



TMS  
2.0

VA

# Supervisor Job Aid

Manage Employee eIDPs

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## Supervisor Job Aid: Manage Employee eIDPs

### Purpose

The purpose of this Job Aid is to guide you through the steps of viewing, editing, and approving your employees' eIDPs in the TMS.

In this Job Aid, you will learn how to:

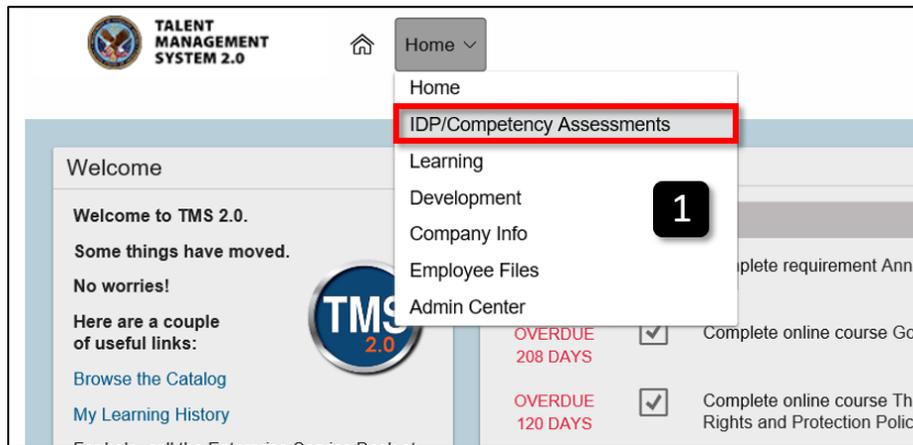
- Access an employee's draft eIDP
- View Competency Profile and Goal Details
- Send for Revision
- Approve an Employee's eIDP
- View My Team's eIDP Status

## Access an Employee's Draft eIDP

Click this link below to log in to your TMS 2.0 account:

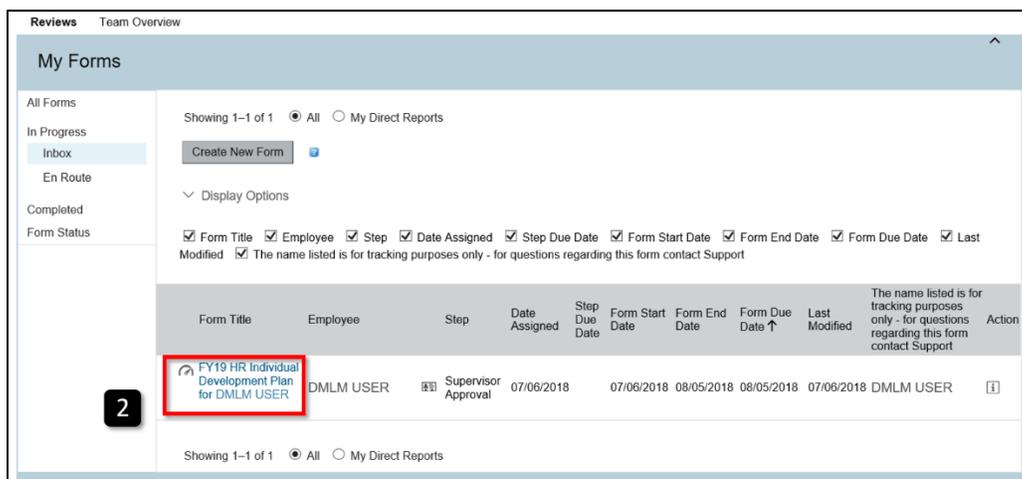
<https://www.tms.va.gov/SecureAuth35/>.

