

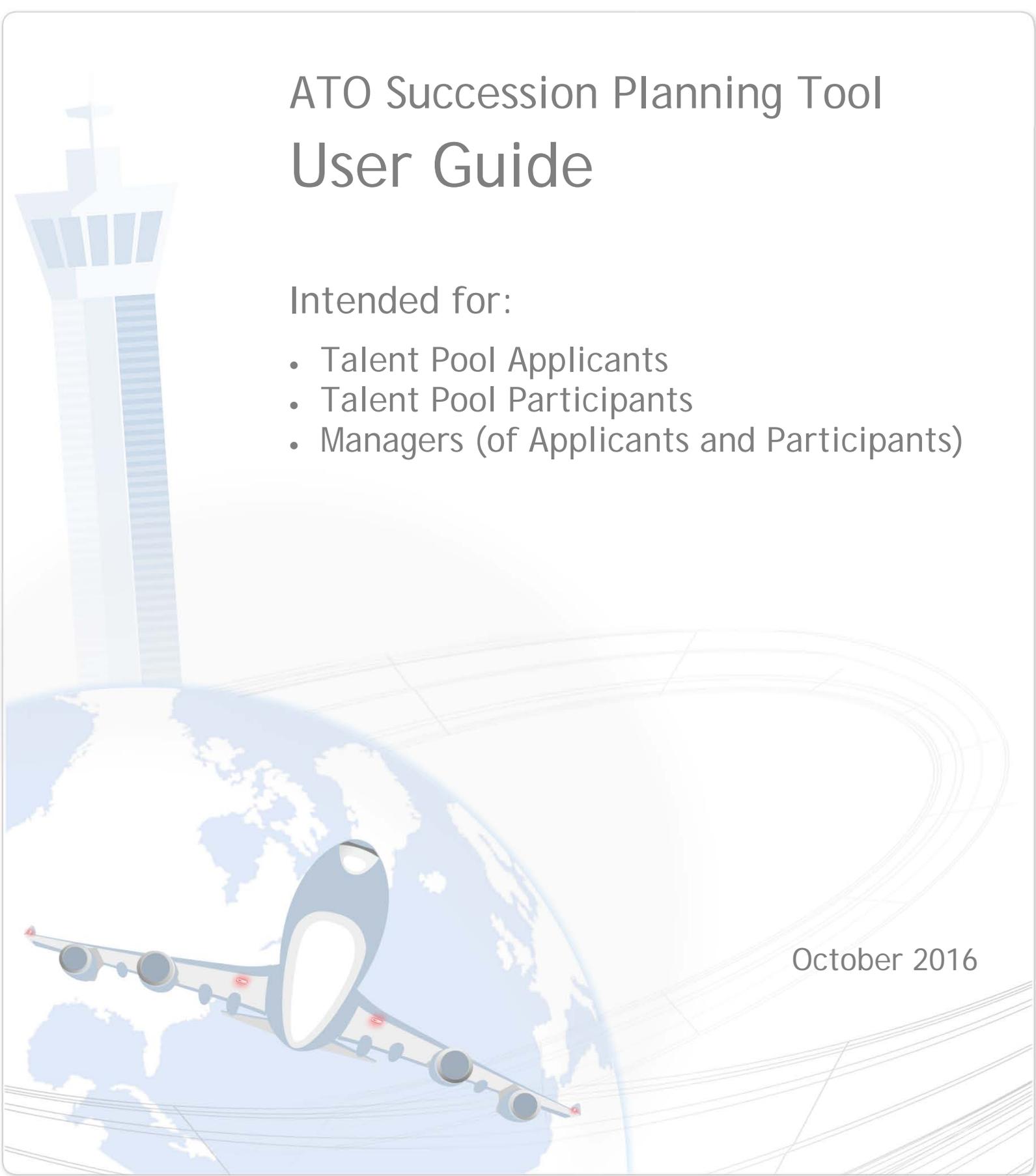


ATO Succession Planning Tool User Guide

Intended for:

- Talent Pool Applicants
- Talent Pool Participants
- Managers (of Applicants and Participants)

