

INDIVIDUAL DEVELOPMENT PLAN JOB AID

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

The screenshot shows the U.S. Department of Energy Employee Self Service (ESS) portal. At the top, the user 'Doe.John' is logged in. The navigation bar includes 'Home', 'Personal Information', 'Pay', 'Benefits', 'Time/Leave', 'Training', 'IDP', and 'CHRIS/PeopleSoft'. The 'IDP' menu is open, displaying options: 'IDP Start Page', 'Instructions', 'Create new IDP', 'Update current IDP', 'View current IDP', and 'Decline to complete an IDP'. A red arrow points to the 'IDP' menu. A yellow alert box in the center reads: 'Emergency Contact: You have not reviewed/updated your emergency contacts in 12 months or more. Please click here to review your emergency contacts.' The bottom of the page features three main sections: 'Personnel' (Update Personal Information), 'Pay' (Update Payroll Information), and 'Benefits' (Personal Benefits Statement).

Click on “Create a new IDP”

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

The screenshot shows the 'Employee Self Service' interface for the U.S. Department of Energy. At the top, the user 'Doe, John' is logged in. The navigation menu includes: Home, Personal Information, Pay, Benefits, Time/Leave, Training, IDP, and CHRIS/PeopleSoft. The main content area displays the 'Individual Development Plan for Doe, John' and states that the organization's current evaluation cycle dates are 10/01/12 - 09/30/13.

<u>Period Covered</u>	<u>Effective Date</u>	<u>Status</u>	<u>Supervisor</u>	
10/01/12 - 09/30/13	05/19/11 01:43:11 PM	Signed	Super, Joe	Change supervisor
3H0000000 - OFFICE OF THE CHIEF HUMAN CAPITAL OFFICER				View Update Rollover

[Create a new 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.

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Home Personal Information Pay Benefits Time/Leave Training IDP CHRIS/PeopleSoft

Individual Development Plan for HODNETDoe.John
 10/01/2012 to 09/30/2013

This IDP has already been signed by your supervisor.
 If you choose to make a change, your IDP will need to be signed again by your Supervisor.

Goal Summary

Click on **[Modify]** link to establish a summary of each goal.
 Click on **[Delete]** link to delete a goal title.
 Click on **[Add Activities]** link to add activities to the goal established.
 You may also Click on a goal title to add activities to that goal.

Short Range Goal 1:	Learn tricks and tips of MS Of ...	[Modify]	[Delete]	[Add Activities]
Short Range Goal 2:	Expand Teamwork and Communicat ...	[Modify]	[Delete]	[Add Activities]
Short Range Goal 3:	Develop Project & Program Mana ...	[Modify]	[Delete]	[Add Activities]
Long Range Goal 1:	Attend ISD training course ...	[Modify]	[Delete]	[Add Activities]
Long Range Goal 2:	Attend class for curriculum de ...	[Modify]	[Delete]	[Add Activities]
Long Range Goal 3:	(blank)	[Modify]		

Request Supervisor Review Set Target Yr Set Pref Order View IDP

Back to IDP Start page

Enter your Goal in the box below>Click Save

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10/01/2012 to 09/30/2013

Long Range Goal 3:
*** - required field entry**
*** Goal Description:**

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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.

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Activity Summary Long Range Goal 3: Manage a Training Program

No activities exists for this goal. To add activities, please click on the appropriate *ADD* buttons below.

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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.

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Individual Development Plan for Doe, John from
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Long Range Goal 3: Manage a Training Program

Enter an activity that does not appear in a DOE catalog
*- required field entry

*Activity Type:	Self-Study ▼
*Course Name:	Self-Study
*Reason:	Development ▼
*Describe Activity (If a course, you must include course number/title, vendor contact information):	Read training manager handbooks, continuity guides and job aids.
Start Date:	06/13/2013 (Enter as mm/dd/yyyy or leave blank for TBD)
End Date:	07/31/2013 (Enter as mm/dd/yyyy or leave blank for TBD)
Vendor:	
Duty Hours:	0
Non-Duty Hours:	0
Est. Cost:	\$ 0
Activity Location (city, state):	
Est. Travel:	\$ 0
Date Completed:	(Enter as mm/dd/yyyy or leave blank for TBD):

Save/Set Target dates
Save/Back to Goal Summary

Save/Back to Activity Summary for this goal

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 Internet

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

The screenshot shows the U.S. Department of Energy Employee Self Service iManage portal. At the top, the user 'Doe John' is logged in. The navigation bar includes 'Home', 'Personal Information', 'Pay', 'Benefits', 'Time/Leave', 'Training', 'IDP', and 'CHRIS/PeopleSoft'. A dropdown menu is open under the 'IDP' tab, with 'View current IDP' highlighted by a red arrow. A yellow warning box states: 'You have not reviewed/updated your emergency contacts in 12 months or more. Please click here to review your emergency contacts.' The page also features sections for Personnel, Pay, and Benefits.

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Home Personal Information Pay Benefits Time/Leave Training IDP CHRIS/PeopleSoft

ESS Navigation
General Information
Account Maintenance
What's New
Other Links

Contact Info
EMPLOYEE SELF SERVICE
DOE Phone: 301-903-2500
Option 4, Option 8
Toll Free: 866-834-6246
Option 4, Option 8
ESSSupport@hq.doe.gov
read more

Emergency Contact
You have not reviewed/updated your emergency contacts in 12 months or more. Please click here to review your emergency contacts.

Personnel
UPDATE PERSONAL INFORMATION
Access your employment and service information. Update your education, emergency contacts, licenses and certifications, etc. Find links to eOPF and the Department's new performance rating system.

Pay
UPDATE PAYROLL INFORMATION
Access your Leave and Earning Statement (LES), leave balances, and make updates to your payroll information (Federal/state taxes, allotments, direct deposit, etc.).

Benefits
PERSONAL BENEFITS STATEMENT
View your Personal Benefits Statement, submit changes to your health benefits (open season only), and enroll in the SEET and Wellness Programs.

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.

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