How to Customize an NRCS Career Planner
For States, Divisions, & Centers

At the top of an unlocked career planner, click the **Add State-Specific Information** button.

You will be taken to a page that provides the following two buttons. The button on the left has one function (A) and the button on the right has two functions (B and C).

**If it's yellow, it's for you!**

Within a career planner, a yellow box always indicates a field where you can type in text or select an option from a drop-down menu.

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**A** Add Tools and/or Resources to an Existing Task – Use this function to add tool(s) and/or resource(s) to an existing national task.

**Step 1:** Select the competency, group, subgroup, and task, in this order, associated with the tool(s) and/or resource(s) from the first four drop-down menus in the yellow boxes.

**Step 2:** Type in the tool(s) and/or resource(s) associated with the task in the appropriate yellow boxes (see the **Tools & Resources** page for examples).

**Step 3:** Select the state associated with the task from the drop-down menu.

- **Note:** Up to ten (10) areas/teams are available for each state and are included in the **Select the State** drop-down.

**Step 4:** Click the blue **Add Tools and/or Resources to an Existing Task** button under the table to add the tool(s) and/or resource(s) to the career planner.
Add State-Specific Task  – Use this function to add a task that is specific to a state.

Step 1: Select the competency, group, and subgroup, in this order, associated with the task from the first three drop-down menus in the yellow boxes.

Step 2: Type in the new task as well as any tool(s) and/or resource(s) associated with the task in the appropriate yellow box (see the Tools & Resources page within the career planner for examples).
- Note: Tools and resources do not align with grade levels.

Step 3: Select target proficiency level ratings for each GS level from the drop-down menus. Reference the Key Definitions & Target Ratings page to review the proficiency scale and proficiency level definitions and select the proficiency level needed to successfully perform the task at each GS level.

Step 4: Select the state associated with the task from the last drop-down menu.
- Note: Up to ten (10) areas/teams are available for each state and are included in the Select the State drop-down.

Step 5: Click the Submit New Task button at the bottom of the page to add the task to the career planner.

Import Previously Added State-Specific Tasks  – Use this function to import state-specific tasks from a previous career planner.

Step 1: Open the previous version of the planner with additional tasks, as well as the new version of the planner with only national level tasks.

Step 2: On the PREVIOUS version of your planner, click the button labeled Add Established Tasks to Career Planner.

Step 3: Navigate to this same page on the NEW version of the planner and click the button labeled Update New Career Planner.