October 2016





Introduction1

About ATO Talent Pools3

Getting Started and Logging In4

 If you are a first-time user: 4

Guidance for Talent Pool Applicants5

 Step 1: Fill Out Your Profile 5

Contact Information..... 5

Manager Information 5

Work History 6

Education 6

Awards 7

Leadership Positions and Other Qualifications..... 7

Training/Short Details..... 8

 Step 2: Apply for a Pool..... 9

Home Page..... 9

 Step 3: Manage Your Applications..... 10

My Applications 10

Guidance for Talent Pool Participants11

 Create and Update a Development Plan 11

Development Plan 11

Guidance for Managers12

 Applicant Managers 12

Evaluate Employees 12

 Participant Managers 12

Resources14

Feedback15

Feedback Form..... 15

Satisfaction Survey..... 15

Additional Information and Help16

Questions and Answers / FAQ..... 16

Technical Issues and Troubleshooting 16



Introduction

The Federal Aviation Administration (FAA) Air Traffic Organization (ATO) is committed to the growth and development of its workforce. The **ATO Succession Planning Program (ATO-SPP)** is designed to:

- Identify and develop high-potential employees to be ready to apply for mission-critical leadership positions
- Promote diversity and inclusiveness through structured and objective merit-based processes for talent pool application, review, and admission

Program elements include:

- Advising, guides and workshops to increase knowledge on development planning, measuring progress, and on developing others
- Accelerated and individualized development opportunities, aligned to competencies for target jobs
- Confidential and in-depth assessments that provide feedback on strengths and development areas
- Professional coaching
- Networking and enhanced visibility to senior leaders
- Leadership development courses and workshops
- Details or shadowing
- Action Learning
- Talent Reviews with feedback

Program participation showcases your interest and readiness to move into the target position. Applicants who demonstrate the greatest potential will be selected for program participation.

Participation in an ATO talent pool is intended to enhance an individual's qualifications for selection to the target position, but does not guarantee a promotion or selection to a future position; this is an individualized development program, not a selection program.

FAQs and additional information can be found at the ATO-SPP website:

<http://my.faa.gov/go/spp>.



The **ATO Succession Planning Tool** is an automated, web-based application available on

<http://myatocareer.faa.gov/> that streamlines the following SPP processes:

- Applying for inclusion in a pool
- Creating Development Plans that focus on the competencies required for the target position (for accepted pool participants only)

This **User Guide** is intended for applicants, prospective applicants, program participants, and managers of applicants and participants. The guide provides detailed instructions on how to use the tool. It is organized into the following sections:

- About the ATO Succession Planning Program
- About ATO Talent Pools
- Getting Started and Logging In
- Guidance for Talent Pool Applicants
- Guidance for Talent Pool Participants
- Guidance for Managers
- Resources
- Feedback
- Additional Information and Help



About ATO Talent Pools

ATO senior leaders identify mission-critical target positions and talent pools to prepare employees for those positions. Once announced, employees will have a limited period of time ("open season") to apply to the pool. Participants remain in a pool for two years and participate in a range of development activities. All program target positions are within the ATO.

No nomination is required. Employees apply for job-specific ATO talent pools on their own initiative. Any ATO employee who meets the pool-specific prerequisites or qualifications may apply for a pool.

Employees submit an application package for consideration as a program participant for a specific pool using the Succession Planning Tool on myatocareer.faa.gov.

The application and selection process includes the following three steps:

1. Initial screening
2. Assessments
3. Selection into the program

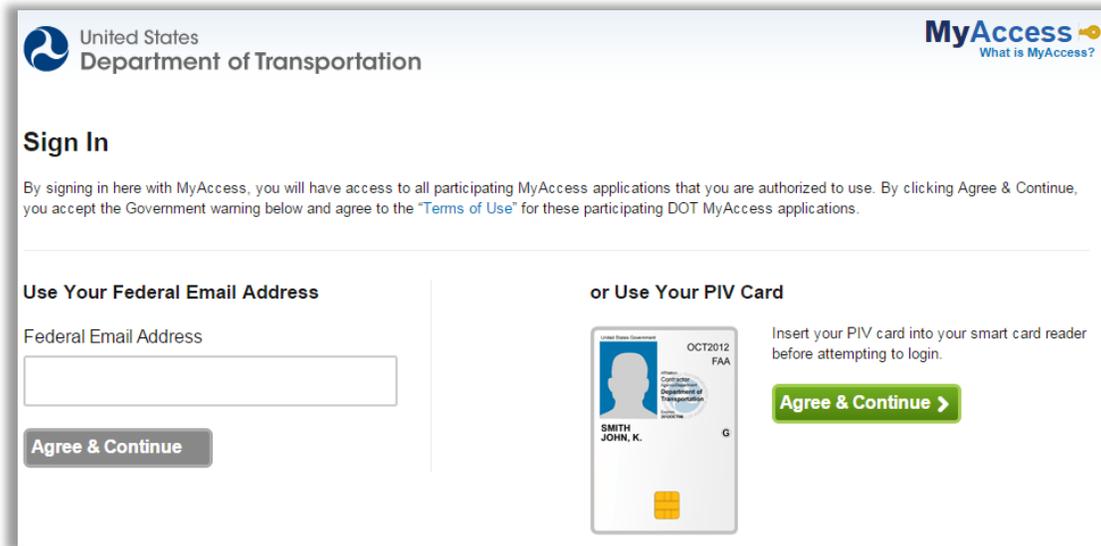
After the initial screening, your manager will be asked to provide input on your performance and potential. The manager's support is not required to move forward in the application process. Applicants will also participate in a structured assessment as part of the application process.

