

## INDIVIDUAL DEVELOPMENT PLAN (IDP)

Instructions for completing an IDP can be found on the Human Capital website by accessing the following link: <http://humancapital.doe.gov/training-03-idps.htm> -or the DOE Employee Self Service (ESS) web page at: <https://mis.doe.gov/ess/>.

Below are tips that are useful in maneuvering thru the IDP system.

### TO START THE END OF THE YEAR IDP PROCESS:

1. Go to ESS: <HTTPS://MIS.DOE.GOV/ESS/>, and select your current year IDP. Select "Review." Look for any changes that need to be made or additional courses you have completed during the current year that need to be added.
2. All Mandatory training should be completed. If you have not completed all Mandatory Training see information below.
3. Also check for dates that any training that has been completed. These dates of completion must be entered prior to "roll over" for the upcoming year's IDP.
4. When all information is reviewed, enter in the IDP system "Edit" mode to add information or changes. When all changes are considered "final", then re-submit to your supervisor or approver. Without this final approval, the IDP will not "roll over" for the upcoming year. You do not need to re-submit after each change, at this time, only RE-SUBMIT when you have an IDP that is considered your final IDP.

### COURSE COMPLETION DATES AND YOUR TRAINING HISTORY:

1. If you have questions on "What date did I complete a course?"

Dates of course completions can be found in your TRAINING HISTORY. To review your TRAINING HISTORY do the following: Go to ESS: <http://mis.doe.gov/ess/>. Go to 4<sup>th</sup> Tab on top – "Training", Click, from drop down menu go to "Access Training", and then chose "Your Training Summary." This report will provide dates of all training completed. If a date is not shown, please check with ETS: [Vanessa.Adnerson@hq.doe.gov](mailto:Vanessa.Adnerson@hq.doe.gov) for further instructions. Keep this report handy for inserting course completion dates

### CHANGING OR ADDING INFORMATION TO YOUR IDP:

1. Changing or adding information to your IDP –  
Go to "Edit" mode, add and when need, re-submit to approver/supervisor for approval.

### ADD TRAINING COMPLETION DATES:

#### MANDATORY TRAINING

- A. Review IDP for Mandatory Training completion and dates completed.
- B. See TRAINING HISTORY REPORT for any needed dates.
- C. If Mandatory training has not been completed you can do a make-up class. Classes can be found on the OLC2 site. The OLC2 site is available 24 hours a day, 7 days a week. You can still complete mandatory training for FY2011. After completing training on OLC2 or other method, enter date in IDP.
- D. Any OLC2 training that you complete is nightly incorporated into the CHRIS training system and the training date will show up in your CHRIS training History or personal CHRIS record.

ADD DATES:

- A. Go to ESS: <https://mis.doe.gov/ess/>. After review of current IDP, you can then add completion dates.
- B. Go to IDP (5<sup>th</sup> Tab) and select "Update"
  1. Mandatory Training is under "Short Range Goals"
- C. Go to "Goal Summary." On the next page, go to middle of page and click on the statement highlighted in blue. This is the Goal Title. DO NOT CLICK ON "MODIFY" OR "DELETE"
- D. You will get "Activity Summary" list, go to "date completed" and you get a "pop up" box. Enter date, submit and you will get a confirmation that the action is completed. Close window. Next screen will be the Activity Summary page and it will show date completed.
- E. Select the next activity and repeat process to insert date of completion.
- F. If this is final change or addition to your IDP, re-submit to approver or supervisor. Again without this final submission, the system will not "roll over" you IDP for the upcoming year.