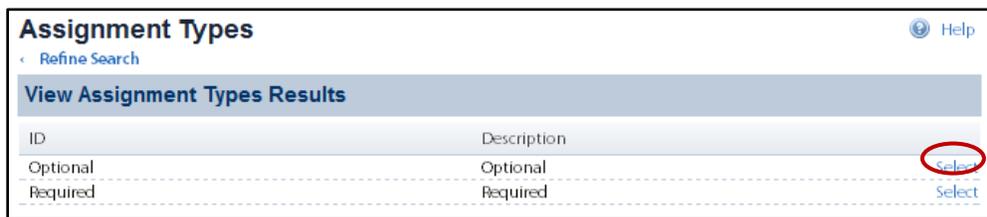
a. Select the **Select** link next to Assignment Type.



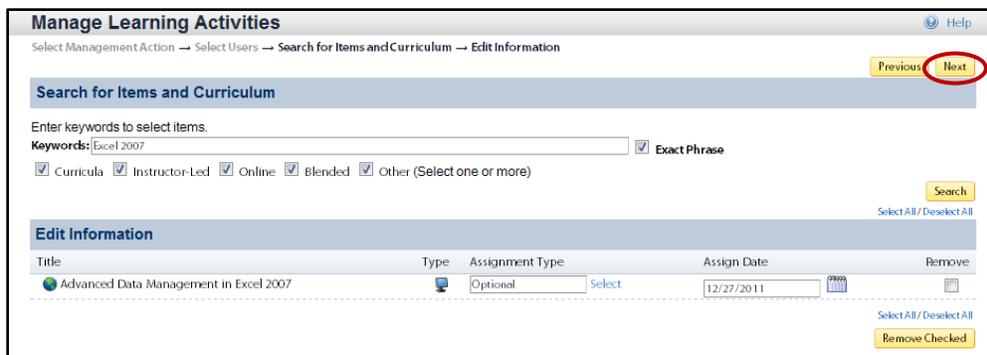
b. Select the **Search** button in the pop-up window.



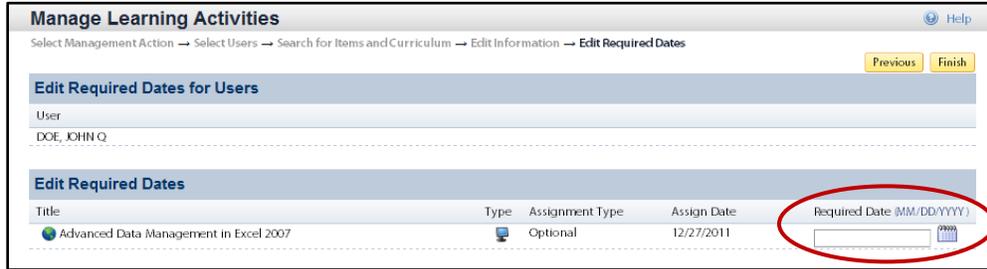
c. Select either **Optional** or **Required**.



d. Select the **Next** button.



- e. Set the Required Date (either type the date manually or use the calendar icon to select the date from the pop-up calendar).



Manage Learning Activities Help

Select Management Action → Select Users → Search for Items and Curriculum → Edit Information → **Edit Required Dates**

Previous Finish

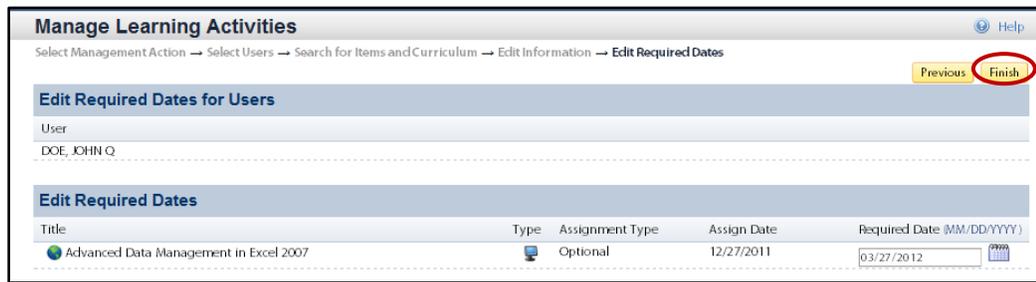
Edit Required Dates for Users

User
DOE, JOHN Q

Edit Required Dates

Title	Type	Assignment Type	Assign Date	Required Date (MM/DD/YYYY)
Advanced Data Management in Excel 2007	Optional		12/27/2011	<input type="text"/> 

Step 9: Select the **Finish** button.



