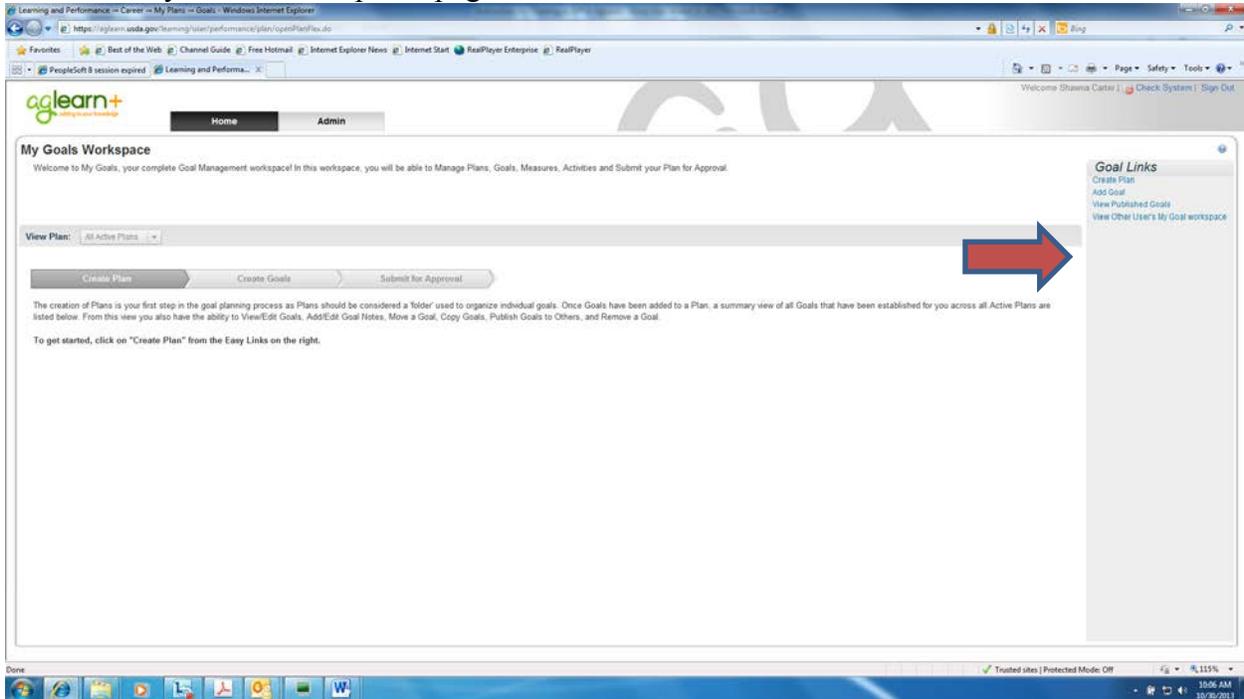
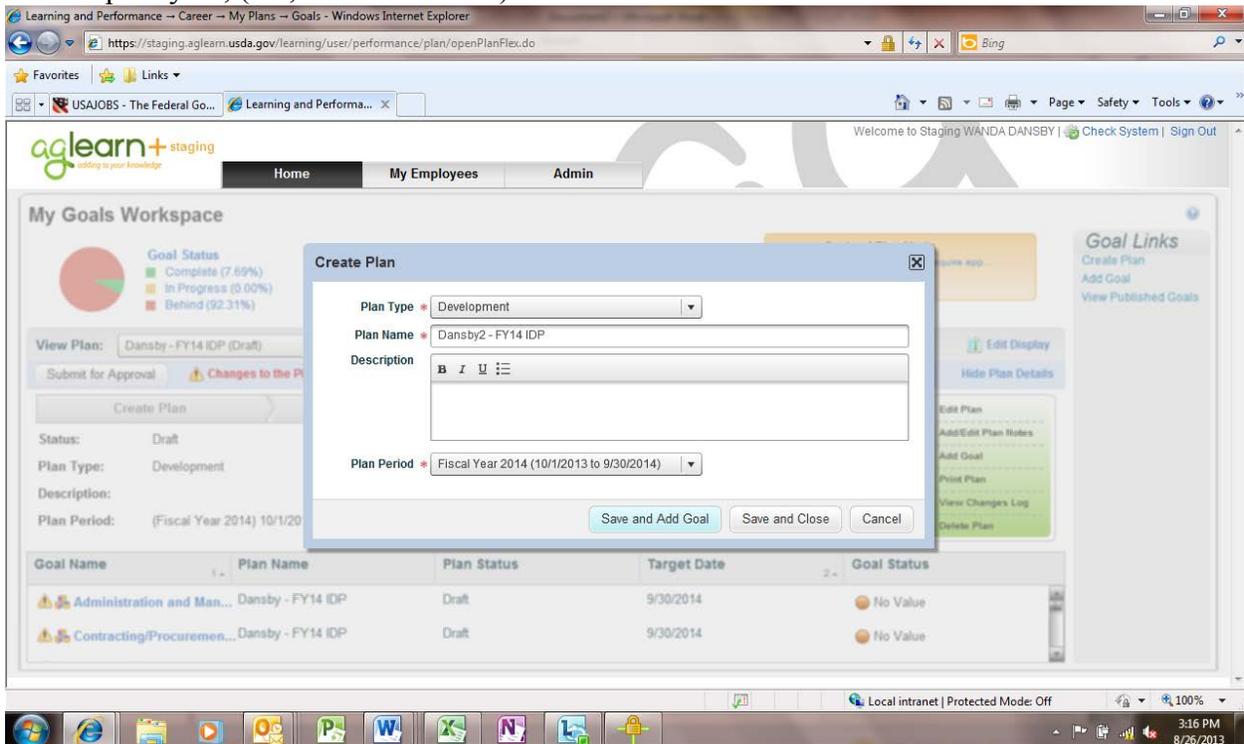


