

# Individual Development Plans for Managers

---

In an Individual Development Plan (IDP), managers can only view, print, and add comments to their direct report's IDP's. The following tasks are covered in this job aid:

- [Manager Navigates and Prints User's IDP](#)
- [Manager Runs the IDP Tile Report](#)

## Manager Navigates and Prints Employee's IDP

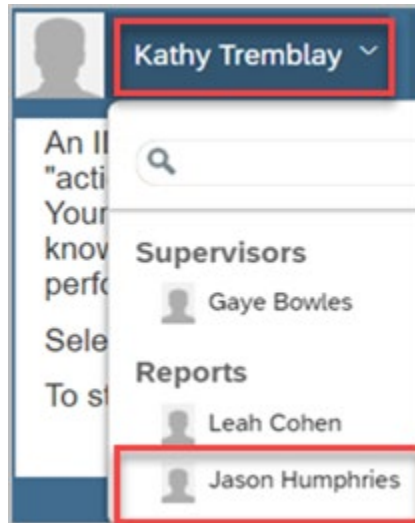
1. [Log into OLU](#)  
(<https://hcm03.ns2cloud.com/sf/?company=GSAHCM03&loginMethod=SSO#/login>)

Select the navigation drop-down at the top of the screen and select the option **Career Development**. This is the IDP.



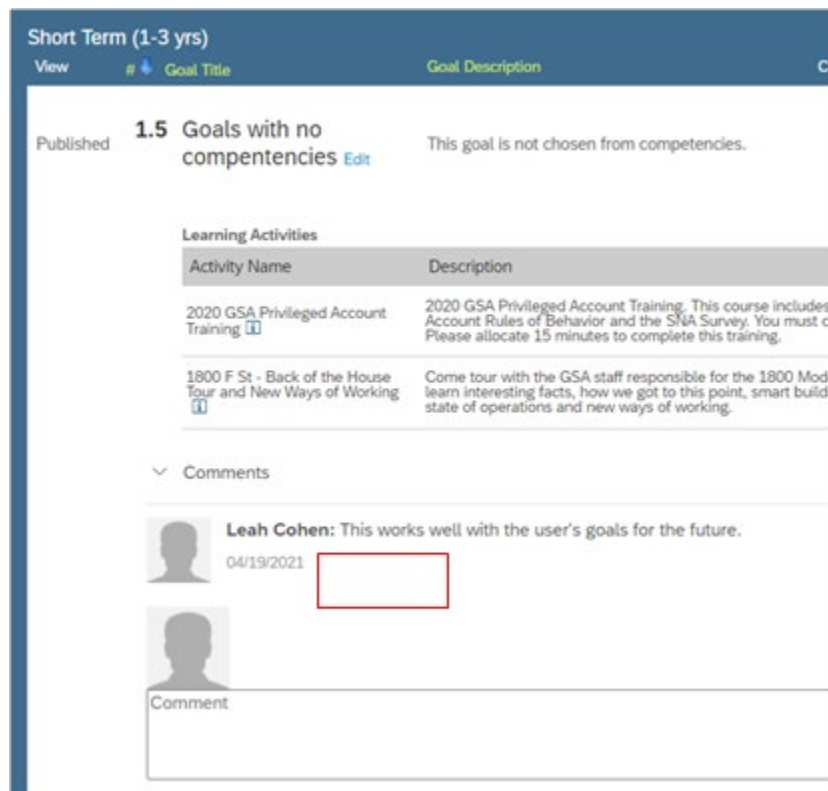
2. From the **Name** drop-down at the top left of the screen your name will show.

Select the drop-down arrow next to your name and your manager and direct reports will appear. Select the name of the user whose IDP you want to see.



3. View the goals listed for the user. You can only see the goals that are published.

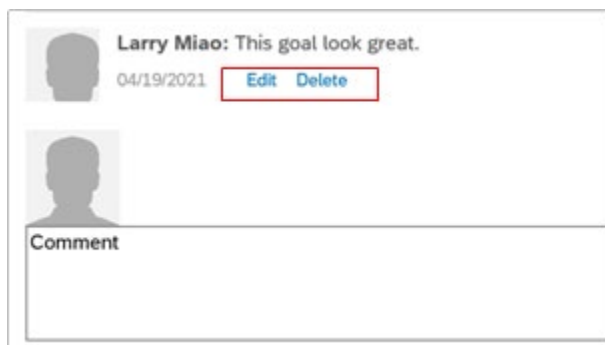
As a manager, you can only view the comments from the user. You **cannot** Edit or Delete them.



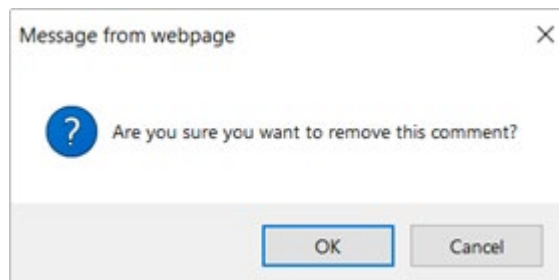
4. Under the **Short Term (1-3 yrs)** or **Long Term (3-5 yrs.)** goals, enter any text in the **Comments** field and select **Post**.



