



HCSC



U.S. Department of Veterans Affairs
Employee Job Aid
Career Worksheet

Employee Job Aid: Career Worksheet

(Revision Date: September 23, 2024)

Purpose

The **Career Worksheet** is an exploratory career development tool for employees that compares your current job role (IDP Role) with other prospective career options. Using the Career Worksheet, you will be able to review the competency assessment results of your current job, and then compare them with the competencies and expected proficiency levels of other positions. Where you find gaps, you can create development goals and add competency-related learning activities and experiences. You may want to consider prioritizing development goals for those competencies, which need work and may be critical to your future success. You can work with your manager to prioritize your development areas to align with your current position and your aspirational career goals.

In this job aid, you will learn how to:

- Task A. Access Career Worksheet to Review Your Current Role Competency Gap Analysis
- Task B. Understanding Your Manager's Official Ratings and Expected Proficiency Levels
- Task C. Add Competency-based Development Goals
- Task D. More Information on Competency Gap Analysis
- Task E. View and Add Suggested Job Roles

Important Note: This optional tool is available for VA employees as a tool for **professional development** purposes only. Any results are **not to be used** by your manager to evaluate employee performance ratings.

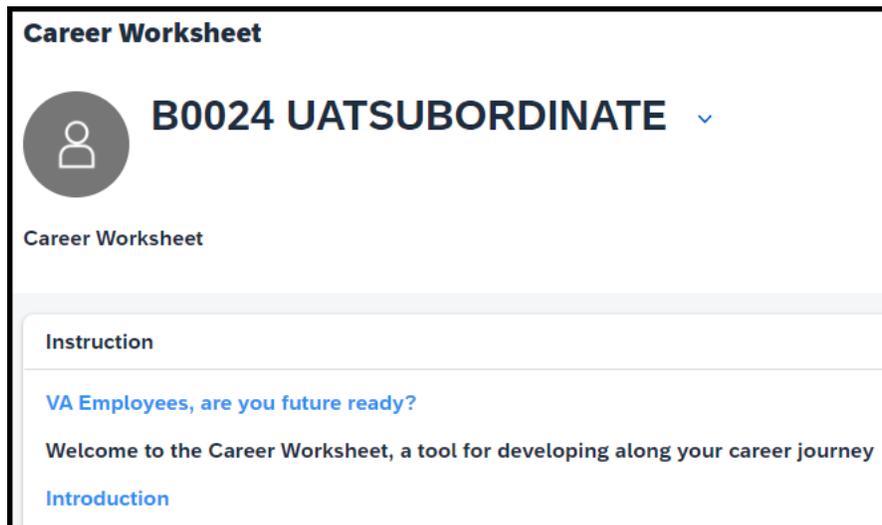
DISCLAIMER: This competency analysis is meant to guide you in creating career development goals associated with learning and skills development. Meeting and/or exceeding all expected targets for a particular role does not guarantee you will be promoted and/or selected for a new position within VA.

Task A. Access Career Worksheet to Review Competencies

1. From the VA TMS landing page, select the **Home** drop-down menu.
2. Select **My Career Development** from the dropdown menu or from the tile under Quick Actions.



3. On the **My Career Development** workspace page, you will be taken to the Career Worksheets page. Read the instructions that follow.



4. After reading the Instructions on the page, select the **My Job Roles** tab.
5. Select the **My Current Roles** tab.
6. You have been assigned an IDP Role for your current job position, with a unique set of competencies and expected ratings. Below **My Current Roles**, you will see the competency assessment results (gap analysis) for your current job role, based on your manager's official assessment ratings. For the gap analysis, your manager's ratings are compared with the expected ratings to generate a positive or negative gap.

The screenshot displays the user interface for the Human Capital Services Center. At the top, there are two tabs: "My Job Roles" (highlighted with a red box and a circled '4') and "Suggested Roles". Below these, there are two more tabs: "Job Roles I'm Considering (0)" and "My Current Roles (1)" (highlighted with a red box and a circled '5'). Under "My Current Roles", a card displays the role "VHA OHI Program Analyst Informatics GS-0343-11" with the note "TEST.000 - NO ORG CODE SPECIFIED".

Below the role card, a section titled "Competencies for VHA OHI Program Analyst Informatics GS-0343-11 (10)" is highlighted with a red box. It states "You need to work on 9 competencies". The first competency, "Application Support", is shown with a progress bar from 1 to 5, where the current rating is 3. Below the bar, it says "Last updated on 09/20/2024 from Current Role Competency Assessment" and "0+ Development Goals". It also notes "26 target roles share this competency".