Instructions for Completing IDPs in AgLearn

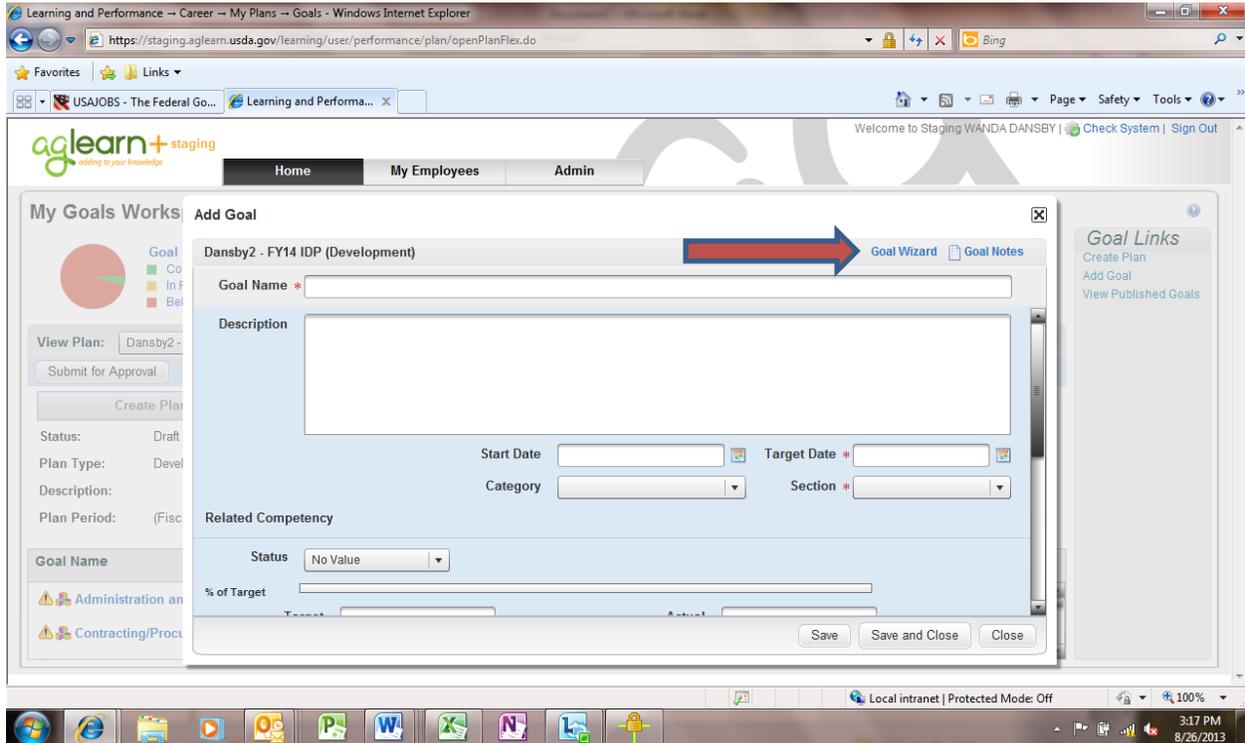
-From the AgLearn “Home” page click on the IDP Goals icon on the right side of the page to view the “My Goals Workspace” page shown below. Select Create Plan.