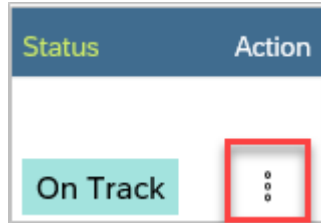
5. Next to each manager comment (comment that you make) is an **Edit** link and a **Delete** link. Select **Edit** to edit the comment and **Delete** to remove a comment.



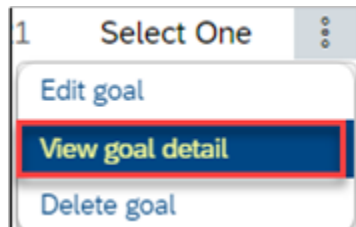
**Note:** If you select the **Delete** link, you will see a message asking “Are sure you want to remove this comment?” Select the **OK** button.



- Under the **Short Term (1-3 yrs)** or **Long Term (3-5 yrs)** section, select the ellipses (3 vertical dots) under the **Action** header for the development goal.



Select **View goal detail** link.

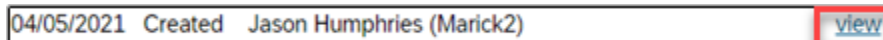


- Scroll to the bottom of the **Detail View of Goal** and view the Audit History.

Audit History:

Date	Action	User	
04/05/2021	Created	Jason Humphries (Marick2)	<a href="#">view</a>
04/06/2021	Modified	Jason Humphries (Marick2)	<a href="#">view</a>
04/08/2021	Modified	Kathy Tremblay (Marick1) by Gaye Bowles (Marick3)	<a href="#">view</a>
04/09/2021	Modified	Jason Humphries (Marick2)	<a href="#">view</a>
04/09/2021	Modified	Kathy Tremblay (Marick1) by Jason Humphries (Marick2)	<a href="#">view</a>
04/09/2021	Modified	Kathy Tremblay (Marick1) by Jason Humphries (Marick2)	<a href="#">view</a>
04/09/2021	Modified	Kathy Tremblay (Marick1) by Jason Humphries (Marick2)	<a href="#">view</a>
04/09/2021	Modified	Kathy Tremblay (Marick1) by Leah Cohen (Marick6)	<a href="#">view</a>
04/13/2021	Modified	Jason Humphries (Marick2) by Kathy Tremblay (Marick1)	<a href="#">view</a>
04/13/2021	Modified	Jason Humphries (Marick2) by Kathy Tremblay (Marick1)	<a href="#">view</a>
04/13/2021	Modified	Jason Humphries (Marick2) by Kathy Tremblay (Marick1)	displayed

- Select the **view** link next to any of the rows for the audit history of the goal.



- Select the link **Return to Individual Development Plan**. Select the link **Return to Individual Development Plan**.



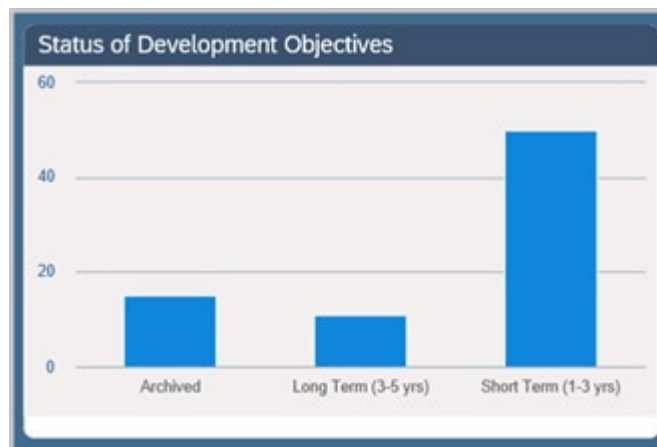
## Manager Runs the IDP Tile Report

1. If needed, select the navigation drop-down at the top of the screen and select the option Home. This is the Home page for all of the SAP modules (not just learning).



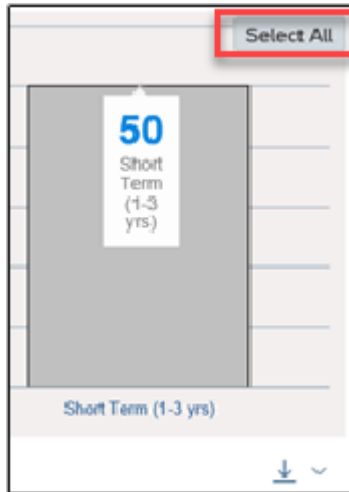
2. You may need to scroll down the Home page to see the report tiles. Select the tile **Status of Development Objectives**. There are three possible columns that could be displayed in the bar chart: **Archived**, **Long Term (3-5 yrs)**, and **Short Term (1-3 yrs)**.

**Note:** Depending on your current settings you could have any one of the three bars displayed.



3. Select the column that you want to print. The column turns gray.

**Note:** Select the **Select All** button to select all three bar charts.



4. Select the **Export** icon and choose CSV or Excel.



5. **Open** the downloaded report. Save if applicable.

