

Notes

Be sure to check the date in the upper right hand corner to make sure you are using the latest version of this job aid.

Once approved, your subordinate will get an email letting them know of your action.

Be clear about what you want the subordinate to change so that they can modify the plan and resubmit it.

Approving a Subordinate's IDP

Once a subordinate submits his/her IDP to you, their supervisor, you'll receive an email letting you know that the plan has been submitted. Once you receive the message, login to AgLearn and look for the alert on your home page.

Step	Activity	View
1.	From the AgLearn Home Page, select the You have pending approval requests link.	
2.	On the Pending Reviews and Approvals page, click the Performance Management tab.	
3.	Locate your subordinate and click the corresponding Review button. The employee's plan will be displayed.	
4.	To approve the plan, click the Approve button, then skip to Step 8.	
5.	To reject the plan, click the Reject button.	
6.	On the Plan Review Notes page, enter a reason for rejecting the plan.	
7.	Click Reject .	
8.	Select the Return to Your Home Page link or log out of AgLearn.	