

# (IDP)

# Individual Development Plan

**UNTUK KARYAWAN TETAP GOL 4 UP** 

**USER GUIDE** 



# CONTENT

- I. CREATE IDP
- II. MID YEAR REVIEW
- III. ONE YEAR REVIEW



## **Individual Development Plan**

**(I)** 

**CREATE IDP GOL. 4 UP** 



# IDP APPROVAL BY HRD



#### Log In Portal

#### **Portal IGP TRIAL** Sign in to start your session $\bowtie$ Username or Email or NPK Password Sign In Remember Me I forgot my password Don't have an account? Sign up Want to visit the PT. IGP? PT. Inti Ganda Perdana Jl. Pegangsaan Dua Blok A-3, Km 1,6 Kelapa Gading, Jakarta Utara, DKI Jakarta, 14250 - Indonesia Phone: 021 - 4602755 (Ext. 184) Fax: 021 - 4602765 E-Mail: Septian, Agus

#### **Menu Create IDP**



#### Note:

1. Proses pembuatan IDP dilakukan oleh Superior 1, IDP dibuat untuk semua tim member karyawan tetap gol. 4 up di bagiannya.

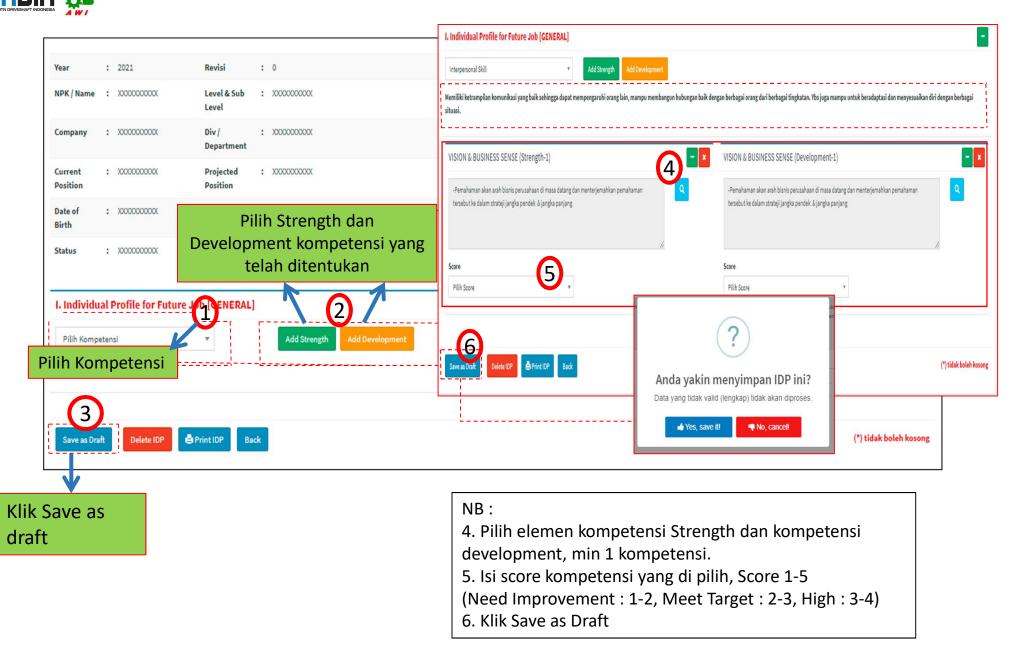
#### Klik +Buat IDP untuk menampilkan Form



