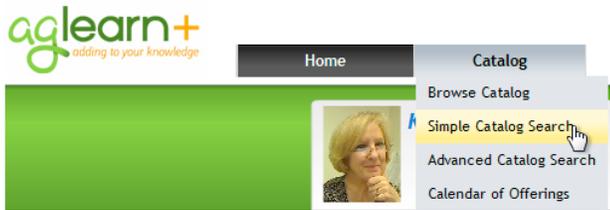
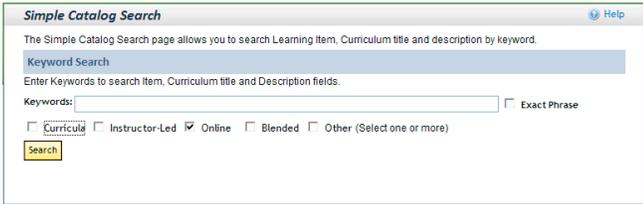
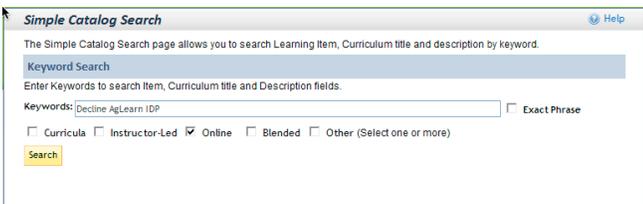


Declining an AgLearn IDP

All USDA employees must be provided with the opportunity to identify developmental plans for the upcoming year. It is recommended, although not mandated, that the system of record for all IDPs be AgLearn.

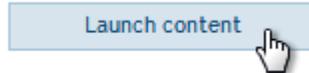
If you have decided **not** to create your Individual Development Plan (IDP) in AgLearn, the procedure identified below will document your decision and your reason for declining an online IDP.

Declining an AgLearn IDP		
Step	Activity	View
1.	From the AgLearn Home Page, select Catalog , Simple Catalog Search .	
2.	Clear each of the item types except online .	
3.	In the Keywords text box, type Decline AgLearn IDP .	

4. Select **Search**.



5. Locate the item in the Catalog Search Results list and select the corresponding **Launch Content**.



6. Review the Circumstances for AgLearn IDP Declination.



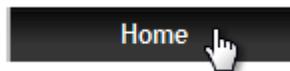
Circumstances for IDP Declination

All USDA Employees must be provided with the opportunity to identify their developmental plans for the upcoming year and to discuss those plan with their supervisor. While it is recommended that all employees take advantage of this opportunity and record their plans in AgLearn, not all employees may wish to do so.

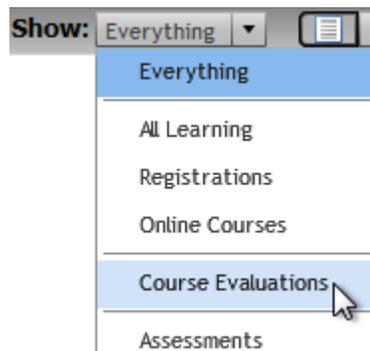
7. Close the PDF window.



8. Select the Home tab to return to your To-Do List



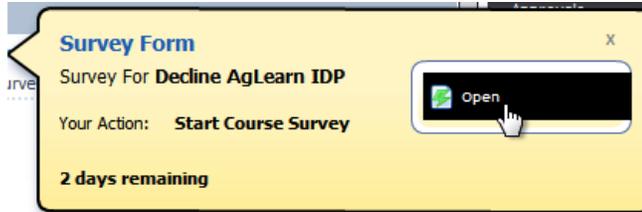
9. Select the **Show:** drop-down list and choose **Course Evaluations**.



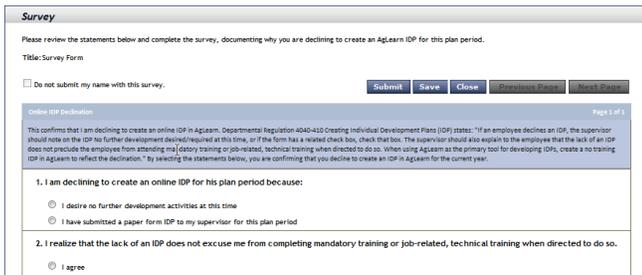
10. Locate the **Survey Form for Decline AgLearn IDP**.



11. Select **Open**



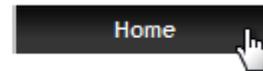
12. Complete the survey by selecting options for each question.



13. Click **Submit**.



14. Select your **Home** tab to return to your To-Do List.



Note: Once you submit the survey, the Item **Decline AgLearn IDP** will appear in your Completed Work area. If you have any questions about this process, contain your AgLearn Agency Lead.