The decision for inclusion in a pool rests solely with the Succession Planning Board which reviews the applications and selects the applicants who demonstrate the highest potential for success in the target job given two years of development.



Getting Started and Logging In

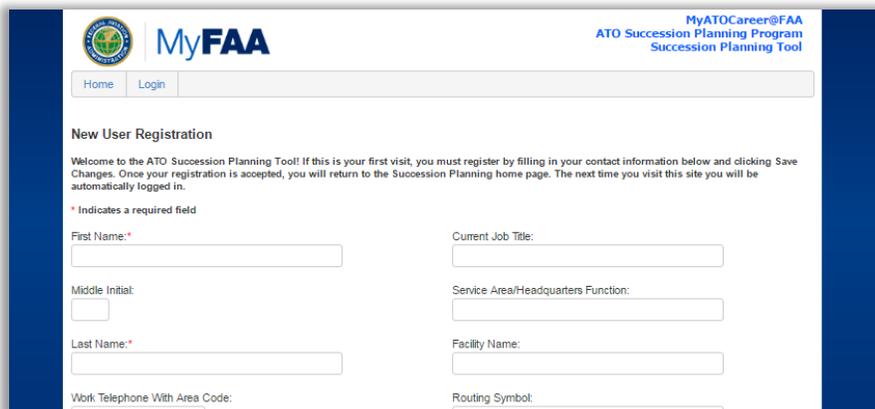
To access all the features of the Succession Planning Tool, you will first need to log into the myatocareer.faa.gov site using your FAA credentials.



Once logged in, you will be directed to the SPP Home page.

If you are a first-time user:

- ➔ You will automatically be directed to the **New User Registration** page. Fill out all fields.
- ➔ Select “Save Changes” when you are finished. You will be logged in and returned to the SPP Home Page.
- ➔ Ask your manager to register using the same process listed above as soon as possible. They need to register in order to have their name show up in the system when you are asked to select your manager. The SPT is not linked to any database of FAA or ATO employees.





Guidance for Talent Pool Applicants

Important! If you plan to apply to a pool with a "Coming Soon" status, *get a head start* and save yourself time by entering your work history and other required information under the **Profile** tab now before the open season application period begins. Start early to ensure you have enough time to truly showcase yourself as an ideal applicant.

When the pool status changes to "**Open for Application**," you must select **Apply Now** to submit an application. The system will verify that you have entered data for each Profile section. You will then need to answer additional pool-specific questions, including narrative competency examples.

Further instructions and pool-specific resources are provided in the **Resources** tab; be sure to read them carefully. The application questions will vary for each pool, but your Profile information will be stored by the system and can be reused for applications to future pools.

Step 1: Fill Out Your Profile

The first step in getting ready to apply for a pool is to fill out the information found under the **Profile** menu tab. You can edit information entered on the profile pages at any time. However, if you previously applied to a pool, the reviewers will see your profile information as it appeared at the time of submission. Updating profile entries will only affect future pool applications. Remember to make sure your manager has registered with the system.

Note: Completing the **Profile** pages does not constitute an application to a pool.

Contact Information

In this section, you will provide your contact information.

- The **Contact Information** page will pre-populate with the information that you entered when you registered as a Succession Planning Tool user.
- Review your information, and update as required.
- Select "Save Changes" when you are finished.

Remember to keep your contact information current.

Manager Information

Manager input is integral to the talent pool selection process. Use this page to identify your primary (immediate) manager or supervisor; he or she will then be notified to complete and submit an evaluation on your behalf once you submit an application.

- Select "Add Your Manager." You will be redirected to the **Add/Edit Primary Manager** page (with the "Add Primary Manager" heading), where you may search for your manager from the existing list of managers by entering his or her first name, last name, or email address.