Pilih NPK/Nama Karyawan kemudian Klik Simpan untuk membuat IDP

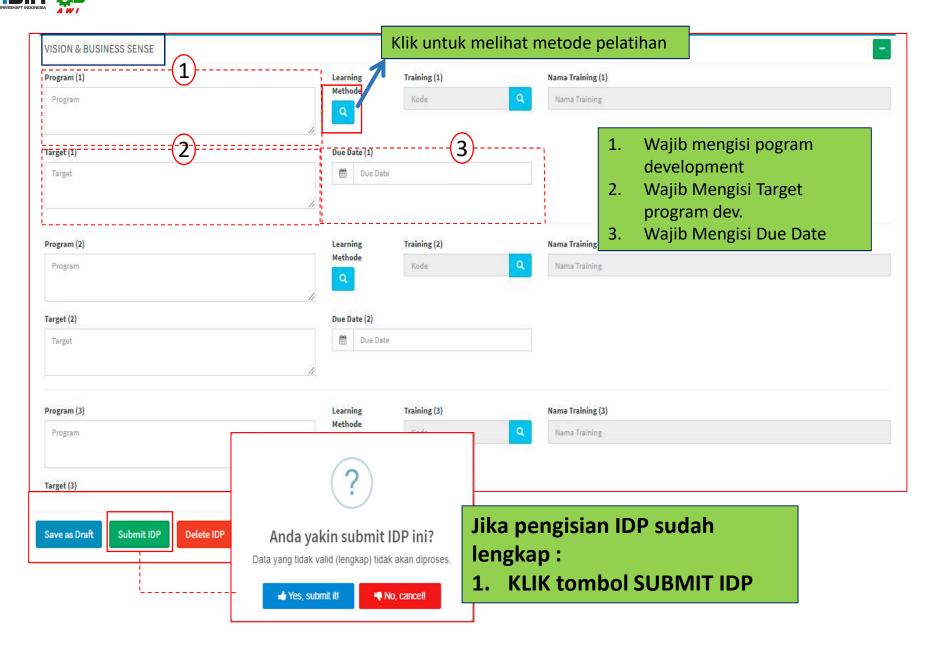


#### 1. MENENTUKAN STRENGTH KOMPETENSI & KOMPETENSI DEVELOPMENT





#### 2. MENENTUKAN DEVELOPMENT PROGRAM





# Individual Development Plan (II)

**MID YEAR REVIEW** 



#### PENGISIAN MID YEAR REVIEW & SUBMIT BY SUPERIOR 1

**IDP MID YEAR REVIEW APPROVAL BY SUPERIOR 2** 

**IDP MID YEAR REVIEW APPROVAL BY HRD** 

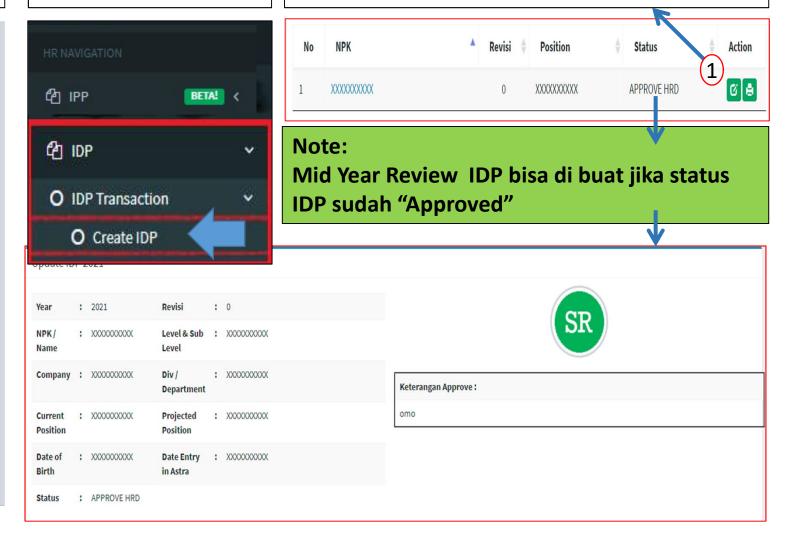


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#### **Menu Create IDP**

#### **Klik tombol Create**





#### 2. Klik tombol Add Dev Program III. Mid Year Review +Add Achievement Dev Program Print IDP (\*) tidak boleh kosong Save (Mid Year Review) Submit IDP (Mid Year Review) Back - x Mid Year Review (1) **Development Program** Tanggal Program Achievement **Next Action** Development Program (\*) mm/dd/yyyy Achievement (\*) Next Action (\*) Anda yakin submit IDP ini? Kolom pengisian Mid Year Review: Data yang tidak valid (lengkap) tidak akan diproses. - Wajib mengisi development program +Add Achievement Dev Program No, cancel! - Wajib Mengisi tgl pelaksanaan program dev - Wajib Mengisi achievement Setelah mid yaer review diisi lengkap, - Wajib mengisi next action klik tombol "SAVE" dan klik tombol "SUBMIT"



### **Individual Development Plan**

(III)

# **ONE YEAR REVIEW**



#### PENIGISIAN ONE YEAR REVIEW & SUBMIT

#### IDP ONE YEAR REVIEW APPROVAL BY SUPERIOR 2

IDP ONE YEAR REVIEW APPROVAL BY HRD



#### Log In Portal

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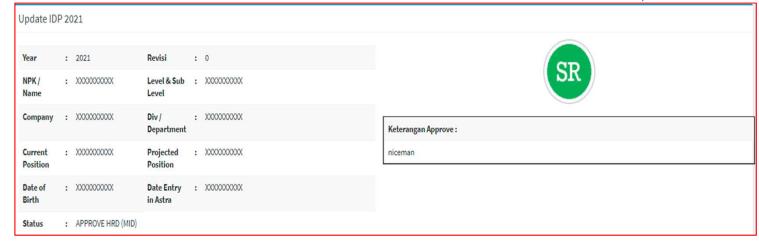
#### **Menu Create IDP**





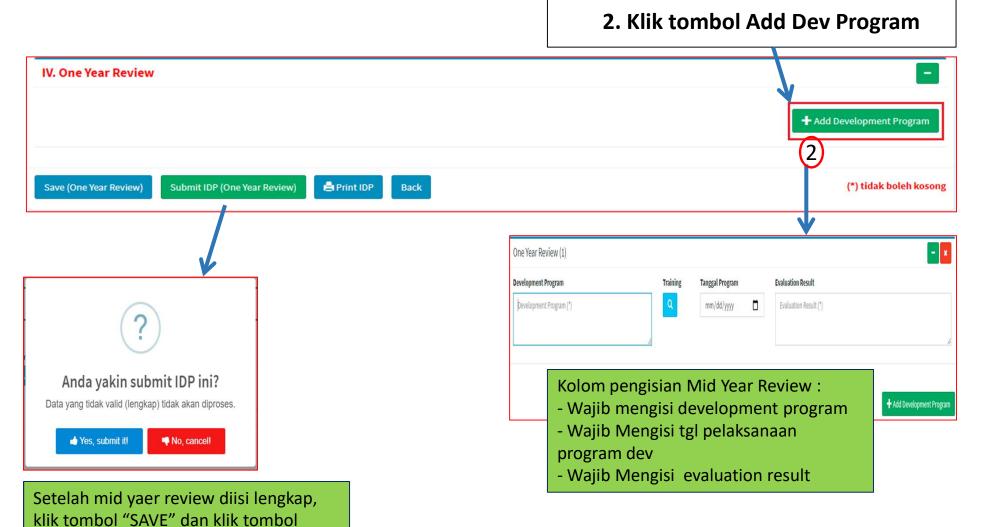


#### Note: One Year Review IDP bisa di buat jika status MID YEAR IDP sudah "Approved"





"SUBMIT"



# **TERIMA KASIH**