1. The TMS Home Page screen appears. Using the Home dropdown menu, navigate to the **eIDP/Competency Assessments** page.



**Figure 1: Image of the TMS 2.0 Home page displaying the expanded Home dropdown menu. The eIDP/Competency Assessments option is highlighted.**

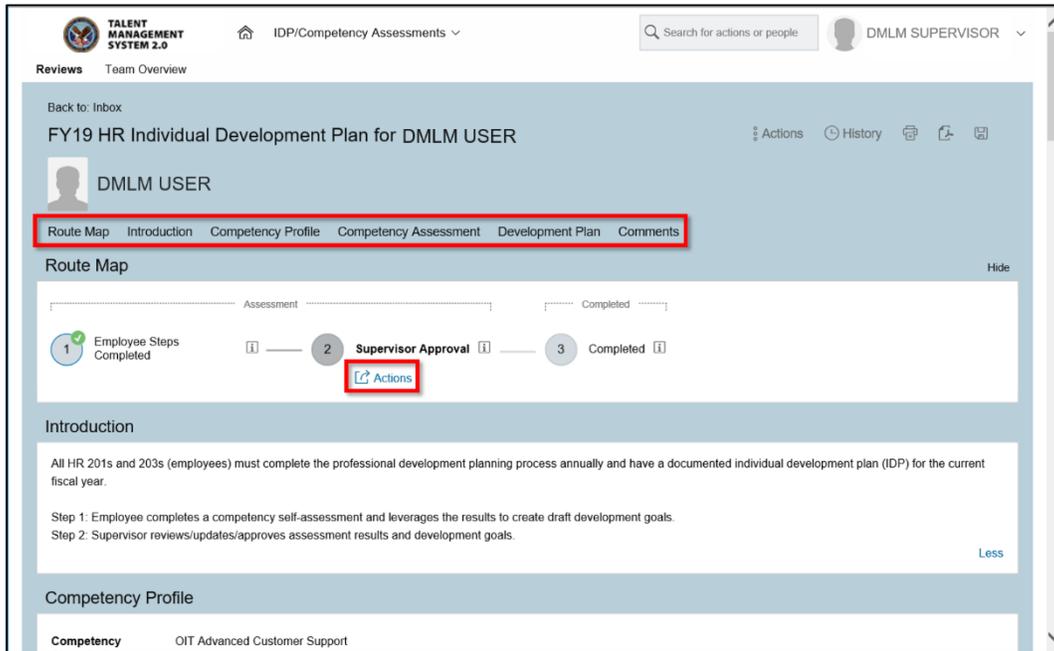
2. The My Forms page displays. Under the In Progress Inbox, any eIDP forms from your team pending your approval display. Select the hyperlinked plan name for the desired employee.



**Figure 2: Image of the My Forms page. An example employee's hyperlinked eIDP is highlighted.**

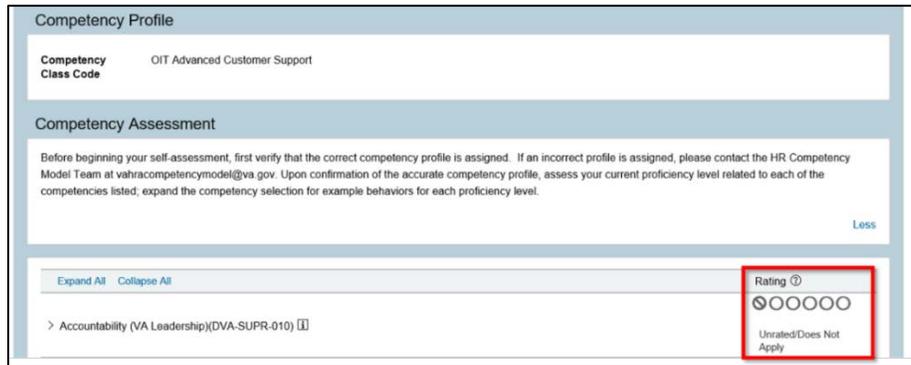
## View Competency Profile and Goal Details

- The employee's eIDP displays. You can use the navigation tabs at the top to move between the sections of the eIDP or simply scroll down the page. Under the Route Map section, notice the eIDP is currently in Supervisor Approval. You can use the Actions button to quickly act on the eIDP. However, you need to review the eIDP. Scroll down to the Competency Profile.



