



DEPARTMENT OF VETERANS AFFAIRS

Pathways Individual Development Plan for Recent Graduates

My Pathways Individual Development Plan (IDP)

This Individual Development Plan (IDP) is a basic requirement for Recent Graduates and Presidential Management Fellows and a standard practice across VA. It must be developed and approved by your supervisor within 45 days of your appointment date and include plans for completing a minimum of 40 hours of formal, interactive training during your one year program.

Directions: More detailed guidance is included in each section below. Work with your supervisor to come up with a general plan. When you have completed the first draft of the IDP, it should be reviewed with your supervisor and signed by both of you within 45 days of appointment.

To contact Pathways Program Office, email pathways@va.gov.

Part I - Participant Information

Participant:

Last Name _____ *First* _____ *M.I.* _____

Position:

Job Series _____ *Title* _____ *Pay Plan* _____ *Grade* _____

Agency:

Organization _____ *Sub-Organization* _____ *Department/Directorate/Office* _____

Contact:

Work Email _____ *Work Phone* _____ *Secondary Phone (Optional)* _____

Dev. Period

Date of Appointment (mm/dd/yyyy) _____ *End Date (One year from Appointment Date)* _____ *Target Hours (Min 40)* _____

Yes

Have you contacted your Supervisor to set up a meeting?

Part II - Supervisor Information

Supervisor

Last Name _____ *First* _____ *M.I.* _____

Position:

Title _____

Agency:

Organization _____ *Sub-Organization* _____ *Directorate or Office* _____

Contact:

Work Email _____ *Work Phone* _____ *Secondary Phone* _____



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Part III - Mentor Review of IDP

Directions: All Recent Graduates must be assigned a mentor within 90 days from appointment date. The mentor cannot be within the direct chain of command and is usually assigned. It is permissible to share your IDP progress with your mentor however, it is not a requirement. If you want the mentor to review your IDP then select “yes” below.

Yes, allow my mentor to access my IDP

I do not currently have a mentor, but would like one

Part IV - Current Position

Directions: If you were hired into your position under the Pathways Recent Graduate Program you can only be converted into the same position in which you were hired. Therefore, we encourage you to use the following to capture information about your current position including a description of responsibilities and qualifications needed. This information should be in your position description. We encourage you to use the Careers tab on vacareers.va.gov to learn more about the position.

Current Position	
Provide a brief description of your position	
Provide qualifications for the position	
What competencies (skill sets) or knowledge areas does one need for this position?	
What duties are listed for this position?	



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What key elements of your performance plan are you focusing on in this IDP?

Is there additional information you want to capture about your position? For example, on VA Careers page, you might learn more about how your work interests align with those of the position or what the work environment is like.



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Part V - Development Plan

Directions: Now that you have captured information about the position you are interested in, consider what you want to focus on during your internship to close the “skill gap”, improve performance or better prepare yourself for conversion if this is an objective. Once you set some general goals and objectives below, list activities designed to reach your goals. Provide details such as how each activity correlates to a competency, the source for the activity, the costs, planned dates for execution and completion and the hours spent. Keep in mind that you can update this plan over time. **However, you must get an initial approval for your plan within the first 45 days of your appointment.**

Set some goals and objectives for closing skill gaps and improving your performance during your internship.

Directions: Use the form below to add an activity that relates to your development plan. For each activity, determine which competency it relates to most, the source for the activity, costs, planned dates for completion and hours. It is not necessary to have this information now. Just be sure to complete before final submission. Also, make sure to provide certificates or proof of completion to your supervisor.

Activity:	
<i>Which VA all employee competency does this activity relate to most?</i>	
<i>What technical competencies are addressed by this activity if at any? (Example: program management, financial planning, etc.)</i>	
<i>What is the source for the activity? (TMS, seminar, workshop etc.?)</i>	
<i>What is the tuition cost for this activity?</i>	
<i>What is the travel cost for this activity?</i>	
<i>When do you plan to do this activity?</i>	
<i>When do you plan to complete this activity?</i>	
<i>How many hours will be spent on this activity?</i>	
<i>Is there a certificate or other relevant document that shows completion?</i>	



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Part VI - Review Periods and Signatures:

Directions: Once you get the initial approval for your IDP from your supervisor, you can continue to update the document over the course of your appointment, upload certificates of completion and modify your objectives and activities. When you are ready to submit your IDP at the end of your appointment, your supervisor needs to confirm you have completed your target hours and sign the final document with his or her signature.

Initial Plan Approval:

Participant: _____
Signature

Date: _____
mm/dd/yyyy

Supervisor: _____
Signature

Date: _____
mm/dd/yyyy

Updates to IDP:

Participant: _____
Signature

Date: _____
mm/dd/yyyy

Final Approval:

Participant: Yes
 I have completed the planned hours of training for my program.

I have certificates or proof of completion for the training I completed. Yes Other
 If you chose "Other" please explain describe below:

Signature Yes
 I am ready to submit my final IDP for approval.

Signature

Date: _____
mm/dd/yyyy

Supervisor:
 I verify that _____ has completed his or her training goals, objectives and activities.

Signature

Date: _____
mm/dd/yyyy