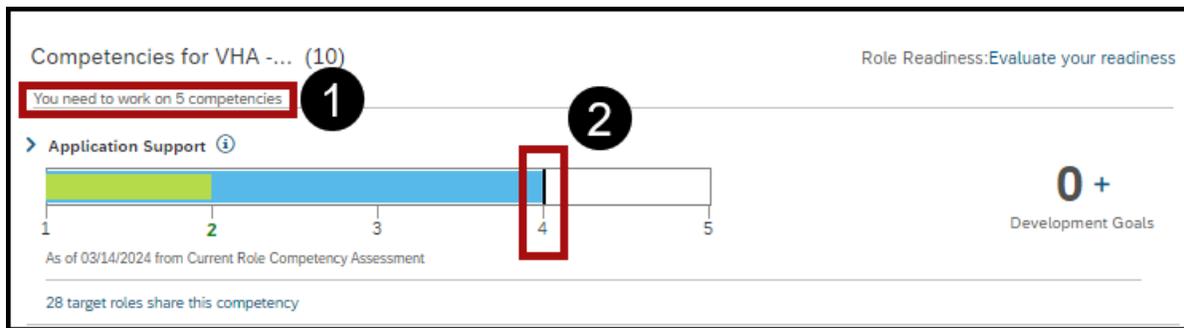
The second competency, "Change Management", is shown with a progress bar from 1 to 5, where the current rating is 2. This section is highlighted with a red box and a circled '6'.

To the right of the competency section, there is a card titled "VHA OHI Program Analyst Informatics G..." which is partially visible.

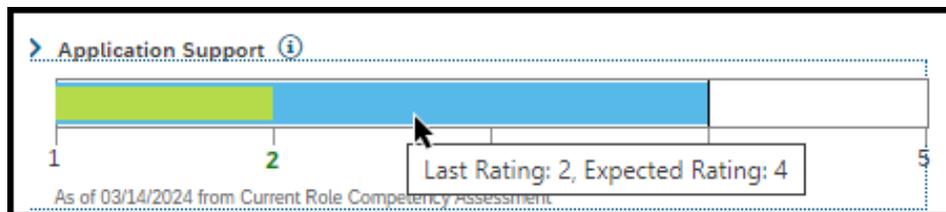
Task B. Understanding Your Manager’s Official Ratings and Expected Proficiency Levels

In this section, we will explore the competency gaps based on a sample assessment. The Career Worksheet groups gaps into two (2) sections: Negative gaps are shown under the heading, “You need to work on # competencies” and positive gaps under the heading, “You have met # competencies.”

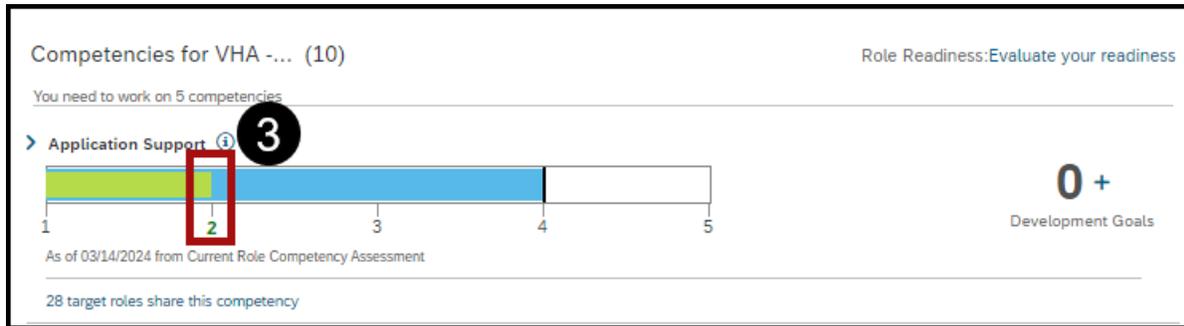
1. In this example job role, ten (10) competencies are listed, five (5) of which need additional work to close gaps.
2. For the competency, **Application Support**, the Expected Proficiency Rating is 4, identified by a **vertical black line**.



