

Supervisor: Individual Development Plans

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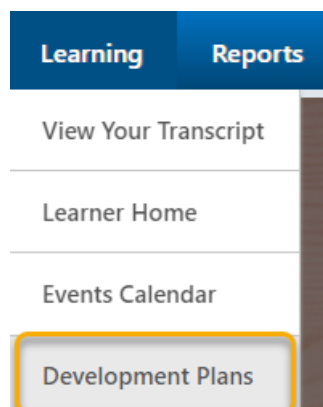
INTRODUCTION

This Job Aid will provide guidance for a supervisor to create an Individual Development Plan (IDP) for their employees and approve an IDP created by their employees within GSA’s new Online University which is utilizing the Cornerstone Learning Management System.

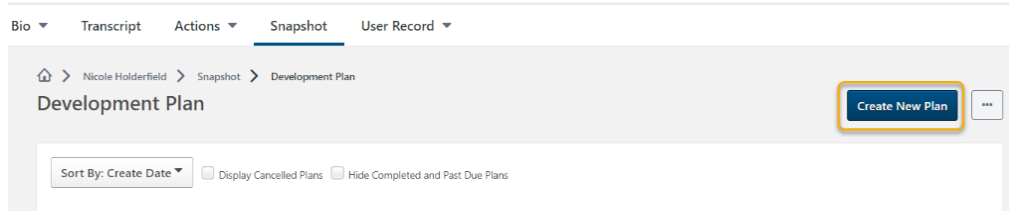
Please note: What is saved in the system, stays in the system. Take consideration as to how you populate open fields like descriptions, objectives, and comments.

CREATING AN IDP

1. Navigate to **Development Plans** by selecting **Learning** from the top navigation, then **Development Plans**.



2. Click **Create New Plan**.

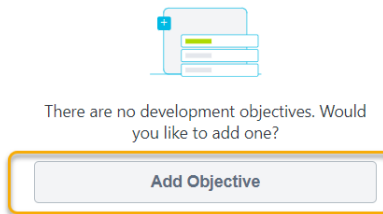


3. Place a title for your plan in the **Plan Title** text box.
4. Select a **Category** from the drop down menu.
5. Include a description of the IDP.

Add Objectives

1. In the **Development Objectives** area of the **Create a Plan** page, click **Add Objective**.

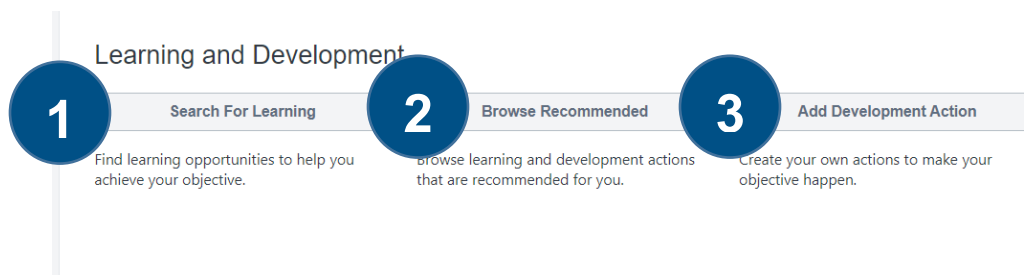
Development Objectives



2. In the **Add Development Objectives** provide the following:
 1. An **Objective Title**
 2. The **Category** the objective

Associate Training

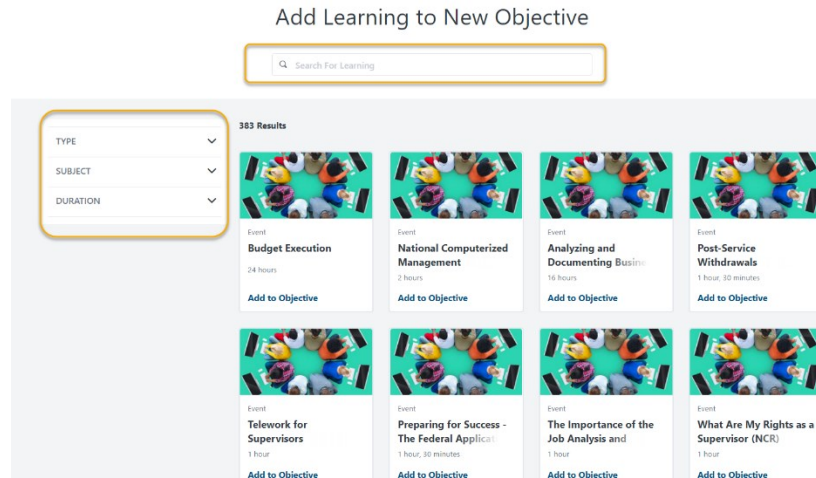
Associate training with the objective you want to complete. You are able to associate training in three ways; Search for Learning, Browse Recommended, and Add Development Action.



1) Search for Learning

Provides the training available within Online University.

1. To find a specific training, use the top search bar, or browse training by type, subject or duration.



2. Upon finding an appropriate learning object, select **Add to Objective**.



3. Once all learning objects are selected, click **Return to Objective** found at the bottom of the page.

2) Browse Recommended

Within the **Recommended Learning & Development Actions for New Objectives**, page you can filter the selections by using three options.

