

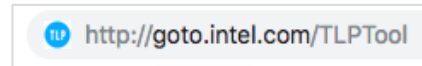
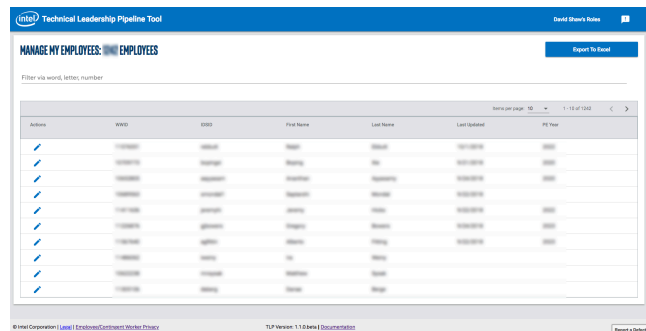


Pilot Instructions

1. Navigate to <http://goto/TLPTool> Be patient as the page loads your employees. If they don't load, navigate to the top and click on your name and select Manager view.
2. Check to make sure all your employees are listed.
3. Review the information for ALL employees and save your information so the "Last Updated Date" shows that you looked at their information. If you don't, you will get reminders until you do.
4. Current TLP Title: Only your Fellows, Senior PEs, PEs and those with the Technical Leader designation will have a "Current TLP Title". Leave everyone else blank.
5. For your TECHNICAL employees only, choose a Domain and Sub-Domain. Use the [Technical Domain Definitions](#) to help guide you. If you want additional guidance, visit Degreed inside MyLearning and take the Technical Domain Training in the Technical Leadership Development [Pathway](#). For non-technical employees, leave it blank.
6. Fill in the area of expertise. Be as specific as you can be by starting broad and then drilling down. E.G. Software – Driver Development. Please do this for ALL employees.
7. Select Yes or No for Written Individual Development Plan, whether or not you've reviewed it, whether or not your boss has reviewed it. Please do this for ALL employees.
8. Answer Yes or No for whether or not you expect / or they want to get to Principal Engineer at some point in their career. This is critical to building our pipeline.
9. Select the YEAR you think you might nominate them for PE. If it's past 2026, leave it blank.
10. Click Save. Work on your next employee until you are done. Be sure to click save after each one.
11. When done, make sure all employees have today's date in the Last Updated column. You are welcome to download your information by using the Export to Excel button. If you have any issues, use the button in the bottom RIGHT to "report a defect".
12. You're DONE! Thank you for helping us build the pipeline!

Starting the application

- 1 Open Chrome** and go to the following URL,
<http://goto.intel.com/TLPTool>.
- 2 You should automatically be logged in. The screen may take a second to load data, but then you will see something similar to this (see the image on the right).