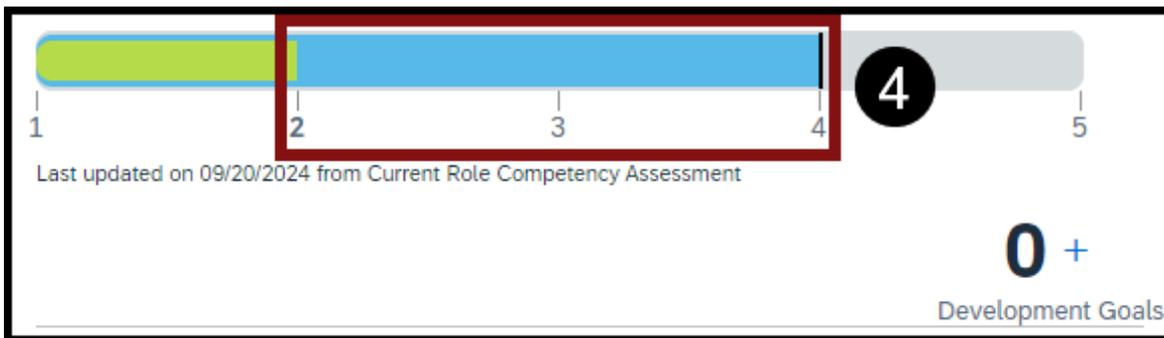
NOTE: If your mouse pointer is hovered over the bar graph, a help message will populate on your screen. This message lists the manager rating and the expected rating for the competency.



- The manager's official rating is listed as a two (2), identified by the **green bar**.

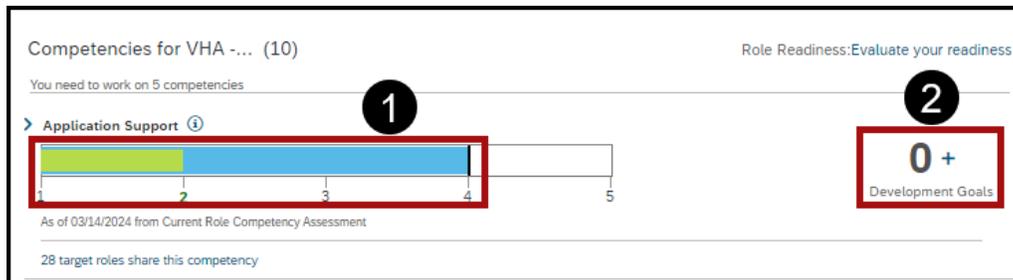


- This represents a negative gap of two (2), shown by the **blue bar**. **NOTE:** To calculate gaps, subtract the Expected Rating from Last (or Manager's) Rating.



Task C. Add Competency-based Development Goals

1. Review all the competency ratings.
2. Determine the competencies that you need to develop. You can add development goals for both negative and positive gaps. Select the **Add Development Goal** button (+) located to the right of the competency to add a goal. The goals you add on the Career Worksheet appear on the Career Worksheet and on My Development Plan.



3. Use the **Create Development Goal** pop-up box to complete the goal. Fields marked with a red asterisk are required fields.
4. Select the **Save** button. **NOTE:** View and manage your goals on **My Development Plan**. For additional instructions, refer to the **My Development Plan Employee Job Aid**.

Create Development Goal **3**

Goal Name: *

500 characters left

Category:

Short-Term (0 - 1 Year) ▾

Expected Outcome:

4000 characters left

Estimated Cost:

Actual Cost:

Goal Start Date:

Goal Due Date:

Attributes:

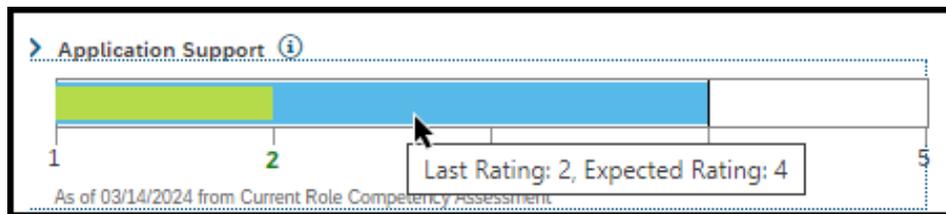
4

Save Cancel

Task D. More Information on Competency Gap Analysis

1. The gap analysis for your current role assessment shows any positive or negative gaps and are grouped accordingly. Employees are encouraged to continuously develop positive and negative gaps through on-going conversations with their managers to help target their development.
2. Negative gaps, shown first, are those rated below the expected rating, and are grouped together under the category, "You need to work on # competencies."

NOTE: If your mouse pointer is hovered over the bar graph, a help message will populate on your screen. This message lists the manager rating and the expected rating for the competency.



- Positive gaps, shown next, are those rated at or above the expected rating and are grouped together under the category, "You have met # competencies" with a green check mark.
- Competencies rated "Above Proficiency" are left to your discretion to continue to develop that competency, or to focus on other competencies.