- If your manager is on the list, select “+ Add As Primary” beside his or her name. You will be returned to the **Manager Information** page, which will now display your manager’s information.
- **If your manager is not on the list, they need to register in this system for the first time. The SPT is not linked to a list of FAA employees or managers. Once a manager registers, their name should show up for you.**
- Once your manager has registered in the SPT, select the “Click here” hyperlink to access the **Add Manager Account** page and enter your manager’s name and email address. Finish by selecting “Add Manager.”
 - You will be returned to the **Manager Information** page, which will now display your manager’s information.

Please notify the Program Office if you need to change your primary manager associated with a submitted application.

- You may also use this page to update or change your manager if you have not yet applied and been accepted into an ATO talent pool.

Work History

In this section, you provide information about your work history. You may enter positions held at FAA as well as previous employers. When applying to a pool, you may include some or all of these entries to support your application. Be sure to include positions you have held that show that you satisfy the minimum requirements for pool application as well as other positions that may have helped you prepare for the target job.

Provide information about details lasting less than 180 days under the Training/Short Details menu option.

- Follow the directions on the screen to enter information about your current and previous jobs.
- Explain your actual key job duties in your own words. Do not copy from a formal position description.
- For each job, list three significant accomplishments with positive impact on the organization. Use action verbs to capture what you did and clearly describe the impact of your actions, quantifying the results when possible.
 - Note: What you write here counts; the Board will be evaluating your written accomplishments as part of the application review process.
- Select “Save Job” when you are finished entering information about a job.

Provide information about collateral duties under the Leadership Positions and Other Qualifications menu option.

Education

In this section, you provide information about your college and high school education history.

- Add college education information.
 - Select “Add College” to enter information about your college education.

Provide information about all college education experiences, listing credits earned if no degree was obtained.



- Follow the directions on the screen to enter information about your college education.
- Select "Save Changes" when you are finished.

- Add high school education information.
 - Select "Add High School" to enter information about your high school education.
 - Follow the directions on the screen to enter information about your high school education.
 - Select "Save Changes" when you are finished.

Awards

In this section, you provide information about awards you have received that you would like the Succession Planning Board to consider. Please provide a description of the award, the year it was received, the reason it was awarded, and its significance. You may list up to 10 awards.

- Select "Add Award" to enter information about awards that you have received.
- Follow the directions on the screen to enter information about awards that you have received.
- Select "Save Changes" when you are finished. You will be returned to the **Awards** page.

Leadership Positions and Other Qualifications

In this section, you provide information about your qualifications, such as:

- Leadership positions you have held in employee associations, professional associations, unions, or community groups
- Publications
- Other special honors or qualifications that are relevant to the target job
- Certifications relevant to the target job

Focus on the items most closely related to the pool target position. You may list up to 15 items. Please list the most recent experience first.

- Select "Add Leadership Positions or Other Qualifications" to enter information about qualifications that you have obtained.
- Follow the directions on the screen to enter information about your leadership positions and other qualifications.
- Select "Save Changes" when you are finished.



Training/Short Details

In this section, you provide information about training courses, details less than 180 days, or collateral duties that you have completed that would help you prepare for the target job.

You may list up to 10 items. Do NOT include mandatory training.

- Select "Add Training" to enter information about your training or details less than 180 days.
- Follow the directions on the screen to enter information about your training.
- Select "Save Changes" when you are finished.

Provide information about details lasting 180 days or more in the Work History section.

*Remember: Completing your Profile does not constitute an application to a pool. When a pool status says "Open for Application," you must select **Apply Now** to complete and submit an application for that specific pool during the published open season application period.*



Step 2: Apply for a Pool

Home Page

The SPP Home page contains a list of current ATO talent pools and their statuses.

From the SPP Home page you can:

- Select a pool name to obtain information about a pool (such as status, open season period, description, qualifications for applying into the pool, and the competencies required for success in the position).
- Select “View Qualifications” to see the required qualifications/eligibility for the specified pool.
- Apply for a pool with the status “Apply Now.” Select the “Apply Now” hyperlink to open the application. You will be asked to complete a series of pool-specific application questions.
- If you do not wish to complete an application in one sitting, you can select the “Save and Continue Later” button found at the bottom of most of the application pages, and continue filling in the information at a later date. Be sure you complete and submit the application during the Open Season application period.
- You are required to write a narrative response to a Career Development question, and for most pools, there will be additional questions to respond to in writing.
- You are also required to write responses that provide examples of how you demonstrate certain competencies. You will write a narrative example (not bullets) of how you have demonstrated certain competencies. Use the STAR format (Situation, Task, Action, Results) to write your examples.
- We strongly recommend that you first compose your narrative answers in Word or another word processor. Start early and enlist assistance with editing and reviews. The way you write your application is important; the Board will consider typos, grammar, etc. during the rating process. Then copy and paste your polished text entries into the Succession Planning Tool. That way, you always have a copy of what you submitted for your records.
 - Note: An *application worksheet* is available in the Resources tab as a place for you to draft, edit and polish those application sections that require writing.
- After you have begun filling out an application for a particular pool, the pool status that appears in the table changes from “Apply Now” to “Manage Applications.” Selecting the “Manage Applications” hyperlink allows you to access the My Applications page and the functions described in the next section of this guide.

NOTE: Your application will be pre-populated with the information that you entered under the Profile menu tab. Update your information under the corresponding Profile sub-menu item.



Step 3: Manage Your Applications

My Applications

After initiating and saving one or more applications, a variety of functions become available via the **My Applications** page within the **Profile** tab drop-down menu. The table on the **My Applications** page displays all the ATO talent pools to which you have initiated applications, as well as the corresponding pool status, application status, and final selection decision.

In addition, from the **My Applications** page you can:

- Select “Track Application” to reach pool-specific **Application Tracking** pages. These pages provide a detailed checklist of tasks so you can monitor your progression through the application process.
- Complete and submit an application. If you saved an incomplete application, you can pick up where you left off by selecting the “Continue Application” button in the appropriate row.
- The “Withdraw” button appears and is selectable if you have submitted an application to a pool but have not been selected into that pool.
 - The “Withdraw” button can be used to remove your application from consideration in a pool.
 - If the application period has closed you will not be able to re-apply.
- The only way to edit an application post-submission is to withdraw the application, and then restart the application process and submit a new application before the deadline. Therefore, if a user withdraws from a pool and the deadline has not passed, a new button will appear: “Reapply to Pool.”

**Note: If you withdraw an application and then reapply, your profile information will be retained, but you will need to completely re-enter application-specific information and text entries such as the competency examples, so be sure to save your application-specific answers to a file outside of this tool.*



Guidance for Talent Pool Participants

Create and Update a Development Plan

Development Plan

After you are accepted into a pool, you will create a Development Plan and you may participate in an Action Learning Project to help you prepare to take on new challenges within the FAA.

→ Where it is: the **Development Plan** page is accessed via the **Profile** tab drop-down menu.

**Note: This page can only be accessed after you have been accepted into a pool.*

From the **Development Plan** page you can access the following features:

- **Home** - View announcements and job openings relevant to your pool.
- **Build Plan** - Assess your strengths and development areas. Choose up to two competencies relevant to your pool in which you want to develop your proficiency. Create up to two developmental goals per competency, and specify up to five developmental activities per goal. Follow the instructions in the *ATO Succession Planning Program Development Guide* (download from the **Resources** tab) for guidance on each plan component.
- **Review & Sign** - Review your Development Plan with your manager. Discuss your goals and activities, and identify the support and resources needed to complete your plan. Document any comments or questions that you may have for the Succession Planning Program Office, and electronically sign the Development Plan.
- **Progress Reviews** - Schedule quarterly progress reviews to discuss your developmental successes and challenges with your manager. Use this time to update your Development Plan as appropriate.
- **Action Learning** - Enter information about your Action Learning Project, including timeframes, anticipated outcomes, needed support and potential barriers.
- **Documents** - Upload documents like Feedback Reports, Individual Development Plans (IDPs), and the like for ease of sharing with a manager, coach, mentor, or the Program Office.



Guidance for Managers

Applicant Managers

Evaluate Employees

If you are the manager of a SPP talent pool applicant, once you have registered with the system, you will have access to an additional menu item under the **Profile** menu tab: **Evaluate Employees**.

This menu option provides you with a list of SPP applicants who have listed you as their primary manager. You are required to complete a manager evaluation form for each employee listed. The Succession Planning Board will use the information you provide on this form, the employee's written application, and the employee's results on the competency assessment exercise to select participants for the target pool.

Please be candid in your responses and provide as much information as possible. Your input is confidential. The Program Office will not share your evaluation input with the applicant.