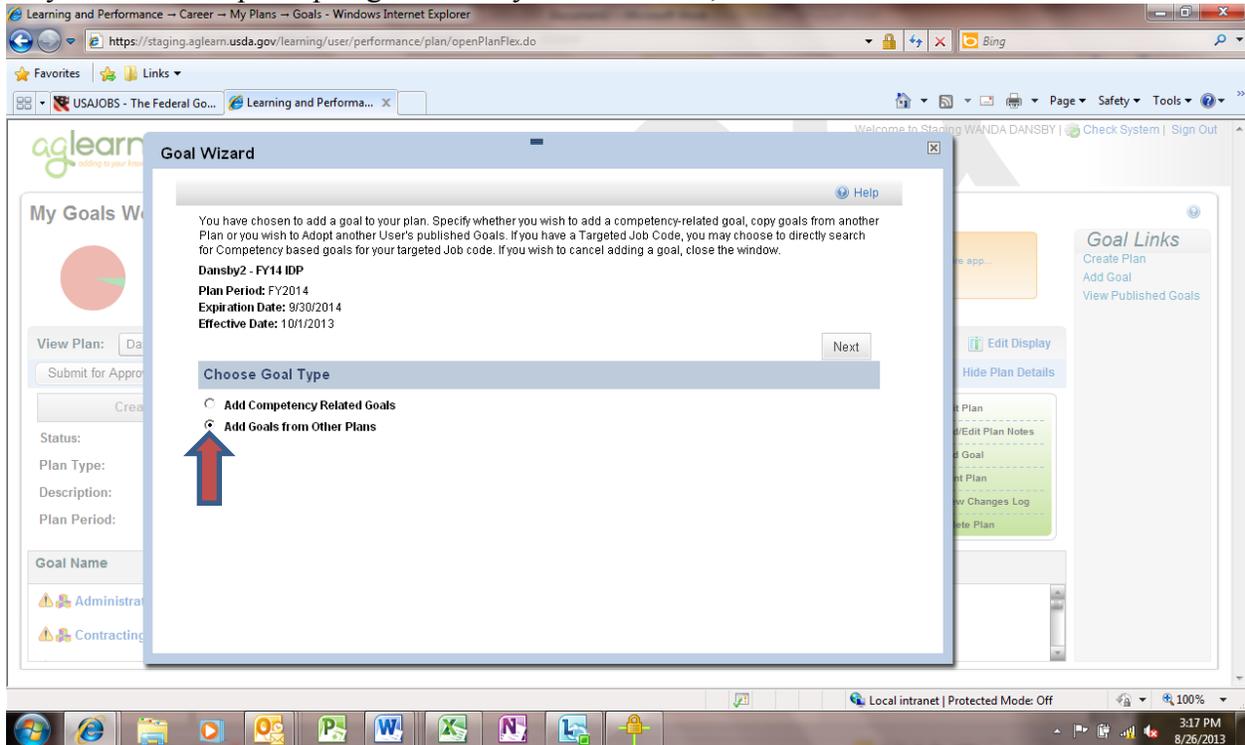
-Fill in information to name your plan. Use something easy for your supervisor to identify you and the plan year, (i.e., Carter-FY2014).