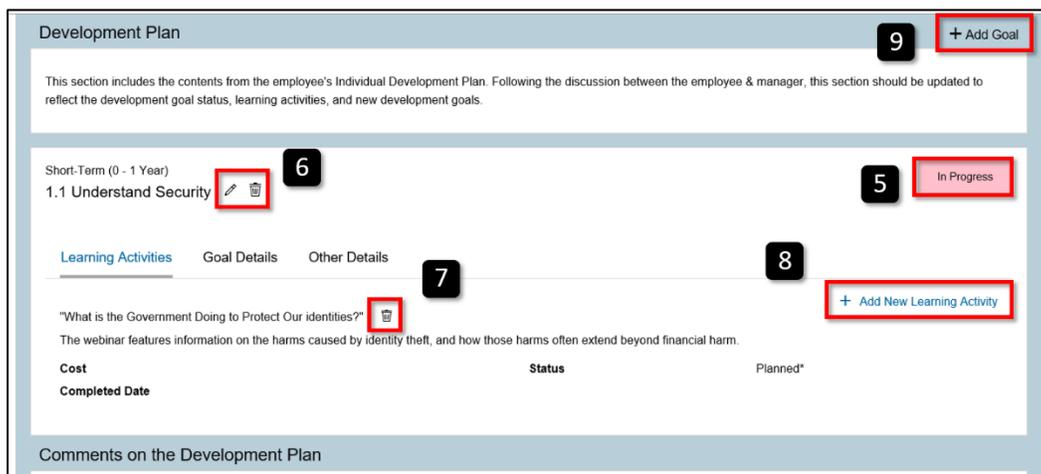
**Figure 3: Image of an employee's eIDP. The navigation tabs and Actions button are highlighted.**

- Review the Competency Profile. Employee's answer they competencies based on their specific job function and knowledge. Then, scroll down the page to view the employee's goals.



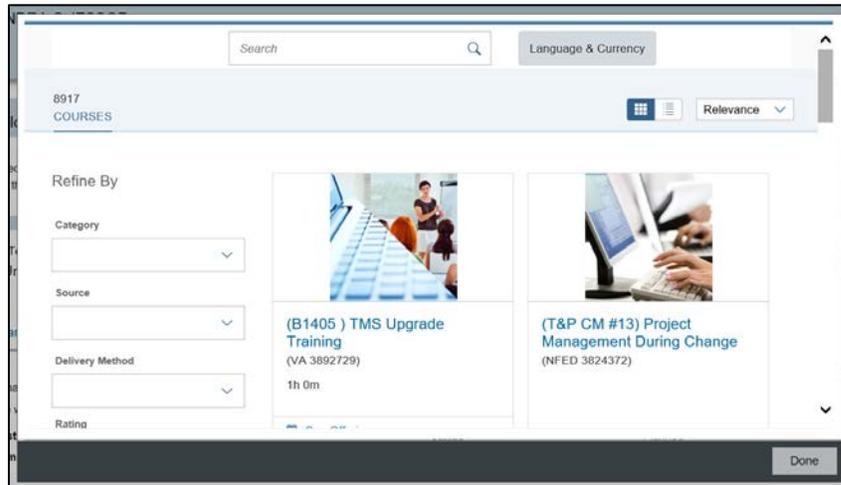
**Figure 4: Image of the Competency Profile section of the eIDP.**

- Each identified goal will display along with the length and its current status.
- You can edit or delete goals using the **Pencil** and **Delete** buttons.
- Below the goal, you can see any associated learning activities. You can delete the learning activity using the **Delete** button.
- You can add new learning activities using the **Add New Learning Activity** hyperlink.
- You can also add new goals using the **Add Goal** button.