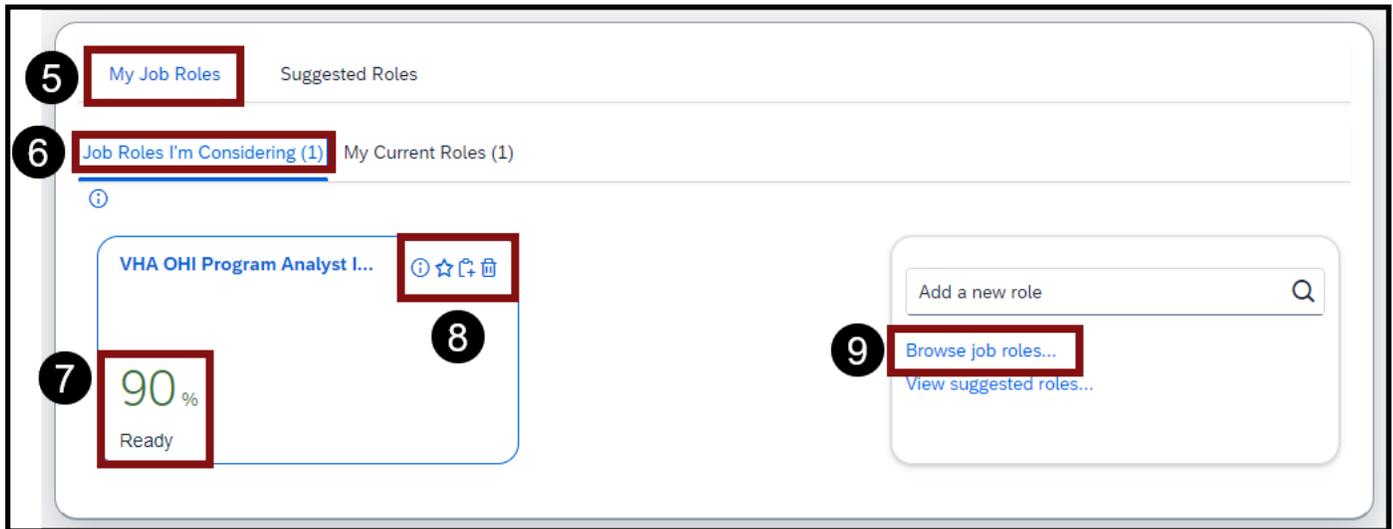
Task E. View and Add Suggested Job Roles

Use the **Career Worksheet** to identify the competencies needed for your current job role and discover your readiness for a future position by exploring the competencies for various target roles that you may aspire to in the future!

1. Select the **Suggested Roles** tab.
2. Filter Suggested Roles by selecting an option from the drop-down menu next to **Job Families**.
3. To review Role Details, select a **Job Role square**.
4. Select the **plus sign icon** within the Job Role area to add a specific role as a Target Role.

The screenshot shows a web interface for 'My Job Roles'. At the top, there are two tabs: 'My Job Roles' and 'Suggested Roles'. The 'Suggested Roles' tab is selected and highlighted with a red box and a circled '1'. Below the tabs, there is a section titled 'Filtering job roles by:'. Under this section, there is a dropdown menu labeled 'Job Families:' with 'None' selected. This dropdown is highlighted with a red box and a circled '2'. Below the filter, there is a paragraph of text: 'The suggested roles are based on a combination of your competencies, your targeted roles, career paths in your company, and roles selected by your peers. You can click on a suggested role and add it to your career worksheet as a future target role.' Below this text, there are four job role cards. The first card is highlighted with a red box and a circled '3'. This card contains the text 'VHA OHI Program Analyst Informatics ...' and 'From: VHA - OHI Office of Health Informatic ...'. At the bottom left of this card, there is a plus sign icon highlighted with a red box and a circled '4'. The other three cards are identical in layout but do not have callouts.

5. To view the added role, select the **My Job Roles** tab.
6. Select the **Job Roles I'm Considering** link.
7. The new job role tile will appear with a calculated readiness level (%) based on any competencies in common with your current role and the future role you selected. By selecting the **Job Roles I'm Considering hyperlink**, you can view each added job role along with an evaluated readiness (%) based on any competencies in common with the current and selected role.
8. The three icons at the top of the tile **display role details** (if available), **add position** as a target role, **add a new learning activity**, and **delete**, respectively, in that order.
9. You can also review other job roles. Select the **Browse job roles** link.



10. An Add Roles pop-up box will appear. To view roles, select the **caret** next to any Job Family category.
11. Select the **checkbox** next to the job role(s) of interest.
12. Once all roles are chosen, select **Add Role** button located at the bottom right of the pop-up.



13. End of employee **Career Worksheet** process.