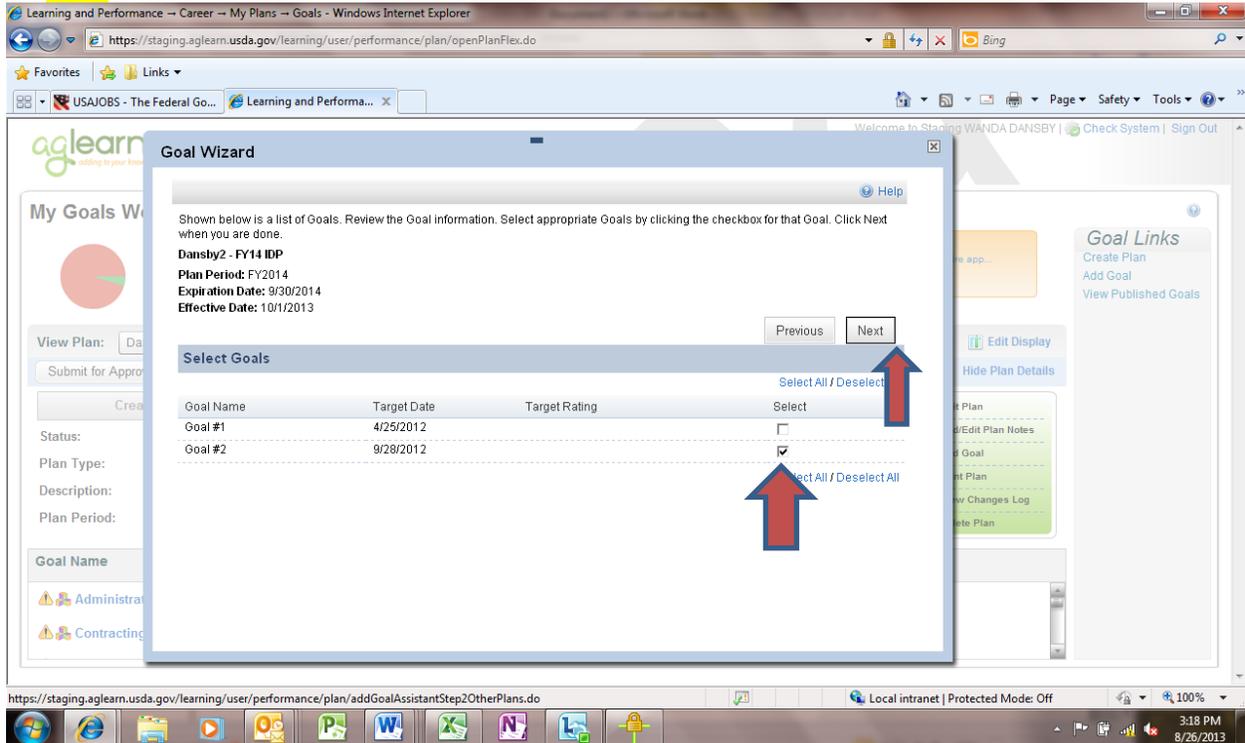
-On the “Add Goal” screen – select “Goal Wizard.”