Technical Leadership Pipeline Tool

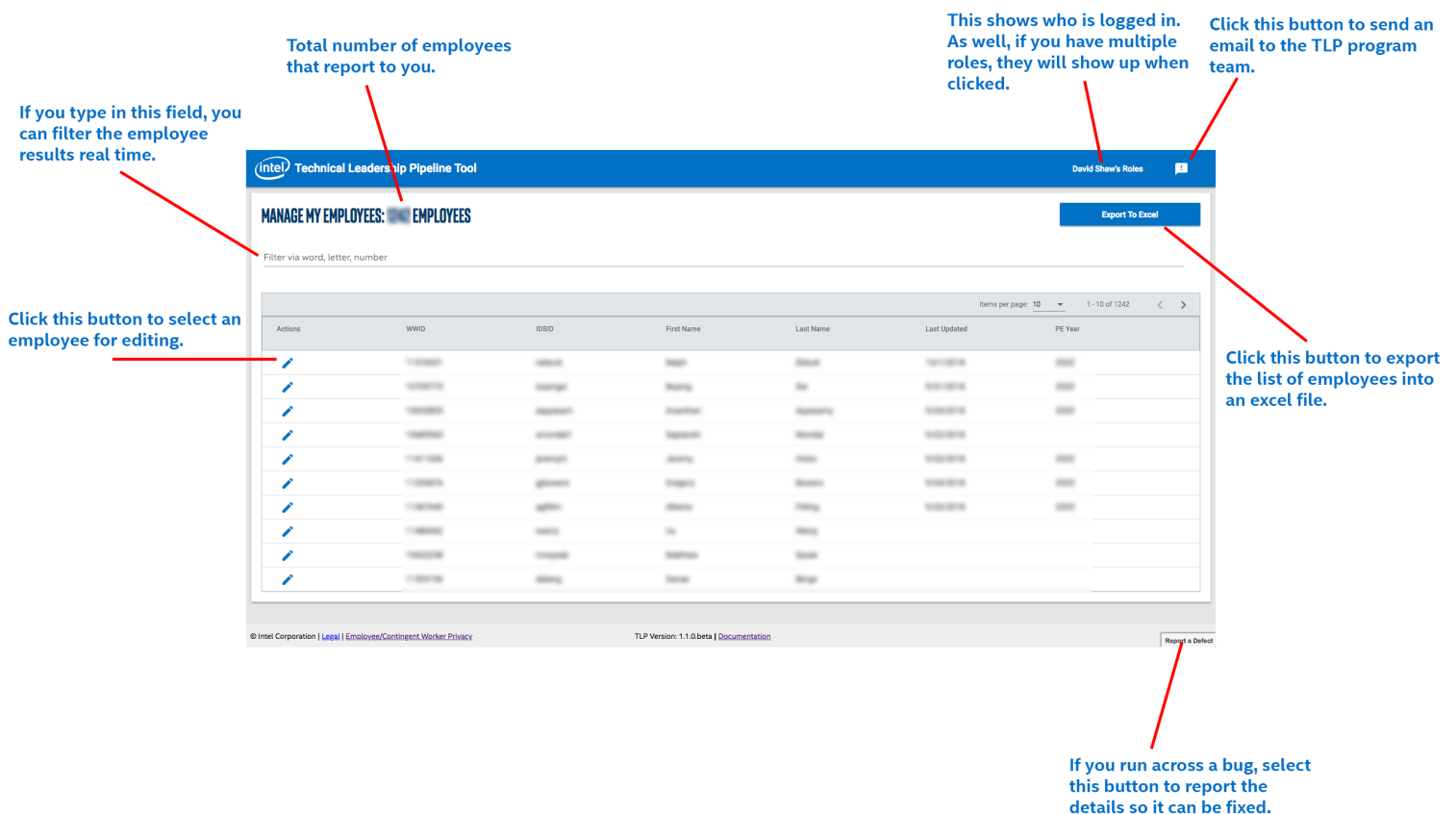
MANAGE MY EMPLOYEES: EMPLOYEES

Filter via word, letter, number

Actions	WWID	DSID	First Name	Last Name	Last Updated	PE Year
	11111111	111111	John	Doe	11/11/2016	2016
	11111111	111111	John	Doe	11/11/2016	2016
	11111111	111111	John	Doe	11/11/2016	2016
	11111111	111111	John	Doe	11/11/2016	2016
	11111111	111111	John	Doe	11/11/2016	2016
	11111111	111111	John	Doe	11/11/2016	2016
	11111111	111111	John	Doe	11/11/2016	2016
	11111111	111111	John	Doe	11/11/2016	2016
	11111111	111111	John	Doe	11/11/2016	2016
	11111111	111111	John	Doe	11/11/2016	2016

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Get to know the app



Total number of employees that report to you.

If you type in this field, you can filter the employee results real time.

Click this button to select an employee for editing.

This shows who is logged in. As well, if you have multiple roles, they will show up when clicked.

Click this button to send an email to the TLP program team.

Click this button to export the list of employees into an excel file.

