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.