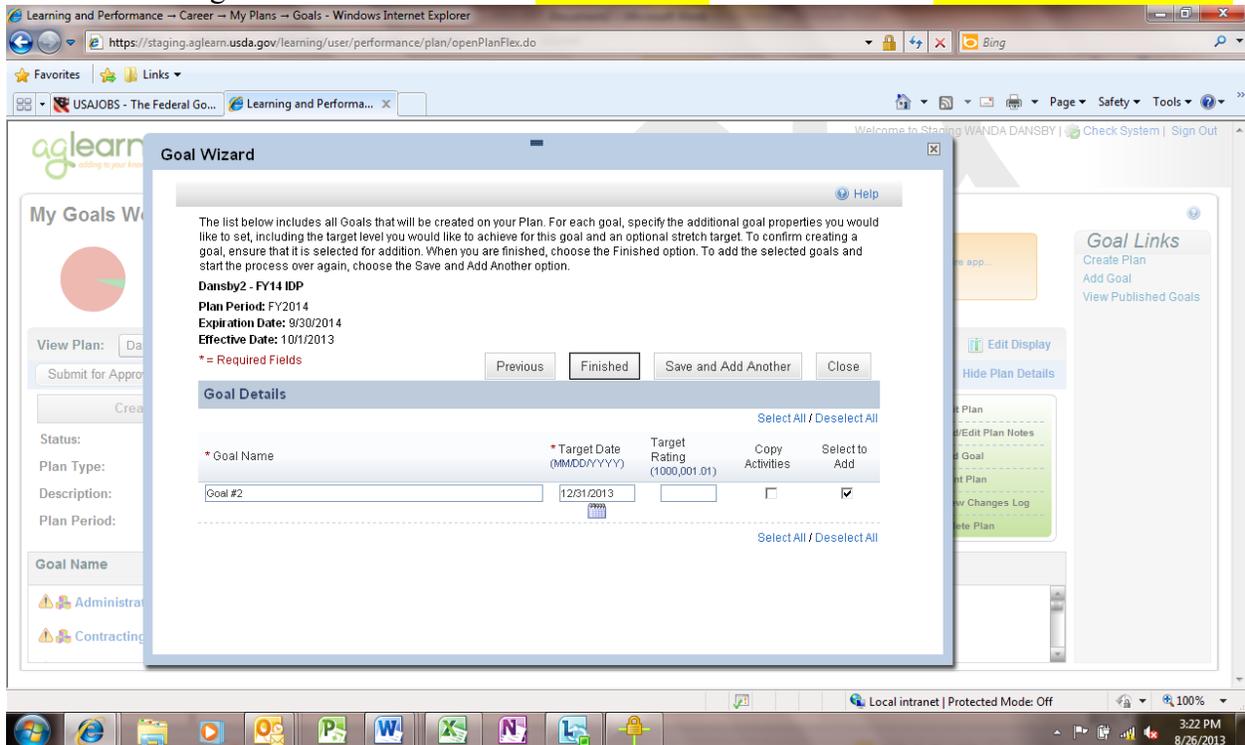
-If you want to import open goals from your FY13 IDP, choose “Add Goals from Other Plans.”



