



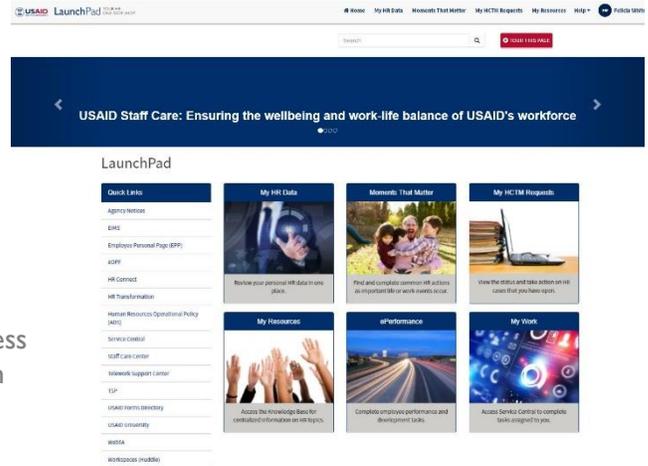
LAUNCHPAD – YOUR EMPLOYEE HR PORTAL

WHAT IS LAUNCHPAD?

LaunchPad is an online, one-stop-shop for direct hire employees to:

- access their HR data in one centralized location with 24-hour access
- initiate requests to HCTM
- track the status of outstanding requests

It simplifies communication with HCTM and allows access to resources that help you find answers to questions on your own time.



WHAT ARE SOME HIGHLIGHTS?

-  **My HR Data** – Employees’ personnel information is displayed in one centralized location so that you can take ownership of your HR data.
-  **Moments that Matter** – Employees are guided step-by-step through personal and professional milestones to simplify your interactions with HR and allow you to proactively complete HR tasks.
-  **My Resources** – Employees can easily search and access HR Knowledge Base resources including policies, guidance, and FAQs.
-  **My HCTM Requests** – To increase transparency and streamline ticket actions, USAID employees can access, view, and take action on their HR tickets directly from LaunchPad.
-  **ePerformance** – A new performance management platform, first available to Foreign Service, that enables and facilitates the performance management process.
-  **Assignments** – A new Bidding/Selection tool designed to improve the bidding and selection processes for FSOs, Selecting Officials, and other assignments stakeholders.
-  **Help** – Employees can initiate HCTM support tickets directly from LaunchPad.

QUESTIONS? CONTACT THE SERVICE CENTRAL HR HELPDESK: HR-HELPDESK@USAID.GOV OR +1 (202) 712-1234

HR Transformation in Action