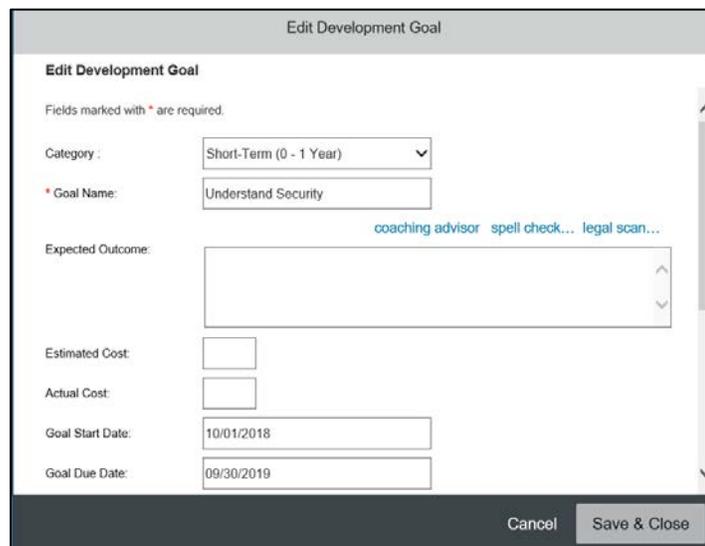
**Figure 5: Image of the Development Plan section of the eIDP. The options for deleting and revising goals are highlighted.**

10. By selecting the **Add New Learning Activity** hyperlink, a pop-up displays where you can search for the desired learning activity.



**Figure 6: Image of Catalog search pop-up window**

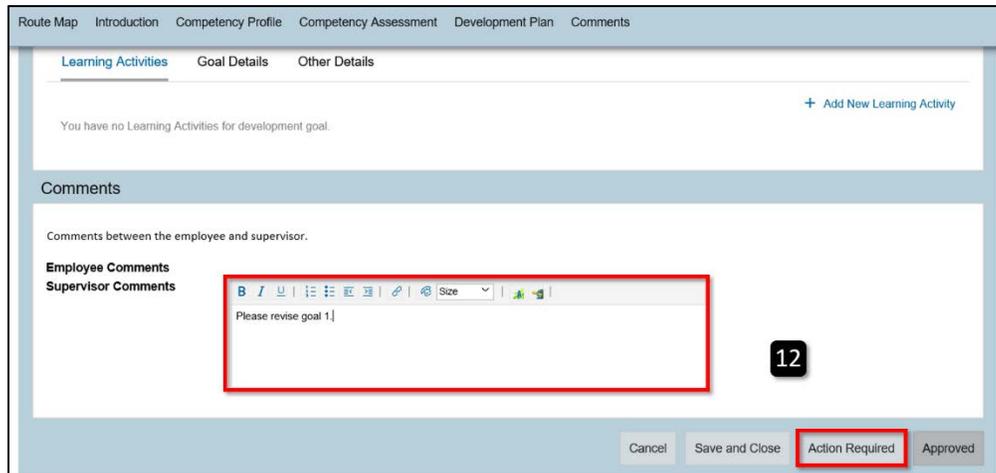
11. Similarly, selecting the **Pencil** button or **Add Goal** button will display a pop-up where you can revise or add new goals.