1. Competency Model
2. Competency Assessment
3. Continue Learning

Competency Model

Competency Model allows you to select a model with training associated with the competencies within the model itself.

Competency Assessments

Competency assessments display training recommended after completing a competency assessment. At this time, this option is not implemented at GSA.

Continue Learning

Continue Learning includes any training you are currently registered for and in progress as well as any SF-182s or External Trainings on your transcript.

1. Upon finding an appropriate learning object, select **Add to Objective**.



2. Once all trainings are selected, click **Return to Objective** found at the bottom of the page.

3) Add Development Actions

Allows input of various activity types which take place externally from Online University.

1. Populate the Description
2. Select an Activity Type
3. Identify a Due Date
4. Track ongoing % of progress

Development Action

Description*

Activity Type

Conferences ▼

Due Date*

Progress

4. Upon completion of associating training to objectives, additional objectives can be added by repeating the process until all objectives are associated.

DEVELOPMENT PLAN ASSIGNMENT

1. To assign the plan to your team, select **My Team** in the **Assignment** area of the **Create a Plan** page.
2. Once the **My Team** radio button is selected, team members are automatically selected for assignment. Deselect employees as needed, and/or Include Subordinates as required for the plan.

Assignment

Select the criteria that defines who will be included in this assignment

Self Only

My Team

Include Self

My Team

Include All

Sam Jones

Include Subordinates

David Philips

Include Subordinates

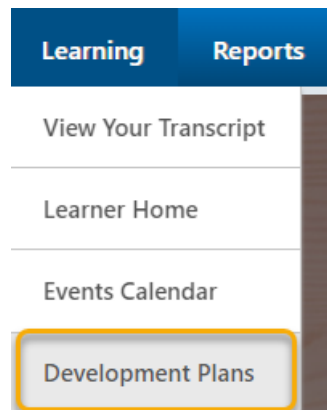
Cheryl Thomas

Include Subordinates

3. Once your selections have been made, select **Submit Plan**.

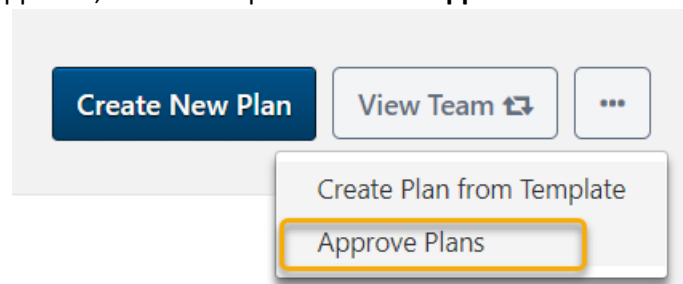
APPROVING AN IDP

1. Once an Development Plan has been submitted by an employee, you will need to review the plan in order to Approve or Deny the IDP. Navigate to the **Development Plans** by selecting **Learning** from the top navigation, then **Development Plans**.



Alternatively, you can access the **Development Plan** by clicking on **Universal Profile**, then **Snapshot**.

2. To view all plans pending approval, click the ellipses then click **Approve Plans**

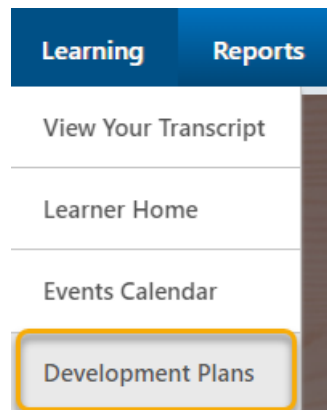


3. To review the contents of the plan, click the **Plan Title**.
 - a. If you wish to modify the objectives of a plan, click Options in the right corner and then click **Edit Development Plan**.
 - i. Modifications can be made by following the steps listed in **Creating an IDP**.
 - b. Objective comments can be added by clicking **Add a Comment** below the selected Development Objective.
 - c. Overall Plan Comments can also be added by clicking **Add a Comment under Plan Comments**.
 - d. Attachments such as certificates or transcript histories from another system can be added by clicking **Upload Attachment** in the **Attachments** area.
4. Once you have reviewed the plan and made any necessary updates, you can click **Approve** or **Deny** found at the

top of the page.

CONTINUOUS REVIEW OF EMPLOYEE PLANS

1. To review progress of an employee's development plan you can revisit the plan by navigating to the **Development Plans** by selecting **Learning** from the top navigation, then **Development Plans**.



*Alternatively, you can access the **Development Plan** by clicking on **Universal Profile**, then **Snapshot**.*

2. Then, click **View Team**.
3. Select an employee's name then, select the plan you wish to review by clicking the name of the plan.
4. Within this area, you can;
 - a. Edit the Plan to modify objectives.
 - b. Update an employee's progress of a Development Action.
 - c. Objective comments can be added by clicking **Add a Comment** below the selected Development Objective.
 - d. Overall Plan Comments can also be added by clicking **Add a Comment under Plan Comments**.
 - e. Attachments such as certificates or transcript histories from another system can be added by clicking **Upload Attachment** in the **Attachments** area.