LW> OFFICE OF LEARNING &
WORKFORCE DEVELOPMENT

INDIVIDUAL DEVELOPMENT PLAN JOB AID

Log into to ESS>Click the IDP drop down menu>Click Start Page

Click on "Create a new IDP"

NOTE: This screen also gives you the option to change supervisors, view, update and rollover your IDP.

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Your initial IDP will be (blank) in the goal column for your 3 Short Range and Long Range goals, so click on the word/link (Modify) to enter goals.

Enter your Goal in the box below>Click Save

This window will appear>Click on one of the Activity boxes below to enter an activity. You can add more than one activity per goal.

This window will appear so you can enter the detailed information for your activities. You can select one of the 3 save options on the bottom.

To View your IDP>Click on View current IDP (example is below this screen shot).

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SAMPLE IDP (one goal and one activity)

**Individual Development Plan for Doe, John from
10/01/2012 to 09/30/2013**

Name: Doe, John	**Title/Position:** HUMAN RESOURCES SPECIALIST (HUMAN RESOURCE DEVELOPMENT)		
Organizational Unit: DOE ORG	**Grade/Step:** 12/02	**Work Phone:** 999-999-9999	**Employee ID:** XXXXX
This IDP is in progress, started on 05/19/2011			

Reason	Activity	Description	Training Cost	Travel Cost	Total Cost	Hours	Start Date / Target Date
Long Range Goal 3: Manage a Training Program							
Development	Other	**Course name:** OJT **Description:** Will receive training from the training managers assigned to various organizations	0	0	0	0	06/13/2013 TBD

[Request Supervisor Review]   [Back to Goal Summary]

NOTE: If IDP is "In Progress", click "Request Supervisor Review". Your supervisor will receive an email prompting them to review/approve your IDP.

To Decline completing an IDP>Click on "Decline to Complete an IDP" and follow the instructions. You will need to have a justification and your supervisor needs to approve it.

If you have any questions concerning IDPs, contact your Training POC.