Manage Learning Activities Help

Select Management Action → Select Users → Search for Items and Curriculum → Edit Information → **Edit Required Dates**

Previous **Finish**

Edit Required Dates for Users

User
DOE, JOHN Q

Edit Required Dates

Title	Type	Assignment Type	Assign Date	Required Date (MM/DD/YYYY)
Advanced Data Management in Excel 2007	Optional		12/27/2011	03/27/2012 

How Do I Add a Completed External Event to My Employee's Completed Work?

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

Step 2: Select the **My Employees** tab.



Step 3: Hover over the employee's name in the employee tree.



Step 4: Select the **Record Learning** link from the pop-up box.



Step 5: Select the **External Event** radio button and select the **Next** button.

Step 6: Type the title of the learning event in the Description textbox and select the **Next** button.

Step 7: Enter the **Completion Date**, the **Completion Time**, the **Time Zone**, and any non-required information desired. Then select the **Next** button.

Step 8: Enter accreditation information if applicable and select the **Next** button.

Step 9: Enter comments in the textbox if applicable and select the **Next** button.

Step 10: Verify the Record Learning information and select the **Finish** button.

Monitoring Employee eIDPs

The TMS tracks training data. This data can be queried and organized in a report for further analysis. The *Learning Plan Report* offers a composite view of employee eIDPs. It contains items from the TMS Catalog that are on your employees' To-Do Lists and notes if the items have been completed. The *Learning History Report* offers a composite view of employees' **Completed Work** and is able to be filtered by date. It contains items from the TMS Catalog as well as external items.

How Do I Generate a "Learning Plan Report?"

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

Step 2: Select the **My Employees** tab.



Step 3: Select the "Reports" link from the *Supervisor Links* section.



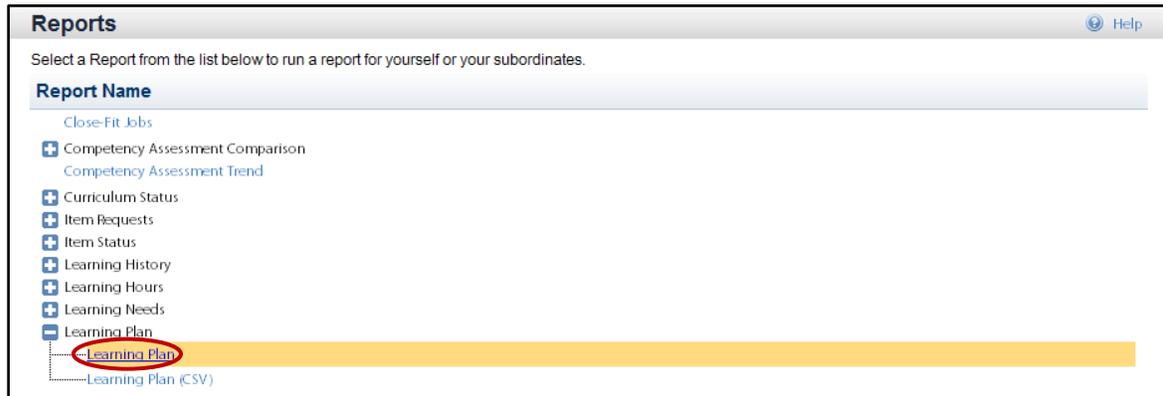
Note: If you want to run a report on only one specific employee's training statistics, hover over the employee's name and select the "Reports" link from the pop-up box.



Step 4: Select the "+" sign next to the "Learning Plan" category.

Step 5: Select the "Learning Plan" hyperlink.

Select the (CSV) report link if you would like to import the data to Excel.



Step 6: Enter desired report parameters.

For example: Select "Direct Subordinates" for User.

Step 7: Select the **Run Report** button.

This example report will contain each employee's eIDP. If the employee has completed the item, the "Complete Date" field will be populated with the completion date. Blanks in the "Complete Date" field indicate that the employee has not completed the item.

*Note: This report contains **all** TMS record data and cannot be filtered by dates. This report only contains items that are in the TMS Catalog; external items are not included. To view only completed eIDP items (including external items) and be able to filter by date, generate a Learning History Report.*

How Do I Generate a "Learning History Report?"

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

Step 2: Select the **My Employees** tab.



Step 3: Select the "Reports" link from the *Supervisor Links* section.