If you run across a bug, select this button to report the details so it can be fixed.

Technical Leadership Pipeline Tool

MANAGE MY EMPLOYEES: EMPLOYEES

Filter via word, letter, number

Actions	WWID	DSID	First Name	Last Name	Last Updated	PE Year
	11111111	111111	John	Doe	11/11/2016	2016
	11111111	111111	John	Doe	11/11/2016	2016
	11111111	111111	John	Doe	11/11/2016	2016
	11111111	111111	John	Doe	11/11/2016	2016
	11111111	111111	John	Doe	11/11/2016	2016
	11111111	111111	John	Doe	11/11/2016	2016
	11111111	111111	John	Doe	11/11/2016	2016
	11111111	111111	John	Doe	11/11/2016	2016
	11111111	111111	John	Doe	11/11/2016	2016
	11111111	111111	John	Doe	11/11/2016	2016

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Editing an Employees Data

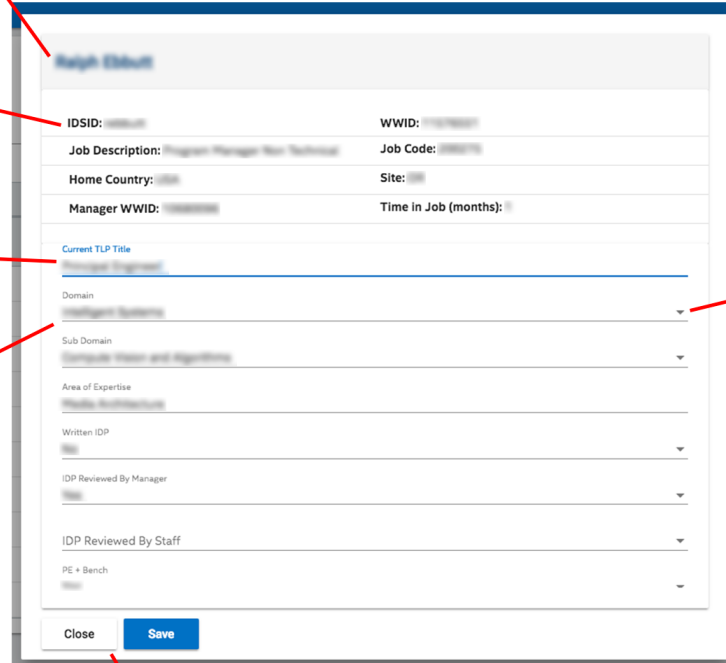
Employee Name - not
editable.

Employee information - not
editable.

Current TLP Title should be
*Fellow, Senior Principal
Engineer, Principal
Engineer, Tech Lead, or
BLANK.*

Domains can be found here:

https://sp2010.amr.ith.intel.com/sites/LearningDevelopment/_layouts/xlviewer.aspx?id=/sites/LearningDevelopment/Documents/Tech-Domains-Definitions.xlsx



The screenshot shows a web form for editing employee data. The form is titled "Employee Information" and contains several fields. The "Employee Name" field is at the top and is not editable. Below it are fields for "IDSID", "WWID", "Job Description", "Job Code", "Home Country", "Site", "Manager WWID", and "Time in Job (months)". The "Current TLP Title" field is a dropdown menu with "Principal Engineer" selected. Below this are two more dropdown menus for "Domain" (selected "Intelligent Systems") and "Sub Domain" (selected "Compute Vision and Algorithms"). There are also fields for "Area of Expertise" (selected "Media Architecture"), "Written IDP", "IDP Reviewed By Manager", "IDP Reviewed By Staff", and "PE + Bench". At the bottom of the form are "Close" and "Save" buttons. Red arrows point from the annotations to the corresponding fields in the form.

Triangle indicates a drop
down selection.

After you are done editing, select **SAVE** to save your
information. If you click **CLOSE** or click outside the pop
up box, you will loose any changes.