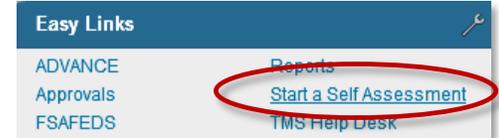


How Do I Complete My Competency Self Assessment?

- ❑ **Step 1:** From your [TMS](#) home page, select the **Start a Self Assessment** link in the Easy Links section.
- ❑ **Step 2:** View the competency profile name that appears in the blue header row to confirm that it is correct.



If your competency profile is incorrect, contact your supervisor.

- ❑ **Step 3:** Assess each of your competencies.

Note: A development self assessment is based on your knowledge, skills, and abilities in your current role and is not part of or related to the performance appraisal self assessment process.

- ❑ Read the competency definition provided.
- ❑ Hover over each proficiency level (1–5) and read the descriptions (or behavioral indicators) provided. *(For additional examples, see the VA HRA Competency Model Reference Guide)*
- ❑ Select the radio button associated with appropriate proficiency level.
- ❑ {optional} Select the **Add Comments** button to add comments related to the associated competency.

*Tips: If you select the **Check Spelling** button, you must select the **Resume Editing** button before you will be able to select the **Save and Close** button. Certain special characters are not permitted in the **Comments** textbox and will generate a system error. Do not use the following special characters: backslash (\), greater than (>), less than (<), quotation marks (""), and semicolon (;).*

- ❑ **Step 4:** Select the Submit button after assessing the last competency.
- ❑ **Step 5:** Select the **Confirm** button.
- ❑ **Step 6:** Notify your supervisor that you have completed your competency self assessment.
- ❑ **Step 7:** Discuss your competency assessment and development needs with your supervisor.

How Do I Create My eIDP?

- ❑ **Step 1:** From your [TMS](#) home page, select the **Competencies** pod.
- ❑ **Step 2:** Look in the Gap column for items with yellow progress bars next to the competencies.
Note: You can select the progress bar next to any competency to review behavioral indicators.
- ❑ **Step 3:** Select the **Assign Related Items** button next to a competency.
- ❑ **Step 4:** Select the checkboxes next to the courses you want to add to your eIDP.
- ❑ **Step 5:** Select the **Assign Selected Item** button.
- ❑ **Step 6:** Select the **Return to Competency Assignments** button to add more items to your eIDP.



Repeat steps 3–5 as necessary.

- ❑ **Step 7:** Notify your supervisor that you have created your eIDP.
- ❑ **Step 8:** Discuss your eIDP with your supervisor.