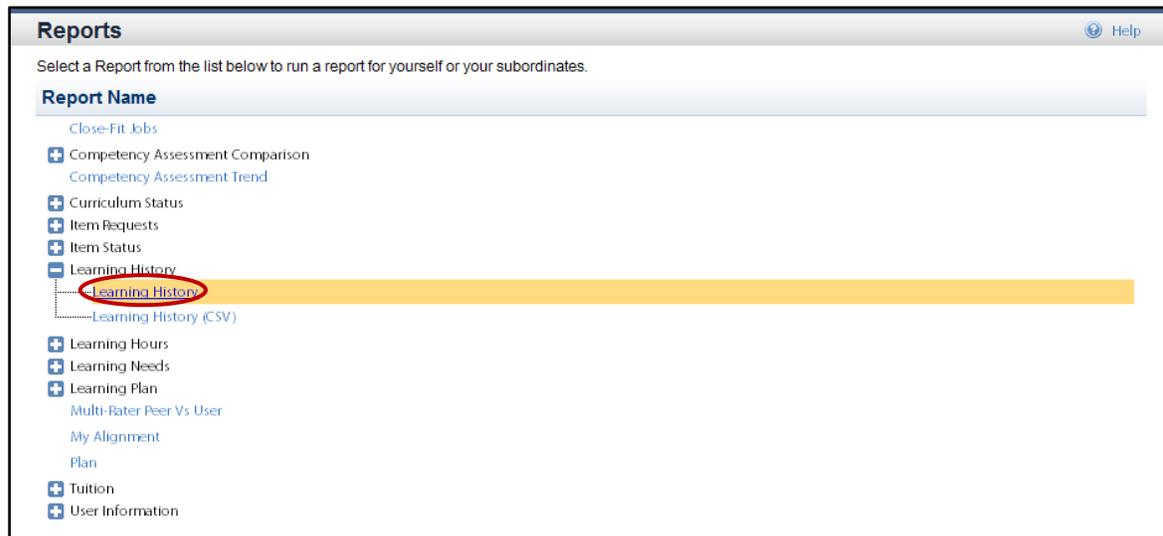
Note: If you want to run a report on only one specific employee's training statistics, hover over the employee's name and select the "Reports" link from the pop-up box.



Step 4: Select the “+” sign next to “Learning History” to expand the category.

Step 5: Select the “Learning History” hyperlink.

Select the (CSV) report hyperlink if you would like to import the data to Excel.



Step 6: Enter desired report parameters.

*For example: Select “Direct Subordinates” for **User**. Enter “10/01/2011” for **Completed Date From**. Enter “09/30/2012” for **Completed Date To**.*

Step 7: Select the **Run Report** button.

This example report will display in a new browser and list all the courses your direct subordinates completed from 10/01/2011 – 09/30/2012. This report will include items in the TMS Catalog as well as external items input by the user or supervisor.

Supervisor Dashboard

The Dashboard is a TMS function available to supervisors. The Dashboard offers a view of overdue or upcoming training that your direct subordinates have on their To-Do Lists.

How Do I Access the (Supervisor) Dashboard?

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

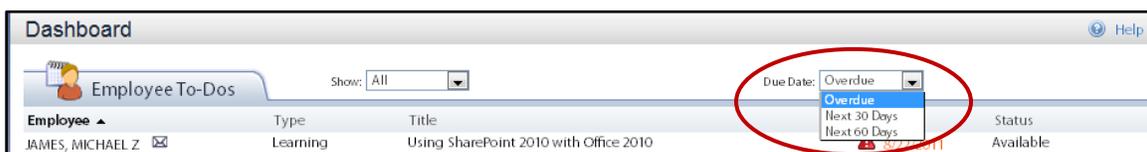
Step 2: Select the **My Employees** tab.



Step 3: Select the "Dashboard" link from the *Supervisor Links* section.



Select an option from the "Due Date" drop-down menu to see the required training your direct subordinates have upcoming in the TMS. Note that the Dashboard has a maximum forecast view of the next 60 days and only displays courses that have a due date.



TMS Resources

[Inside TMS website](#)

InsideTMS is a website sponsored by VA Learning University (VALU). It is a source for training, toolkits, news, and information on the TMS. The site contains a [list of local TMS Administrators](#) as well as contact information for the [VA TMS Help Desk](#).

The Human Resources Academy web page, www.vahracademy.va.gov, contains links to additional resources for supervisors.

TMS users and supervisors in HR can email the [HRA mailbox](#) with specific questions or concerns. Please include the TMS User ID of the concerned account in the email.