From the **Evaluate Employees** page you can:

- Fill out the manager evaluation form for each employee who has requested your review.
 - Rate employees on competencies relevant to the target pool.
 - Specify applicant strengths and areas for development, and assess the applicant's potential to succeed in the target job.
 - Please do not use the employee's name or refer to the employee as "he" or "she" in writing your comments so that anonymity is maintained when the Succession Planning Board reviews this information.
 - If an employee is selected into a pool, you will then be granted access to the employee's Development Plan.

Your input is confidential. Your name and the applicant's name will be removed before your input is given to the Succession Planning Board. The Program Office will not share your evaluation with the applicant.

Participant Managers

If one of your employees is accepted into an SPP pool, they must complete a Development Plan and may participate in an Action Learning Project to help them prepare to take on new challenges within the FAA. You will be asked to support your employee by:

- Reviewing and discussing your employee's Development Plan with them. Identify the support and resources that your employee will need to succeed in obtaining his or her developmental goals. Think about potential obstacles and brainstorm ways to overcome them.



- Participating in quarterly discussions about your employee's progress in meeting his or her goals.
- For some pools, assisting your employee in identifying an appropriate Action Learning Project that meets organizational goals, and providing the employee with the opportunity to develop his or her competencies.



Resources

- Where it is: the **Resource Documents** page is accessed via the **Resources** tab drop-down menu.

The ATO Succession Planning Tool also provides important resources to support your application and development. The resources offered may include supplemental resources directly related to the ATO Succession Planning Tool, FAA and ATO career resources that are external to the website, or resources that are relevant to specific talent pools.

As the site expands, additional resources will be provided.



Feedback

The MyATOCareer@FAA project team wants to hear from you. Like the tool? Don't like the tool? Let us know. The team intends to maintain and update the tool over time, to streamline features, and to expand the tool's functionality. User feedback, both positive and negative, will create a strong basis from which to make these improvements.

Feedback Form

→ Where it is: The **Feedback** tab is in the main navigation bar.

Please use the feedback form to:

- Recommend new content, new features, or new capabilities
- Inform us of problems with site features
- Identify incorrect information and content
- Recommend SPP enhancements

Feedback will be periodically reviewed and addressed.

Satisfaction Survey

→ Where it is: The **Satisfaction Survey** is accessed by selecting "Please take our Satisfaction Survey" on the **Feedback** page.

In addition to the feedback form, the Satisfaction Survey represents an important means for collating user perceptions. We ask that tool users complete the ATO Succession Planning Tool survey. The survey solicits your perceptions of the site (e.g., accessibility, organization, usefulness, and ease of use) and allows you to provide comments on many aspects of the tool.



Additional Information and Help

➔ Where it is: the **Help** page is accessed via the **Resources** tab drop-down menu.

The **Help** page contains links to download valuable resources like the User Guide, a list of questions and answers, and contact information for the project team.

This page provides responses to frequently asked or anticipated questions related to the Succession Planning Program and the Succession Planning Tool. Please feel free to reach out to the program office (see Contact Information) if you have questions that are not addressed on this page.

Please refer to the [SPT User Guide](#) for instructions related to specific functions of this tool.

Contact Information
 Succession Planning Office
 Emily Hitt—Program Manager
myatocareer@faa.gov
 (202) 267-6679

Questions and Answers

[Program Application](#)
[Pool Selection](#)
[Program Participation](#)
[Succession Planning Tool](#)

Program Application

What is the goal of ATO Succession Planning?
 ATO Succession Planning is a two-year-long program with the purpose of identifying and developing high potential employees to be ready to apply for mission-critical leadership positions, and to promote diversity and inclusiveness through structured and objective merit-based processes for talent pool application, review, and admission. Talent pools will be established annually, based on the most critical ATO talent needs. Talent pools may vary over time to meet evolving operational needs.



**ATO Succession Planning Tool
USER GUIDE**

Questions and Answers / FAQ

The ATO Succession Planning Tool contains a list of questions and answers, which is intended to help employees learn more about how the content for this tool was developed and how employees should use and interpret the provided information. This is a good starting point if you have questions. You are encouraged to contact the project staff if you have questions that are not addressed within the tool.

Technical Issues and Troubleshooting

The ATO Succession Planning Tool is designed to meet FAA system requirements. The application may not load on non-FAA workstations unless compatible software is installed. The tool is best experienced using Internet Explorer 8.0 (or above) or Google Chrome, and must have Adobe Flash Player 9.0 (or above) installed. If you experience technical issues with the application, please contact the project team at MyATOCareer@FAA.gov.