**Figure 7: Image of Edit Development Goal pop-up window**

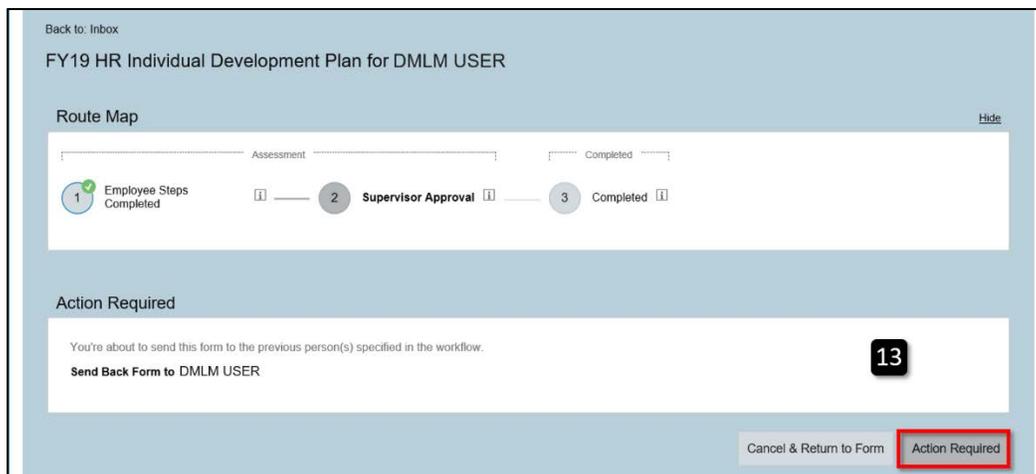
## Send for Revision

1. At the bottom of the eIDP, there is a section for comments. If the eIDP requires revision on the employee's part, enter comments in the **Supervisor Comments** field and select the **Action Required** button.



**Figure 8: Image of the Comments section of the eIDP. The Supervisor Comments field and Action Required button are highlighted.**

2. A confirmation page displays indicating the eIDP will be sent back to the employee for revision. Select the **Action Required** button.

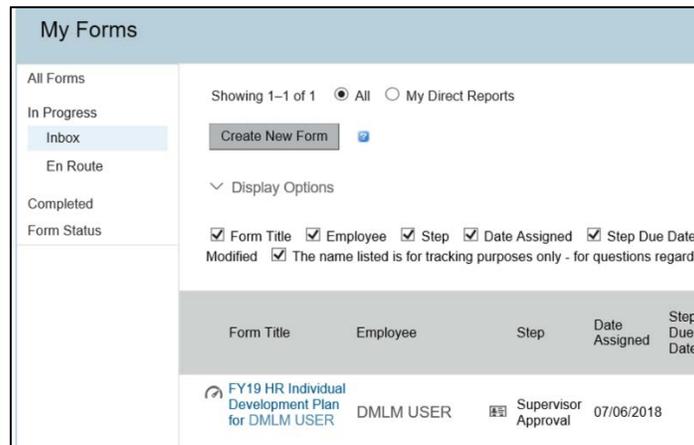


**Figure 9: Image of Action Required confirmation page. The Action Required button is highlighted.**

## Approve an Employee's eIDP

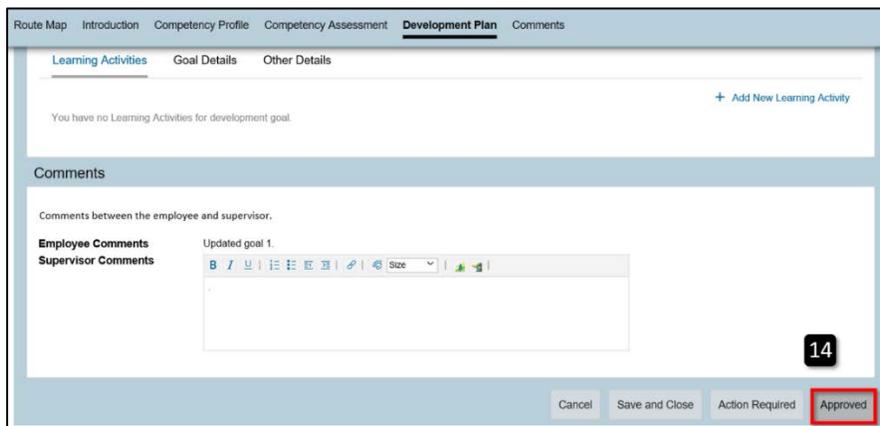
*NOTE: Prior to approving or denying an employee's eIDP, best practice suggests you schedule a meeting with the employee to discuss the eIDP. The objective of the meeting is to ensure that the employee selects goals that align with organizational goals and that you have the appropriate resources available to support the employee's eIDP.*

A revised eIDP that is sent back to the supervisor for review will display in the supervisor's My Forms Inbox.