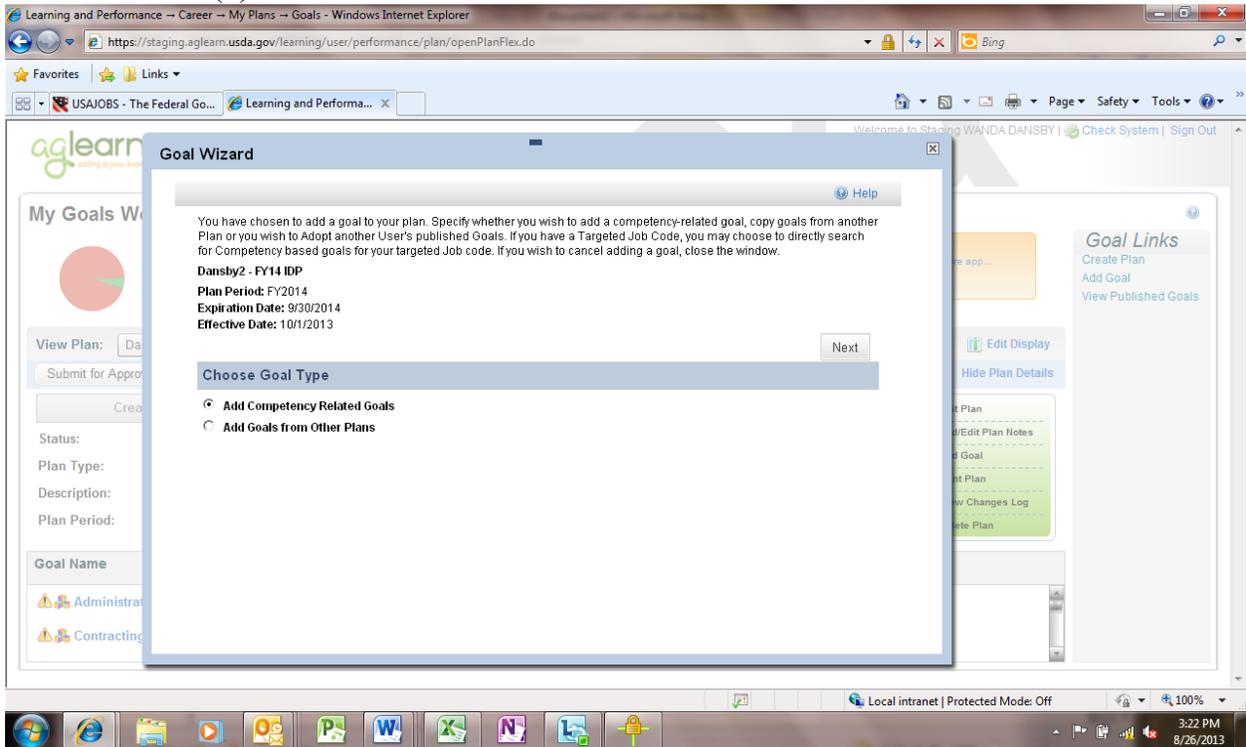
-You will get a choice of the goals to import. Select all that you want to carry over. Then click on **Next**.



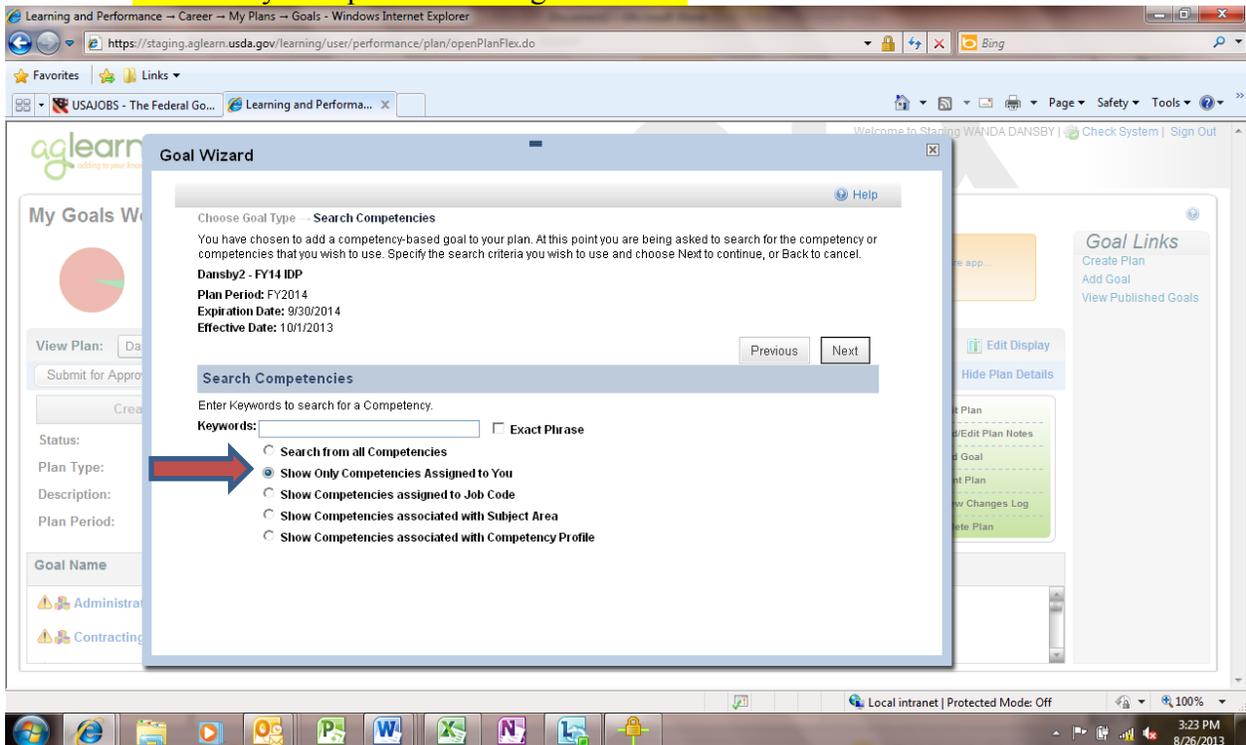
-Enter a new target date and click in the “**Select to Add**” box. Click on “**Save and Add Another.**”



