**** Individual Development Plan

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| **2023-2024 INDIVIDUAL DEVELOPMENT PLAN**  (to be completed shortly ***after*** the performance appraisal discussion) |

# Purpose

An employee who receives an overall Performance Appraisal rating of 3 or greater will be provided with an Individualized Development Plan (IDP) for the next review period.[[1]](#footnote-1) **The main focus of the IDP is to present an organized approach to *furthering the employee’s professional development***.[[2]](#footnote-2) The supervisor and employee collaborate to identify activities and programs that will add to, and/or improve, the employee’s professional skills.

# Developing the Individual Development Plan

**Developing the IDP involves the following steps**:

1. The supervisor and the employee are both involved in the design of the employee’s IDP. Preparation of the IDP should begin as soon as practicable following the Performance Appraisal discussion, when major areas of potential development have already been identified. The supervisor and employee determine which of them will prepare the initial draft of the IDP on page 2 of this form. They will then meet to discuss, modify, and finalize the IDP.
2. The IDP should focus on developing new skills, capabilities, and knowledge bases (or increasing current ones) that likely will be useful in the upcoming 1-3 years of the employee’s career path.
3. Though the IDP should be thorough and cover all major development needs, it should also be concise so that it does not become unwieldy or overwhelming – focus on the key areas to be developed.
4. Some potential development needs may be related to:

* Change(s) in technology
* Potential future assignments in the employee’s career path.
* Future staffing needs
* Leadership development

Relationship building

1. In the following section, *Developmental Opportunities* will help to determine the learning methods and resources that will be needed to achieve the identified developmental needs.
2. Next, define the measures or criteria that will be used to determine if the targeted learning has been accomplished.
3. Establish a reporting system to gauge the employee’s progress at any time so any adjustments (if needed) can be made to the IDP.
4. The supervisor and the employee should each sign and date the finalized IDP to document their mutual agreement and commitment to completing the plan.
5. Attach a copy of the finalized IDP to the completed and signed Performance Appraisal form in the employee’s file. The supervisor and employee will each retain a copy of the finalized IDP for their records and future discussions.

# Developmental Opportunities

There are several methods that might be helpful in furthering the employee’s professional development. Examples include:

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| Assignments Job rotation  Stretch  Temporary Committees Work groups  Presentations Cross-Training Changing functions  Shift changes  Working with new people Develop in Place Mentoring  Individual projects  Perspective building  Tough challenge  Shift in size of job Formal Training/ Development Professional  Technical  Leadership  Executive | Off-the-Job Opportunities Joining/leading community groups  Trying a new skill in a volunteer organization  Giving presentations to civic groups On-the-Job Opportunities Taking on new projects or assignments  Temporary assignments  e.g., filling in for someone on vacation  Assuming lead role responsibilities  Improving a process or procedure Self-Development Readings/self-study  Professional organizations  College/university programs  Seminars Start-ups New team  New system/service/process |

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| Employee Information | | | | | | | |
| Employee Name: | | Enter Employee Name | Title: | Enter Title | | Date: | Enter Date |
| Department: | | Enter Department | | Supervisor Name: | Enter Supervisor Name | | |
| **Short Range – Critical within present position (1 year)** | | | | | | | |
| **Goal:** | Enter Goal | | | | | | |

| Competencies/Technical Skills to be acquired | Learning Activities | Learning Resources | Time Frame Start – Complete | Learning Success Criteria |
| --- | --- | --- | --- | --- |
| Competency 1 | Activity 1 | Resource 1 | mm/dd/yy – mm/dd/yy | Criteria 1 |
| Competency 2 | Activity 2 | Resource 1 | mm/dd/yy – mm/dd/yy | Criteria 1 |
| Competency 3 | Activity 3 | Resource 1 | mm/dd/yy – mm/dd/yy | Criteria 1 |

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| **Mid Range – Important for growth within present position (2 years)** | |
| **Goal:** | Enter Goal |

| Competencies/Technical Skills to be acquired | Learning Activities | Learning Resources | Time Frame Start – Complete | Learning Success Criteria |
| --- | --- | --- | --- | --- |
| Competency 1 | Activity 1 | Resource 1 | mm/dd/yy – mm/dd/yy | Criteria 1 |
| Competency 2 | Activity 2 | Resource 1 | mm/dd/yy – mm/dd/yy | Criteria 1 |
| Competency 3 | Activity 3 | Resource 1 | mm/dd/yy – mm/dd/yy | Criteria 1 |

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| --- | --- |
| **Long Range – Helpful for Achieving career goals (3 years)** | |
| **Goal:** | Enter Goal |

| Competencies/Technical Skills to be acquired | Learning Activities | Learning Resources | Time Frame Start – Complete | Learning Success Criteria |
| --- | --- | --- | --- | --- |
| Competency 1 | Activity 1 | Resource 1 | mm/dd/yy – mm/dd/yy | Criteria 1 |
| Competency 2 | Activity 2 | Resource 1 | mm/dd/yy – mm/dd/yy | Criteria 1 |
| Competency 3 | Activity 3 | Resource 1 | mm/dd/yy – mm/dd/yy | Criteria 1 |

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| **Signatures** | | | | |
|  |  |  |  |  |
| **Employee Signature** | **Date** |  | **Supervisor Signature** | **Date** |

1. An employee who does not receive an overall rating of 3 or better (i.e., 2 or 1) will instead receive a Performance Improvement Plan (PIP). [↑](#footnote-ref-1)
2. The IDP has a different focus from the Goal Agreement form. The goal setting process focuses on achieving goals and objectives that are of primarybenefit *to the employee’s current unit/organization* during the upcoming review period. By contrast, the IDP focuses on *developing the individual employee’s skills and competencies*, particularly those which likely will benefit the employee’s career path during the next 1-3 years. [↑](#footnote-ref-2)