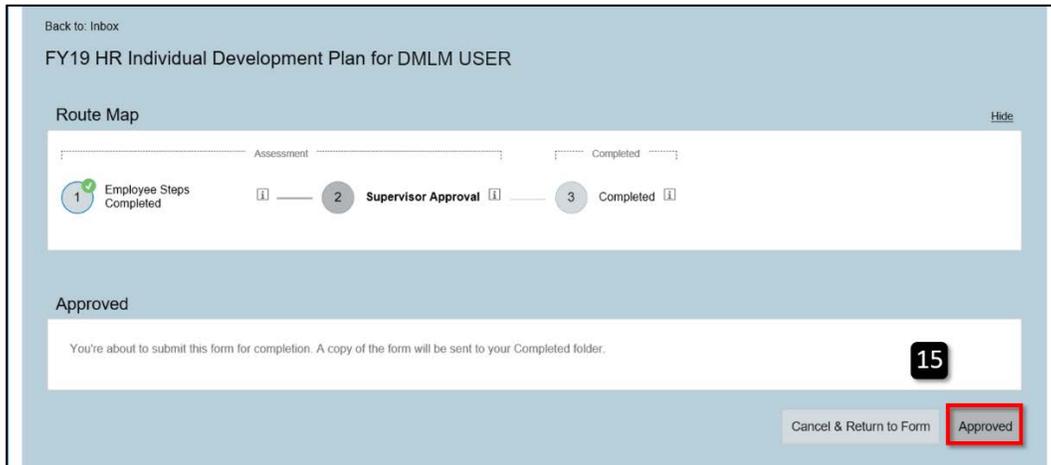
**Figure 10: Supervisor My Forms In Progress Inbox. A revised eIDP from an employee displays.**

1. After reviewing the goals and making any necessary revisions, scroll down to the bottom of the page. Any employee comments display in the Employee Comments section. If no further changes are necessary, select the **Approved** button.



**Figure 11: Image of the Development Plan Comments section. The Approved button is highlighted.**

2. A confirm approval page displays. Select the **Cancel & Return to Form** button to make additional changes or select the **Approved** button to confirm eIDP approval. The eIDP no longer displays in your My Forms Inbox.

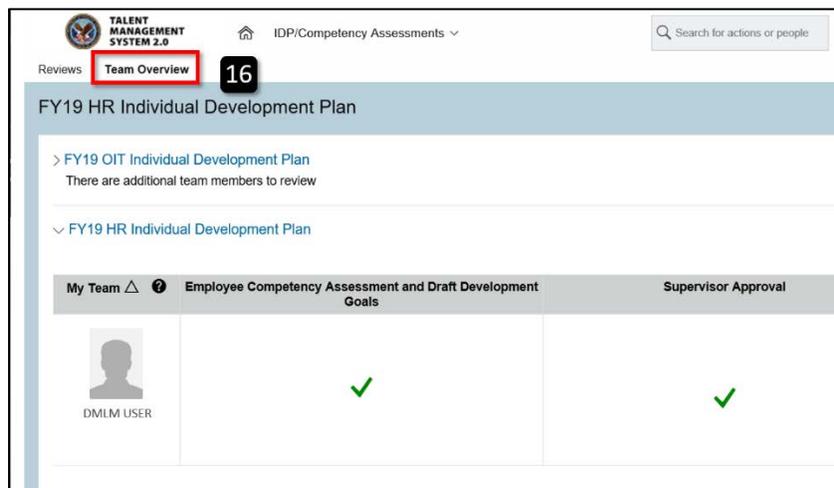


**Figure 12: Image of eIDP approval confirmation page. The Approved button is highlighted.**

## View My Team's eIDP Status

At any point, you can view the status of each employee's eIDP to make sure they are completed.

1. Select the **Teams Overview** tab on the eIDP/Competency Assessments page. For each plan time, you will see employee names and the status of their eIDP. In the image, you can see that DMLM USER drafted the goals and they were approved by the supervisor, which are indicated by a green checkmark.



**Figure 13: Image of the Team Overview page.**