-If you completed a competency assessment, this time choose – **Add Competency Related Goals** & Click **Next**. (If you did not complete an assessment, skip to the instructions below beginning with an asterisk (*)).



-Choose “**Show Only Competencies Assigned to You.**”



-This will bring up the list of competencies from your competency assessment. **Yellow** items indicate competency gaps. **Select** those items that you and your supervisor feel you need to work on during the upcoming FY (your competencies may take up more than one page or screen). Then click on **Next**.

The screenshot shows the 'Goal Wizard' window with the 'Competency Search Results' section. The table below lists various competencies with their current assessed ratings, required ratings, and gaps. A progress bar and 'Actual' vs 'Req.' values are shown for each row.

Competency Description	Current Assessed Rating	Required Rating	Gap	Actual	Req.	Select
Administration and Management OCIO 2210	4.00	5	0.0	Actual: 4.00	Req: 5	<input checked="" type="checkbox"/>
Contracting/Procurement - OCIO 2210	4.00	5	0.0	Actual: 4.00	Req: 5	<input checked="" type="checkbox"/>
Customer Service - OCIO 2210	5.00	5	0.0	Actual: 5.00	Req: 5	<input type="checkbox"/>
Decision Making - OCIO 2210	4.00	4	0.0	Actual: 4.00	Req: 4	<input type="checkbox"/>
Flexibility - OCIO 2210	6.00	5	0.0	Actual: 6.00	Req: 5	<input type="checkbox"/>
Interpersonal Skills - OCIO 2210	5.00	5	0.0	Actual: 5.00	Req: 5	<input type="checkbox"/>
Knowledge Management - OCIO 2210	5.00	6	0.0	Actual: 5.00	Req: 6	<input checked="" type="checkbox"/>
Oral Communication - OCIO 2210	6.00	4	0.0	Actual: 6.00	Req: 4	<input type="checkbox"/>
Planning and Evaluation - OCIO 2210	5.00	5	0.0	Actual: 5.00	Req: 5	<input type="checkbox"/>

-Add target dates and check the “Select to Add” box. If you want to add activities, check “Create Activities” box. If you are done adding goals, click on **Finish** and proceed to add activities.

The screenshot shows the 'Goal Wizard' window at the 'Enter Details' step. It displays goal details for three selected competencies, including target ratings and target dates. The 'Select to Add' and 'Create Activities' checkboxes are visible for each row.

Competency	* Goal Name	Last Assessment	* Target Rating (1000,001,01)	* Target Date (MM/DD/YYYY)	Select to Add	Create Activities
Administration and Management OCIO 2210	Administration and Manag	4.00	5	09/30/2014	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Contracting/Procurement - OCIO 2210	Contracting/Procurement -	4.00	5	09/30/2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Knowledge Management - OCIO 2210	Knowledge Management -	5.00	6	09/30/2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>

-*If you did not complete a competency assessment, select Add Goal from the “My Goals Workspace” page and proceed with the goals you and your supervisor agreed to. Include target dates and add activities if desired.

